



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



僱員再培訓局
Employees Retraining Board

Application Brochure
2023-24

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.

TABLE OF CONTENT

Introduction	1
Objectives	1
Management Structure	2
Benefits for Organisations	4
Application and Assessment	5
Lists of MDs and Super MDs	10
Presentation Ceremony of the “ERB Manpower Developer Award Scheme”	11
Employer Activities	12
About Employees Retraining Board	15

Introduction

The Employees Retraining Board (ERB) launched the “ERB Manpower Developer Award Scheme” (the Scheme) to recognise organisations which demonstrate outstanding achievements in manpower training and development as Manpower Developers (MDs). Around 500 organisations from over 30 industries have been accredited as MDs under the Scheme.

As part of the Scheme, the effectiveness of the strategies and practices in manpower training and development of participating organisation will be reviewed and evaluated in accordance with a set of objectives and 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. Current MDs that have been granted the award status for 10 consecutive years will be acknowledged as “Super MDs”. The validity period will be extended from two years to five years.

Through the Scheme, ERB aims to cultivate a common social value of attaching great importance to manpower training and development, and foster strategic partnership with MDs through various employer activities for enhancing the quality of human resources in Hong Kong.

Objectives

Through assessing the level of maturity of manpower training and development strategies and practices of organisations, the Scheme aims to:

- promote and cultivate a corporate culture focusing on manpower training and development
- heighten the awareness of the employers and employees on 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
- encourage MDs to exchange with other organisations practical experience, market information, and the latest trends and updates in training

Management Structure

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

Technical Consultant

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



Honorary Advisors (HA)

Our Honorary Advisors provide valuable advice to help ERB:

- establish the acceptability and credibility of the Scheme
- advise on the assessment mechanism of the Scheme having regard to market development
- review the proposed awardees' list of the Scheme
- advise on the overall operation and future development of the Scheme

List of HAs (in alphabetical order)

Prof. Randy CHIU, MH

Professor Emeritus, Hong Kong Baptist University and
Visiting Professor, Hong Kong Metropolitan University

Ms. Virginia CHOI, JP

Chairperson,
Continuing Professional Development Alliance

Mr. Lawrence HUNG

President,
Hong Kong Institute of Human Resource Management

Mr. LAM Ming-wing

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

Mr. Brian LIU

Controller (Human Resources, I.T. and Admin.),
Yan Oi Tong

Mr. Teddy LIU

General Manager, Group Audit & Management Services,
New World Development Company Limited

Ms. Queena PUN

Independent HR Consultant

Ms. Mandy TANG

Director,
Belle Asia 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 SOs (in alphabetical order)



Benefits for Organisations

- **Self-assessment** – organisations can make reference to the assessment criteria and training and developmental activities detailed in the application form for review and evaluation of their own strategies and practices.
- **Professional assessment** – the independent assessment report prepared by the Technical Consultant provides information to organisations seeking to devise sustainable development goals.
- **Reinforcing corporate image** – the accreditation during the two-year validity period is conducive to corporate image and attraction to talents.
- **Cross-industry sharing** – through participating in ERB's employer activities and projects, MDs can exchange with other organisations practical experience, market information, and the latest trends and updates in training.
- **Market information** – by consolidating MDs' performance data on a biennial basis, ERB will compile and disseminate a Benchmarking Report for MD's reference.
- **ERB information** – MDs can receive first-hand information of ERB courses, employer services and dedicated activities.

Application and Assessment

Eligibility

The Scheme comprises three application categories. Public and private organisations in Hong Kong are welcome to join in their respective category.

Application Category

Category	Qualification of Application
General (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:

Non-SMEs and SMEs: organisations should be registered with the Business Registration Office of the Inland Revenue Department.

Public Bodies: organisations listed in the Schedule of the “Prevention of Bribery Ordinance” (Chapter 201).

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.

“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.

Organisations under all application categories should be in operation for a minimum of one year prior to the date of application; and there has not been any event, litigation, arbitration or administrative proceeding which may adversely affect the operation or the continuation of its business.

Assessment Mechanism

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 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:



Assessment Category	Coverage
1. Leading a Learning Culture	To examine the commitment of senior management to manpower training and development, and the effectiveness in fostering a learning culture.
2. Resources Planning	To examine 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	To assess the effectiveness of the training and development system in unleashing the potentials of employees and in meeting business objectives.
4. Performance Management	To assess 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	To examine the commitment of the organisation to corporate social responsibility in manpower development.

Waiver of Assessment

Organisations could be waived from the assessment on “Corporate Social Responsibility in Manpower Development” when fulfilled 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”.

Application Period

Application for the “ERB Manpower Developer Award Scheme” 2023-24 will be accepted during the period from 1 June to 29 September 2023.

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. 29 September 2023):

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

Applications should be submitted to ERB through one of the following channels:

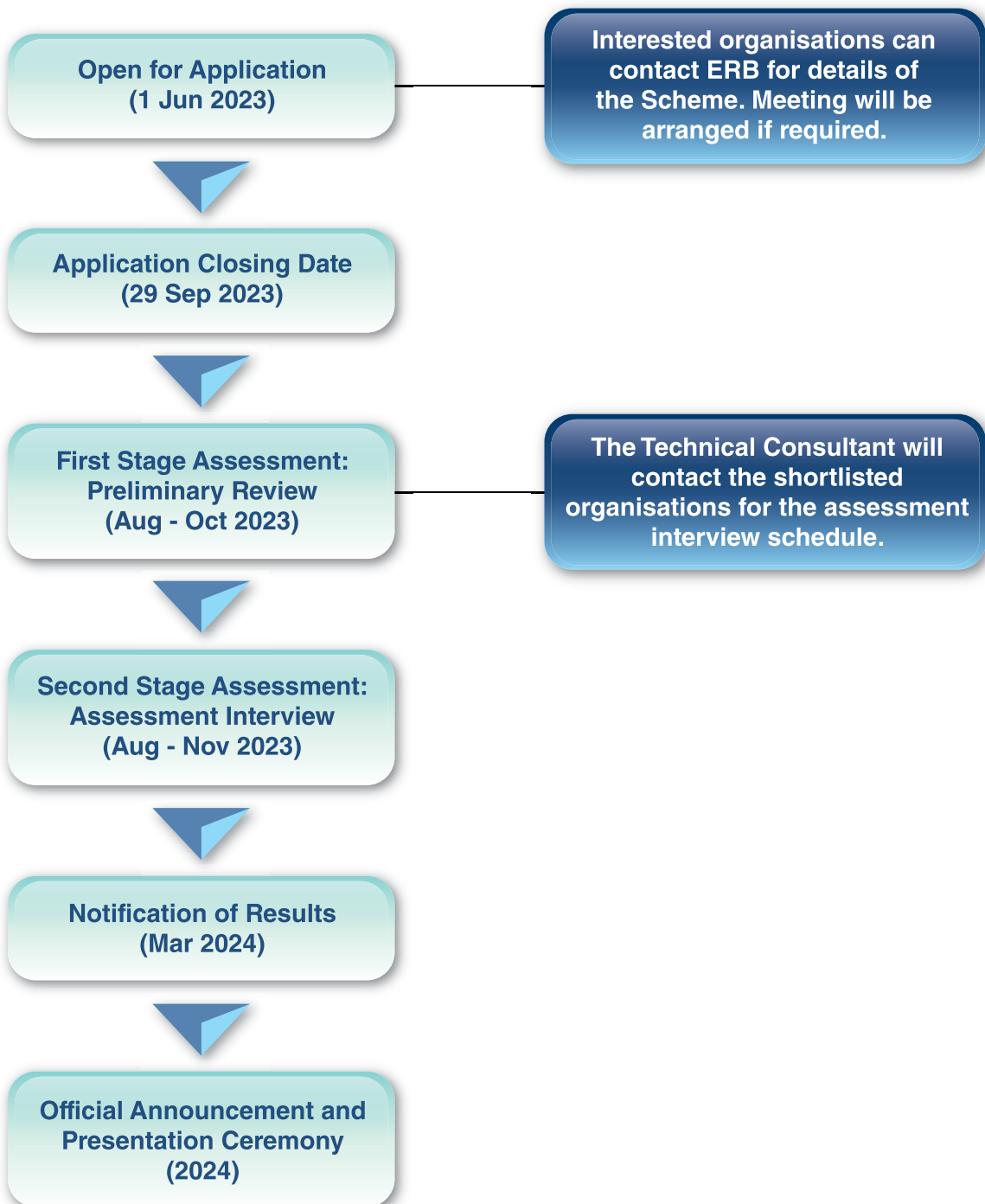
By email	md@erb.org
By fax	2311 1357
By post	Employees Retraining Board, 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong (Ref: Application for the “ERB Manpower Developer Award Scheme”)

All organisations submitting applications on or before 31 July 2023 will have priorities in arranging the assessment interview schedule.

Result Announcement and Presentation Ceremony

ERB will notify the assessment results and issue the assessment reports to the participating organisations in March 2024. The two-year validity period for participating organisations in 2023-24 which have been accredited as MDs will be from April 2024 to March 2026. The accredited MDs will be invited to attend the Presentation Ceremony to be held in 2024.

Flow of Application and Assessment



Briefing Session

Organisations interested in the Scheme are welcome to enrol in the briefing sessions. Representatives from ERB and the Technical Consultant will introduce the application and assessment procedures of the Scheme, as well as respond to enquiries.

21 June 2023 (Wednesday)	3:30pm – 5:00pm	Theatre 1, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
28 June 2023 (Wednesday)		

Please scan the QR code or visit the MD website (www.erb.org/md/en/Enrolment) for the enrolment.



Enquiries

General Enquiries

Employees Retraining Board (Scheme Organiser)	Tel: 3129 1183 / 3129 1286
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Enquiries on the Application Form and Assessment Arrangements

Hong Kong Quality Assurance Agency (Technical Consultant)	Tel: 2202 9346
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Remark:

ERB reserves the right of final decision on the Scheme's arrangements. For details of the latest information, please refer to the website.

Lists of MDs and Super MDs

Around 500 organisations have been accredited as MDs in fostering the culture of manpower training and development. Among those, 147 MDs have been upgraded as “Super MDs”.

List of MDs



Please scan the QR code or visit the MD website (www.erb.org/mdlist/en) for the list of MDs.

List of Super MDs



Please scan the QR code or visit the MD website (www.erb.org/supermd/en) for the list of “Super MDs”.

Presentation Ceremony of the “ERB Manpower Developer Award Scheme”



Accredited MDs were invited to attend the Presentation Ceremony to celebrate the outstanding achievements of MDs.

Employer Activities

Employer Seminar



Career Talks for Schools and Workplace Visits



ERB organises a wide range of employer activities, including Employer Seminar, Career Talks for Schools, Workplace Visits, Work Experience Activities, Internship Programmes, etc., and fosters the partnership with MDs. An array of employer services is also available to support the recruitment, training and manpower development needs of employers. Please visit the ERB website (www.erb.org/employer/en) for details.

Work Experience Activities and Internship Programmes



Grand Prize Award

ERB launches the “Grand Prize Award” to recognise MDs that are committed to corporate social responsibility and contribute to manpower training and development of Hong Kong by providing support to ERB courses and services. A total of 28 MDs were awarded the “Grand Prize Award” in 2020-22.

List of Grand Prize Award Winners for 2020-22 (in alphabetical order)

Armitage Technologies Limited
Aviation Security Company Limited
Certis Centurion Facility Company Limited
Chinney Construction Company Limited
City Services Group Limited
Conrad Hong Kong
Estate Agents Authority
Hang Lung Properties Limited
Hang Yick Properties Management Limited (A Member of Henderson Land Group)
HKR International Limited
Hong Kong Examinations and Assessment Authority
Hong Kong Housing Society
Hong Kong IVA Professional Centre Limited
Hong Yip Service Company Limited (Member of Sun Hung Kai Properties Group)
LAWSGROUP
LBS Corporation Limited
Leading Edge Worldwide Limited
Link-Pro CPA Limited
Mitsubishi Elevator Hong Kong Company Limited
Oxford University Press (China) Limited
Park Hotel International Limited
Richform Holdings Limited
The Hong Kong and China Gas Company Limited
The Murray, Hong Kong
Ultra Active Technology Limited
United Asia Finance Limited
Well Born Real Estate Management Limited (A Member of Henderson Land Group)
Yan Oi Tong Social Services Division

About 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 about 80 training bodies. The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below. ERB provides around 700 training courses that are market driven and employment-oriented. ERB helps trainees map out progression ladders and nurtures talent for various industries.

ERB provides a diverse range of training courses, including placement-tied courses for the unemployed, skills upgrading courses with skills enhancement training for employees, generic skills courses for all industries, youth training courses, dedicated courses for special service targets such as new arrivals, persons with disabilities and persons recovered from work injuries, rehabilitated ex-drug abusers and ex-offenders, and ethnic minorities, straddling 28 industries and various areas of generic skills. ERB has been actively developing professional certification courses, including “One-test-two-certificates” courses, industry certification courses, public examination preparation courses, etc. to help trainees move up their professional ladders. ERB has around 300 courses accredited by the Hong Kong Council for the Accreditation of Academic and Vocational Qualifications which are registered under the “Qualifications Framework”, so as to promote the recognition of the qualifications of ERB graduates.

ERB provides an array of training and employment support services to assist members of the public to acquire related information. The “ERB Service Centre” in Tin Shui Wai provides information on ERB courses and support services. Workshops and group activities are also organised on a regular basis. ERB has set up 37 “ERB Service Spots” in Kwai Tsing and Tsuen Wan, Kowloon West and Kowloon East districts, providing enquiry and enrolment services for ERB courses, organising industry seminars and taster courses, and assisting members of the public to register for training consultancy service. ERB also set up “ERB Training Net” course search terminals at over 100 locations, including ERB Headquarters, “ERB Service Centre”, “ERB Service Spots”, Labour Department Job Centres, Social Welfare Department (SWD) Social Security Field Units and non-governmental organisations commissioned by SWD. 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.

ERB Hotline: 182 182
www.erb.org



Enquiry on the Scheme: 3129 1183 / 3129 1286
www.erb.org/md

(May 2023)

(Cover photo is a design image)