

One-stop Training and Employment Scheme



Seamless Training and Employment Support Services

For Trainees

- Pre-employment Training
- Placement Follow-up Service
- Continuous Upskilling
- Retraining and Training Allowances

For Employers

- Recruitment Support
- Enterprise-based Pre-employment Training
- Skills Upgrading Training for Staff
- Boosting Human Capital



The Employees Retraining Board (ERB) introduces the “One-stop Training and Employment Scheme”¹ (the Scheme) comprising pre-employment training, placement follow-up and continuous upskilling support services to encourage the unemployed, non-engaged or those seeking jobs to engage in enterprise-based pre-employment training and join industries with keen manpower demand. Skills upgrading training will be arranged for participating trainees of the Scheme in the course of employment, with a view to supporting them to sustain in employment and catering for the manpower needs of various industries.

SERVICE TARGETS

- Eligible employees of Hong Kong² aged 15 or above.
- Unemployed, non-engaged and those seeking jobs who meet the entry requirements of individual courses.

CHARACTERISTICS

Pre-employment Training

- Under the Scheme, the appointed training bodies of ERB will assist employers in recruitment and offer enterprise-based pre-employment training courses³.
- Employment contracts (with employment period of not less than 1 year)⁴ will be signed between employers and enrolled trainees before the commencement of pre-employment training courses. The contracts will come into effect after the completion of the pre-employment training courses.
- Eligible trainees completing the pre-employment training courses (with an attendance rate of 80%) will be disbursed retraining allowance.

Placement Follow-up⁵

- Training bodies will provide a 6-month placement follow-up service for eligible trainees with an attendance rate of 80%, including arrangements for continuous upskilling and support services.
- Employers will provide flexible work arrangements, on-the-job guidance and training during the placement follow-up period to help trainees sustain in employment.

Continuous Upskilling

- Trainees should complete 2 ERB training courses (including Skills Upgrading Courses or Generic Skills Courses) during the placement follow-up period. Eligible trainees will be disbursed training allowance in 2 instalments, after staying in employment for at least 3 months and 6 months respectively.
- Trainees who are employed on a full-time basis, stay in employment for at least 3 months and complete at least 1 designated training course, will be eligible for training allowance calculated at \$3,000 per month⁶, subject to a maximum of \$18,000 per trainee after staying in employment for 6 months.

ENQUIRY

For further information, please visit the website of the Scheme at www.erb.org/onestop, call the ERB Hotline at 182 182 or contact training bodies of ERB⁷.

1. The 2-year pilot scheme (2024 and 2025) aims at encouraging potential labour force to join industries with keen manpower demand. ERB reserves the right of final decision on the Scheme's arrangements including training, approval and all related arrangements.
2. Referring to those who are lawfully employable and not subject to conditions of stay.
3. Including the Placement-tied Courses currently offered by ERB or the Placement-tied Courses newly proposed by training bodies, as well as the newly developed and approved training courses tailored for particular positions with specific skills requirements.
4. Participating employers of the Scheme are required to provide 15 to 25 vacancies for designated positions and employ the trainees on a “continuous contract” basis.
5. Training bodies will coordinate with participating employers of the Scheme to provide placement follow-up service for in-service employees under the Scheme.
6. Training allowance for eligible trainees employed on a part-time basis is half of the amount receivable by eligible trainees employed on a full-time basis, which is calculated at \$1,500 per month.
7. For the latest information and details of the Scheme, please refer to the website of the Scheme or contact training bodies of ERB.