

## **Training for Ethnic Minorities**

### **Vocational Skills Course (Full-time Mode)**

#### **Business**

#### **Foundation Certificate in Business & Office Operations - Youth Training**

#### **Programme**

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.
Course Content	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.
Entry Requirements	<ul style="list-style-type: none"> <li>i. Non-engaged ethnic minority youths aged between 15 and 24; and</li> <li>ii. Secondary education level or below; and</li> <li>iii. Pass the admission interview.</li> </ul>
Course Duration	300 hours

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
Vocational Training Council (Youth College)	5244 5662 / 3519 1808	VT302DS

ERB and relevant training bodies reserve the right to revise the above content from time to time without notifying individual applicants. Please refer to the Scheme website and/or contact respective training bodies for the most updated information.