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Remarks for Latest Updates

This Course Prospectus, printed in April 2026, introduces the training courses to be provided by the Employees Retraining Board (ERB) from April 2026 to March 2027. While ERB endeavours to ensure accuracy of the Course Prospectus, the latest information announced in ERB Website (www.erb.org) shall prevail in case of any changes. ERB also reserves the right to withdraw any of the training courses or modify their contents. For enquiries, please call ERB hotline at 182 182 or contact the Training Bodies concerned.

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* Courses conducted in Cantonese supplemented with English training materials

For ethnic minorities interested in attending ERB training courses provided to members of the general public and can speak and comprehend Cantonese, please contact the Training Bodies for enquiries.

Preface

The Employees Retraining Board (ERB)

ERB co-ordinates, funds and monitors training courses and services and its service targets are eligible employees of Hong Kong aged 15 or above.

ERB provides a diverse range of training courses and appoints about 80 Training Bodies operating around 370 training centres across the territory to offer market-oriented training courses to help trainees map out their progression ladder. ERB endeavours to provide a flexible, quality and resilient labour force for the knowledge-based economy of Hong Kong.

ERB is dedicated to assisting eligible employees of Hong Kong of non-Chinese origin in broadening their development opportunities through appropriate training and employment services, helping them integrate into society,

and striving for the well-being of themselves and their families.

Training Courses

With a view to improving the employability of the ethnic minorities and facilitating their integration into the local community, ERB provides dedicated training courses delivered in English to suit the aspirations and training needs of the ethnic minorities. To facilitate the attendance of the ethnic minorities who can comprehend Cantonese, courses conducted in Cantonese and supplemented with English training materials are also offered and covered in this Prospectus. Major categories of courses include:

- **Placement-tied Courses:** Placement-tied Courses on vocational and professional education and training are generally offered in full-time mode. Courses straddling different industry categories and aiming at equipping eligible trainees with skills required by the market are dedicated for the unemployed. Trainees with an attendance rate of at least 80% in the placement-tied courses are provided with placement follow-up services for at least 3 months by Training Bodies to help them re-enter the job market. The courses also include soft skills training such as personal attributes, job search skills and career planning skills, which aim to enable trainees to strengthen their interpersonal skills and enhance their employment opportunities.
- **Skills Upgrading Courses:** Skills Upgrading Courses are part-time non-placement-tied courses provided to eligible clientele including the unemployed and in-service workers. Vocational and professional education and training straddling different industries are provided with the aim of enhancing the skills competency of practitioners and fostering their attainment of multi-dimensional skills. Non practitioners may also enrol in individual courses which provide basic knowledge of the industries. These courses aim to broaden their employment opportunities through training and facilitate their job mobility.
- **Generic Skills Courses:** Generic Skills Courses are part-time non-placement-tied courses on training of transferable skills applicable in different industries including foundation skills (Workplace Languages and IT Applications) and personal attributes. These courses are offered to eligible clientele including the unemployed and in-service workers.
- **Youth Training Courses:** Youth Training Courses are operated in full-time placement-tied mode and offered under the banner of Youth Training Programme. The Youth Training Programme targets at non-engaged youth aged between 15 and 29. The courses, which are suitable for applicants with educational attainment at secondary school level or below, aim to stimulate the youth's desire to learn and study, and motivate them to actively plan for their career. A wide variety of courses are offered to cater for their diverse interests. With enhanced self understanding, trainees will be able to unleash their potential for career development or further studies.

Members of the public may gauge a preliminary understanding of their career aspirations through the use of an ERB online tool named "Training and Career Needs Test" and select a suitable training course accordingly. "Training Consultancy Service" is also available in the ERB Service Centre and ERB Service Spots for service targets that require personalised advice on enrolment. For details, please refer to page 3.

In addition, ERB provides vocational skills training for trainees of the "Youth Employment and Training Programme" (YETP) of the Labour Department. YETP trainees may enrol in a variety of ERB training courses* including the youth training courses through Career Advisors of the YETP. The Labour Department will provide career development and relevant follow-up services to YETP trainees.

* Placement follow-up service and retraining allowance for regular ERB placement-tied courses are not applicable to YETP trainees. For details of training allowance provided by the YETP, please visit the YETP's website (www.yes.labour.gov.hk).

Placement Services

Training Bodies appointed by ERB provide trainees who have attained an attendance rate of at least 80% in the placement-tied courses, with a placement follow-up period of at least 3 months (for placement-tied courses which are conducted in English and suitable for eligible employees of Hong Kong of non-Chinese origin, the placement follow-up period lasts for 6 months).

Qualification and Certification — Qualifications Framework

The “Qualifications Framework” (QF) has been established and officially launched by the Government since 2008. QF-related quality assurance is undertaken by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The QF is a cross-sectoral hierarchy designed to put in order qualifications in the academic, vocational and continuing education sectors with a view to facilitating life-long learning and assisting individuals to set personal goals and directions in continuous studies for obtaining recognised qualifications.

Recognised qualifications are uploaded onto the “Qualifications Register” (QR), which is a web-based database on learning programmes leading to such qualifications and the relevant operators, granting bodies, QF Levels, modes of delivery, etc.

To promote recognition of the qualifications of ERB graduates, designated ERB courses will be submitted to the HKCAAVQ for accreditation. Around 310 ERB courses on offer are accredited by the HKCAAVQ and QF-recognised. Please refer to “ERB Courses on the Qualifications Register” in the last section of the Prospectus or visit the QR website at www.hkqr.gov.hk for more details. In addition, ERB has obtained the “Programme Area Accreditation” (PAA) status at QF Levels 1 to 3 under the “Catering, Food and Beverage Services” sub-area since 2018-19 and then obtained the second PAA status at QF Levels 1 to 3 under the “Computer Science and Information Technology” sub-area in 2021-22. ERB also successfully went through the Periodic Institutional Review in the “Catering, Food and Beverage Services” sub-area in 2022, demonstrating that ERB has a track record of managing and assuring the quality of its learning programmes within the approved scope.

ERB Service Centre

The ERB Service Centre offers diversified self-help and support services to individuals with training and employment needs aged 15 or above.

Course Enquiry and Enrolment Services

The Service Centre provides an overview of ERB courses and handles general enquiries on training courses and provides course enrolment service.

Training Consultancy Service

To further assist users requiring more intensive support and personal advice on ERB courses, service targets who are interested in applying for ERB courses can make use of the “Training Consultancy Service”. Training consultants will arrange interviews to assess the training needs and job aspirations of service users, and provide personalised support and advice on suitable ERB courses. Those who are interested in the “Training Consultancy Service” can make appointment by calling or visiting the ERB Service Centre, ERB Service Spots or booking through the “ERB Training Net” course search terminals and the website www.erb.org/consultancy/en.

Support Services

The Service Centre organises a variety of activities, including industry and course seminars, workshops on job-search skills and generic skills, as well as thematic sessions to help service users learn more about ERB courses and relevant industry information. Dedicated workshops and activities are also offered to cater to the needs of different social groups such as new arrivals and ethnic minorities.

ERB Service Spots

ERB has set up ERB Service Spots in collaboration with social service organisations to provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, etc., and assist members of the public to sign up for “Training Consultancy Service”. Staff of the operators will be present at each ERB Service Spot on a regular basis to provide personal assistance.

Please contact the operator for details of locations, operating hours, staff duty rosters and other service information.

Operator of ERB Service Spots

Kowloon: Hong Kong Employment Development Service Limited (Tel: 2326 2133)

New Territories: HKSKH Lady MacLehose Centre (Tel: 2428 2283)

For details of the ERB Service Centre and ERB Service Spots, please visit www.erb.org/en/support-services

“ERB Training Net” Course Search Terminals

ERB has set up “ERB Training Net” course search terminals at the district level, including the ERB Headquarters, the ERB Service Centre, ERB Service Spots, Labour Department Job Centres, and designated non-governmental organisation partners. Members of the public can obtain information on ERB courses, training centres, services and activities as well as register for “Training Consultancy Service” through the terminals. For details, please visit www.erb.org/en/support-services/support-services-at-the-local-level/erb-training-net.

Placement-tied Courses

Property Management & Security

Foundation Certificate in Standard Security & Property Management (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN ENGLISH

TRAINING BODIES MUST OBTAIN THIRD-PARTY RECOGNITION PRIOR TO COURSE DELIVERY

Course Objective	To enable the trainees to understand the daily security work of commercial and residential premises and properties, basic skills and knowledge of practical work, and the appropriate work attitude, in order to help the trainees secure employment as a Security Guard.
Course Content	This course will be conducted in English. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, computer operation, vocational language, personal attributes and job search skills.
Entry Requirements	i. Aged 18 or above; and ii. Primary Six; and iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit; and iv. Pass the English entry test.
Course Duration	128 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK142DR

Note: This course includes the training content compiled according to the Unit of Competency “Perform basic guarding services for QASRS (107753L1)” of the “Specifications of Competency Standards (SCSs)” for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in “Criteria For Issuing a Security Personnel Permit”. Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter “permit”) set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

Property Management & Security

Foundation Certificate in Advanced Security & Property Management

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH ENHANCED PLACEMENT SERVICE MODEL

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN CANTONESE SUPPLEMENTED WITH ENGLISH TRAINING MATERIALS

TRAINING BODIES MUST OBTAIN THIRD-PARTY RECOGNITION PRIOR TO COURSE DELIVERY

Course Objective	To enable trainees to understand the daily security work of premises and properties, basic entry skills and knowledge of practical work, personnel management and supervisory skills, understanding of deed of mutual covenants, repair and maintenance of properties, and the appropriate work attitude, in order to help trainees secure employment as a Security Guard.
Course Content	This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, building repair and maintenance, computer operation, vocational language, personal attributes and job search skills.
Entry Requirements	<ul style="list-style-type: none"> i. Aged 18 or above; and ii. Form Three; and iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit.
Course Duration	156 hours (approximately 8 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE013DS
Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP041DS
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK032DS
Caritas — Hong Kong	7074 4233	CA050DR

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS127DR
HKCT Group Limited	2711 9820	CT034DR
Hong Kong Sheng Kung Hui Welfare Council Limited	2988 8084	DW044DS
The Evangelical Lutheran Church of Hongkong	2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256	EL023DR
The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL073DS
The Hong Kong Federation of Trade Unions	2715 6671	FU179DS
Christian Action	8106 6190 / 2716 8812	HK075DR
Heung To College of Professional Studies	2381 0426	HT002DR
KGRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2559 8472	KA012DR
Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC015DR
St. James' Settlement	2596 2589 / 3572 0644 / 3791 2240 / 2431 8299 / 2856 2038	SJ076DS
YMCA College of Careers	2783 3523 / 2783 3522	YC056DS
The Young Men's Christian Association of Hong Kong	2708 8995 / 2281 6038 / 2268 7733	YH006DR
Yan Oi Tong Limited	2655 7575	YT094DS
Hong Kong Young Women's Christian Association	3970 0800 / 3146 3333 / 3106 3411	YW055DR

Note: This course includes the training content compiled according to the Unit of Competency "Perform basic guarding services for QASRS (107753L1)" of the "Specifications of Competency Standards (SCSs)" for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter "permit") set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

Beauty Therapy

Foundation Certificate in Junior Beautician Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with the basic knowledge and required techniques of a Junior Beautician; to furnish trainees with an overview of the Beauty industry in Hong Kong and enable them to grasp the knowledge and skills in providing customer services; and to help trainees secure employment as a Junior Beautician.
Course Content	This course will be conducted in English. The course will cover industry overview, skin analysis and cleansing, facial treatments, skills of applying face mask and mask coating, massage techniques (including facial and shoulder massage), fundamental make-up techniques, skills of eyebrow shaping and eyelash perming, depilatory treatments, hand treatments, manicure, understanding of beauty care machines, hygiene and safety of beauty salon, customer relationship management and sales techniques, vocational Cantonese and career planning.
Entry Requirements	i. Form Three; and ii. Pass the English entry test.
Course Duration	156 hours (approximately 8 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM023DS

Beauty Therapy

Foundation Certificate in Nail Technician Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with the basic knowledge and techniques of a Nail Technician including understanding the culture and requirement of the nail industry in Hong Kong, the knowledge and skills in providing customer services, and exercising the knowledge and skills to provide manicuring and pedicuring services under supervision in order to help trainees secure an employment in nail-related industry.
Course Content	This course will be conducted in English. The course will cover industry overview, personal hygiene and hygiene in nail industry, structure and care of hand, foot and nail, basic knowledge of manicure and pedicure tools and caring products, skills of massage (hand and foot), paraffin wax caring and fabrication, skills of nail art, skills of gel nail and acrylic nail production and career planning.
Entry Requirements	i. Completion of Form Three; or completion of Primary Six with at least two years' working experience; and ii. Pass the English entry test.

Course Duration	86 hours (approximately 6 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM022DS

Hairdressing

Foundation Certificate in Hair Stylist Assistant Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with the basic knowledge and required skills of a Hair Stylist Assistant; to equip trainees to understand the hairdressing industry's culture in Hong Kong; and to help trainees secure employment as a Hair Stylist Assistant.
Course Content	This course will be conducted in English. The course will cover industry overview, salon sanitation and environmental safety, hair and scalp treatment, hair styling and techniques, hairdressing products and tools, customer service skills, vocational Cantonese and career planning.
Entry Requirements	i. Form Three; or Primary Six with two years' working experience; and ii. Pass the English entry test.
Course Duration	136 hours (approximately 8 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Hong Kong Federation of Trade Unions	2715 6671	FU131DS

Hotel

Foundation Certificate in Hotel Room Attendant Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with the basic knowledge and skills of hotel room services, and to enhance confidence and employability of trainees so that they can meet the job requirements and secure employment as a Hotel Room Attendant.
Course Content	This course will be conducted in English. The course will cover industry overview, different kinds of hotel rooms, beds and facilities, service procedures when entering the rooms, hotel room arrangement and cleaning procedures, bed making skills, receiving and returning laundries, hotel security and personal safety, work reports, forms and common documents, vocational English and Cantonese and career planning.
Entry Requirements	i. Form Three; or Primary Six with at least two years' working experience; and ii. Possess basic written and spoken English proficiency (applicants who have not completed Form One are required to pass the written entry test).
Course Duration	100 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK221DS

Business

Foundation Certificate in Bookkeeping (LCCI Level 1 Bookkeeping Examination) (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them to secure employment as an accounting clerk or related position.
Course Content	This course will be conducted in English. The course will cover the industry overview, books of original entry and double-entry, accounting for payroll, control accounts, financial statements of a sole trader and career planning.
Entry Requirements	i. Form Three; and ii. Possess good English communication skills; and iii. Pass English and Mathematics entry test; and iv. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of the ERB; or pass the entry test on basic computer skills.
Course Duration	80 hours (approximately 6 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM028DS

Note: The final examination of the course is the LCCI Level 1 Bookkeeping (VRQ) Examination which aims to assist trainees in acquiring the required certificate or professional qualification for employment.

Business

Foundation Certificate in Internet Business Start-up (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand basic knowledge, and to grasp the elementary skills of ICT and business start-up; and help them secure employment as an entrepreneur.
Course Content	This course will be conducted in English. The course will cover industry overview, basic knowledge of online entrepreneurship and business, online shop structure and management, e-Marketing strategy for online business, regulations and legislations related to online business, government funding schemes, startup budget analysis, business plan, case study and career planning.
Entry Requirements	<ul style="list-style-type: none"> i. Form Five or above, or Form Three with at least two years' working experience; and ii. Pass the English entry test; and iii. Pass the entry test on basic computer skills.
Course Duration	120 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK266DS

Business

Foundation Certificate in Human Resources Assistant Training

FULL-TIME PLACEMENT-TIED COURSES

WITH ENHANCED PLACEMENT SERVICE MODEL

CONDUCTED IN CANTONESE SUPPLEMENTED WITH ENGLISH TRAINING MATERIALS

Course Objective	To equip trainees with the knowledge of the operational practices of human resources department, and the understanding of daily office administrative operations, and to help them secure employment as a Human Resources Assistant or related jobs.
Course Content	This course will be conducted in Cantonese and supplemented with English training materials. The course will cover business administration, human resources practices, recruitment procedures, staff training and development, labour and related ordinances, English for business and career planning.

Entry Requirements	i. Form Five; or Form Three with at least two years' working experience; and ii. Pass the English entry test.
Course Duration	176 hours (approximately 9 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
HKCT Group Limited	2711 9820	CT197DS
The Evangelical Lutheran Church of Hongkong	2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256	EL060DS
Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC075DS

Note:

Graduates will be eligible to apply for the Affiliate Membership of the Hong Kong Institute of Human Resource Management ("HKIHRM").

The application is voluntary. Successful applicants will be entitled to a waiver of the application and entrance fee (one-off). Please note that the annual membership fee is still payable.

For further details, please visit the HKIHRM website:

<https://www.hkihrm.org>

HKIHRM reserves the final right of decision regarding the waiver of the application and admission fee (one-off).

Catering

Foundation Certificate in Barista Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand basic knowledge and culture of coffee, and to grasp the elementary skills of coffee and other beverages modulation; to help trainees secure employment as a Barista.
Course Content	This course will be conducted in English. The course will cover industry overview, food safety and hygiene, occupational safety and health in the catering industry, basic knowledge of coffee, coffee modulation techniques, operation of semi-automatic coffee machine and career planning.
Entry Requirements	i. Form Three; or Primary Six with at least two years' working experience; and ii. Pass the English entry test.
Course Duration	92 hours (approximately 6 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK305DS
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK105DS

Catering

Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with practical Western cooking skills, and help them secure employment as a Junior Chef in Western cuisine or related work.
Course Content	This course will be conducted in English. The course will cover industry overview, kitchen management, food safety and hygiene, kitchen safety, industry-related terminology, product knowledge, practical cooking skills and career planning.
Entry Requirements	Pass the English entry test
Course Duration	96 hours (approximately 6 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM027DS

Healthcare Services

Foundation Certificate in Medical Clinic Assistant Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with basic healthcare knowledge, job skills and communication skills for operation of medical clinics; and help them build up confidence and secure employment as a Medical Clinic Assistant or related jobs.
Course Content	This course will be conducted in English. The course will cover industry overview, operation and administration of clinics, basic healthcare skills, infection control, basic knowledge on

	pharmacology, communications skills with patients and career planning.
Entry Requirements	<ul style="list-style-type: none"> i. Completion of Form Five with at least two years' working experience; or five passes in the HKCEE or HKDSE, or equivalent; and ii. Pass the English entry test (the applicant who has obtained Grade E/Level Two or above in English Language in HKCEE or HKDSE can be exempted).
Course Duration	100 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK066DS

Healthcare Services

Foundation Certificate in Care-related Support Worker Training

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH ENHANCED PLACEMENT SERVICE MODEL

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN CANTONESE SUPPLEMENTED WITH ENGLISH TRAINING MATERIALS

TRAINING BODIES MUST OBTAIN THIRD-PARTY RECOGNITION PRIOR TO COURSE DELIVERY

Course Objective	To equip trainees with knowledge, skills and communication abilities of a care-related support worker; and to help them build up the confidence and secure employment as a care-related support worker or related jobs.
Course Content	This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover role and responsibility of a care-related support worker, structures, functions and pathologies of human body, personal care skills, patient care skills, drug knowledge, environmental health and safety, infection control, occupational safety and health knowledge, personal attributes and job search skills.
Entry Requirements	<ul style="list-style-type: none"> i. Completion of Form Three; and ii. Possess basic written and spoken English proficiency.
Course Duration	204 hours (approximately 10 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Association of Gerontology	2775 5756 / 2775 5155	AG006DS
Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP050DS

Training Bodies	Telephone	Course Code
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK035DS
Caritas — Hong Kong	7074 4233	CA161DS
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS146DS
HKCT Group Limited	2711 9820	CT259DS
Hong Kong Sheng Kung Hui Welfare Council Limited	2988 8084	DW045DS
The Evangelical Lutheran Church of Hongkong	2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256	EL038DS
Hong Kong Federation of Women's Centres Limited	2654 9800 / 2654 6066 / 2157 9699	FC027DS
The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL058DS
The Scout Association of Hong Kong — The Friends of Scouting	2957 6499	FS024DS
The Hong Kong Federation of Trade Unions	2715 6671	FU116DS
S.K.H. Holy Carpenter Church Community Centre	3960 4381 / 3960 4380	HC043DS
Christian Action	8106 6190 / 2716 8812	HK232DS
Heung To College of Professional Studies	2381 0426	HT039DS
KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2559 8472	KA072DS
Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC058DS
Hong Kong Red Cross	2603 0188	RC011DS
Hong Kong St. John Ambulance	2530 8048 / 2530 8028	SA006DS
St. James' Settlement	2596 2589 / 3572 0644 / 3791 2240 / 2431 8299 / 2856 2038	SJ026DS
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK081DS

Training Bodies	Telephone	Course Code
Vassar International Chinese Medical Society Limited	3114 0199	VM014DS
Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT324DS
The Young Men's Christian Association of Hong Kong	2708 8995 / 2281 6038 / 2268 7733	YH058DS
Yan Oi Tong Limited	2655 7575	YT090DS
Hong Kong Young Women's Christian Association	3970 0800 / 3146 3333 / 3106 3411	YW198DS

Social Services

Foundation Certificate in Community Interpreter Training (English and Urdu)

FULL-TIME PLACEMENT-TIED COURSES

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand the roles of a Community Interpreter and acquire the relevant job skills; and help them secure employment as a Community Interpreter or get a job in related industry.
Course Content	This course will be conducted in English. The course will cover industry overview, professional code of ethics, community interpretation theories and techniques, community interpreting in medical and healthcare setting, general paralegal advice, on-site and telephone interpretation, social welfare services and terminologies, qualities of community worker and career planning.
Entry Requirements	<ul style="list-style-type: none"> i. Completion of Form Five; and ii. Obtain Level Two or above in English Language in HKCEE or HKDSE, or equivalent; and iii. Possess Urdu literacy skills; and iv. Pass the oral and written entry test.
Course Duration	108 hours (approximately 7 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK099DS

Social Services

Foundation Certificate in Social Services and After-school Programme

Assistant Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand the roles of programme assistant in social services organisations, and to equip them with the basic skills in planning and leading programmes, so as to help trainees secure employment in related field.
Course Content	This course will be conducted in English. The course will cover industry overview, programme planning skills, programme leading skills, writing proposals, IT applications in workplace and career planning.
Entry Requirements	<ul style="list-style-type: none"> i. Form five or above, or Form three with at least two years' work experience; and ii. Pass the English entry test; and iii. Pass the entry test on basic computer skills.
Course Duration	97 hours (approximately 6 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK285DS
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK100DS
Yang Memorial Methodist Social Service	2251 0888	YM019DS

Note: Trainees who have fulfilled all graduation criteria will meet the relevant training requirements recognised by the Hospital Authority (HA) for the application of the Care-related Support Worker position at HA.

Information & Communications Technology

Certificate in Network Engineering Technician Training

FULL-TIME PLACEMENT-TIED COURSES

WITH ENHANCED PLACEMENT SERVICE MODEL

CONDUCTED IN CANTONESE SUPPLEMENTED WITH ENGLISH TRAINING MATERIALS

Course Objective	To enable trainees to grasp the basic networking skills, operation of routers and set up of switches, understand dial-up network and address translation, master network management and dynamic addressing techniques; and to help trainees secure employment as a Network Engineering Technician or related jobs.
Course Content	This course will be conducted in Cantonese and supplemented with English training materials. The course will introduce networking technology, operation of routers, set up of switches, Access Control List and Network Address Translation, preparation for CCNA Examination, career planning.

Entry Requirements	i. Holder of secondary school certificate, or equivalent; and ii. Pass the written entry test on basic computer knowledge and network system.
Course Duration	184 hours (approximately 9 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
HKCT Group Limited	2711 9820	CT162DS
Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK098DS

Information & Communications Technology

Certificate in Frontend Web Developer (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To enable students to develop frontend websites by using HTML5, CSS, JavaScript, and React.js, and to master the skills and workflow tools for frontend web development, helping students pursue frontend web development or related work.
Course Content	This course will be conducted in English. The course will cover basic web programming, advanced web programming, tools and workflow related to develop frontend websites and career planning.
Entry Requirements	i. Completion of Form Five education level; and ii. Pass the admission interview and computer programming entry test.
Course Duration	259 hours (approximately 11 weeks)
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK295DS

Skills Upgrading Courses

Property Management & Security

Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN ENGLISH

TRAINING BODIES MUST OBTAIN THIRD-PARTY RECOGNITION PRIOR TO COURSE DELIVERY

Course Objective	To enable trainees to understand the knowledge and skills required in performing the guarding services in accordance with the instructions and guidelines of the "Quality Assurance System for the Recognition Scheme of Security Training Courses" (QASRS).
Course Content	This course will be conducted in English. The course will cover role and responsibilities of security personnel for guarding service, laws and regulations relevant to guarding services, health and safety requirements for guarding services, standards of conduct and performance of security personnel for guarding services, policies, procedures and guidelines for guarding services at the premises under protection.
Entry Requirements	i. Aged 18 or above; and ii. Primary Six; and iii. With working experience; and iv. Pass the English entry test; and v. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit.
Course Duration	18 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$525 Course Fee \$1,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK129ES / HK131HS

Note: This course includes the training content compiled according to the Unit of Competency "Perform basic guarding services for QASRS (107753L1)" of the "Specifications of Competency Standards (SCSs)" for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter "permit") set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

Construction and Renovation

Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with essential skills and knowledge of waterworks and to prepare trainees to sit for the Intermediate Trade Test – Plumber.
Course Content	This course will be conducted in English. This course will cover the common waterworks knowledge, basic theory of waterworks, pipe patching method, installation of stainless steel kitchen sink with single bowl, showers and other sanitary ware, application of hydraulic press and connection of the anti-syphonage trap to a floor drain pipe.
Entry Requirements	i. Aged 18 or above; and ii. At least two-year work experience related to plumbing (Note 3); and iii. Possess valid Construction Industry Safety Training Certificate (Green Card); and iv. Pass the English entry test.
Course Duration	60 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$2,775 Course Fee \$9,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE053ES / AE053HS

Note:

1. The public examination fee is NOT included in the course fee.
2. In order to be eligible for the relevant trade test, applicants must fulfil the application requirements stipulated by the Construction Industry Council (CIC). For details, please refer to the information from the CIC (<https://www.cic.hk/eng/index.html>).
3. Documentary proofs for work experience accepted by the CIC are required including documentary proof(s) from employer(s); and/or a declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres; and/or specified form(s) signed by the Chairman/Vice-chairman of one of the recognised labour unions (Note 4). (Reference forms for documentary proof(s) of work experience can be downloaded from the website of the CIC <http://www.cic.hk/eng/index.html>, or taken at Trade Testing Centre/CIC Service Centres/Hong Kong Institute of Construction/recognised labour unions).
4. Recognised labour unions under the CIC Ordinance include Construction Site Workers General Union, Resident Site Staff Association, The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions, Hong Kong Construction Industry Employees General Union, Hong Kong Electrical and Mechanical Engineering Professional Employees Association, Hong Kong General Union of Lift and Escalator Employees, or other recognised trade unions.

Electrical & Mechanical Services

Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with a rated load not exceeding 400 amperes, in order to fulfill the requirements of the trade knowledge test of a related Grade A electrical worker registration examination or trade test
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	approved or set by the Director of Electrical & Mechanical Services.
Course Content	This course will be conducted in English. This course will cover the Code of Practice for the Electricity (Wiring) Regulations and relevant safety measures, power distribution system, cable and flexible wire, wiring and tubing, circuit and connection, prevention of electric shock, checking, testing and receiving electrical installations, completion requirements and electrical theory.
Entry Requirements	<p>i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, and holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by Electrical and Mechanical Services Training Board, and with actual working experience; and</p> <p>ii. Possess basic English literacy skills.</p>
Course Duration	60 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$2,175 Course Fee \$7,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE032ES / AE032HS

Note:

1. Graduated trainees who have completed this course may enrol on "Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)" offered by ERB, and to sit for the related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.
2. The public examination fee is NOT included in the course fee.

Electrical & Mechanical Services

Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with rated load not exceeding 400 amperes; graduated trainee may sit for the practical test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.
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Course Content	This course will be conducted in English. This course will cover installation of terminal circuit and line connection (such as 13A circular socket in PVC conduit wiring, three switches controlling a set of electric lights in steel conduit wiring, connection of 220V three-pole industrial plug to patch board, measurement of the line between two wire-protruding boxes, etc.).
Entry Requirements	<ul style="list-style-type: none"> i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by the Electrical and Mechanical Services Training Board, and with actual work experience; and ii. Holder of "Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)" of ERB, or holder of certificate of a pass in the trade knowledge test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services; and iii. Possess basic English literacy skills.
Course Duration	66 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,575 Course Fee \$5,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE033ES / AE033HS

Note:

1. The public examination fee is NOT included in the course fee.

Electrical & Mechanical Services

Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable the trainees to grasp the theories and technical skills of Intermediate Trade Test for General Welder, and encourage the graduated trainees to sit for the test so as to be registered as a qualified Semi-skilled General Welder.
Course Content	This course will be conducted in English. This course will cover types and theories of basic welds, effects of the metal shape, relevant code of practice and safety regulations for Manual Metal Arc Welding (MMAW), methods and procedures for operating MMAW, professionalism in MMAW, relevant code of practice and safety regulations for Oxy-Acetylene Welding (OAW) and Oxyfuel

	and Arc Cutting (OAC), preparations for OAC, quality inspection on cutting profile, methods and procedures for OAC, practical training for General Welder Intermediate Trade Test.
Entry Requirements	<ul style="list-style-type: none"> i. Aged 18 or above; and ii. At least two-year work experience related to welding (Note 3); and iii. Possess Certificate for Gas Welding Safety Training Course; and iv. Pass the English entry test.
Course Duration	50 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$2,775 Course Fee \$9,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE034ES / AE034HS

Note:

1. The public examination fee is NOT included in the course fee.
2. In order to be eligible for the relevant trade test, applicants must fulfil the application requirements stipulated by the Construction Industry Council (CIC). For details, please refer to the information from the CIC (<http://www.cic.hk/>).
3. Documentary proofs for work experience accepted by the CIC are required including documentary proof(s) from employer(s); and/or a declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres; and/or specified form(s) signed by the Chairman/Vice-chairman of one of the recognised labour unions (Note 4). (Reference forms for documentary proof(s) of work experience can be downloaded from the website of the CIC <http://www.cic.hk/eng/index.html>, or taken at Trade Testing Centre/CIC Service Centres/Hong Kong Institute of Construction/recognised labour unions).
4. Recognised labour unions under the CIC Ordinance include Construction Site Workers General Union, Resident Site Staff Association, The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions, Hong Kong Construction Industry Employees General Union, Hong Kong Electrical and Mechanical Engineering Professional Employees Association, Hong Kong General Union of Lift and Escalator Employees, or other recognised trade unions.

Business

Foundation Certificate in Preparation for LCCI Level 2 Bookkeeping and Accounting Examination (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To help trainees who have basic knowledge of bookkeeping enhance their ability to handle financial statements and prepare for the examination of LCCI Level 2 Bookkeeping and Accounting (VRQ), by which their employment competence is increased and meet the requirements of the accounting industry.
Course Content	This course will be conducted in English. The course will cover recording financial transactions, control accounts, correction of errors and the journal, adjustments in financial statements, preparation of financial statements and accounting ratios.

Entry Requirements	<ul style="list-style-type: none"> i. Form Three with at least two years' working experiences; and ii. Holder of Certificate in LCCI Level 1 Bookkeeping (VRQ) or equivalent, or with at least two years' working experience in accounting and pass the bookkeeping entry test; and iii. Pass English entry test; and iv. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of the ERB; or pass the entry test on basic computer skills.
Course Duration	72 hours
Course Mode	Half-day or evening
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,250 Course Fee \$6,250

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK249ES / HK249HS

Note:

1. The public examination fee is NOT included in the course fee.

Business

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to know the essential conditions and preparation work for starting up a small business, and able to prepare a business plan for small business.
Course Content	This course will be conducted in English. The course will cover business opportunities, business planning, business location, entrepreneurship practice, product supply, collection of payment, use of resources and introduction of relevant ordinance.
Entry Requirements	<ul style="list-style-type: none"> i. Aged 18 or above; and ii. Pass the interview; and iii. Possess basic English literacy skills.
Course Duration	48 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS

Note: Another mixed-mode course with same training content is also available.

Business

Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Mixed-mode Learning) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to know the essential conditions and preparation work for starting up a small business, and able to prepare a business plan for small business.
Course Content	This course will be conducted in English. The course will cover business opportunities, business planning, business location, entrepreneurship practice, product supply, collection of payment, use of resources and introduction of relevant ordinance.
Entry Requirements	i. Aged 18 or above; and ii. Pass the interview; and iii. Possess basic English literacy skills.
Course Duration	48 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK202ES / HK202HS

Business

Certificate in AI Applications in Human Resources I (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to leverage AI technologies to transform traditional HR practices to digital workplace.
Course Content	This course will be conducted in English. The course will cover the foundations of AI for HR, introduction to AI Fundamental, cybersecurity, copyright, portrait rights, privacy, and ethical considerations involved, AI for strategic HR planning, workforce analytics, AI for recruitment, AI-Powered job descriptions and recruitment content, and AI-Powered recruitment platforms and interviewing
Entry Requirements	i. Form Six or above; or ii. Form Five or above; and with a minimum of two years working experience; and iii. with one year relevant work experience in human resources, administration, management, and clerical role.
Course Duration	27 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750

Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:
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Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK268ES / HK268HS

Note:

Graduates will be eligible to apply for the Affiliate Membership of the Hong Kong Institute of Human Resource Management ("HKIHRM").

The application is voluntary. Successful applicants will be entitled to a waiver of the application and entrance fee (one-off). Please note that the annual membership fee is still payable.

For further details, please visit the HKIHRM website:

<https://www.hkihrm.org>

HKIHRM reserves the final right of decision regarding the waiver of the application and admission fee (one-off).

Business

Certificate in AI Applications in Human Resources II (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

CONDUCTED IN ENGLISH

Course Objective	To enable HR professionals to strategically lead AI-driven transformation initiatives, develop comprehensive implementation frameworks
Course Content	This course will be conducted in English. The course will cover the foundations of AI for onboarding and employee Engagement, build HR chatbots with no-code chatbolt platforms and employee engagements, AI for learning & development, personalized learning paths with AI, AI for learning and development, and AI and the future of HR.

Entry Requirements	<ul style="list-style-type: none"> i. Holder of “Certificate in AI Applications in Human Resources I (English Medium) (Part-time)” of the ERB, or equivalent; or ii. Form Six or above; or Form Five or above with a minimum of two years of work experience; and with one year of relevant work experience in human resources, administration, management, clerical role; and pass the entry test
Course Duration	26 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK269ES / HK269HS

Note:

Graduates will be eligible to apply for the Affiliate Membership of the Hong Kong Institute of Human Resource Management (“HKIHRM”).

The application is voluntary. Successful applicants will be entitled to a waiver of the application and entrance fee (one-off). Please note that the annual membership fee is still payable.

For further details, please visit the HKIHRM website:

<https://www.hkihrm.org>

HKIHRM reserves the final right of decision regarding the waiver of the application and admission fee (one-off).

Catering

Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand and master the basic knowledge, production methods and procedures of cake pastries, in order to enhance trainees’ relevant production skills
Course Content	This course will be conducted in English. The course will introduce cake making tools and cake ingredients, hygiene procedures and standards for make cakes pastries, skills in making roll cake, butter cake, assorted cakes, butter and fresh cream and mousse cake.
Entry Requirements	<ul style="list-style-type: none"> i. At least one year’s working experience in the catering industry; or ii. Holder of Recognition of Prior Learning (RPL) qualifications at Level 1 in any unit of the competency modules in the catering industry under the Qualifications Framework (QF); and iii. Pass the English entry test.
Course Duration	30 hours
Course Mode	Half-day or evening

Course Fee	Course Fee Waiver \$0 Subsidised Fee \$675 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM008ES / YM007HS

Social Services

Foundation Certificate in Community Networking and Programme Planning (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with essential knowledge and skills of community networking and programme planning.
Course Content	This course will be conducted in English. The course will cover industry overview, social values and ethics, major anti-discrimination ordinances in Hong Kong, techniques of community networking and programme planning.
Entry Requirements	i. Completion of Form Five and with at least one year's relevant working experience in the social services industry; or completion of Form Three and with at least two years' relevant working experience in the social services industry; and ii. Pass the entry written test on English literacy and computer skills.
Course Duration	48 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,725 Course Fee \$5,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK115ES / HK139HS

Generic Skills Courses

IT Applications

Foundation Certificate in Computer Operations for Beginners (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarise the basic knowledge of IT applications, to know the basic concept of computer, basic operations skills of keyboard, Windows and Accessories, simple word processing skills, and internet applications, to enhance the confidence of trainees.
Course Content	This course will be conducted in English. The course will cover basic Windows operation, simple word processing, concept and application of internet, and application of email.
Entry Requirements	Possess basic English literacy skills
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG

IT Applications

Foundation Certificate in Word Processing I (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarise with the basic functions of MS Word, and apply the skills they learnt in MS Word to work and daily life.
Course Content	This course will be conducted in English. The course will cover the interface of MS Word, file management, text editing, paragraph formatting and page setup, table formatting and application, inserting and editing objects, and printing document.
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.
Course Duration	30 hours

Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG

IT Applications

Foundation Certificate in Word Processing II (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarize with the advanced functions of the word processing software MS Word and master the MS Word revision and typesetting application skills.
Course Content	This course will be conducted in English. The course will cover the skill training including customize toolbars, insert and edit formulas, merge printing, advanced applications of tables, self-checked and automated picture and file recovery
Entry Requirements	i. Holder of "Foundation Certificate in Word Processing I (English Medium) (Part-time)" of the ERB or equivalent, or ii. Pass the entry test on basic word processing knowledge
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK261EG / HK261HG

IT Applications

Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarise with the basic functions of MS Excel, and apply the skills they learnt in MS Excel to work and daily life.
Course Content	This course will be conducted in English. The course will cover the interface of MS Excel, file management, operation of the cells, using basic operations, formulas and functions in cells, worksheet editing, data filtering and sorting, charts making and application, printing procedures and multi Windows management.
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK102EG / BK102HG

IT Applications

Foundation Certificate in Spreadsheet Processing II (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarize with the advanced functions of the spreadsheet software MS Excel and master the application skills of pivot analysis tables and graphic reports
Course Content	This course will be conducted in English. The course will cover the skill training including advanced cell formatting, advanced application of functions and formulas, use of database function, pivot table and chart, linking and embedding, creation and use of templates, custom report creation and introduction to processing multiple worksheets and consolidation functions
Entry Requirements	i. Holder of "Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)" of the ERB or equivalent, or

	ii. Pass the entry test on basic spreadsheet knowledge
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK262EG / HK262HG

IT Applications

Foundation Certificate in Internet Application (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to acquire knowledge of the basic functions and technique in using the internet, and know about the copyrights, illegal download, the related laws and regulations, computer virus, and installation and use of the anti-virus software.
Course Content	This course will be conducted in English. The course will cover the basic concepts and functions of internet, application of web browser and search engine, internet application in workplace, introduction to Adobe Acrobat Reader and Java software plug-in, copyright, illegal download, personal data protection and the related laws, network security, password security, computer virus, anti-virus software and firewall.
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK149EG / HK149HG

IT Applications

Foundation Certificate in Presentation Software Application (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarize with the basic functions of presentation software and the techniques for making multimedia presentations
Course Content	This course will be conducted in English. The course will cover the skill training including MS PowerPoint user interface, handling of files, application of templates and slide master, text effect, application of picture effects, patterns, text blocks, tables, charts and organizational charts, multimedia applications, presentation production, interactive presentation production, slide show and application at work.
Entry Requirements	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of the ERB or equivalent, or ii. Pass the entry test on basic computer skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$450 Course Fee \$2,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK263EG / HK263HG

IT Applications

Foundation Certificate in Tablet Computer Digital Drawing and Design (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to understand the basic functions and application skills of Procreate, draw computer graphics and illustrations, and apply relevant skills to related work in digital graphic design.
Course Content	This course will be conducted in English. The course will cover the understanding the basics of procreate interface, gestures, and exploring competitors, drawing objects with procreate, advanced techniques for using procreate, creative uses of procreate, exporting various file formats and exploring procreate in business design.
Entry Requirements	i. Form Three education or above, or ii. Primary Six and with at least 2 years working experience; or Primary Six; and iii. Pass the tablet computer knowledge entrance test
Course Duration	36 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$975 Course Fee \$3,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK264EG / HK264HG

IT Applications

Certificate in AI-enhanced Social Media Content Creation in Marketing (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to apply AI tools for social media content creation and application on marketing-related tasks
Course Content	This course will be conducted in English. The course will cover the Knowledge of intellectual property, marketing techniques on social media platforms, AI creation of social media content, Canva techniques for creating static content, creating dynamic content and Canva application platforms.
Entry Requirements	i. Form Six or above; or ii. Form Five with at least 2 years' working experience; and iii. Pass the entry test on computer knowledge
Course Duration	45 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750

Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:
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Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK265EG / HK265HG

IT Applications

Certificate in Application of Generative Artificial Intelligence (AI) Image and Video Creation Skills (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to integrate generative AI tools into daily business for enhanced productivity and creativity in image and video content creation.
Course Content	This course will be conducted in English. The course will cover the Introduction to Artificial Intelligence and its applications in industry, introduction to generative AI tools, basic operation of generative AI tools, techniques for creating effective prompts, image feature extraction and precautions when using generative AI technology.
Entry Requirements	<ul style="list-style-type: none"> i. Form Six or above; or ii. Form Five with at least 2 years' working experience; and iii. Pass the entry test on computer knowledge
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK267EG / HK267HG

Workplace Languages

Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To equip trainees to develop basic Cantonese listening and speaking skills to communicate in everyday life situations and manage simple interactions in a general workplace setting.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of 9 tones and 6 tone contours, introduction and greetings, numbers and time, weather, food and eating out, shopping and site visit.
Entry Requirements	Pass the English entry test
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$975 Course Fee \$3,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS162EG / CS167HG
Christian Action	8106 6190 / 2716 8812	HK109EG / HK133HG

Workplace Languages

Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To equip trainees to improve Cantonese listening and speaking for daily life and social situations, understand useful words, simple sentence patterns, and basic interaction skills to build confidence in real-life communication.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover Hong Kong places, directions and transportation, public and community services, festival and site visit.
Entry Requirements	Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825

	Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS163EG / CS168HG

Workplace Languages

Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To equip trainees to develop basic Cantonese listening and speaking skills for workplace communication, covering job interviews, interactions with supervisors and colleagues, workplace discipline, common enquiries and permissions, and telephone communication skills.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover job interview, workplace conversation, brief reports, social talk in workplace and site visit.
Entry Requirements	Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS164EG / CS169HG

Workplace Languages

Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to discuss in simple Cantonese in the workplace.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover conversation in meeting, workplace conversation and site visit.
Entry Requirements	Holder of “Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS165EG / CS170HG

Workplace Languages

Foundation Certificate in Vocational Cantonese (Customer Services) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To equip trainees with basic oral and listening Cantonese skills to enable them to communicate in simple Cantonese when providing customer services.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover approaching customers, identifying customer’s needs, recapping important details, introducing services and handling customer’s enquiries.
Entry Requirements	i. Holder of “Foundation Certificate in Vocational Cantonese I (Workplace/Discussion/Social Life) for Non-Chinese Speakers (Part-time)” of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750

Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:
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Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS216EG / CS216HG

Workplace Languages

Foundation Certificate in Vocational Putonghua I for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple Putonghua communication in daily life.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of basic Putonghua sound system, name and family members, numbers and time, weather, temperature and seasons, places and public transport.
Entry Requirements	Possess basic English literacy skills
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG

Workplace Languages

Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To enable trainees to develop basic concepts of Chinese language, and their Chinese literacy skills required at work and in daily life.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the introduction of traditional Chinese characters and Chinese grammar, use of simple vocabularies in daily life and workplace.
Entry Requirements	i. Possess basic Cantonese oral and listening skills; and ii. Pass the English entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS227EG / CS227HG

Workplace Languages

Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To enable trainees to further enhance basic concepts of Chinese language and their Chinese literacy skills for work and social life.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the reinforcement of the Chinese characters and Chinese grammar, use of simple vocabularies and phrases in social life and workplace.
Entry Requirements	i. Holder of "Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the Chinese entry test; and ii. Pass the English entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS228EG / CS228HG

Workplace Languages

Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese writing skills in workplace.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of writing and use of written Chinese in social and business writing.
Entry Requirements	i. Holder of "Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS230EG / CS230HG

Workplace Languages

Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To enable trainees to develop basic concepts of Chinese language and develop their Chinese reading skills in workplace.
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Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of reading and help trainees understand simple factual information in workplace contexts.
Entry Requirements	i. Holder of "Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS229EG / CS229HG

Workplace Languages

Foundation Certificate in Workplace Chinese (Writing) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To expand trainees' Chinese vocabulary, and develop their skills in writing simple Chinese correspondences in the workplace.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic concepts of Chinese correspondences and writing different Chinese correspondences in the workplace (reply to customer's general enquiries, declining customer's request, notification, reminder, promotion, thank you and welcome, and apology).
Entry Requirements	i. Holder of "Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS231EG / CS231HG

Workplace Languages

Foundation Certificate in Workplace Chinese (Reading) for Non-Chinese Speakers (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

Course Objective	To expand trainees' Chinese vocabulary, and develop their skills in understanding Chinese passages of sufficient length in the workplace and daily life.
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover revision of basic reading skills, help trainees to restate practical Chinese vocabulary commonly used in the workplace and daily life, associate the content with the context of Chinese passages and interpret relatively complex graphs and chart.
Entry Requirements	Holder of "Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test.
Course Duration	30 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$825 Course Fee \$2,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS232EG / CS232HG

Personal Attributes

Foundation Certificate in Personal Attributes (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to strengthen soft skills, to enhance personal attributes, and to secure an employment.
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Course Content	This course will be conducted in English. The course will cover self-understanding and management, mindset and emotion management, working culture and skills, communication and interpersonal skills, and team spirit.
Entry Requirements	Possess basic English literacy skills
Course Duration	20 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$375 Course Fee \$1,250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Hong Kong Federation of Trade Unions	2715 6671	FU696EG / FU696HG

Personal Attributes

Foundation Certificate in Job Search Skills (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with job search skills, related ordinances and the rights and responsibilities involved, in order to strengthen their market competitiveness.
Course Content	This course will be conducted in English. The course will cover job seeking and interviewing skills, basic relevant ordinances.
Entry Requirements	Possess basic English literacy skills
Course Duration	12 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$225 Course Fee \$750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Hong Kong Federation of Trade Unions	2715 6671	FU695EG / FU695HG

Personal Attributes

Foundation Certificate in Career Planning (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To equip trainees with basic knowledge of career planning and job seeking skills to handle actual job-seeking situations.
Course Content	This course will be conducted in English. The course will cover basic knowledge of career planning and lifetime learning concept, understand oneself and set personal career goal (S.M.A.R.T.) and job seeking channels and procedures and gain basic knowledge and skills for interviews
Entry Requirements	Possess basic English literacy skills
Course Duration	8 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$75 Course Fee \$250
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Hong Kong Federation of Trade Unions	2715 6671	FU793EG / FU793HG

Personal Attributes

Foundation Certificate in Employment Set Sail (English Medium) (Part-time)

HALF-DAY OR EVENING COURSES

APPLICANTS WITH EDUCATION ATTAINMENT OF F.3 OR BELOW MAY ENROL

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to recognize the community resources, transportation network and the local labour market situation; understand their roles and responsibilities in the family; speak and listen to basic Cantonese for basic/simple general socializing and workplace communication.
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Course Content	This course will be conducted in English. The course will introduce community resources and transportation Network, local labour market, family roles and responsibility and Cantonese for daily life.
Entry Requirements	Possess basic English literacy skills
Course Duration	48 hours
Course Mode	Half-day or evening
Course Fee	Course Fee Waiver \$0 Subsidised Fee \$1,125 Course Fee \$3,750
Application Status	Exact course schedule and addresses of training centres are subject to the arrangement of the Training Bodies offering this course. Please contact the following Training Bodies for details:

Training Bodies	Telephone	Course Code
The Hong Kong Federation of Trade Unions	2715 6671	FU694EG / FU694HG

Youth Training Courses

Youth Training Programme

Youth Training Programme targets at non-engaged youth aged between 15 and 29. The courses, which are more suitable for applicants with educational attainment at secondary school level or below, aim to stimulate the youths' desire to learn and study, and motivate them to actively plan their career. A wide variety of courses are offered to cater for their diverse interests. With enhanced self understanding, trainees will be able to unleash their potential for career development or further studies.

Ethnic Minority Programme

FULL-TIME PLACEMENT-TIED COURSES

WITH PLACEMENT FOLLOW-UP SERVICE OF SIX MONTHS (OR ABOVE)

CONDUCTED IN ENGLISH

Course Objective	To equip non-engaged youths of ethnic minority groups with career-oriented skills, language skills and life skills to enhance their employability and ability to integrate into society.
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Industry Category	Course Name	Course Code	Content
Catering	Foundation Certificate in Western Food and Beverage Servicing	VT306DS	Western food services, tableware classification and dining service procedures, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills

Industry Category	Course Name	Course Code	Content
Catering	Foundation Certificate in Coffee Shop Operations	VT310DS	Basic knowledge in cafe operation, basic techniques for making espresso drinks and snack food, customer services, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
Business	Foundation Certificate in Business & Office Operations	VT302DS	Office practice, business etiquette, word processing, basic accounting and book-keeping, database, import and export customs declaration, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
Information & Communications Technology	Foundation Certificate in Electronic & Computer Network Installation	VT311DS	Electronic and computer assembly, computer and network installation, computer control model assembly and programming, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills

Entry Requirements	<ul style="list-style-type: none"> i. Non-engaged ethnic minority youths aged between 15 and 29; and ii. Secondary school level or below; and iii. Pass the admission interview.
Course Duration	300 hours
Course Mode	Full-time
Application Status	Exact course schedule and address of training centre are subject to the arrangement of the Training Body offering this course. Please contact Vocational Training Council (Youth College) by phone at 3519 1808 for details.

ERB Courses on the Qualifications Register

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Business					
Foundation Certificate in Human Resources Assistant Training	Hong Kong Association for Democracy and People's Livelihood	2	02/09/2022	31/03/2027	22/000762/L2
Foundation Certificate in Human Resources Assistant Training	Baptist Oi Kwan Social Service	2	11/09/2025	31/03/2027	25/001112/L2

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Human Resources Assistant Training	Hong Kong Employment Development Service Limited	2	30/04/2025	31/03/2027	25/000532/L2
Foundation Certificate in Human Resources Assistant Training	HKCT Group Limited	2	05/05/2015	31/03/2027	15/001534/L2
Foundation Certificate in Human Resources Assistant Training	The Evangelical Lutheran Church of Hongkong	2	10/09/2020	31/03/2027	20/000635/L2
Foundation Certificate in Human Resources Assistant Training	HONG KONG FEDERATION OF WOMEN'S CENTRES LIMITED	2	30/04/2025	31/03/2027	25/000550/L2
Foundation Certificate in Human Resources Assistant Training	The Hong Kong Federation of Trade Unions	2	26/04/2023	31/03/2027	23/000421/L2
Foundation Certificate in Human Resources Assistant Training	Hong Kong Federation of Handicapped Youth	2	30/04/2025	31/03/2027	25/000574/L2
Foundation Certificate in Human Resources Assistant Training	Christian Action	2	12/04/2019	31/03/2027	19/000509/L2
Foundation Certificate in Human Resources Assistant Training	KCRA Community Education Enhancement Center Limited	2	05/05/2015	31/03/2027	15/001549/L2
Foundation Certificate in Human Resources Assistant Training	Methodist Centre	2	19/05/2020	31/03/2027	20/000367/L2
Foundation Certificate in Human Resources Assistant Training	St. James' Settlement	2	14/06/2024	31/03/2027	24/000588/L2
Foundation Certificate in Human Resources Assistant Training	YMCA College of Careers	2	23/04/2024	31/03/2027	24/000424/L2
Foundation Certificate in Human Resources Assistant Training	Hong Kong Young Women's Christian Association(ERB)	2	30/04/2025	31/03/2027	25/000623/L2
Catering					
Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)	Yang Memorial Methodist Social Service	2	01/04/2017	04/05/2028	17/000403/L2
Healthcare Services					
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association Of Gerontology	2	05/05/2015	31/03/2027	15/000101/L2

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association for Democracy and People's Livelihood	2	09/01/2020	31/03/2027	20/000044/L2
Foundation Certificate in Care-related Support Worker Training	Baptist Oi Kwan Social Service	2	10/06/2015	31/03/2027	15/002407/L2
Foundation Certificate in Care-related Support Worker Training	Caritas – Hong Kong	2	05/05/2015	31/03/2027	15/000103/L2
Foundation Certificate in Care-related Support Worker Training	College of Nursing, Hong Kong	2	05/05/2015	31/03/2027	15/000105/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Employment Development Service Limited	2	05/05/2015	31/03/2027	15/000107/L2
Foundation Certificate in Care-related Support Worker Training	HKCT Group Limited	2	10/06/2019	31/03/2027	19/000901/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Sheng Kung Hui Welfare Council Limited	2	01/04/2017	31/03/2027	17/000436/L2
Foundation Certificate in Care-related Support Worker Training	The Evangelical Lutheran Church of Hongkong	2	05/05/2015	31/03/2027	15/000112/L2
Foundation Certificate in Care-related Support Worker Training	HONG KONG FEDERATION OF WOMEN'S CENTRES LIMITED	2	23/06/2022	31/03/2027	22/000699/L2
Foundation Certificate in Care-related Support Worker Training	The Federation of Hong Kong and Kowloon Labour Unions	2	10/06/2015	31/03/2027	15/002466/L2
Foundation Certificate in Care-related Support Worker Training	The Scout Association of Hong Kong – The Friends of Scouting	2	11/07/2016	31/03/2027	16/000691/L2
Foundation Certificate in Care-related Support Worker Training	The Hong Kong Federation of Trade Unions	2	05/05/2015	31/03/2027	15/000115/L2
Foundation Certificate in Care-related Support Worker Training	S.K.H. Holy Carpenter Church Community Centre	2	11/07/2016	31/03/2027	16/000701/L2
Foundation Certificate in Care-related Support Worker Training	Haven of Hope Christian Service	2	12/08/2015	31/03/2027	15/002773/L2
Foundation Certificate in Care-related Support Worker Training	Christian Action	2	10/06/2015	31/03/2027	15/002526/L2

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Care-related Support Worker Training	Heung To College of Professional Studies	2	12/06/2021	31/03/2027	21/000435/L2
Foundation Certificate in Care-related Support Worker Training	KCRA Community Education Enhancement Center Limited	2	15/07/2016	31/03/2027	16/000741/L2
Foundation Certificate in Care-related Support Worker Training	Methodist Centre	2	10/06/2015	31/03/2027	15/002552/L2
Foundation Certificate in Care-related Support Worker Training	Neighbourhood & Worker's Service Centre	2	10/06/2015	31/03/2027	15/002627/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Red Cross	2	05/05/2015	31/03/2027	15/000119/L2
Foundation Certificate in Care-related Support Worker Training	HONG KONG ST. JOHN AMBULANCE	2	05/05/2015	31/03/2027	15/000121/L2
Foundation Certificate in Care-related Support Worker Training	St. James' Settlement	2	05/05/2015	31/03/2027	15/000123/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2	29/06/2021	31/03/2027	22/000025/L2
Foundation Certificate in Care-related Support Worker Training	Vassar International Chinese Medical Society Limited	2	11/01/2023	31/03/2027	23/000097/L2
Foundation Certificate in Care-related Support Worker Training	Vocational Training Council	2	20/04/2018	31/03/2027	18/000384/L2
Foundation Certificate in Care-related Support Worker Training	The Young Men's Christian Association of Hong Kong	2	13/09/2025	31/03/2027	25/001102/L2
Foundation Certificate in Care-related Support Worker Training	YAN OI TONG LIMITED	2	10/06/2015	31/03/2027	15/002673/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Young Women's Christian Association(ERB)	2	10/06/2015	31/03/2027	15/002682/L2
Information & Communications Technology					
Certificate in Network Engineering Technician Training	HKCT Group Limited	3	05/05/2015	31/12/2026	15/003485/L3
IT Applications					

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Internet Application (English Medium) (Part-time)	Christian Action	1	01/04/2025	31/12/2026	25/000396/L1
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	31/12/2026	15/001337/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	31/12/2026	15/003176/L1
Personal Attributes					
Foundation Certificate in Career Planning (English Medium) (Part-time)	Hong Kong Employment Development Service Limited	1	01/04/2026	31/03/2030	26/000110/L1
Foundation Certificate in Career Planning (English Medium) (Part-time)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	1	01/04/2026	31/03/2030	26/000112/L1
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	Hong Kong Employment Development Service Limited	1	30/04/2025	31/03/2027	25/000535/L1
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	Hong Kong Sheng Kung Hui Welfare Council Limited	1	12/04/2019	31/03/2027	19/000547/L1
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	The Hong Kong Federation of Trade Unions	1	26/06/2025	31/03/2027	25/000833/L1
Foundation Certificate in Job Search Skills (English Medium) (Part-time)	New Home Association Limited	1	13/11/2023	31/03/2027	23/001081/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	The Hong Kong Federation of Trade Unions	1	26/06/2025	31/03/2027	25/000834/L1
Foundation Certificate in Personal Attributes (English Medium) (Part-time)	New Home Association Limited	1	01/04/2023	31/03/2027	22/000729/L1
Property Management & Security					
Foundation Certificate in Advanced Security & Property Management	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	1	14/06/2024	31/03/2030	24/000565/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Association for Democracy and People's Livelihood	1	01/09/2023	31/03/2030	23/000913/L1
Foundation Certificate in Advanced Security & Property Management	Baptist Oi Kwan Social Service	1	01/09/2023	31/03/2030	23/000917/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Advanced Security & Property Management	Caritas – Hong Kong	1	01/09/2023	31/03/2030	23/000920/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Employment Development Service Limited	1	01/09/2023	31/03/2030	23/000951/L1
Foundation Certificate in Advanced Security & Property Management	HKCT Group Limited	1	01/09/2023	31/03/2030	23/000948/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Sheng Kung Hui Welfare Council Limited	1	01/09/2023	31/03/2030	23/000956/L1
Foundation Certificate in Advanced Security & Property Management	The Evangelical Lutheran Church of Hongkong	1	01/09/2023	31/03/2030	23/000923/L1
Foundation Certificate in Advanced Security & Property Management	The Federation of Hong Kong and Kowloon Labour Unions	1	01/04/2026	31/03/2030	25/001424/L1
Foundation Certificate in Advanced Security & Property Management	The Hong Kong Federation of Trade Unions	1	01/09/2023	31/03/2030	23/000931/L1
Foundation Certificate in Advanced Security & Property Management	S.K.H. Holy Carpenter Church Community Centre	1	01/04/2026	31/03/2030	25/001426/L1
Foundation Certificate in Advanced Security & Property Management	Christian Action	1	01/09/2023	31/03/2030	23/000942/L1
Foundation Certificate in Advanced Security & Property Management	Heung To College of Professional Studies	1	01/09/2023	31/03/2030	23/000965/L1
Foundation Certificate in Advanced Security & Property Management	KCRA Community Education Enhancement Center Limited	1	01/09/2023	31/03/2030	23/000974/L1
Foundation Certificate in Advanced Security & Property Management	Youth Centre of The True Word Lutheran Church operated by The True Word Lutheran Church Limited	1	01/09/2023	31/03/2030	23/000977/L1
Foundation Certificate in Advanced Security & Property Management	Methodist Centre	1	01/09/2023	31/03/2030	23/000980/L1
Foundation Certificate in Advanced Security & Property Management	New Territories Association Retraining Centre Limited	1	01/09/2023	31/03/2030	23/000985/L1
Foundation Certificate in Advanced Security & Property Management	Neighbourhood & Worker's Service Centre	1	01/09/2023	31/03/2030	23/000987/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Advanced Security & Property Management	St. James' Settlement	1	01/09/2023	31/03/2030	23/000992/L1
Foundation Certificate in Advanced Security & Property Management	YMCA College of Careers	1	01/04/2026	31/03/2030	26/000005/L1
Foundation Certificate in Advanced Security & Property Management	The Young Men's Christian Association of Hong Kong	1	01/09/2023	31/03/2030	23/000997/L1
Foundation Certificate in Advanced Security & Property Management	YAN OI TONG LIMITED	1	01/09/2023	31/03/2030	23/001001/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Young Women's Christian Association(ERB)	1	01/09/2023	31/03/2030	23/000962/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Baptist Oi Kwan Social Service	1	13/11/2023	31/03/2027	23/001069/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	The Federation of Hong Kong and Kowloon Labour Unions	1	09/11/2024	31/03/2027	24/000942/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	The Hong Kong Federation of Trade Unions	1	01/09/2023	31/03/2027	23/000934/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Christian Action	1	01/09/2023	31/03/2027	23/000946/L1
Foundation Certificate in Standard Security & Property Management (English Medium)	Baptist Oi Kwan Social Service	1	01/04/2024	31/03/2028	23/001020/L1
Social Services					
Foundation Certificate in Community Interpreter Training (English and Urdu)	Christian Action	2	05/05/2015	31/03/2027	15/000324/L2
Workplace Languages					
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese	Baptist Oi Kwan Social Service	1	01/06/2020	31/03/2027	20/000299/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Speakers (Part-time)					
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2027	20/000301/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	13/11/2023	31/03/2027	23/001070/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2027	20/000302/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2030	18/000125/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Christian Action	1	01/05/2018	31/03/2030	18/000131/L1
Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2030	18/000126/L1
Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2030	18/000127/L1
Youth Training Programme					
Foundation Certificate in Coffee Shop Operations – Youth Training Programme (Teen’s Programme)	Vocational Training Council	1	05/05/2015	04/05/2028	15/001634/L1

* SCS-based Courses: SCS-based courses refer to education and training programmes that adopt the Specifications of Competency Standards formulated by various Industry Training Advisory Committees under the Qualifications Framework as the main basis for curriculum design.

Remarks: The above information was updated as at 13 February 2026.