

# Contents

## Remarks for Latest Updates

This Course Prospectus, printed in April 2024, introduces the training courses to be provided by the Employees Retraining Board (ERB) from April 2024 to March 2025. While ERB endeavours to ensure accuracy of the Course Prospectus, the latest information announced in ERB Website ([www.erb.org](http://www.erb.org)) shall prevail in case of any changes. ERB also reserves the right to withdraw any of the training courses or modify their contents. For enquiries, please call ERB hotline at 182 182 or contact the Training Bodies concerned.

Preface	1
Application Guidelines	5

---

<b>I</b>	<b>Placement-tied Courses</b>	
Property Management & Security	Foundation Certificate in Standard Security & Property Management (English Medium)	14
	Foundation Certificate in Advanced Security & Property Management*	15
Beauty Therapy	Foundation Certificate in Junior Beautician Training (English Medium)	17
	Foundation Certificate in Nail Technician Training (English Medium)	18
Hotel	Foundation Certificate in Hotel Room Attendant Training (English Medium)	19
Business	Foundation Certificate in Internet Business Start-up (English Medium)	20
	Foundation Certificate in Human Resources Assistant Training*	21
Catering	Foundation Certificate in Barista Training (English Medium)	22
	Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)	23
Healthcare Services	Foundation Certificate in Medical Clinic Assistant Training (English Medium)	24
	Foundation Certificate in Care-related Support Worker Training*	25
Information & Communications Technology	Certificate in Network Engineering Technician Training*	27

---

<b>II Skills Upgrading Courses</b>		
Property Management & Security	Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)	28
Construction & Renovation	Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time)	29
Electrical & Mechanical Services	Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)	30
	Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)	31
	Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part-time)	32
Business	Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Part-time)	33
Catering	Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)	34
Social Services	Foundation Certificate in Community Networking and Programme Planning (English Medium) (Part-time)	35
<b>III Generic Skills Courses</b>		
IT Applications	Foundation Certificate in Computer Operations for Beginners (English Medium) (Part-time)	36
	Foundation Certificate in Word Processing I (English Medium) (Part-time)	37
	Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	38
	Foundation Certificate in Internet Application (English Medium) (Part-time)	39
Workplace Languages	Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	40
	Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	41
	Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)	42
	Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time)	43
	Foundation Certificate in Vocational Cantonese (Customer Services) for Non-Chinese Speakers (Part-time)	44
	Foundation Certificate in Vocational Putonghua I for Non-Chinese Speakers (Part-time)	45

---

**III Generic Skills Courses**

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Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	46
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	47
Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)	48
Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)	49
Foundation Certificate in Workplace Chinese (Writing) for Non-Chinese Speakers (Part-time)	50
Foundation Certificate in Workplace Chinese (Reading) for Non-Chinese Speakers (Part-time)	51

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**IV Youth Training Courses**

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Youth Training Programme	Ethnic Minority Programme:	
	Foundation Certificate in Western Food and Beverage Servicing	52
	Foundation Certificate in Coffee Shop Operations	52
	Foundation Certificate in Business & Office Operations	52
	Foundation Certificate in Electronic & Computer Network Installation	52

---

ERB Courses on the Qualifications Register	53
--------------------------------------------	----

\* Courses conducted in Cantonese supplemented with English training materials

For ethnic minorities interested in attending ERB training courses provided to members of the general public and can speak and comprehend Cantonese, please contact the Training Bodies for enquiries.

# Preface

## The Employees Retraining Board

The Employees Retraining Board (ERB) is a statutory body established in 1992 under the Employees Retraining Ordinance. The main function of ERB is to co-ordinate, fund and monitor training courses and services. Its service targets are people aged 15 or above with educational attainment at sub-degree level or below.

ERB provides a diverse range of training courses and appoints about 80 Training Bodies operating around 400 training centres across the territory to offer market-oriented training courses to help trainees map out their progression ladder. ERB endeavours to provide a flexible, quality and resilient labour force for the knowledge-based economy of Hong Kong.

ERB is dedicated to assist eligible employees of non-Chinese origin in Hong Kong in gaining job opportunities through appropriate training and employment services, so that they can integrate into the society for the well-being of themselves and their families.

## Training Courses

With a view to improving the employability of the ethnic minorities and facilitating their integration into the local community, ERB provides dedicated training courses delivered in English to suit the aspirations and training needs of the ethnic minorities. To facilitate the attendance of the ethnic minorities who can comprehend Cantonese, courses conducted in Cantonese and supplemented with English training materials are also offered and covered in this Prospectus. Major categories of courses include:

- **Placement-tied Courses:** Placement-tied Courses on vocational and professional education and training are generally offered in full-time mode. Courses straddling different industry categories and aiming at equipping eligible trainees with skills required by the market are dedicated for the unemployed. Trainees with an attendance rate of at least 80% in the placement-tied courses are provided with placement follow-up services at least 3 months by Training Bodies to help them re-enter the job market. The courses also include training on personal attributes and job search skills, which aim to enable trainees to strengthen their interpersonal skills and enhance their employment opportunities.
- **Skills Upgrading Courses:** Skills Upgrading Courses are part-time non-placement-tied courses provided to eligible clientele including the unemployed and in-service workers. Vocational and professional education and training straddling different industries are provided with the aim of enhancing the skills competency of practitioners and fostering their attainment of multi-dimensional skills. Non practitioners may also enrol in individual courses which provide basic knowledge of the industries. These courses aim to broaden their employment opportunities through training and facilitate their job mobility.
- **Generic Skills Courses:** Generic Skills Courses are part-time non-placement-tied courses on training of transferable skills applicable in different industries including foundation skills (Workplace Languages and IT Applications) and personal attributes are provided to eligible clientele including the unemployed and in-service workers.
- **Youth Training Courses:** Youth Training Courses concerned are operated in full-time placement-tied mode and offered under the banner of Youth Training Programme. The Youth Training Programme targets at non-engaged youth aged between 15 and 24. The courses, which are more suitable for applicants with educational attainment at secondary school level or below, aim to stimulate the youth's desire to learn and study, and motivate them to actively plan for their career. A wide variety of courses are offered to cater for their diverse interests. With enhanced self understanding, trainees will be able to unleash their potential for career development or further studies.

Members of the public may gauge a preliminary understanding of their career aspirations through the use of an ERB online tool named "Training and Career Needs Test" and select a suitable training course accordingly. "Training Consultancy Service" is also available in ERB Service Centre and ERB Service Spots for service targets that require personalised advice on enrolment. For details, please refer to page 3.

From 1 April 2023 onwards, ERB serves to provide vocational skills training for trainees of the "Youth Employment and Training Programme" (YETP) of the Labour Department. YETP trainees may enrol in a variety of ERB training courses\* including the youth training courses through Case Managers of the YETP. The Labour Department will provide case management and relevant follow-up services to YETP trainees.

\* Placement follow-up service and retraining allowance for regular ERB placement-tied courses are not applicable to YETP trainees. For details of training allowance provided by the YETP, please visit the YETP's website ([www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)).

## Placement Services

All Training Bodies appointed by ERB provide all trainees who have attained an attendance rate of at least 80% in the placement-tied courses, with a placement follow-up period of at least 3 months (for placement-tied courses which are conducted in English and suitable for eligible employees in Hong Kong of non-Chinese origin, the placement follow-up period lasts for 6 months). For courses under the "Enhanced Placement Service Model", the Training Bodies provide enhanced placement and retention services for the trainees who have attained an attendance rate of at least 80% in these courses. Please check with the Training Bodies concerned for follow-up period of each course. During the follow-up period, Training Bodies will regularly contact the trainees to update their employment status. Training Bodies should report the employment details of each trainee to ERB after completion of follow-up period. Trainees should provide such information to Training Bodies as far as possible.

## Qualification and Certification – Qualifications Framework

The "Qualifications Framework" (QF) was established and officially launched by the Government on 5 May 2008. QF-related quality assurance is undertaken by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). The QF is a cross-sectoral hierarchy designed to put in order qualifications in the academic, vocational and

continuing education sectors with a view to facilitating life-long learning and assisting individuals to set personal goals and directions in continuous studies for obtaining recognised qualifications.

Recognised qualifications are uploaded onto the “Qualifications Register” (QR), which is a web-based database on learning programmes leading to such qualifications and the relevant operators, granting bodies, QF Levels, modes of delivery, etc.

To promote recognition of the qualifications of ERB graduates, ERB courses have been submitted to the HKCAAVQ for accreditation. There are now around 300 courses accredited by the HKCAAVQ, which are QF-recognised. Please refer to “ERB Courses on the Qualifications Register” in the last section of the Prospectus or visit the QR website at [www.hkqr.gov.hk](http://www.hkqr.gov.hk) for more details. In addition, ERB has obtained the Programme Area Accreditation (PAA) status at QF Levels 1 to 3 in the “Catering, Food and Beverage Services” sub-area since 2018–19 and then obtained the second PAA status at QF Levels 1 to 3 in the “Computer Science and Information Technology” sub-area in 2022. The ERB also successfully gone through the Periodic Institutional Review in the “Catering, Food and Beverage Services” sub-area in 2022. It demonstrates that ERB has a track record of managing and assuring the quality of its learning programmes within the approved scope.

## ERB Service Centre

As the district-based window to the courses and services of ERB, ERB Service Centre offers diversified self-help and support services to those with training and employment needs. The service targets are people aged 15 or above with educational attainment at sub-degree level or below. Registration as members is both simple and free of charge.

### Course Enquiry and Enrolment Services

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

### Training Consultancy Service

To further assist the users requiring more intensive support and personal advice on ERB courses, service targets who are interested in applying for ERB courses can make use of the “Training Consultancy Service”. By assessing the training needs and job aspirations of the users through face-to-face interviews, training consultants will provide personalised support and advice on suitable ERB courses to the service users. Those who are interested in the “Training Consultancy Service” can make appointment by calling or visiting the ERB Service Centre, ERB Service Spots or booking through the “ERB Training Net” course search terminals and the website [www.erb.org/tc](http://www.erb.org/tc).

### Training Support Services

The Service Centre provides training-related services to encourage self-enhancement. The Centre offers multi-media computer facilities and makes available reference materials and self-learning softwares for use at the reading corners. A variety of workshops including course and industry seminars, taster courses, workshops on job search skills, generic skills, and topical issues are organised to disseminate information on latest market situation and enhance the generic and vocational skills of the members. Mutual support groups also give advice on employment and training to members.

### Employment Support Services

The Service Centre also provides support services for people with employment needs. Job seekers can refer to job cards displayed at the Centre and access the vacancy database of the Labour Department through the vacancy search terminals at the Centre. They can also make use of the office equipment for job applications. Members are welcome to use the self-help “Mock Interview System” to polish their interviewing skills. Industry seminars and job fairs are held from time to time for members to enhance their employment opportunities.

### Services for Special Target Groups

To cater for the needs of special target groups such as new arrivals and ethnic minorities, targeted support services including language and generic skills workshops and mutual support groups are also organised by the Service Centre.

### Location

ERB Service Centre	
Address:	Unit 301, 3/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T.
Enquiry:	3919 6100
Website:	<a href="http://www.erb.org">www.erb.org</a>
Operator:	New Territories Association Retraining Centre Limited

### Opening Hours

Monday to Saturday: 9am to 9pm (Closed on Sunday and Public Holiday)\*

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

## ERB Service Spots

ERB has set up ERB Service Spots in collaboration with social service organisations. 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.

Please contact the operator for details of locations, operating hours, staff duty rosters and other service information.

### Operator of ERB Service Spots (Kowloon East):

Hong Kong Employment Development Service Limited (Tel: 2326 2133)

### Operator of ERB Service Spots (Kowloon West):

Hong Kong Young Women’s Christian Association (Tel: 2700 1777)

### Operator of ERB Service Spots (New Territories):

HKSKH Lady MacLehose Centre (Tel: 2428 2283)

For details, please visit [www.erb.org/services\\_and\\_schemes/erb\\_service\\_spot](http://www.erb.org/services_and_schemes/erb_service_spot)

## “ERB Training Net” Course Search Terminals

ERB has set up “ERB Training Net” course search terminals at over 100 locations, including ERB Siu Sai Wan 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. For details, please visit [www.erb.org/services\\_and\\_schemes/training\\_net](http://www.erb.org/services_and_schemes/training_net).

# Application Guidelines

## Eligibility

1. General Admission Criteria for all courses of the Employees Retraining Board (ERB):
  - (i) Eligible employees of Hong Kong (i.e. lawfully employable and not subject to conditions of stay, including Hong Kong permanent residents and new arrivals); and
  - (ii) Aged 15 or above; and
  - (iii) Educational attainment of sub-degree or below; and
  - (iv) Applicants should meet the entry requirements of courses, including industry/occupation-specific licensing or statutory requirements.
2. Students engaging in non-ERB full-time education programmes, including those who are suspending study or on school holidays, are not eligible to apply for ERB courses.
3. Employees of Training Bodies are not eligible to apply for any ERB courses offered by the concerned Training Bodies.
4. Non-engaged youths aged 15 to 17 with educational attainment at secondary school level or below are advised to apply for the “Youth Training Programme” courses.
5. Applicants of placement-tied courses must be unemployed or non-engaged, and intend to engage in employment in the jobs trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
6. For non-placement-tied courses targeted at the unemployed and those intending to change jobs, interviews may be necessary.
7. To be eligible for class enrolment, applicants must meet the General Admission Criteria and pass the interviews and entry tests (if applicable).

## Application Procedures and Supporting Documents Required

8. Applicants are required to complete the Course Application Form and provide original of the following supporting documents. Course applications may not be accepted should applicants fail to provide the information or documents required.
  - (i) Proof of being eligible employee of Hong Kong <sup>Note 1</sup>
    - Hong Kong Permanent Identity Card or HKSAR Passport, or
    - Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents.
  - (ii) Proof of educational attainment
    - Applicants may declare their highest educational attainment in the duly signed “Course Application Form”, confirming that all information provided is correct and complete, except where proof of educational attainment are required by the entry requirements of individual courses.

- Highest educational attainment refers to the highest level of full curriculum study that applicants are attending or have attended at schools, and including cases where the applicants have not completed the study, or are unable to provide proof of educational attainment (Full curriculum study refers to a study which, upon completion, an applicant would obtain a specified educational qualification or award; curriculum of which may require a minimum number of subject enrolments).
  - If an applicant has completed HKDSE (Form 6) level, “Secondary (Year 6)” would be considered as his/her highest educational attainment in course applications. If an applicant has enrolled in but failed to complete a Bachelor’s degree programme and above, “Diploma to sub-degree” may be considered as his/her highest educational attainment in course applications.
  - Applicants with non-local educational qualification may determine their equivalent local educational attainment based on the number of years of school education received. For example, if an applicant has received primary education for 6 years in the Mainland, his/her educational attainment may be considered as equivalent to Primary 6; if an applicant has received junior secondary education for 2 years and senior secondary education for 3 years in the Mainland, his/her educational attainment may be considered as equivalent to Secondary 5.
  - Any subsequent changes to highest educational attainment previously declared must be supported by documentary proof and justifications (further declaration is not acceptable). ERB will normally not accept requests for downward adjustment of highest educational attainment.
- (iii) Proof of work experience or professional qualification/certification
- Applicants should provide proof of work experience or professional qualification/certification as specified in the entry requirements of courses, e.g. reference letter from employer, employment contract, work/service agreement, staff identification card, valid industry-specific registration, licence, salary statements, MPF statements and Smart Helper Card, etc.
9. Applicants may submit course applications to the Training Body offering the courses:
- (i) In person — applicants should bring along original of the supporting documents required to the Training Body, and complete the Course Application Form; or
  - (ii) By post — applicants should mail the completed Course Application Forms to the Training Body; or
  - (iii) Online — applicants may submit online Course Application Forms at the ERB website ([www.erb.org](http://www.erb.org)).
- Applicants submitting course applications by post or online are required to provide original of the supporting documents before class commencement.
10. Persons with disabilities, single parents or Comprehensive Social Security Assistance (CSSA) recipients may request for priority handling of course applications by providing valid supporting documents substantiating their status.

## Restrictions on Application and Enrolment

11. Applicants may opt for either of the following arrangements:
- (i) To apply for 2 placement-tied courses, and more than 1 evening foundation skills training (i.e., Workplace Languages, IT Applications, and Business Numeracy) course at any one time; or
  - (ii) To apply for more than 1 non-placement-tied course at any one time.
12. If applicants, upon submission of course applications, engage in full-time/part-time employment or self-employment (applicable to placement-tied courses), engage in non-ERB full-time education programmes or become employees of the Training Body offering the course applied, they should cancel their course applications. If trainees encounter the above status changes while enrolling in ERB courses, they should notify Training Bodies as early as possible. ERB will re-consider trainees’ eligibility for course enrolment and/or disbursement of retraining allowance.
13. Restrictions on application and enrolment of placement-tied courses are as follows:
- (i) Applicants can enrol in no more than 2 placement-tied courses <sup>Note 2</sup> within 1 year (from the date of application to the course commencement date of the first placement-tied course enrolment within the past 12 months).
  - (ii) Applicants can apply for 2 placement-tied courses but cannot enrol in both at the same time. Once they are enrolled in one of the courses, the other course application will be cancelled.
  - (iii) Applicants <sup>Note 3</sup> can only apply for placement-tied course when the placement follow-up period of the previously enrolled placement-tied courses has lapsed.
  - (iv) Trainees who have completed the course (attained attendance rate of at least 80%) but failed in all attempts of final assessments of the course can retake the same course once <sup>Note 4</sup>. “Youth Training Programme” courses cannot be retaken.
  - (v) Except under the circumstances specified in paragraph 13(iv), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Note 2</sup>.
  - (vi) Trainees are only allowed to enrol in “Youth Training Programme” courses once.

14. Restrictions on application and enrolment of non-placement-tied courses are as follows:
- (i) Applicants can enrol in non-placement-tied courses <sup>Note 2</sup> for a total of no more than 150 hours within 1 year (from the course commencement date of the course applied to the course commencement date of the first non-placement-tied course enrolled within the past 12 months). Application will not be accepted if the 150-hour limit is reached at the time of application.
  - (ii) Trainees can enrol in more than 1 non-placement-tied course at any one time, given that there is no clash of class schedules.
  - (iii) Trainees can retake once <sup>Note 4</sup>:
    - Courses which they have completed (attained attendance rate of at least 80%) but failed in all attempts of final assessments; or
    - Non-placement-tied courses enrolled at least 4 years ago (from the date of application to the course commencement date of previous enrolment).
  - (iv) Except under the circumstances specified in paragraph 14(iii), applicants are not allowed to apply for the same course, or courses at similar or lower level of competency in the same discipline as the course(s) previously enrolled <sup>Notes 2 and 5</sup>.
15. For applicants who are applying for the same course at different Training Bodies, once enrolled, applications for the same course at other Training Bodies will be cancelled.
16. Course applications are valid for 2 years (from date of application). If applicants are, for any reason, not enrolled in classes during the validity period, their course applications will be cancelled on expiration.

### Cancellation of Course Application/Enrolment

17. Cancellation of course applications or class enrolment should be made in person or in writing to the Training Bodies offering the courses, no less than 3 working days prior to the course commencement date. Late cancellation will not be accepted. Once cancelled, applicants should submit new course applications if they re-apply for the same courses.
18. Applicants may reject enrolment offers for up to 3 times, upon which the course application will be cancelled. For applicants applying for more than 1 placement-tied/non-placement-tied course, the sum of total rejections includes offers made for all of the respective course applications.
19. Applicants, who fail to cancel course applications or class enrolment duly and do not show up for the course, will not be allowed to enrol in the same course, or courses at similar or lower level of competency in the same discipline; and will not be refunded the course fees of non-placement-tied courses paid.

### Award of Graduation Certificate

20. Trainees should attain a minimum of 80% attendance rate before they are allowed to sit for final assessment (including written and practical skills assessment). Trainees will be awarded graduation certificates upon fulfilment of graduation requirements (generally attainment of at least 80% attendance rate and passing of course assessments). Certificates lost or damaged will not be re-issued.

### Arrangement of Re-assessment

21. Trainees who fail to attain passing marks in the final assessment (including written examination and practical skills assessment) are, in general, entitled to two attempts of re-assessments (unless otherwise stipulated) within 6 months upon completion of the final assessment.

### Retraining Allowance

22. Retraining allowance in the following categories will be provided for placement-tied courses with duration of at least 7 days:

Type of placement-tied courses	Retraining allowance per day
"Youth Training Programme" courses	\$167
Other courses	\$333 (on basis of 2 sessions)

23. Trainees are eligible for retraining allowance at a maximum of 2 times within 1 year and 4 times within 3 years (from the commencement date of the first course with retraining allowance disbursed within the past 1 year / 3 years to the commencement date of the current course enrolled).
24. In general, trainees of placement-tied courses are eligible for retraining allowance on condition that the sum of the following sessions comprises at least 80% of the total number of course sessions:
- (i) Actual number of sessions attended (after deducting sessions of late arrivals, early departures and absences); and



- (ii) Sessions of sick leave substantiated by certificates issued by Hong Kong registered medical practitioners (not exceeding 20% of the total number of course sessions).
25. The exact amount of retraining allowance to be disbursed to a trainee is calculated on the basis of the actual number of sessions attended, and is subject to a maximum of \$8,000 per month.
  26. No retraining allowance will be disbursed to trainees who are approved to take make-up sessions, even if 80% or higher attendance rate is attained upon completion of the make-up sessions.
  27. Details on the criteria for disbursement of retraining allowance for “Youth Training Programme” courses and placement-tied courses for persons with disabilities and persons recovered from work injuries could be obtained from the Training Bodies concerned.

## Course Fees of Non-placement-tied Courses

28. Non-placement-tied courses are fee charging. Course fees payable are stipulated at the time of course application. Trainees should pay the course fees prior to class commencement. Fees paid are not refundable.
29. Upon receipt of enrolment notification by Training Bodies, trainees may apply for course fee waiver, apply for payment of “Highly Subsidised Fee”, or pay the “Normal Subsidised Fee” according to their income levels as follows:

Type of course fee	Income level
Course fee waiver	Nil income or monthly income <sup>Note 6</sup> of \$14,000 or below
“Highly Subsidised Fee”	Monthly income <sup>Note 6</sup> between \$14,001 and \$22,000
“Normal Subsidised Fee”	Monthly income <sup>Note 6</sup> of \$22,001 or above

30. Trainees applying for course fee waiver or payment of “Highly Subsidised Fee” should submit “Application for Course Fee Waiver/Highly Subsidised Fee” forms and pay the prescribed course fees to Training Bodies prior to class commencement.
31. Trainees who have course fee waived or pay “Highly Subsidised Fee” are subject to income surveillance. For this purpose, trainees are required to retain the income proof(s) related to the concerned course enrolment for 3 fiscal years (a fiscal year represents the period from April of a year from which trainees enrol in a course to March of the following year), including:

### Trainees with income

- (i) Payroll slip of the month of or any of the 2 months prior to course commencement <sup>Note 7</sup>; or
- (ii) Certification letter issued by current employer specifying salary of the month of or any of the 2 months prior to course commencement <sup>Note 7</sup>; or
- (iii) Bank passbook/statement showing payroll records of the month of or any of the 2 months prior to course commencement <sup>Note 7</sup>; or
- (iv) Declaration administered by the Home Affairs Department declaring trainee's income level of the month or any of the 2 months prior to course commencement <sup>Note 7</sup>.

### Trainees without income

- (v) For trainees who are Comprehensive Social Security Assistance (CSSA) Recipients, please retain “Notification of Successful Application” issued by the Social Welfare Department, indicating that trainee's receipt of CSSA is still valid on the date of course commencement. For other trainees, please make declaration in the “Declaration by trainee” in the “Application for Course Fee Waiver/Highly Subsidised Fee” Form.

## Penalty for Low Attendance in Courses

32. Penalty on trainees, who have failed to achieve attendance rate of at least 60% in individual courses, would be imposed as follows:
  - (i) For trainees who have low attendance for the first time <sup>Note 8</sup>: all of their course applications will not be accepted for 1 year <sup>Note 9</sup>;
  - (ii) For trainees who have low attendance twice <sup>Note 8</sup>: all of their course applications will not be accepted for 2 years <sup>Note 9</sup>;
  - (iii) For trainees who have low attendance more than twice <sup>Note 8</sup>: all of their course applications will not be accepted for 3 years <sup>Note 9</sup>.
33. In the event that trainees fail to achieve 60% attendance rate due to illness, accident, or other special circumstances, ERB may consider granting waiver of the above penalty. Trainees should report to Training Bodies and provide supporting

documents (e.g. medical certificates issued by Hong Kong registered medical practitioners) as early as possible. ERB has the discretion for the granting of waivers.

## Fraud Prevention Measures

34. ERB conducts spot checks of trainees' declared educational attainment, study status, employment status, income level and/or employment relationship (if applicable). Trainees may be asked to provide relevant proofs in respect of course application and/or enrolment, including school leaving certification, certification letter from employer, salary statements, and/or "Income Proof" issued by the Inland Revenue Department (IRC2815 and IRC2816), for verification.
35. Trainees not providing the "Income Proof" and other required information in spot check of employment status or income surveillance exercise will be put on the watch list, and their course applications for non-placement-tied courses will not be accepted for 3 months <sup>Note 10</sup> after the "Income Proof" and other required information is provided and no violation is found.
36. Trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses, obtain course fee subsidies, or to receive a higher level of retraining allowance, may be disqualified from course enrolment, course fee subsidies and/or disbursement of retraining allowance. In addition, they are required to offset the training cost of courses, pay the course fees and/or return the retraining allowance to ERB.
37. ERB also reserves the right to report the cases to the law enforcement Government department(s) for fraud investigation and prosecution. Pursuant to Section 25 of the Employees Retraining Ordinance, any person committing the offence shall be liable on conviction to a fine of \$20,000. Under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.
38. For trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enrol in ERB courses or receive a higher level of retraining allowance:
  - (i) They are required to offset the training cost of course, and/or return the retraining allowance to ERB.
  - (ii) For first time violation <sup>Note 11</sup>, all of their course applications will not be accepted for 1 year <sup>Note 12</sup> if the concerned training cost and/or retraining allowance are returned; or for 3 years <sup>Note 12</sup> if not.
  - (iii) For second time violation <sup>Note 11</sup>, all of their course applications will not be accepted for 2 years <sup>Note 12</sup> if the concerned training cost and/or retraining allowance are returned; or for 4 years <sup>Note 12</sup> if not.
  - (iv) For violations beyond second time <sup>Note 11</sup>, all of their course applications will not be accepted for 3 years <sup>Note 12</sup> if the concerned training cost and/or retraining allowance are returned; or for 5 years <sup>Note 12</sup> if not, and the cases may be reported to the Hong Kong Police Force.
39. For trainees who, in the absence of a legitimate defence, are proven in income surveillance exercise to have obtained course fee waiver/paid the "Highly Subsidised Fee" by supplying false income information:
  - (i) They are required to pay back the course fee concerned to ERB.
  - (ii) For first time violation <sup>Note 11</sup>, all of their course applications will not be accepted for 1 year <sup>Note 12</sup> if the concerned course fee is returned; or for 2 years <sup>Note 12</sup> if not.
  - (iii) For second time violation <sup>Note 11</sup>, all of their course applications will not be accepted for 2 years <sup>Note 12</sup> if the concerned course fee is returned; or for 3 years <sup>Note 12</sup> if not.
  - (iv) For violations beyond second time <sup>Note 11</sup>, all of their course applications will not be accepted for 3 years <sup>Note 12</sup> if the concerned course fee is returned; or for 4 years <sup>Note 12</sup> if not, and the cases may be reported to the Hong Kong Police Force.

## Personal Information of Applicants/Trainees

40. The personal data of applicants/trainees are collected and kept for purposes of vetting of course application, course admission, processing of applications for course fee waiver/payment of "Highly Subsidised Fee", disbursement of retraining allowance, arrangement of practical skills assessment, processing of Domestic Helper Competency Card, provision of placement services, course accreditation, conduct of income surveillance/spot check of educational attainment, study status, employment status, and/or employment relationship (if applicable), verification of placement record and opinion survey, etc. The personal data so collected may be transferred to appointed Training Bodies of ERB, relevant Government departments and/or their commissioned research consultants and agencies for the purposes stated above.
41. Provision of personal data is voluntary. However, failure to provide correct and complete personal data may result in applications being considered incomplete and thus unsuccessful.
42. Upon consent of applicants, ERB may use the personal data (including, but not limited to, name, address, email address and telephone number) for purposes including sending to applicants marketing information in relation to training courses, services, activities and facilities of ERB through emails, SMSs, mails and telephone calls, etc., and transfer the personal data to appointed Training Bodies of ERB and/or organisations commissioned by ERB for such purposes. If applicants do not wish their personal data to be used for the marketing purposes stated above, they have the right at any time to opt out by writing to ERB at 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong, or by fax to 2369 8322, or by email to erbhk@erb.org to the Manager (Customer Services) of ERB, or call ERB hotline at 182 182.

43. Applicants or their authorised representatives have the right to request access to and/or obtain a copy of their personal data and/or to correct the personal data should the record be inaccurate. ERB may collect a fee from applicants requesting for a copy of their personal data.
44. Applicants/trainees may send their requests for access to and/or correction of personal data to the Manager (Customer Services) of ERB. For enquiries, please call ERB hotline at 182 182.

## Enquiry

45. Training Bodies are responsible for processing of course applications, informing applicants on the results and course admission. Commencement dates and class schedules of courses are subject to the arrangement of Training Bodies. For details, please contact the Training Bodies concerned.
46. For other comments or complaints, please call ERB hotline at 182 182.

Note 1: Trainees may be required to provide proof of being eligible employee of Hong Kong during classes for verification of identities by staff of ERB and Training Bodies.

Note 2: Including enrolled but no show, or low attendance cases.

Note 3: Including applicants who fail to complete the placement-tied courses previously enrolled.

Note 4: Standing policy on admission requirements, restrictions on application and enrolment, and arrangements on retraining allowance at times of retake shall apply.

Note 5: Including the "Skills Upgrading Scheme" courses.

Note 6: Income denotes wages and salary from employment (including being employed and self-employed), net business income and pension. Income from employment and self-employment includes basic pay, overtime pay, bonus, commissions, allowance(s) and payment in lieu of annual leave, etc., with the deduction of 5% contributions to MPF/ORSO. Bonus, double pay, gratuity and payment in lieu of annual leave, etc. should be taken into account in average over the relevant period of employment.

Note 7: For example, for course commences in April this year, relevant month of the document required shall be February, March or April of the year.

Note 8: Including all course enrolments before April 2023 in which the trainee failed to fulfill the standing attendance requirements at that time.

Note 9: From the end date of the concerned course.

Note 10: From the date the notice of no violation is issued to the concerned trainees.

Note 11: Including confirmed cases of violation before April 2023.

Note 12: From the date the recovery notice is issued to the concerned trainees.

ERB reserves the right to revise course arrangement and the above Application Guidelines from time to time without notifying individual applicants. Please refer to ERB website ([www.erb.org](http://www.erb.org)) for the updates.

# Placement-tied Courses

## Property Management & Security

### Foundation Certificate in Standard Security & Property Management (English Medium)

#### FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

#### COURSES FOR PROFESSIONAL QUALIFICATION

#### CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable the trainees to understand the daily security work of commercial and residential premises and properties, basic skills and knowledge of practical work, and the appropriate work attitude, in order to help the trainees secure employment as a Security Guard.
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, computer operation, vocational language, personal attributes and job search skills.
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Primary Six; and</li> <li>iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit; and</li> <li>iv. Pass the English entry test.</li> </ul>

<b>Course Duration</b>	128 hours (approximately 7 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK068DS

Note: This course includes the training content compiled according to the Unit of Competency "Perform basic guarding services for QASRS (107753L1)" of the "Specifications of Competency Standards (SCSs)" for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter "permit") set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

## Property Management & Security Foundation Certificate in Advanced Security & Property Management

FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With Enhanced Placement Service Model

COURSES FOR PROFESSIONAL QUALIFICATION

Conducted in Cantonese supplemented with English training materials

<b>Course Objective</b>	To enable trainees to understand the daily security work of premises and properties, basic entry skills and knowledge of practical work, personnel management and supervisory skills, understanding of deed of mutual covenants, repair and maintenance of properties, and the appropriate work attitude, in order to help trainees secure employment as a Security Guard.		
<b>Course Content</b>	This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover industry overview, Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS), daily building security work, owners and tenants services, facilities and practical work in car park and loading area, building repair and maintenance, computer operation, vocational language, personal attributes and job search skills.		
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Form Three; and</li> <li>iii. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit.</li> </ul>		
<b>Course Duration</b>	156 hours (approximately 8 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE013DS
	Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP041DS
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK032DS

	Caritas — Hong Kong	7074 4233	CA050DR
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS127DR
	HKCT Group Limited	2711 9820	CT034DR
	Hong Kong Sheng Kung Hui Welfare Council Limited	2988 8084	DW044DS
	The Evangelical Lutheran Church of Hongkong	2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256	EL023DR
	The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL073DS
	The Hong Kong Federation of Trade Unions	2715 6671	FU179DS
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	S.K.H. Holy Carpenter Church Community Centre	3960 4381 / 3960 4380	HC010DR
	Hongkong School of Commerce	3114 8711	HE024DS
	Christian Action	8106 6190 / 2716 8812	HK075DR
	Heung To College of Professional Studies	2381 0426	HT002DR
	KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2559 8472	KA012DR
	Youth Centre of The True Word Lutheran Church operated by The True Word Lutheran Church Limited	2367 1111 / 2364 2472	LU004DS
	Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC015DR
	New Territories Association Retraining Centre Limited	2146 6388	NT022DR
	Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW004DR
	St. James' Settlement	2596 2589 / 3572 0644 / 3791 2240 / 2431 8299 / 2856 2038	SJ076DS
	YMCA College of Careers	2783 3523 / 2783 3522	YC056DS
	The Young Men's Christian Association of Hong Kong	2708 8995 / 2268 7733	YH006DR

	Yan Oi Tong Limited	2655 7575	YT094DS
	Hong Kong Young Women's Christian Association	3970 0800 / 3146 3333 / 3106 3411	YW055DR

Note: This course includes the training content compiled according to the Unit of Competency "Perform basic guarding services for QASRS (107753L1)" of the "Specifications of Competency Standards (SCSs)" for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter "permit") set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

## Beauty Therapy Foundation Certificate in Junior Beautician Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with the basic knowledge and required techniques of a Junior Beautician; to furnish trainees with an overview of the Beauty industry in Hong Kong and enable them to grasp the knowledge and skills in providing customer services; and to help trainees secure employment as a Junior Beautician.		
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, skin analysis and cleansing, facial treatments, skills of applying face mask and mask coating, massage techniques (including facial and shoulder massage), fundamental make-up techniques, skills of eyebrow shaping and eyelash perming, depilatory treatments, hand treatments, manicure, understanding of beauty care machines, hygiene and safety of beauty salon, customer relationship management and sales techniques, vocational Cantonese, personal attributes and job search skills.		
<b>Entry Requirements</b>	i. Form Three; and ii. Pass the English entry test.		
<b>Course Duration</b>	180 hours (approximately 9 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK046DS

## Beauty Therapy Foundation Certificate in Nail Technician Training (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with the basic knowledge and techniques of a Nail Technician including understanding the culture and requirement of the nail industry in Hong Kong, the knowledge and skills in providing customer services, and exercising the knowledge and skills to provide manicuring and pedicuring services under supervision in order to help trainees secure an employment in nail-related industry.											
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, personal hygiene and hygiene in nail industry, structure and care of hand, foot and nail, basic knowledge of manicure and pedicure tools and caring products, skills of manicure, pedicure and massage (hand and foot), paraffin wax caring and fabrication, skills of nail art, skills of gel nail and acrylic nail, personal attributes and job search skills.											
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Completion of Form Three; or completion of Primary Six with at least two years' working experience; and</li> <li>ii. Pass the English entry test.</li> </ul>											
<b>Course Duration</b>	120 hours (approximately 7 weeks)											
<b>Application Status</b>	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:											
	<table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Baptist Oi Kwan Social Service</td> <td>2770 8070 / 2116 4598 / 2333 2900</td> <td>BK056DS</td> </tr> <tr> <td>Yang Memorial Methodist Social Service</td> <td>2251 0888</td> <td>YM017DS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK056DS	Yang Memorial Methodist Social Service	2251 0888	YM017DS
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Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK056DS										
Yang Memorial Methodist Social Service	2251 0888	YM017DS										

## Hotel

### Foundation Certificate in Hotel Room Attendant Training (English Medium)

#### FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with the basic knowledge and skills of hotel room services, and to enhance confidence and employability of trainees so that they can meet the job requirements and secure employment as a Hotel Room Attendant.		
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, different kinds of hotel rooms, beds and facilities, service procedures when entering the rooms, hotel room arrangement and cleaning procedures, bed making skills, receiving and returning laundries, hotel security and personal safety, work reports, forms and common documents, vocational English and Cantonese, personal attributes and job search skills.		
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Form Three; or Primary Six with at least two years' working experience; and</li> <li>ii. Possess basic written and spoken English proficiency (applicants who have not completed Form One are required to pass the written entry test).</li> </ul>		
<b>Course Duration</b>	124 hours (approximately 7 weeks)		
<b>Application Status</b>	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:		

	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK221DS

## Business

### Foundation Certificate in Internet Business Start-up (English Medium)

FULL-TIME PLACEMENT-TIED COURSES

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable trainees to understand basic knowledge, and to grasp the elementary skills of ICT and business start-up; and help them secure employment as an entrepreneur.		
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, basic knowledge of online entrepreneurship and business, online shop structure and management, e-Marketing strategy for online business, regulations and legislations related to online business, government funding schemes, startup budget analysis, business plan, case study, personal attributes and job search skills.		
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Form Five or above, or Form Three with at least two years' working experience; and</li> <li>ii. Pass the English entry test; and</li> <li>iii. Pass the entry test on basic computer skills.</li> </ul>		
<b>Course Duration</b>	144 hours (approximately 9 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK266DS

## Business

### Foundation Certificate in Human Resources Assistant Training

FULL-TIME PLACEMENT-TIED COURSES

With Enhanced Placement Service Model

Conducted in Cantonese supplemented with English training materials

<b>Course Objective</b>	To equip trainees with the knowledge of the operational practices of human resources department, and the understanding of daily office administrative operations, and to help them secure employment as a Human Resources Assistant or related jobs.
<b>Course Content</b>	This course will be conducted in Cantonese and supplemented with English training materials. The course will cover business administration, human resources practices, recruitment procedures, staff training and development, labour and related ordinances, English for business, personal attributes and job search skills.
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Form Five; or Form Three with at least two years' working experience; and</li> </ul>



	ii. Pass the English entry test.																		
<b>Course Duration</b>	200 hours (approximately 10 weeks)																		
<b>Application Status</b>	<p>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:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>HKCT Group Limited</td> <td>2711 9820</td> <td>CT197DS</td> </tr> <tr> <td>The Evangelical Lutheran Church of Hongkong</td> <td>2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256</td> <td>EL060DS</td> </tr> <tr> <td>KCRA Community Education Enhancement Center Limited</td> <td>2780 9293 / 2374 1100 / 2701 8921 / 2559 8472</td> <td>KA059DS</td> </tr> <tr> <td>Methodist Centre</td> <td>2527 2250 / 2806 0062 / 2534 8134</td> <td>MC075DS</td> </tr> <tr> <td>School of Continuing and Professional Education, City University of Hong Kong</td> <td>3442 6359</td> <td>PE047DS</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	HKCT Group Limited	2711 9820	CT197DS	The Evangelical Lutheran Church of Hongkong	2612 1221 / 2155 2644 / 3104 3222 / 2454 4801 / 2155 4256	EL060DS	KCRA Community Education Enhancement Center Limited	2780 9293 / 2374 1100 / 2701 8921 / 2559 8472	KA059DS	Methodist Centre	2527 2250 / 2806 0062 / 2534 8134	MC075DS	School of Continuing and Professional Education, City University of Hong Kong	3442 6359	PE047DS
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School of Continuing and Professional Education, City University of Hong Kong	3442 6359	PE047DS																	

## Catering

### Foundation Certificate in Barista Training (English Medium)

#### FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable trainees to understand basic knowledge and culture of coffee, and to grasp the elementary skills of coffee and other beverages modulation; to help trainees secure employment as a Barista.									
<b>Course Content</b>	This course will be conducted in English. The course will cover basic knowledge of coffee, coffee modulation techniques, daily operation of a coffee shop and role of a Barista, types of tea leaf and brewing method of scented tea, modulation techniques of other beverages, personal hygiene, personal attributes and job search skills.									
<b>Entry Requirements</b>	<p>i. Form Three; or Primary Six with at least two years' working experience; and</p> <p>ii. Pass the English entry test.</p>									
<b>Course Duration</b>	160 hours (approximately 8 weeks)									
<b>Application Status</b>	<p>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:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Baptist Oi Kwan Social Service</td> <td>2770 8070 / 2116 4598 / 2333 2900</td> <td>BK047DS</td> </tr> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK263DS</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK047DS	Christian Action	8106 6190 / 2716 8812	HK263DS
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Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK047DS								
Christian Action	8106 6190 / 2716 8812	HK263DS								

	Yang Memorial Methodist Social Service	2251 0888	YM011DS
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## Catering Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)

### FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With placement follow-up service of six months (or above)

### CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with practical Western cooking skills, and help them secure employment as a Junior Chef in Western cuisine or related work.		
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, kitchen management, industry-related terminology, product knowledge, practical cooking skills, personal attributes and job search skills.		
<b>Entry Requirements</b>	Pass the English entry test		
<b>Course Duration</b>	160 hours (approximately 8 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK244DS
	Yang Memorial Methodist Social Service	2251 0888	YM018DS

## Healthcare Services

### Foundation Certificate in Medical Clinic Assistant Training (English Medium)

#### FULL-TIME PLACEMENT-TIED COURSES

With placement follow-up service of six months (or above)

#### CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with basic healthcare knowledge, job skills and communication skills for operation of medical clinics; and help them build up confidence and secure employment as a Medical Clinic Assistant or related jobs.
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, operation and administration of clinics, basic healthcare skills, infection control, basic knowledge on pharmacology, communications skills with patients, personal attributes and job search skills.
<b>Entry Requirements</b>	<ol style="list-style-type: none"> <li>i. Completion of Form Five with at least two years' working experience; or five passes in the HKCEE or HKDSE, or equivalent; and</li> <li>ii. Pass the English entry test (the applicant who has obtained Grade E/Level Two or above in English Language in HKCEE or HKDSE can be exempted).</li> </ol>
<b>Course Duration</b>	124 hours (approximately 7 weeks)

<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK066DS

## Healthcare Services

### Foundation Certificate in Care-related Support Worker Training

#### FULL-TIME PLACEMENT-TIED COURSES

Applicants with education attainment of F.3 or below may enrol

With Enhanced Placement Service Model

#### COURSES FOR PROFESSIONAL QUALIFICATION

Conducted in Cantonese supplemented with English training materials

<b>Course Objective</b>	To equip trainees with knowledge, skills and communication abilities of a care-related support worker; and to help them build up the confidence and secure employment as a care-related support worker or related jobs.		
<b>Course Content</b>	This course will be conducted in Cantonese and supplemented with both Chinese and English training materials. The course will cover role and responsibility of a care-related support worker, structures, functions and pathologies of human body, personal care skills, patient care skills, drug knowledge, environmental health and safety, infection control, occupational safety and health knowledge, personal attributes and job search skills.		
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Completion of Form Three; and</li> <li>ii. Possess basic written and spoken English proficiency.</li> </ul>		
<b>Course Duration</b>	204 hours (approximately 10 weeks)		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Hong Kong Association of Gerontology	2775 5756 / 2775 5155	AG006DS
	Hong Kong Association for Democracy and People's Livelihood	2370 3387 / 2330 0345	AP050DS
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK035DS
	Caritas — Hong Kong	7074 4233	CA161DS
	College of Nursing, Hong Kong	2572 9255	CH005DS
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS146DS
	HKCT Group Limited	2711 9820	CT259DS
	Hong Kong Sheng Kung Hui Welfare Council Limited	2988 8084	DW045DS

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	Hong Kong Young Women's Christian Association	3970 0800 / 3146 3333 / 3106 3411	YW198DS
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Note: Trainees who have fulfilled all graduation criteria will meet the relevant training requirements recognised by the Hospital Authority (HA) for the application of the Care-related Support Worker position at HA.

## Information & Communications Technology Certificate in Network Engineering Technician Training

FULL-TIME PLACEMENT-TIED COURSES

With Enhanced Placement Service Model

Conducted in Cantonese supplemented with English training materials

<b>Course Objective</b>	To enable trainees to grasp the basic networking skills, operation of routers and set up of switches, understand dial-up network and address translation, master network management and dynamic addressing techniques; and to help trainees secure employment as a Network Engineering Technician or related jobs.												
<b>Course Content</b>	This course will be conducted in Cantonese and supplemented with English training materials. The course will introduce networking technology, operation of routers, set up of switches, Access Control List and Network Address Translation, preparation for CCNA Examination, personal attributes and job search skills.												
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Holder of secondary school certificate, or equivalent; and</li> <li>ii. Pass the written entry test on basic computer knowledge and network system.</li> </ul>												
<b>Course Duration</b>	208 hours (approximately 10 weeks)												
<b>Application Status</b>	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Training Bodies</th> <th style="width: 20%;">Telephone</th> <th style="width: 20%;">Course Code</th> </tr> </thead> <tbody> <tr> <td>HKCT Group Limited</td> <td>2711 9820</td> <td>CT162DS</td> </tr> <tr> <td>Vocational Training Council (Integrated Vocational Development Centre)</td> <td>3907 6789</td> <td>VT325DS</td> </tr> <tr> <td>The Hong Kong Federation of Youth Groups</td> <td>3113 7999</td> <td>YG030DS</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	HKCT Group Limited	2711 9820	CT162DS	Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT325DS	The Hong Kong Federation of Youth Groups	3113 7999	YG030DS
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## Skills Upgrading Courses

Property Management & Security

Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training

(English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

COURSES FOR PROFESSIONAL QUALIFICATION

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable trainees to understand the knowledge and skills required in performing the guarding services in accordance with the instructions and guidelines of the "Quality Assurance System for the Recognition Scheme of Security Training Courses" (QASRS).																	
<b>Course Content</b>	This course will be conducted in English. The course will cover role and responsibilities of security personnel for guarding service, laws and regulations relevant to guarding services, health and safety requirements for guarding services, standards of conduct and performance of security personnel for guarding services, policies, procedures and guidelines for guarding services at the premises under protection.																	
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Aged 18 or above; and</li> <li>ii. Primary Six; and</li> <li>iii. With working experience; and</li> <li>iv. Pass the English entry test; and</li> <li>v. Satisfy the criteria on age, fitness and character for issuing a Security Personnel Permit</li> </ul>																	
<b>Course Duration</b>	18 hours																	
<b>Course Mode</b>	Half-day or evening																	
<b>Application Status</b>	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Training Bodies</th> <th style="text-align: left;">Telephone</th> <th style="text-align: left;">Course Code</th> </tr> </thead> <tbody> <tr> <td>Baptist Oi Kwan Social Service</td> <td>2770 8070 / 2116 4598 / 2333 2900</td> <td>BK107ES / BK107HS</td> </tr> <tr> <td>The Federation of Hong Kong and Kowloon Labour Unions</td> <td>2787 9967 / 2793 9887</td> <td>FL236ES / FL236HS</td> </tr> <tr> <td>The Hong Kong Federation of Trade Unions</td> <td>2715 6671</td> <td>FU606ES / FU606HS</td> </tr> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK129ES / HK131HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK107ES / BK107HS	The Federation of Hong Kong and Kowloon Labour Unions	2787 9967 / 2793 9887	FL236ES / FL236HS	The Hong Kong Federation of Trade Unions	2715 6671	FU606ES / FU606HS	Christian Action	8106 6190 / 2716 8812	HK129ES / HK131HS
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Christian Action	8106 6190 / 2716 8812	HK129ES / HK131HS																
<b>Course Fee</b>	<p>Course Fee Waiver \$0</p> <p>Highly Subsidised Fee \$375</p> <p>Normal Subsidised Fee \$1,250</p>																	

Note: This course includes the training content compiled according to the Unit of Competency "Perform basic guarding services for QASRS (107753L1)" of the "Specifications of Competency Standards (SCSs)" for Security Services. When applying for the course, trainees must confirm in writing that they satisfy the criteria on age, fitness and character specified in "Criteria For Issuing a Security Personnel Permit". Trainees who have successfully completed this course and are able to produce a valid certificate can be exempted from the basic training on being employed by a security company. The award of concerned certificates does not mean to the fulfilment of all criteria for a security personnel permit (hereafter "permit") set by the SGSIA. For the application of permit, the graduates are required to make applications to the Commissioner of Police, and satisfy the criteria for issuing permits.

## **Construction & Renovation Foundation Certificate in Preparation for Intermediate Trade Test for Plumber (English Medium) (Part-time)**

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with essential skills and knowledge of waterworks and to prepare trainees to sit for the Intermediate Trade Test — Plumber.								
<b>Course Content</b>	This course will be conducted in English. The course will cover the basic theory of waterworks, occupational health and safety, types of pipes and their patching methods, installation of stainless steel kitchen sink with single bowl and techniques of water pressure test.								
<b>Entry Requirements</b>	i. Aged 18 or above; and ii. At least two-year work experience related to plumbing (Note 3); and iii. Possess valid Construction Industry Safety Training Certificate (Green Card); and iv. Pass the English entry test								
<b>Course Duration</b>	60 hours								
<b>Course Mode</b>	Half-day or evening								
<b>Application Status</b>	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: <table border="1" data-bbox="432 768 1465 920" style="margin-left: 20px;"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Neighbourhood &amp; Worker's Service Centre</td> <td>2413 8787 / 2893 9968</td> <td>NW185ES / NW185HS</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW185ES / NW185HS
Training Bodies	Telephone	Course Code							
Neighbourhood & Worker's Service Centre	2413 8787 / 2893 9968	NW185ES / NW185HS							
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$2,325 Normal Subsidised Fee \$7,750								

**Note:**

- The public examination fee is NOT included in the course fee.
- In order to be eligible for the relevant trade test, applicants must fulfill the application requirements stipulated by the Construction Industry Council (CIC). For details, please refer to the information from the CIC (<https://www.cic.hk/eng/index.html>).
- Documentary proofs for work experience accepted by the CIC are required including documentary proof(s) from employer(s); and/or a declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres; and/or specified form(s) signed by the Chair-man/Vice-chairman of one of the recognised labour unions (Note 4). (Reference forms for documentary proof(s) of work experience can be downloaded from the website of the CIC <http://www.cic.hk/eng/index.html>, or taken at Trade Testing Centre/CIC Service Centres/Hong Kong Institute of Construction/recognised labour unions).
- Recognised labour unions under the CIC Ordinance include Construction Site Workers General Union, Resident Site Staff Association, The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions, Hong Kong Construction Industry Employees General Union, Hong Kong Electrical and Mechanical Engineering Professional Employees Association, Hong Kong General Union of Lift and Escalator Employees, or other recognised trade unions.

## Electrical & Mechanical Services Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with a rated load not exceeding 400 amperes, in order to fulfill the requirements of the trade knowledge test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services.
<b>Course Content</b>	This course will be conducted in English. This course will cover the Code of Practice for the Electricity (Wiring) Regulations and relevant safety measures, power distribution system, cable and flexible wire, wiring and tubing,

	circuit and connection, prevention of electric shock, checking, testing and receiving electrical installations, completion requirements and electrical theory.						
<b>Entry Requirements</b>	<p>i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, and holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by Electrical and Mechanical Services Training Board, and with actual working experience; and</p> <p>ii. Possess basic English literacy skills.</p>						
<b>Course Duration</b>	60 hours						
<b>Course Mode</b>	Half-day or evening						
<b>Application Status</b>	<p>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:</p> <table border="1" data-bbox="432 831 1465 981"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>The Association of Electrical and Mechanical Engineering (Hong Kong) Limited</td> <td>2332 7279 / 8108 5000</td> <td>AE032ES / AE032HS</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE032ES / AE032HS
Training Bodies	Telephone	Course Code					
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE032ES / AE032HS					
<b>Course Fee</b>	<p>Course Fee Waiver \$0</p> <p>Highly Subsidised Fee \$1,875</p> <p>Normal Subsidised Fee \$6,250</p>						

Note:

1. Graduated trainees who have completed this course may enrol on "Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)" offered by ERB, and to sit for the related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.
2. The public examination fee is NOT included in the course fee.

## Electrical & Mechanical Services

### Certificate in Preparation for Grade A Electrical Worker Registration Examination II (Practical) (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable the trainees to design, assembly and test the installation of low-voltage electrical system with rated load not exceeding 400 amperes; graduated trainee may sit for the practical test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical & Mechanical Services, so as to be registered as a qualified Grade A electrical worker.
<b>Course Content</b>	This course will be conducted in English. This course will cover installation of terminal circuit and line connection (such as 13A circular socket in PVC conduit wiring, three switches controlling a set of electric lights in steel conduit wiring, connection of 220V three-pole industrial plug to patch board, measurement of the line between two wire-protruding boxes, etc.).



<b>Entry Requirements</b>	<p>i. Have been employed as an electrical worker for at least five years, of which at least one year's practical experience in electrical work; or</p> <p>Have served one's apprenticeship to the work of an electrician or an electrical polishing and assembly technician, holding an apprenticeship certificate issued by the Director of the Technical Education and Industrial Training Department or the Director of Apprenticeship, and possessing actual working experience; or</p> <p>Completion of an apprentice training equivalent to the apprenticeship certificate and recognized by the Electrical and Mechanical Services Training Board, and with actual work experience; and</p> <p>ii. Holder of "Certificate in Preparation for Grade A Electrical Worker Registration Examination I (Trade Knowledge) (English Medium) (Part-time)" of ERB, or holder of certificate of a pass in the trade knowledge test of a related Grade A electrical worker registration examination or trade test approved or set by the Director of Electrical &amp; Mechanical Services; and</p> <p>iii. Possess basic English literacy skills.</p>						
<b>Course Duration</b>	66 hours						
<b>Course Mode</b>	Half-day or evening						
<b>Application Status</b>	<p>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:</p> <table border="1" data-bbox="432 887 1465 1037"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>The Association of Electrical and Mechanical Engineering (Hong Kong) Limited</td> <td>2332 7279 / 8108 5000</td> <td>AE033ES / AE033HS</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE033ES / AE033HS
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The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE033ES / AE033HS					
<b>Course Fee</b>	<p>Course Fee Waiver \$0</p> <p>Highly Subsidised Fee \$1,575</p> <p>Normal Subsidised Fee \$5,250</p>						

**Note:**

- The public examination fee is NOT included in the course fee.

## Electrical & Mechanical Services Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable the trainees to grasp the theories and technical skills of Intermediate Trade Test for General Welder, and encourage the graduated trainees to sit for the test so as to be registered as a qualified Semi-skilled General Welder.
<b>Course Content</b>	This course will be conducted in English. This course will cover types and theories of basic welds, effects of the metal shape, relevant code of practice and safety regulations for Manual Metal Arc Welding (MMAW), methods and procedures for operating MMAW, professionalism in MMAW, relevant code of practice and safety regulations for Oxy-Acetylene Welding (OAW) and Oxyfuel and Arc Cutting (OAC), preparations for OAC, quality inspection on cutting profile, methods and procedures for OAC, practical training for General Welder Intermediate Trade Test.

<b>Entry Requirements</b>	i. Aged 18 or above; and ii. At least two-year work experience related to welding (Note 3); and iii. Possess Certificate for Gas Welding Safety Training Course; and iv. Pass the English entry test								
<b>Course Duration</b>	50 hours								
<b>Course Mode</b>	Half-day or evening								
<b>Application Status</b>	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:								
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Training Bodies	Telephone	Course Code							
The Association of Electrical and Mechanical Engineering (Hong Kong) Limited	2332 7279 / 8108 5000	AE034ES / AE034HS							
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$2,475 Normal Subsidised Fee \$8,250								

**Note:**

- The public examination fee is NOT included in the course fee.
- In order to be eligible for the relevant trade test, applicants must fulfil the application requirements stipulated by the Construction Industry Council (CIC). For details, please refer to the information from the CIC (<http://www.cic.hk/>).
- Documentary proofs for work experience accepted by the CIC are required including documentary proof(s) from employer(s); and/or a declaration or oath/affirmation made by the applicant at one of the Home Affairs Enquiry Centres; and/or specified form(s) signed by the Chairman/Vice-chairman of one of the recognised labour unions (Note 4). (Reference forms for documentary proof(s) of work experience can be downloaded from the website of the CIC <http://www.cic.hk/eng/index.html>, or taken at Trade Testing Centre/CIC Service Centres/Hong Kong Institute of Construction/recognised labour unions).
- Recognised labour unions under the CIC Ordinance include Construction Site Workers General Union, Resident Site Staff Association, The Federation of Hong Kong Electrical and Mechanical Industries Trade Unions, Hong Kong Construction Industry Employees General Union, Hong Kong Electrical and Mechanical Engineering Professional Employees Association, Hong Kong General Union of Lift and Escalator Employees, or other recognised trade unions.

## **Business Foundation Certificate in Small Business Start-up I (Fundamental Operation) (English Medium) (Part-time)**

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable trainees to know the essential conditions and preparation work for starting up a small business, and able to prepare a business plan for small business.
<b>Course Content</b>	This course will be conducted in English. The course will cover business opportunities, business planning, business location, entrepreneurship practice, product supply, collection of payment, use of resources and introduction of relevant ordinance.
<b>Entry Requirements</b>	i. Aged 18 or above; and ii. Pass the interview; and iii. Possess basic English literacy skills.
<b>Course Duration</b>	48 hours
<b>Course Mode</b>	Half-day or evening

<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK137ES / HK137HS
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$975 <b>Normal Subsidised Fee</b> \$3,250		

## Catering

### Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with knowledge of features of sponge cakes and gateaux and their preparation.		
<b>Course Content</b>	This course will be conducted in English. The course will introduce work ethics and conduct of catering workers, introduction to cake making tools and cake ingredients, skills in making roll cake, butter cake, assorted cakes, butter and fresh cream and mousse cake.		
<b>Entry Requirements</b>	i. At least half year's working experience in the catering industry; and ii. Pass the English entry test.		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Yang Memorial Methodist Social Service	2251 0888	YM008ES / YM007HS
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$675 <b>Normal Subsidised Fee</b> \$2,250		

## Social Services

### Foundation Certificate in Community Networking and Programme Planning (English Medium) (Part-time)

Half-day or evening courses  
CONDUCTED IN ENGLISH

<b>Course Objective</b>	To equip trainees with essential knowledge and skills of community networking and programme planning.		
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, social values and ethics, major anti-discrimination ordinances in Hong Kong, techniques of community networking and programme planning.		
<b>Entry Requirements</b>	i. Completion of Form Five and with at least one year's relevant working experience in the social services industry; or completion of Form Three and with at least two years' relevant working experience in the social services industry; and ii. Pass the entry written test on English literacy and computer skills.		
<b>Course Duration</b>	48 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK115ES / HK139HS
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$1,575 Normal Subsidised Fee \$5,250		

## Generic Skills Courses

### IT Applications

### Foundation Certificate in Computer Operations for Beginners (English Medium) (Part-time)

Half-day or evening courses  
Applicants with education attainment of F.3 or below may enrol  
CONDUCTED IN ENGLISH

<b>Course Objective</b>	To enable trainees to familiarise the basic knowledge of IT applications, to know the basic concept of computer, basic operations skills of keyboard, Windows and Accessories, simple word processing skills, and internet applications, to enhance the confidence of trainees.
<b>Course Content</b>	This course will be conducted in English. The course will cover basic Windows operation, simple word processing, concept and application of internet, and application of email.
<b>Entry Requirements</b>	Possess basic English literacy skills
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half-day or evening
<b>Application Status</b>	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:

	<table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK136EG / HK117HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG
Training Bodies	Telephone	Course Code					
Christian Action	8106 6190 / 2716 8812	HK136EG / HK117HG					
Course Fee	<p>Course Fee Waiver \$0</p> <p>Highly Subsidised Fee \$675</p> <p>Normal Subsidised Fee \$2,250</p>						

## IT Applications

### Foundation Certificate in Word Processing I (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

CONDUCTED IN ENGLISH

Course Objective	To enable trainees to familiarise with the basic functions of MS Word, and apply the skills they learnt in MS Word to work and daily life.									
Course Content	This course will be conducted in English. The course will cover the interface of MS Word, file management, text editing, paragraph formatting and page setup, table formatting and application, inserting and editing objects, and printing document.									
Entry Requirements	<ul style="list-style-type: none"> <li>i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and</li> <li>ii. Possess basic English literacy skills.</li> </ul>									
Course Duration	30 hours									
Course Mode	Half-day or evening									
Application Status	<p>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:</p> <table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Baptist Oi Kwan Social Service</td> <td>2770 8070 / 2116 4598 / 2333 2900</td> <td>BK101EG / BK101HG</td> </tr> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK045EG / HK115HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK101EG / BK101HG	Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG
Training Bodies	Telephone	Course Code								
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK101EG / BK101HG								
Christian Action	8106 6190 / 2716 8812	HK045EG / HK115HG								
Course Fee	<p>Course Fee Waiver \$0</p> <p>Highly Subsidised Fee \$450</p> <p>Normal Subsidised Fee \$2,250</p>									

## IT Applications

### Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol  
**CONDUCTED IN ENGLISH**

<b>Course Objective</b>	To enable trainees to familiarise with the basic functions of MS Excel, and apply the skills they learnt in MS Excel to work and daily life.											
<b>Course Content</b>	This course will be conducted in English. The course will cover the interface of MS Excel, file management, operation of the cells, using basic operations, formulas and functions in cells, worksheet editing, data filtering and sorting, charts making and application, printing procedures and multi Windows management.											
<b>Entry Requirements</b>	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.											
<b>Course Duration</b>	30 hours											
<b>Course Mode</b>	Half-day or evening											
<b>Application Status</b>	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: <table border="1" data-bbox="432 781 1465 1032" style="margin-left: 20px;"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Baptist Oi Kwan Social Service</td> <td>2770 8070 / 2116 4598 / 2333 2900</td> <td>BK102EG / BK102HG</td> </tr> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK046EG / HK116HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK102EG / BK102HG	Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG
Training Bodies	Telephone	Course Code										
Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK102EG / BK102HG										
Christian Action	8106 6190 / 2716 8812	HK046EG / HK116HG										
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$450 Normal Subsidised Fee \$2,250											

## IT Applications

### Foundation Certificate in Internet Application (English Medium) (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol  
**CONDUCTED IN ENGLISH**

<b>Course Objective</b>	To enable trainees to acquire knowledge of the basic functions and technique in using the internet, and know about the copyrights, illegal download, the related laws and regulations, computer virus, and installation and use of the anti-virus software.		
<b>Course Content</b>	This course will be conducted in English. The course will cover the basic concepts and functions of internet, application of web browser and search engine, internet application in workplace, introduction to Adobe Acrobat Reader and Java software plug-in, copyright, illegal download, personal data protection and the related laws, network security, password security, computer virus, anti-virus software and firewall.		
<b>Entry Requirements</b>	i. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of ERB or equivalent; or pass the entry test on basic computer skills; and ii. Possess basic English literacy skills.		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		

<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Christian Action	8106 6190 / 2716 8812	HK149EG / HK149HG
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$450 <b>Normal Subsidised Fee</b> \$2,250		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To introduce basic oral and listening Cantonese skills to trainees to enable them to communicate in simple Cantonese in daily life and workplace.		
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of 9 tones and 6 tone contours, introduction and greetings, numbers and time, weather, food and eating out, shopping and site visit.		
<b>Entry Requirements</b>	Pass the English entry test		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK124EG / BK124HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS162EG / CS167HG
	Christian Action	8106 6190 / 2716 8812	HK109EG / HK133HG
	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2423 5042 / 2436 2977 / 2423 2993	SK181EG / SK181HG

Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$975 Normal Subsidised Fee \$3,250
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## Workplace Languages

### Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to communicate in simple Cantonese in social life and workplace.		
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover Hong Kong places, directions and transportation, public and community services, festival and site visit.		
Entry Requirements	Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test		
Course Duration	30 hours		
Course Mode	Half-day or evening		
Application Status	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK125EG / BK125HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS163EG / CS168HG
	Christian Action	8106 6190 / 2716 8812	HK110EG / HK134HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$975 Normal Subsidised Fee \$3,250		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

Course Objective	To introduce basic oral and listening Cantonese skills to trainees to enable them to communicate in simple Cantonese in the workplace.
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<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover job interview, workplace conversation, brief reports, social talk in workplace and site visit.		
<b>Entry Requirements</b>	Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK126EG / BK126HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS164EG / CS169HG
	Christian Action	8106 6190 / 2716 8812	HK111EG / HK135HG
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$975 <b>Normal Subsidised Fee</b> \$3,250		

## Workplace Languages

### Foundation Certificate in Vocational Cantonese II (Discussion) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To introduce basic oral and listening Cantonese skills to trainees to enable them to discuss in simple Cantonese in the workplace.
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover conversation in meeting, workplace conversation and site visit.
<b>Entry Requirements</b>	Holder of "Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test
<b>Course Duration</b>	30 hours
<b>Course Mode</b>	Half-day or evening
<b>Application Status</b>	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
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK127EG / BK127HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS165EG / CS170HG
	Christian Action	8106 6190 / 2716 8812	HK112EG / HK136HG
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$975 Normal Subsidised Fee \$3,250		

## Workplace Languages Foundation Certificate in Vocational Cantonese (Customer Services) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

Course Objective	To equip trainees with basic oral and listening Cantonese skills to enable them to communicate in simple Cantonese when providing customer services.								
Course Content	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover approaching customers, identifying customer's needs, recapping important details, introducing services and handling customer's enquiries.								
Entry Requirements	i. Holder of "Foundation Certificate in Vocational Cantonese II (Workplace/Discussion/Social Life) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.								
Course Duration	30 hours								
Course Mode	Half-day or evening								
Application Status	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: <table border="1" data-bbox="432 1630 1465 1787"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS216EG / CS216HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS216EG / CS216HG
Training Bodies	Telephone	Course Code							
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS216EG / CS216HG							
Course Fee	Course Fee Waiver \$0 Highly Subsidised Fee \$825 Normal Subsidised Fee \$2,750								

## Workplace Languages Foundation Certificate in Vocational Putonghua I for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To introduce basic oral and listening Putonghua skills to trainees to enable them to handle simple Putonghua communication in daily life.											
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover introduction of basic Putonghua sound system, name and family members, numbers and time, weather, temperature and seasons, places and public transport.											
<b>Entry Requirements</b>	Possess basic English literacy skills											
<b>Course Duration</b>	30 hours											
<b>Course Mode</b>	Half-day or evening											
<b>Application Status</b>	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:											
	<table border="1"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Christian Action</td> <td>8106 6190 / 2716 8812</td> <td>HK151EG / HK151HG</td> </tr> <tr> <td>Vocational Training Council (Integrated Vocational Development Centre)</td> <td>3907 6789</td> <td>VT266EG / VT266HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG	Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT266EG / VT266HG
Training Bodies	Telephone	Course Code										
Christian Action	8106 6190 / 2716 8812	HK151EG / HK151HG										
Vocational Training Council (Integrated Vocational Development Centre)	3907 6789	VT266EG / VT266HG										
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$975 Normal Subsidised Fee \$3,250											

## Workplace Languages Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To enable trainees to develop basic concepts of Chinese language, and their Chinese literacy skills required at work and in daily life.		
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the introduction of traditional Chinese characters and Chinese grammar, use of simple vocabularies in daily life and workplace.		
<b>Entry Requirements</b>	i. Possess basic Cantonese oral and listening skills; and ii. Pass the English entry test		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		

<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK092EG / BK092HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS227EG / CS227HG
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$825 <b>Normal Subsidised Fee</b> \$2,750		

## Workplace Languages

### Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To enable trainees to further enhance basic concepts of Chinese language and their Chinese literacy skills for work and social life.		
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the reinforcement of the Chinese characters and Chinese grammar, use of simple vocabularies and phrases in social life and workplace.		
<b>Entry Requirements</b>	i. Holder of "Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the Chinese entry test; and ii. Pass the English entry test.		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Baptist Oi Kwan Social Service	2770 8070 / 2116 4598 / 2333 2900	BK093EG / BK093HG
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS228EG / CS228HG
<b>Course Fee</b>	<b>Course Fee Waiver</b> \$0 <b>Highly Subsidised Fee</b> \$825 <b>Normal Subsidised Fee</b> \$2,750		

## Workplace Languages Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To enable trainees to develop basic concepts of Chinese language and develop their Chinese writing skills in workplace.								
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of writing and use of written Chinese in social and business writing.								
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Holder of "Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and</li> <li>ii. Possess basic English literacy skills.</li> </ul>								
<b>Course Duration</b>	30 hours								
<b>Course Mode</b>	Half-day or evening								
<b>Application Status</b>	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: <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS230EG / CS230HG</td> </tr> </tbody> </table>			Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS230EG / CS230HG
Training Bodies	Telephone	Course Code							
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS230EG / CS230HG							
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250								

## Workplace Languages Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To enable trainees to develop basic concepts of Chinese language and develop their Chinese reading skills in workplace.		
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic skills of reading and help trainees understand simple factual information in workplace contexts.		
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Holder of "Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and</li> <li>ii. Possess basic English literacy skills.</li> </ul>		
<b>Course Duration</b>	30 hours		

<b>Course Mode</b>	Half-day or evening						
<b>Application Status</b>	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: <table border="1" data-bbox="432 286 1465 439"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS229EG / CS229HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS229EG / CS229HG
Training Bodies	Telephone	Course Code					
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS229EG / CS229HG					
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250						

## Workplace Languages

### Foundation Certificate in Workplace Chinese (Writing) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To expand trainees' Chinese vocabulary, and develop their skills in writing simple Chinese correspondences in the workplace.						
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover the basic concepts of Chinese correspondences and writing different Chinese correspondences in the workplace (reply to customer's general enquiries, declining customer's request, notification, reminder, promotion, thank you and welcome, and apology).						
<b>Entry Requirements</b>	i. Holder of "Foundation Certificate in Elementary Workplace Chinese III (Writing) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test; and ii. Possess basic English literacy skills.						
<b>Course Duration</b>	30 hours						
<b>Course Mode</b>	Half-day or evening						
<b>Application Status</b>	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: <table border="1" data-bbox="432 1711 1465 1863"> <thead> <tr> <th>Training Bodies</th> <th>Telephone</th> <th>Course Code</th> </tr> </thead> <tbody> <tr> <td>Hong Kong Employment Development Service Limited</td> <td>2326 7862 / 3165 1600 / 3165 8870 / 3618 5027</td> <td>CS231EG / CS231HG</td> </tr> </tbody> </table>	Training Bodies	Telephone	Course Code	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS231EG / CS231HG
Training Bodies	Telephone	Course Code					
Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS231EG / CS231HG					
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250						

## Workplace Languages

### Foundation Certificate in Workplace Chinese (Reading) for Non-Chinese Speakers (Part-time)

Half-day or evening courses

Applicants with education attainment of F.3 or below may enrol

<b>Course Objective</b>	To expand trainees' Chinese vocabulary, and develop their skills in understanding Chinese passages of sufficient length in the workplace and daily life.		
<b>Course Content</b>	This course is suitable for non-Chinese speaking eligible employees in Hong Kong. The course will cover revision of basic reading skills, help trainees to restate practical Chinese vocabulary commonly used in the workplace and daily life, associate the content with the context of Chinese passages and interpret relatively complex graphs and chart.		
<b>Entry Requirements</b>	Holder of "Foundation Certificate in Elementary Workplace Chinese III (Reading) for Non-Chinese Speakers (Part-time)" of ERB, or equivalent; or pass the entry test		
<b>Course Duration</b>	30 hours		
<b>Course Mode</b>	Half-day or evening		
<b>Application Status</b>	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:		
	<b>Training Bodies</b>	<b>Telephone</b>	<b>Course Code</b>
	Hong Kong Employment Development Service Limited	2326 7862 / 3165 1600 / 3165 8870 / 3618 5027	CS232EG / CS232HG
<b>Course Fee</b>	Course Fee Waiver \$0 Highly Subsidised Fee \$675 Normal Subsidised Fee \$2,250		

## Youth Training Courses

### Youth Training Programme

Youth Training Programme targets at non-engaged youth aged between 15 and 24. The courses, which are more suitable for applicants with educational attainment at secondary school level or below, aim to stimulate the youths' desire to learn and study, and motivate them to actively plan their career. A wide variety of courses are offered to cater for their diverse interests. With enhanced self understanding, trainees will be able to unleash their potential for career development or further studies.

### Ethnic Minority Programme

FULL-TIME PLACEMENT-TIED COURSES

With placement follow-up service of six months (or above)

CONDUCTED IN ENGLISH

<b>Course Objective</b>	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.			
	<b>Industry Category</b>	<b>Course Name</b>	<b>Course Code</b>	<b>Content</b>
	Catering	Foundation Certificate in Western Food and Beverage Servicing	VT306DS	Western food services, tableware classification and dining service procedures, English language and communication skills, Chinese

				language and Cantonese, information technology, life skills and vocational skills
	Catering	Foundation Certificate in Coffee Shop Operations	VT310DS	Basic knowledge in cafe operation, basic techniques for making espresso drinks and snack food, customer services, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
	Business	Foundation Certificate in Business & Office Operations	VT302DS	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
	Information & Communications Technology	Foundation Certificate in Electronic & Computer Network Installation	VT311DS	Electronic and computer assembly, computer and network installation, computer control model assembly and programming, English language and communication skills, Chinese language and Cantonese, information technology, life skills and vocational skills
<b>Entry Requirements</b>	i. Non-engaged ethnic minority youths aged between 15 and 24; and ii. Secondary school level or below; and iii. Pass the admission interview.			
<b>Course Duration</b>	300 hours			
<b>Course Mode</b>	Full-time			
<b>Application Status</b>	Exact course schedule and address of training centre are subject to the arrangement of the Training Body offering this course. Please contact Vocational Training Council (Youth College) by phone at 3519 1808 for details.			



# ERB Courses on the Qualifications Register

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
<b>Business</b>					
Foundation Certificate in Human Resources Assistant Training	Hong Kong Association for Democracy and People's Livelihood	2	02/09/2022	31/03/2027	22/000762/L2
Foundation Certificate in Human Resources Assistant Training	HKCT Group Limited	2	05/05/2015	31/03/2027	15/001534/L2
Foundation Certificate in Human Resources Assistant Training	The Evangelical Lutheran Church of Hongkong	2	10/09/2020	31/03/2027	20/000635/L2
Foundation Certificate in Human Resources Assistant Training	The Hong Kong Federation of Trade Unions	2	26/04/2023	31/03/2027	23/000421/L2
Foundation Certificate in Human Resources Assistant Training	Hongkong School of Commerce	2	13/11/2023	31/03/2027	23/001050/L2
Foundation Certificate in Human Resources Assistant Training	Christian Action	2	12/04/2019	31/03/2027	19/000509/L2
Foundation Certificate in Human Resources Assistant Training	KCRA Community Education Enhancement Center Limited	2	05/05/2015	31/03/2027	15/001549/L2
Foundation Certificate in Human Resources Assistant Training	Methodist Centre	2	19/05/2020	31/03/2027	20/000367/L2
Foundation Certificate in Human Resources Assistant Training	School of Continuing and Professional Education, City University of Hong Kong	2	05/05/2015	31/03/2027	15/001555/L2
<b>Catering</b>					
Foundation Certificate in Barista Training (English Medium)	Yang Memorial Methodist Social Service	1	05/05/2015	04/05/2028	15/001635/L1
Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)	Christian Action	1	02/12/2020	04/05/2028	20/000763/L1
Foundation Certificate in Junior Chef in Western Cuisine Training (English Medium)	Yang Memorial Methodist Social Service	1	02/12/2020	04/05/2028	20/000765/L1
Foundation Certificate in Pastry Making (Cake) (English Medium) (Part-time)	Yang Memorial Methodist Social Service	2	01/04/2017	04/05/2028	17/000403/L2
<b>Healthcare Services</b>					
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association Of Gerontology	2	05/05/2015	31/03/2027	15/000101/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Association for Democracy and People's Livelihood	2	09/01/2020	31/03/2027	20/000044/L2

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Care-related Support Worker Training	Baptist Oi Kwan Social Service	2	10/06/2015	31/03/2027	15/002407/L2
Foundation Certificate in Care-related Support Worker Training	Caritas — Hong Kong	2	05/05/2015	31/03/2027	15/000103/L2
Foundation Certificate in Care-related Support Worker Training	College of Nursing, Hong Kong	2	05/05/2015	31/03/2027	15/000105/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Employment Development Service Limited	2	05/05/2015	31/03/2027	15/000107/L2
Foundation Certificate in Care-related Support Worker Training	HKCT Group Limited	2	10/06/2019	31/03/2027	19/000901/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Sheng Kung Hui Welfare Council Limited	2	01/04/2017	31/03/2027	17/000436/L2
Foundation Certificate in Care-related Support Worker Training	The Evangelical Lutheran Church of Hongkong	2	05/05/2015	31/03/2027	15/000112/L2
Foundation Certificate in Care-related Support Worker Training	HONG KONG FEDERATION OF WOMEN'S CENTRES LIMITED	2	23/06/2022	31/03/2027	22/000699/L2
Foundation Certificate in Care-related Support Worker Training	The Federation of Hong Kong and Kowloon Labour Unions	2	10/06/2015	31/03/2027	15/002466/L2
Foundation Certificate in Care-related Support Worker Training	The Scout Association of Hong Kong — The Friends of Scouting	2	11/07/2016	31/03/2027	16/000691/L2
Foundation Certificate in Care-related Support Worker Training	The Hong Kong Federation of Trade Unions	2	05/05/2015	31/03/2027	15/000115/L2
Foundation Certificate in Care-related Support Worker Training	S.K.H. Holy Carpenter Church Community Centre	2	11/07/2016	31/03/2027	16/000701/L2
Foundation Certificate in Care-related Support Worker Training	Haven of Hope Christian Service	2	12/08/2015	31/03/2027	15/002773/L2
Foundation Certificate in Care-related Support Worker Training	Christian Action	2	10/06/2015	31/03/2027	15/002526/L2
Foundation Certificate in Care-related Support Worker Training	Heung To College of Professional Studies	2	12/06/2021	31/03/2027	21/000435/L2
Foundation Certificate in Care-related Support Worker Training	KCRA Community Education Enhancement Center Limited	2	15/07/2016	31/03/2027	16/000741/L2
Foundation Certificate in Care-related Support Worker Training	Methodist Centre	2	10/06/2015	31/03/2027	15/002552/L2
Foundation Certificate in Care-related Support Worker Training	Neighbourhood & Worker's Service Centre	2	10/06/2015	31/03/2027	15/002627/L2

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Care-related Support Worker Training	Hong Kong Red Cross	2	05/05/2015	31/03/2027	15/000119/L2
Foundation Certificate in Care-related Support Worker Training	HONG KONG ST. JOHN AMBULANCE	2	05/05/2015	31/03/2027	15/000121/L2
Foundation Certificate in Care-related Support Worker Training	St. James' Settlement	2	05/05/2015	31/03/2027	15/000123/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Sheng Kung Hui Lady MacLehose Centre	2	29/06/2021	31/03/2027	22/000025/L2
Foundation Certificate in Care-related Support Worker Training	Vassar International Chinese Medical Society Limited	2	11/01/2023	31/03/2027	23/000097/L2
Foundation Certificate in Care-related Support Worker Training	Vocational Training Council	2	20/04/2018	31/03/2027	18/000384/L2
Foundation Certificate in Care-related Support Worker Training	YAN OI TONG LIMITED	2	10/06/2015	31/03/2027	15/002673/L2
Foundation Certificate in Care-related Support Worker Training	Hong Kong Young Women's Christian Association	2	10/06/2015	31/03/2027	15/002682/L2
<b>Information &amp; Communications Technology</b>					
Certificate in Network Engineering Technician Training	HKCT Group Limited	3	05/05/2015	31/12/2026	15/003485/L3
<b>IT Applications</b>					
Foundation Certificate in Spreadsheet Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	31/12/2026	15/001337/L1
Foundation Certificate in Word Processing I (English Medium) (Part-time)	Christian Action	1	05/05/2015	31/12/2026	15/003176/L1
<b>Property Management &amp; Security</b>					
Foundation Certificate in Advanced Security & Property Management	Hong Kong Association for Democracy and People's Livelihood	1	01/09/2023	31/03/2026	23/000913/L1
Foundation Certificate in Advanced Security & Property Management	Baptist Oi Kwan Social Service	1	01/09/2023	31/03/2026	23/000917/L1
Foundation Certificate in Advanced Security & Property Management	Caritas — Hong Kong	1	01/09/2023	31/03/2026	23/000920/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Employment Development Service Limited	1	01/09/2023	31/03/2026	23/000951/L1
Foundation Certificate in Advanced Security & Property Management	HKCT Group Limited	1	01/09/2023	31/03/2026	23/000948/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Advanced Security & Property Management	Hong Kong Sheng Kung Hui Welfare Council Limited	1	01/09/2023	31/03/2026	23/000956/L1
Foundation Certificate in Advanced Security & Property Management	The Evangelical Lutheran Church of Hongkong	1	01/09/2023	31/03/2026	23/000923/L1
Foundation Certificate in Advanced Security & Property Management	The Federation of Hong Kong and Kowloon Labour Unions	1	01/09/2023	31/03/2026	23/000927/L1
Foundation Certificate in Advanced Security & Property Management	The Hong Kong Federation of Trade Unions	1	01/09/2023	31/03/2026	23/000931/L1
Foundation Certificate in Advanced Security & Property Management	S.K.H. Holy Carpenter Church Community Centre	1	01/09/2023	31/03/2026	23/000937/L1
Foundation Certificate in Advanced Security & Property Management	Hongkong School of Commerce	1	01/09/2023	31/03/2026	23/000958/L1
Foundation Certificate in Advanced Security & Property Management	Christian Action	1	01/09/2023	31/03/2026	23/000942/L1
Foundation Certificate in Advanced Security & Property Management	Heung To College of Professional Studies	1	01/09/2023	31/03/2026	23/000965/L1
Foundation Certificate in Advanced Security & Property Management	KCRA Community Education Enhancement Center Limited	1	01/09/2023	31/03/2026	23/000974/L1
Foundation Certificate in Advanced Security & Property Management	Youth Centre of The True Word Lutheran Church operated by The True Word Lutheran Church Limited	1	01/09/2023	31/03/2026	23/000977/L1
Foundation Certificate in Advanced Security & Property Management	Methodist Centre	1	01/09/2023	31/03/2026	23/000980/L1
Foundation Certificate in Advanced Security & Property Management	New Territories Association Retraining Centre Limited	1	01/09/2023	31/03/2026	23/000985/L1
Foundation Certificate in Advanced Security & Property Management	Neighbourhood & Worker's Service Centre	1	01/09/2023	31/03/2026	23/000987/L1
Foundation Certificate in Advanced Security & Property Management	St. James' Settlement	1	01/09/2023	31/03/2026	23/000992/L1
Foundation Certificate in Advanced Security & Property Management	The Young Men's Christian Association of Hong Kong	1	01/09/2023	31/03/2026	23/000997/L1
Foundation Certificate in Advanced Security & Property Management	YAN OI TONG LIMITED	1	01/09/2023	31/03/2026	23/001001/L1
Foundation Certificate in Advanced Security & Property Management	Hong Kong Young Women's Christian Association	1	01/09/2023	31/03/2026	23/000962/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Baptist Oi Kwan Social Service	1	13/11/2023	31/03/2027	23/001069/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	The Hong Kong Federation of Trade Unions	1	01/09/2023	31/03/2027	23/000934/L1
Foundation Certificate in Quality Assurance System for the Recognition Scheme of Security Training (English Medium) (Part-time)*	Christian Action	1	01/09/2023	31/03/2027	23/000946/L1
Foundation Certificate in Standard Security & Property Management (English Medium)	Baptist Oi Kwan Social Service	1	01/04/2024	31/03/2028	23/001020/L1
<b>Workplace Languages</b>					
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	01/06/2020	31/03/2027	20/000299/L1
Foundation Certificate in Elementary Workplace Chinese I for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2027	20/000301/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	13/11/2023	31/03/2027	23/001070/L1
Foundation Certificate in Elementary Workplace Chinese II for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/06/2020	31/03/2027	20/000302/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	11/05/2022	31/03/2026	22/000323/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2026	18/000125/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Hong Kong Sheng Kung Hui Welfare Council Limited	1	10/11/2022	31/03/2026	22/000944/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Christian Action	1	01/05/2018	31/03/2026	18/000131/L1
Foundation Certificate in Vocational Cantonese I for Non-Chinese Speakers (Part-time)	Hong Kong Sheng Kung Hui Lady MacLehose Centre	1	26/04/2023	31/03/2026	23/000431/L1
Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	11/05/2022	31/03/2026	22/000324/L1
Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2026	18/000126/L1
Foundation Certificate in Vocational Cantonese II (Social Life) for Non-Chinese Speakers (Part-time)	Christian Action	1	10/11/2022	31/03/2026	22/000968/L1

Title of Qualification	Training Body	Qualifications Framework Level	Registration Validity Period from (DD/MM/YYYY)	Registration Validity Period to (DD/MM/YYYY)	Qualifications Register Registration Number
Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)	Baptist Oi Kwan Social Service	1	11/05/2022	31/03/2026	22/000325/L1
Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)	Hong Kong Employment Development Service Limited	1	01/05/2018	31/03/2026	18/000127/L1
Foundation Certificate in Vocational Cantonese II (Workplace) for Non-Chinese Speakers (Part-time)	Christian Action	1	12/04/2019	31/03/2026	19/000514/L1

\* SCS-based Courses: SCS-based courses refer to education and training programmes that adopt the Specifications of Competency Standards formulated by various Industry Training Advisory Committees under the Qualifications Framework as the main basis for curriculum design.

Remarks: The above information was updated as at 7 February 2024.