



### 3. Gear Up to Enhance Employability

#### ■ Self-help Job Corner

Members can access information on job vacancies available in the respective district as well as the “Vacancy Search Terminals” of Labour Department in the self-help job corner. Members can also make use of a range of office equipment to facilitate their job search.

#### ■ Mock Interview System

Members are welcome to make appointment to use the self-help interactive “Mock Interview System” to practise and polish their interviewing skills.

#### ■ Industry Exhibitions and Job Fairs

The Service Centre organises industry exhibitions and job fairs to enhance the employment opportunities of members.

### 4. Support for a Harmonious Community

#### ■ Services for Special Target Groups

Targeted support services including language and generic skills workshops and mutual support groups are offered for different social groups such as new arrivals and ethnic minorities to cater for their needs.

#### Address

Unit 301, 3/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T.

#### Enquiry

3919 6100

#### Website

[www.erbsc.erb.org](http://www.erbsc.erb.org)

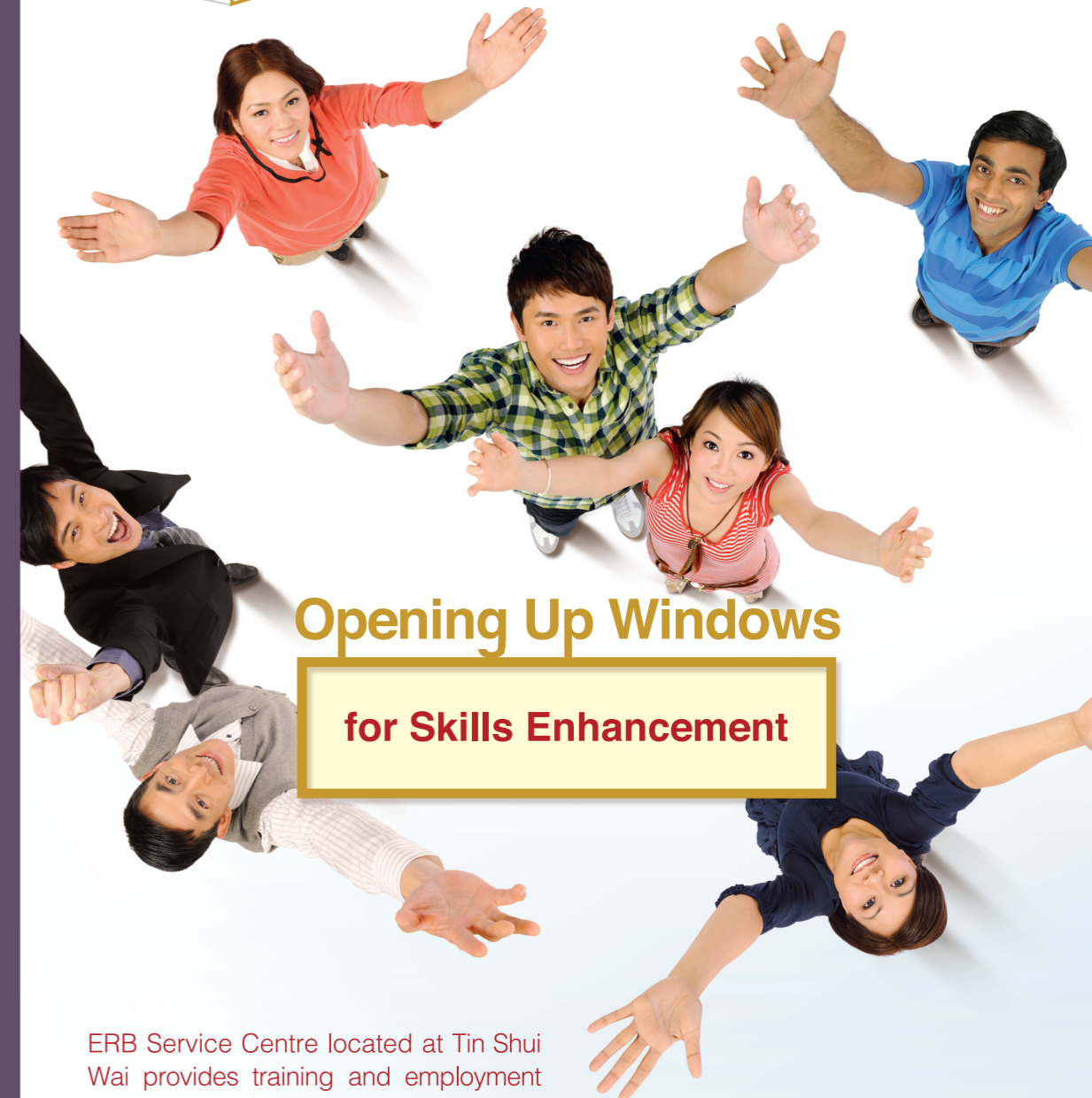
#### Operator

New Territories Association Retraining Centre Limited

#### Opening Hours

Monday to Saturday: 9:00am to 9:00pm (Closed on Sunday and Public Holiday)#

# The opening hours of the Service Centre are subject to change for operational needs.



## Opening Up Windows

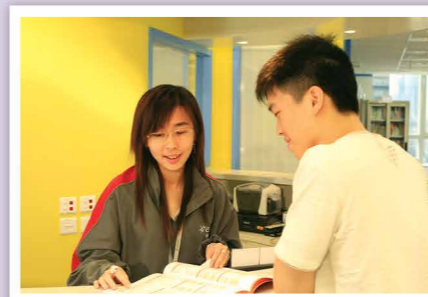
for Skills Enhancement

ERB Service Centre located at Tin Shui Wai provides training and employment services free of charge!

ERB Hotline: 182 182 • [www.erb.org](http://www.erb.org)  
“My ERB” FB • “captaink\_erb” IG



**Registration as members is both simple and free of charge!**



**As the district-based window to the courses and services of the Employees Retraining Board (ERB), the ERB Service Centre offers diversified self-help and support services to the eligible employees of Hong Kong aged 15 or above.**

The Service Centre provides an overview of ERB courses as well as information on courses offered by Training Bodies in the respective district. The Service Centre answers general enquiries on training courses and provides enrolment service for courses offered by ERB.

## Our Position

- To serve as the district-based window to the courses and services of ERB to promote one-stop training and support services.
- To provide just-in-time and diversified services to meet the various skills upgrading needs of local population.
- To assist those in need to access the latest ERB courses and labour market information so as to facilitate them in employment.

## Service Targets

- Eligible employees of Hong Kong aged 15 or above.

## Services Include

### 1. Get Prepared for a Better Direction

#### ■ Course Information Corner

The Service Centre provides an overview of ERB courses as well as information on courses offered by Training Bodies in respective district.

#### ■ “ERB Training Net” Course Search Terminal

The public can obtain information on ERB courses, training centres, services and activities as well as register for “Training Consultancy Service” through the “ERB Training Net” course search terminal in the Service Centre.

#### ■ Course Enquiry and Direct Enrolment

The public can enquire on ERB courses and submit application forms of ERB courses.

#### ■ Training Consultancy Service

By assessing the training needs and job aspirations of the users through face-to-face interviews or video conferencing, training consultants would give advice to the users on suitable training courses and assist in applying for ERB courses. For enquiry or appointment, please call or visit the Service Centre.

#### ■ Training and Career Needs Test

Users can identify their career pursuits and training needs through completing the self-help online test, so as to have a preliminary understanding of their career aspirations and assist them in selecting suitable training courses.

### 2. Learning for Self Development

#### ■ Self-learning Facilities

The multi-media computer facilities and reading corner are provided to facilitate self-learning and continuous upgrading.

#### ■ Industry and Course Seminars

Seminars hosted by industry experts or experienced tutors are organised from time to time to introduce the job requirements and work nature of different industries. Taster courses are offered to those who are interested to enrol in selected ERB courses.

#### ■ Workshops on Job Search Skills, Generic Skills and Specific Topics

Members can enhance their generic skills through participation in workshops such as workplace Putonghua, English, IT applications and personal attributes. Workshops on job search, interviewing and communication skills, and relevant labour ordinances are also offered regularly.

#### ■ Mutual Support and Study Groups

Mutual support groups give advice on training and employment to members, as well as invite members of different industries to share experience and market information.