



僱員再培訓局

Employees Retraining Board



ERB
人才企業嘉許計劃
Manpower Developer
Award Scheme



Application Brochure
for 2019-20

LOGO OF MANPOWER DEVELOPER



The Concept

The correlation between manpower quality and success of an organisation is revealed through interlocking letters “M” (representing Manpower, i.e. Human Resources) and “D” (representing Developer, i.e. Organisations) in the logo of Manpower Developer. Only with the contribution of employees can bring the organisation with sustainable development and outstanding performance. The letter “M” is tilted upwards to illustrate the continuous advancement of manpower while the rewarding collaboration between ERB and the organisations is signified by the sparkling star on top.

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Introduction

With a view to instilling a corporate culture advocating the importance of manpower training and development, the Employees Retraining Board (ERB) launched the “ERB Manpower Developer Award Scheme” (the Scheme) in December 2009 to recognise organisations which demonstrate outstanding achievements in manpower training and development as Manpower Developers (MDs). Through the Scheme, ERB aims to cultivate a common social value to attach great importance to manpower training and development.

The effectiveness of the strategies and practices in manpower training and development of participating organisations can be reviewed and evaluated in accordance with a set of objectives and stringent assessment criteria established by the independent Technical Consultant. Organisations that fulfill the criteria will be acknowledged as MDs within a two-year validity period, subject to renewal every two years. Up to now, a total of 458 organisations from over 30 industries have been accredited as MDs.

The Scheme is entering its 10th anniversary this year, ERB will launch a series of promotional activities to promote the Scheme and foster its strategic partnership with MDs in enhancing the quality of human resources in Hong Kong.



Objectives

The Scheme is the first local accreditation system to assess the level of maturity of manpower training and development strategies as well as practices of organisations in Hong Kong. The Scheme aims to:

- // promote and cultivate a corporate culture focusing on manpower training and development among organisations;
- // heighten the awareness of employers and employees of the importance of on-the-job training and continuous upgrading;
- // recognise and support employers who are committed to the implementation of manpower training and development strategies; and
- // encourage MDs to share and exchange with other organisations practical experience, and the latest market trend and updates in training.

Management Structure

To ensure the impartiality and credibility of the Scheme, expertise and support from different sectors are enlisted in the management, implementation and promotion of the Scheme.

Technical Consultant (TC)

ERB has appointed the Hong Kong Quality Assurance Agency as the Technical Consultant of the Scheme to undertake assessment of participating organisations and prepare assessment reports in accordance with the established accreditation mechanism and assessment criteria.



Honorary Advisors (HA)

Our Honorary Advisors comprise prominent figures from the academia and continuing education sectors, professional associations, human resources profession and corporate senior management. They assist ERB to:

- /// establish the acceptability and credibility of the accreditation mechanism;
- /// evaluate the assessment criteria and assessment tools of the Scheme;
- /// review the consolidated assessment reports on the proposed awardees; and
- /// advise on the overall operation and future development of the Scheme.

List of Honorary Advisors (in alphabetical order of surnames)

Ms. Margaret CHENG

President,
Hong Kong Institute of Human Resource Management

Prof. Randy CHIU, MH

Director,
Centre for Human Resources Strategy and Development,
Hong Kong Baptist University

Ms. Virginia CHOI, JP

Chairperson,
Continuing Professional Development Alliance

Ms. Kit FAN

Head of Corporate Human Resources,
The Hong Kong and China Gas Company Limited

Dr. Pamela LAM

Assistant Director, Li Ka Shing Institute of
Professional and Continuing Education,
The Open University of Hong Kong

Mr. Brian LIU

Area Director of Human Resources (Hong Kong and Macau),
InterContinental Hotels Group

Mr. Teddy LIU

General Manager,
Corporate & Talent Development,
New World Development Company Limited

Ms. Queena PUN

General Manager,
Organization Development & Staffing,
Airport Authority Hong Kong

Ms. Mandy TANG

Director,
Mirabell Footwear Limited,
a member of Belle International Holdings Limited

Prof. Peter YUEN

Dean, College of Professional and Continuing Education,
The Hong Kong Polytechnic University

Supporting Organisations (SO)

Supporting Organisations help promote the Scheme and disseminate the latest information through their extensive membership network, and co-organise publicity events with ERB.

List of Supporting Organisations (in alphabetical order)





Benefits

Organisations joining the Scheme will be entitled to:

- // **Self-assessment** – organisations can make reference to the assessment criteria on training and developmental activities detailed in the application form for review and evaluation of the effectiveness of their own strategies and practices.
- // **Professional assessment** – all applications will be assessed by the Technical Consultant. Organisations that have completed the two-stage assessment will receive an independent assessment report as a preliminary reference on their performance and as a target for continuous improvement.

Organisations recognised as MDs will enjoy the following benefits:

- // **Reinforcement of corporate image** – MDs are authorised to use the MD logo in recognition of their achievements in manpower training and development during the two-year validity period. The accreditation is conducive to corporate image, staff loyalty and attraction to talents. Corporate goodwill will also be further enhanced through participating in promotion and employer activities of the Scheme.
- // **Cross-industry sharing** – through participating in interactive exchange and employer activities, MDs can share with other organisations practical experience, market information and latest trends in manpower training and development.
- // **Market information** – by consolidating MDs' performance data of the four assessment categories including "Leading a Learning Culture", "Resources Planning", "Training and Development System" and "Performance Management" on a biennial basis, ERB will compile and disseminate a Benchmarking Report for each MD on its performance against the benchmarks.
- // **ERB information** – MDs can receive first-hand information of ERB courses and services. Their staff can enroll in courses and make use of the services to enhance on-the-job knowledge and skills.

Application and Assessment Procedures

Eligibility

The Scheme comprises three application categories, all public and private organisations in Hong Kong are welcome to join the Scheme.

Application Category

Category	Qualification of Application
General Enterprise (Non-SME)	Organisations of: 1. any manufacturing operation employing 100 persons or above in Hong Kong; or 2. any non-manufacturing operation employing 50 persons or above in Hong Kong
SME	Organisations of: 1. any manufacturing operation employing less than 100 persons in Hong Kong; or 2. any non-manufacturing operation employing less than 50 persons in Hong Kong
Government Department, Public Body and NGO	1. Government Departments 2. Public Bodies 3. Non-Governmental Organisations (without restriction on the number of persons employed)

Remarks:

1. General Enterprises (Non-SMEs) and SMEs: organisations registered with the Business Registration Office of the Inland Revenue Department.
2. Public Bodies: organisations listed in the Schedule of the "Prevention of Bribery Ordinance" (Chapter 201).
3. NGOs: organisations which are non-profit making and exempted from tax under section 88 of the "Inland Revenue Ordinance" or established under relevant Ordinances and subsidiary legislation of HKSAR.
4. "Number of persons employed" shall include individual proprietors, partners and shareholders actively engaged in the work of the business, and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary.
5. Organisations under all application categories should be in operation for a minimum of one year prior to the date of application; and there is no event, litigation, arbitration or administrative proceeding which may adversely affect the reputation, operation or the continuation of its business.

Mechanism of Assessment

The assessment comprises two stages – preliminary review and assessment interview.

First Stage: Preliminary Review

The Technical Consultant will review the applications based on the information of the application form. Eligible organisations will be shortlisted for the second stage of assessment interview.

The Technical Consultant may contact organisations for supplementary information where necessary.

Second Stage: Assessment Interview

An assessment interview of not more than two hours will be arranged for shortlisted organisations. The objectives are to further understand the work pertaining to training and development, to review the maturity level of the training and development system, and to verify information provided on the application form.

Upon the completion of interview, the Technical Consultant will submit a recommended list of MDs to the ERB. All organisations which have undergone the assessment interviews will receive an individual assessment report from the Technical Consultant regardless of the final assessment result.

Assessment Criteria

The assessment covers five main categories:



Category	Coverage
1. Leading a Learning Culture	This category examines the commitment of senior management to manpower training and development, and the effectiveness in fostering a learning culture.
2. Resources Planning	This category examines the level of importance accorded to manpower training and development by the organisation and the commitment of resources in building a working environment conducive to continuous learning and the outcomes.
3. Training and Development System	This category examines how effective is the training and development system in unleashing the potentials of employees and in meeting business objectives.
4. Performance Management	This category examines the effectiveness of work pertaining to training and development and its linkage with the overall performance of the organisation.
5. Corporate Social Responsibility in Manpower Development	This category examines the commitment of the organisation to corporate social responsibility in manpower development.

Waiver of Assessment

Organisations can be waived of the assessment category 5 on “Corporate Social Responsibility in Manpower Development” when fulfilling any one of the following conditions:

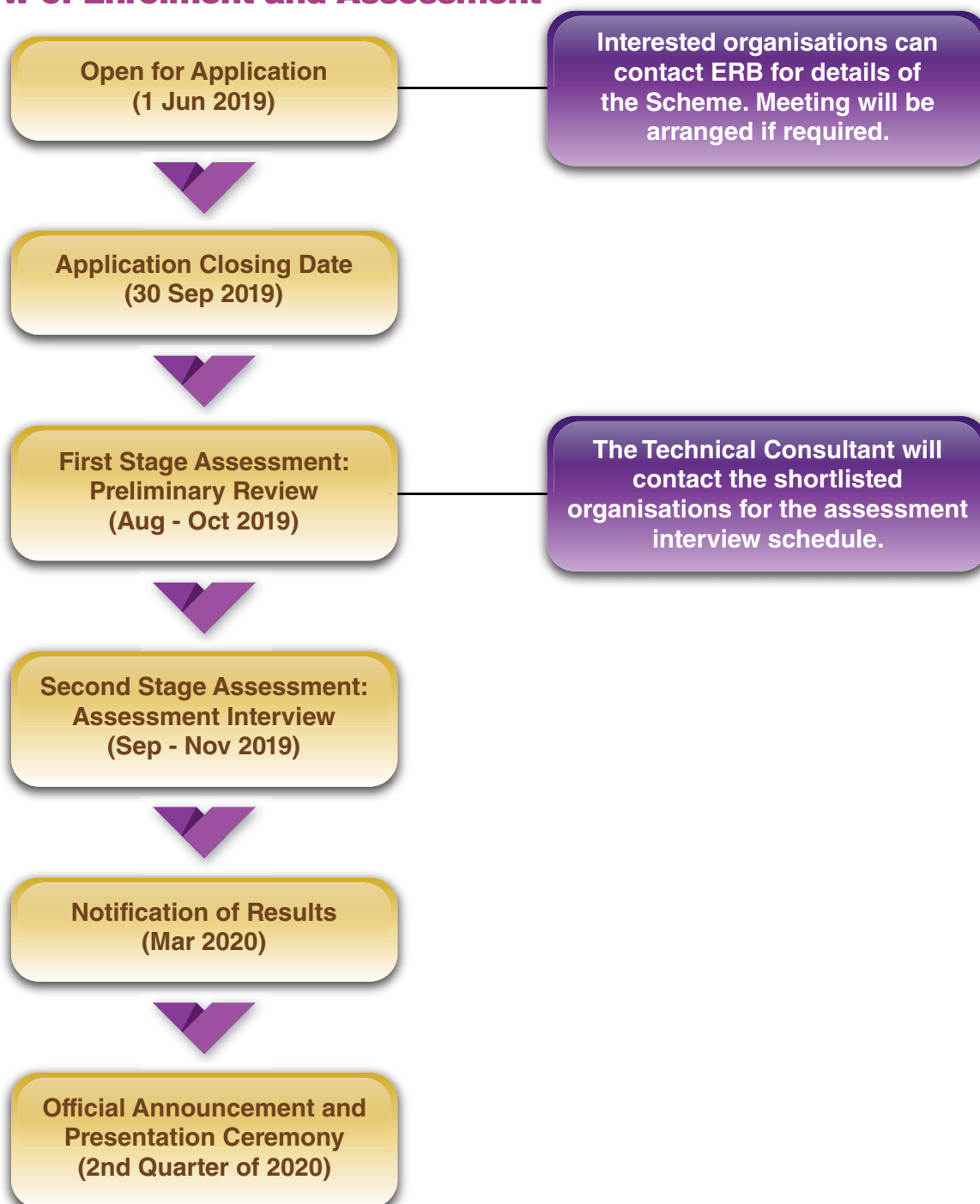
- received an award or recognition related to corporate social responsibility in manpower development in the last five financial years as specified in the application form; or
- under the category of “Government Department, Public Body and NGO”.

Result Announcement and Presentation Ceremony

ERB will notify the assessment result and issue the assessment report to the participating organisations in March 2020. The two-year validity period for participating organisations in 2019-20 which have successfully accredited as MDs will commence from April 2020 up to March 2022.

The award list of MDs for 2020-22 will be announced during the Presentation Ceremony to be held in the second quarter of 2020.

Flow of Enrolment and Assessment



Application Period

The Scheme is open for new application biennially. The application period for the “ERB Manpower Developer Award Scheme” 2019-20 will commence from 1 June until 30 September 2019.

Application Form

Organisations can refer to the MD website (www.erb.org/md/en/Apply-Now) for downloading the application form of respective application category.

Submission of Application

The application is complimentary. Organisations can file their applications with ERB by submitting the following documents on or before the application deadline (i.e. 30 September 2019):

- a completed application form of respective category; and
- copies of Business Registration Certificate and relevant licenses and permits.

Applications should be submitted to ERB:

By email	md@erb.org
By fax	2311 1357
By post	Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong (Ref: Application for the “ERB Manpower Developer Award Scheme”)

All organisations submitting applications on or before 31 July 2019 will have priorities in arranging the assessment interview schedule.

Enquiries

General enquiries:

Employees Retraining Board (The Scheme Organiser)	Ms. Irene Tai	Tel: 3129 1183
	Ms. Cynthia Li	Tel: 3129 1286

Enquiries on the application form and assessment arrangements:

Hong Kong Quality Assurance Agency (Technical Consultant)	Ms. Jennifer Huen	Tel: 2202 9368
	Ms. Scarlett Yeung	Tel: 2202 9300

Briefing Session

ERB will conduct briefing sessions on the application and assessment details for interested organisations in June 2019. Please send email to md@erb.org, or contact ERB staff at 3129 1183 or 3129 1286 for seat reservation.

1st Briefing Session:

Date	14 June 2019 (Friday)
Time	4:00pm – 5:00pm
Location	Theatre 1, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Target	All organisations, especially for the Government Department, Public Body and NGO Category

2nd Briefing Session:

Date	20 June 2019 (Thursday)
Time	4:00pm – 5:00pm
Location	Theatre 1, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Target	All organisations, especially for the General Enterprise (Non-SME) Category

3rd Briefing Session:

Date	28 June 2019 (Friday)
Time	4:00pm – 5:00pm
Location	Theatre 1, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Target	All organisations, especially for the SME Category

The Presentation Ceremony 2017-18



The Presentation Ceremony of the “ERB Manpower Developer Award Scheme” 2017-18 was held on 4 May 2018. The Ceremony was officiated by the Hon. Dr. LAM Ching-choi, BBS, JP, Member of the Executive Council; Prof. William LEUNG Wing-cheung, SBS, JP, former Chairman of ERB; Mr. YU Pang-chun, SBS, JP, former Vice-Chairman of ERB; Mr. Henry FUNG Hing-lai, Political Assistant to Secretary for Labour and Welfare; and Mr. Byron NG Kwok-keung, BBS, Executive Director of ERB. Around 400 guests from the Government, employers, business associations and training bodies attended the Ceremony to witness the outstanding achievements of MDs.

A total of 99 organisations were awarded as MDs during the Presentation Ceremony. In addition, a total of 261 organisations were continued to be acknowledged as MDs. Besides, 21 MDs with the highest level of participation in the employer activities of the Scheme in 2016-18 were awarded the “Grand Prize Award”.



Employer Activities

ERB organised a wide range of employer activities for MDs in 2017-18 and 2018-19.

Grand Prize Award

ERB launched the “Grand Prize Award” to encourage MDs to showcase their commitment to corporate social responsibility by supporting ERB courses and services so as to contribute to the manpower training and development of Hong Kong. A total of 21 MDs with highest level of participation in the employer activities of the Scheme in 2016-18 were awarded the “Grand Prize Award”.

List of Grand Prize Award Winners (2016-18) (in alphabetical order)

Celestial Asia Securities Holdings Limited
COFFEE Lover Limited
Conrad Hong Kong
Hang Yick Properties Management Limited (A Member of Henderson Land Group)
Holiday Inn Golden Mile Hong Kong
Hong Kong Disneyland Resort
Hong Kong Ferry (Holdings) Co. Ltd.
Hong Yip Service Company Limited (A member of Sun Hung Kai Properties)
i-education
Life Learn Limited
Many Wells Property Agent Limited
Meiriki Japan
MTR Corporation
ONYX Hospitality Group
Park Hotel International Limited
Richform Holdings Limited
Sun Hung Kai Properties Ltd
Tai Hing Catering Group
The Cityview
Urban Group
Well Born Real Estate Management Limited (A Member of Henderson Land Group)

Training and Development Seminar

ERB co-organised two SME seminars on “Innovative Talent Management in the Changing Labour Market” and “Secrets on Enterprise Human Capital Management” with the Support and Consultation Centre for SMEs, Trade and Industry Department.



Topical Survey

ERB conducted a series of topical surveys in understanding the views of employer organisations in recruiting service targets with special needs including the new arrivals and middle-aged women.

Work Experience Day

ERB co-organised the “Work Experience Day” with MDs for ERB trainees including mature persons, women, homemakers and new arrivals by visiting workplaces, meeting supervisors and serving employees of respective industries so as to enhance their understanding on industry operations, work motivation and confidence, and to provide employers with a diverse array of workforce.



SME Mentorship Programme

ERB launched the “SME Mentorship Programme” with a view to assisting SMEs to improve the quality of human resources systems and practices. The management of MDs volunteered to serve as mentors to share their professional advices and practical experience in manpower training and development with the SMEs taking a one-on-one interactive approach.



Career Talk for School and Work Experience Activities

ERB launched the “Career Talk for School” and “Work Experience Activities” to better prepare students for academic and career planning. MDs from various industries were invited to visit the campus and share with the students the industry prospect, entry requirements and interviewing skills, and to arrange company visits to enhance students’ understanding of the operation of different industries and meeting industry experts. More than 4,300 students at secondary schools (including ethnic minority and special school students) and higher education institutes participated.



Summer Internship Programme

ERB launched the “Summer Internship Programme” (the Programme) with a view to allowing secondary upper-form students to experience the real-life working environment and facilitate their life planning. Under the Programme, MDs from different industries provided one to three weeks’ internship opportunities and arranged mentors to provide on-the-job guidance and support for participating students. In 2017-18 and 2018-19, there were around 100 students completed the Programme.



List of Manpower Developers

Up to now, a total of 458 organisations from over 30 industries have been accredited as MDs.

General Enterprises (Non-SMEs) (in alphabetical order)

3M Hong Kong Limited
A&S (HK) Logistics Limited
A.S. Watson Group
Acetop Precious Metals Limited
adidas Hong Kong Limited
AEON Credit Service (Asia) Company Limited
Angel Beauty Company Limited
Angel Cosmetics International Limited
Arup
ASANA GLOBAL GROUP
AUSupreme International Holdings Limited
Autotoll Limited
Aviation Security Company Limited
AXA
Baccarat Retail Limited
Baguio Green Group Limited
Baker Tilly Hong Kong
Baleno Kingdom Limited
Bank of China (Hong Kong) Limited
Baxter Healthcare Ltd
Belle International Holdings Limited
Bossini Enterprises Limited
Bright Future Pharmaceutical Laboratories Limited
Build King Holdings Limited
Café de Coral Holdings Limited
Calbee Four Seas Company Limited
Canon Hongkong Company Limited
Carrier Hong Kong Limited
CASH Financial Services Group Limited
Cathay Pacific Catering Services (H.K.) Limited
Celestial Asia Securities Holdings Limited
Centaline Property Agency Limited

Chief Group Limited
China Aircraft Services Limited
China CITIC Bank International Limited
China Everbright Limited
China Mobile International Limited
China Travel Service (Hong Kong) Limited
Chinney Construction Company Limited
Chubb Hong Kong Limited
Chubb Life Insurance Company Ltd.
Chun Wo Development Holdings Limited
Circle K Convenience Stores (HK) Ltd
CITIC Pacific Limited
CITIC Securities Brokerage (HK) Limited
CITIC Telecom International CPC Limited
CITIC Telecom International Holdings Limited
City Services Group Limited
Citybase Property Management Limited
Conrad Hong Kong
CosMax Group
Crown Motors Limited
Crown Worldwide Group
Crowne Plaza Hong Kong Kowloon East
CSL Mobile Limited
Dah Chong Hong Holdings Ltd
Dah Sing Financial Holdings Limited
DFS Group Limited
DHL Express (HK) Limited
Dr. Kong Footcare Limited
Dragages Hong Kong Limited
E.C. Fix Technology Limited
EGL Tours Company Limited
Ensign Freight Limited
eprint Group Limited
ERM-Hong Kong, Limited
Esquel Enterprises Limited
Esri China (Hong Kong) Limited
Everbright Sun Hung Kai
Fairton International Group Ltd.

Fairwood Holdings Limited
Fortress
Four Seas Mercantile Holdings Limited
FrieslandCampina (Hong Kong) Limited
FSE Engineering Group Limited
FSE Holdings Limited
FTLife Insurance Company Limited
Fubon Bank (Hong Kong) Limited
Fuji Xerox (Hong Kong) Limited
Fullhouse World International Limited
Fulum Group
G2000 (Apparel) Limited
Gammon Construction Limited
Gateway Hotel
General Security Group
Giordano Limited
Goodwell Property Management Ltd.
Goodwill Management Limited (A Member of Henderson Land Group)
Grandeur Property Management Company Limited
Green Island Cement Company Limited
Guardian Property Management Limited
Haitong International Securities Group Limited
Hamburg Süd Hong Kong Limited
Hang Lung Properties Limited
Hang Yick Properties Management Limited (A Member of Henderson Land Group)
Harbour City Estates Limited
Harbour City Estates Limited (Gateway Apartments)
Harriman Property Management Limited
Herbs Generation International Limited
Hilton Garden Inn Hong Kong Mongkok
Hip Hing Construction Company Limited
Hip Shing Hong (Holdings) Company Limited
HK Express
HKR International Limited
Holiday Inn Golden Mile Hong Kong
Hong Kong Aero Engine Services Limited
Hong Kong Aircraft Engineering Company Limited
Hong Kong Airlines

Hong Kong Airport Services Limited
Hong Kong Ajisen Co., Ltd.
Hong Kong Aviation Ground Services Limited
Hong Kong Broadband Network Limited
Hong Kong Convention and Exhibition Centre (Management) Limited
Hong Kong Disneyland Resort
Hong Kong Ferry (Holdings) Co. Ltd.
Hong Kong School of Motoring
Hong Kong Wing On Travel Service Limited
Hong Thai Travel Services Limited
Hong Yip Service Company Limited (A member of Sun Hung Kai Properties)
Hongkong International Terminals Limited
Hongkong Land Limited
Hopewell Holdings Limited
Human Health
Hung Fook Tong Group Holdings Limited
IMAGINEX GROUP
Imperial Bird's Nest
Inchcape Hong Kong Limited
INGRID MILLET LTD.
InterContinental Grand Stanford Hong Kong
ISG Asia (Hong Kong) Limited
ISS Facility Services Limited
Jardine Aviation Services Group
Jebsen & Co Ltd
Jones Lang LaSalle Management Services Limited
JTH Group
Jubilee International Tour Centre Ltd
K. H. Foundations Limited
K.Wah International Holdings Limited
Kai Shing Management Services Limited
Karrie International Holdings Limited
Kerry Logistics
Kerry Properties Limited
Kinetics Medical & Health Group Co. Ltd
Kiu Lok Service Management Co., Ltd.
Kowloon Development Company Limited
Lane Crawford (Hong Kong) Limited

Langham Hospitality Group
Lark International Group
LAWSGROUP
LBS Corporation Limited
le saunda holdings limited
Lee Kum Kee Company Limited
Leo Paper Group (Hong Kong) Ltd.
L'hotel Management Company Limited
Lik Kai Engineering Co. Ltd.
Long Data Technology Limited
Luk Fook Holdings (International) Limited
Manulife (International) Limited
Many Wells Property Agent Limited
Marco Polo Hongkong Hotel
Maxim's Caterers Limited
McDonald's Hong Kong
Megastrength Security Services Co., Ltd. (A Member of Henderson Land Group)
Microsoft Hong Kong Limited
Midland Holdings Limited
Milton Exhibits Group
Miramar Hotel and Investment Company, Limited
Mizuho Bank, Ltd. Hong Kong Branch
Modern Terminals Ltd
MTM Lab Japan Limited
MUFG Bank, Ltd.
Multisoft Limited
Nan Fung Group - Hon Hing Enterprises Limited
Nan Fung Group - Main Shine Development Limited
Nan Fung Group - New Charm Management Limited
Nan Fung Group - Vineberg Property Management Limited
New China Laundry Limited
New World Development Company Limited
New World First Ferry Services Limited
Ngong Ping 360 Limited
Nielsen Hong Kong
Nissin Foods Group (HK)
Nixon Cleaning Company Limited
Nu Skin Enterprises Hong Kong, LLC

NWS Holdings Limited
Octopus Holdings Limited
O'Farm Limited
OKIA Optical Company Ltd.
ONYX Hospitality Group
Optical 88 Limited
Ovolo Group Limited
Oxford University Press (China) Limited
Pacific Coffee Company Limited
Pan Asia Pacific Aviation Services Limited
Park Hotel International Limited
PARKnSHOP
Pfizer Corporation Hong Kong Limited
Pico International (HK) Ltd
Pizza Hut Hong Kong Management Limited
Plaza Hollywood Limited
Popular Holdings Limited
Pret A Manger (HK) Limited
Prince Hotel
Prince Jewellery & Watch Company Limited
Public Bank (Hong Kong) Limited (A subsidiary of Public Bank Berhad, Malaysia)
Quality HealthCare Medical Services Limited
Ralph Lauren Asia Pacific Limited
REA Group
REC Engineering Company Limited
Royal Elite Service Company Limited
Sa Sa International Holdings Limited
Saint Honore Cake Shop Ltd
Sanfield Building Contractors Ltd.
Sanofi Hong Kong
Savills Property Management Limited
SC Storage
Scania (Hong Kong) Limited
Schindler Lifts (HK) Ltd.
Securitas Security Services (Hong Kong) Limited
Shun Hing Group
Shun Tak-China Travel Ship Management Limited
Sino Group

Sino Hotels
Sir Hudson International Ltd.
SmarTone Telecommunications Holdings Limited
SOCAM Development Limited
Sony Corporation of Hong Kong Limited
Spa Collection Group
Spotlight Enterprises Limited
Starbucks Hong Kong
Success Base Engineering Limited
Sun Hung Kai Properties Ltd
Super Star Group
Superpower Pumping Engineering Co Ltd
Swarovski Hong Kong Limited
Swire Coca-Cola HK
Swire Properties Limited
Swire Resources Limited
Synergis Management Services Limited
Tai Hing Catering Group Limited
Tao Heung Group Limited
Taste of Asia Group Limited
Tata Consultancy Services Limited
The Bank of East Asia, Limited
The Charterhouse Causeway Bay
The Cityview
The Dairy Farm Company Limited
The Great Eagle Properties Management Company, Limited - Langham Place
The Wing On Department Stores (Hong Kong) Limited
Times Square Limited
TNT Express Worldwide (HK) Limited
Tradeport Hong Kong Limited
Triumph International (Hong Kong) Limited
Tsui Wah Restaurant
Turner International Asia Pacific Limited
TÜV Rheinland Hong Kong Limited
United Asia Finance Limited
Urban Group
VF Asia Limited
Vibro (H.K.) Limited

Vinci Construction Grands Projets (SCL 1103 & 1122)
Vitasoy International Holdings Limited
Waihong Environmental Service Group
Water Oasis Group Limited
Watsons
Watson's Wine
Well Born Real Estate Management Limited (A Member of Henderson Land Group)
Well Core Limited
Wharf China Estates Limited
Wharf Estates Limited
Worldwide Flight Services
WWPKG Holdings Company Ltd
Wyeth Nutrition Hong Kong
Yoshinoya Fast Food (Hong Kong) LimitedZung Fu Company Ltd.
Zurich Insurance (Hong Kong)

SMEs (in alphabetical order)

4M Industrial Development Limited
Achiever Technology Limited
ADPLE Marketing Limited
Adsmart (Hong Kong) Limited
Advance Resources Consulting Group LTD
Aims Design Limited
Apple Storage
Aqua Professional Beauty Limited
Astellas Pharma Hong Kong Company Limited
BannerSHOP Hong Kong Limited
Beauty Collection Consultants Limited
BRAND's Suntory (Hong Kong) Limited
C K Yau & Partners CPA Limited
CANA Elite Education Centre
Century Legend (Holdings) Limited
Charlotte Travel Limited
China Xin Yongan Futures Company Limited
Chuan Chiong Co., Ltd.
Cityray Technology (China) Limited
CJ Dental Care
COFFEE Lover Limited
Conpak CPA Limited
Diving Adventure Ltd
Evergreen (FIC) Limited
Fair-Rack Electrical Asia (H.K.) Limited
Fuji Xerox Far East Limited
Future Lighting Collection Limited
Gain Miles Assurance Consultants Limited
Gary Cheng CPA Limited
Golday Precious Metals Co., Limited
Good Concept Group Limited
Gridword Communications Limited
Hanberg Limited
Hang Kei Engineering Service Limited
Hanville Company Limited
Harbour City Management Limited

Harmonic Health Pharmaceutical Co. Ltd.
Harriman Leasing Limited
Headquarters Limited
Hilltop Property Agency Ltd
Hong Kong Air Purifier Center Limited
Hong Kong RFID Limited
Hong Kong TCM Limited
Hong Lok Yuen Aged Sanatorium Centre Limited
Hong Yip Properties Agency Limited
Hongkong Storage
H-Privilege Limited (A Member of Henderson Land Group)
HXPM Limited
iBorn Media Limited
i-education
International Personal Trainers & Fitness Academy
Intimex Business Solutions Company Limited
Janel Group
Jenston Technology Corporation Ltd.
Jenston Works Company Limited
Ka Man Beauty Center Limited
Ka Man Beauty Group Limited
Ka Shing Management Consultant Limited
Kelly Services Hong Kong Limited
Kenneth Chau & Co.
KPC International Limited
Lafa Yette Wedding Limited
Lam Kam Sang Medical Research Institute LTD
LCX Limited
Leading Edge Worldwide Limited
Life Learn Limited
Link-Pro CPA Limited
Lontreprise Consulting Limited
Magic Clean Environmental Services Limited
Mak Man Kee Noodle Shop
MAXIMA Communication Limited
McKenzie & Associates Rehabilitation Services Ltd
MEG Limited
Meiriki Japan

New City Cleaning Service Company Limited
New Sky Internet Ltd.
Noble Health Company Limited
Nova Risk Services Holdings Limited
OWNA Group International Limited
PhotoGIFT (HK) Ltd.
Pico IES Group Limited
Pioneer Dynamic Limited
PLH Fashion Group Limited
Pro-Cure Medical Technology Company Limited
Regal World Transport System Limited
Richform Holdings Limited
Royal International College
Soon Grow Enterprise Ltd
Sun Hung Kai & Co. Limited
Sunta Chemical Limited
Sze Wo Chaan Gas Co Ltd
Telford Nursing Centre
The Chamber of Hong Kong Computer Industry
The Interact Group Limited
The Metroplex
Tin Lee Medicine International Limited
Titan Petrochemicals Group Limited
TOGO Pacific Limited
Tsz Yan Holdings Limited
TUNBOW Group
Tung Fat Ho Building Material Limited
UDomain
Ultra Active Technology Limited
Verity Consulting Limited
Water House Group Ltd.
Web Host Limited
Wing & Kwong Company Limited
Wong Po Kee Ltd.
Yi Wo Yuen Aged Sanatorium Centre (Hung Hom)
Yi Wo Yuen Aged Sanatorium Centre Ltd

Government Departments, Public Bodies and NGOs (in alphabetical order)

Airport Authority Hong Kong
Architectural Services Department
Buildings Department
Census and Statistics Department
Christian Family Service Centre
Civil Aid Service
Civil Aviation Department
CLP Power Hong Kong Limited
Companies Registry
Consumer Council
Customs and Excise Department
Drainage Services Department
Electrical and Mechanical Services Department
Environmental Protection Department
Equal Opportunities Commission
Estate Agents Authority
HKCT Group Limited
Hong Kong Baptist Hospital
Hong Kong Correctional Services
Hong Kong Employment Development Service Ltd.
Hong Kong Examinations and Assessment Authority
Hong Kong Exchanges and Clearing Limited
Hong Kong Family Welfare Society
Hong Kong Fire Services Department
Hong Kong Housing Authority
Hong Kong Housing Society
Hong Kong Observatory
Hong Kong Police Force
Hong Kong Trade Development Council
Hong Kong Tramways, Limited
Hong Kong Young Women's Christian Association
Hongkong Post
Hospital Authority
Immigration Department
Independent Commission Against Corruption
Information Services Department

KCRA Community Education Enhancement Center
Leisure and Cultural Services Department
Mandatory Provident Fund Schemes Authority
MTR Corporation Limited
New Territories Association Retraining Centre
New World First Bus / Citybus
Ocean Park Corporation
Office of the Communications Authority
Office of the Government Chief Information Officer
Planning Department
Pneumoconiosis Compensation Fund Board
Privacy Commissioner for Personal Data, Hong Kong
Rating and Valuation Department
Securities and Futures Commission
Senior Citizen Home Safety Association
The Chinese University of Hong Kong
The Education University of Hong Kong
The Hong Kong Academy for Performing Arts
The Hong Kong and China Gas Company Limited
The Hong Kong Confederation of Trade Unions
The Hong Kong Jockey Club
The Hong Kong Mortgage Corporation Limited
The Hong Kong Polytechnic University
The Hongkong Electric Co., Ltd.
The Kowloon Motor Bus Company (1933) Limited
The Land Registry
The Society of Rehabilitation and Crime Prevention, Hong Kong
The "Star" Ferry Company, Limited
The Treasury
Transport Department
Tung Wah College
Tung Wah Group of Hospitals
Urban Renewal Authority
Water Supplies Department
Yan Chai Hospital Social Services Department
Yan Oi Tong Social Services Division



About the Employees Retraining Board

ERB is a statutory body established in 1992 under the Employees Retraining Ordinance. ERB co-ordinates, funds and monitors training courses and services provided by training bodies. ERB has appointed about 80 training bodies which operate around 400 training centres across the territory. ERB provides around 700 training courses that are market driven and employment-oriented straddling 28 industries and various areas of generic skills.

ERB consists of a governing body comprising representatives of employers, employees, persons connected with vocational training and retraining or manpower planning, and government officials. The Board is responsible for the formulation of policies for ERB's training and services. ERB's policies are implemented by an executive office which is headed by an Executive Director.

The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below. ERB endeavours to promote the "Manpower Development Scheme" to foster the sustainable development of trainees, helps them attain recognised qualifications and map out their progression ladders, and nurtures more talents for various industries.

ERB provides a diverse range of courses under the "Manpower Development Scheme," including placement-tied courses for the unemployed; generic skills training courses for people from all industries; "Skills Upgrading Scheme Plus" courses with skills enhancement training for employees; and courses for special service targets such as "Youth Training Programme" for non-engaged young people, courses for persons with disabilities and persons recovered from work injuries, courses for rehabilitated ex-offenders, courses conducted in English for ethnic minorities and courses for new arrivals. ERB has been actively developing professional certification courses, including industry certification courses, public examination preparation courses, "National Occupational Qualification Certificates-related" courses, etc. to help trainees move up their professional ladders. There are now 300 ERB courses are at Qualifications Framework Level One to Four, which have been accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

ERB has set up two ERB Service Centres in Kwun Tong* and Tin Shui Wai. Operating on a district basis, the ERB Service Centres offer timely and diversified self-help and support services, as well as information on courses organised in the respective district, to people with training and employment needs. ERB has also set up 22 ERB Service Spots in Kwai Tsing, Tsuen Wan and Kowloon West districts in collaboration with social service organisations. 15 ERB Service Spots will be set up in Kowloon East district in 2019-20. They provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, and assist members of the public to register for training consultancy service. Staff of the operator will be present at each ERB Service Spot on a regular basis to provide personal assistance.

ERB will continue its all-out efforts to better equip our labour force with sound foundation for future career development. ERB strives to provide a flexible, quality and resilient labour force for the knowledge based economy of Hong Kong.

* ERB Service Centre in Kwun Tong will cease operation with effect from 1 August 2019.

ERB Hotline: 182 182
www.erb.org



Enquiry on the Scheme: 3129 1183 / 3129 1286
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