

**ERB Course Prospectus (April 2024 – March 2025)  
 Training for Ethnic Minorities  
Errata Notice (II)**

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2024 to March 2025) - Training for Ethnic Minorities”:

**Details on the Revisions**

**I. Courses Newly Added**

**Placement-tied Courses**

***Business***

<p><b>Foundation Certificate in Bookkeeping          (LCCI Level 1 Bookkeeping Examination) (English Medium)</b></p> <p align="right">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</p>	
<b>Course Objective</b>	To equip trainees with essential skills and knowledge in basic bookkeeping, assist them to take the LCCI Level 1 Bookkeeping (VRQ) Examination and help them to secure employment as an accounting clerk or related position.
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, books of original entry and double-entry, accounting for payroll, control accounts, financial statements of a sole trader, personal attributes and job search skills.
<b>Entry Requirements</b>	<ul style="list-style-type: none"> <li>i. Form Three; and</li> <li>ii. Possess good English communication skills; and</li> <li>iii. Pass English and Mathematics entry test; and</li> <li>iv. Holder of “Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)” of the ERB; or pass the entry test on basic computer skills</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:

Training Bodies	Telephone	Course Code
Hongkong School of Commerce	3114 8711	HE010DS

Note: The final examination of the course is the LCCI Level 1 Bookkeeping (VRQ) Examination which aims to assist trainees in acquiring the required certificate or professional qualification for employment.

### **Skills Upgrading Courses**

<b>Foundation Certificate in Preparation for LCCI Level 2 Bookkeeping and Accounting Examination (English Medium) (Part-time)</b>	
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 who have basic knowledge of bookkeeping enhance their ability to handle financial statements and prepare for the examination of LCCI Level 2 Bookkeeping and Accounting (VRQ), by which their employment competence is increased and meet the requirements of the accounting industry.
<b>Course Content</b>	This course will be conducted in English. The course will cover recording financial transactions, control account, correction of errors and the journal, adjustments in financial statements, preparation of financial statements and accounting ratios.
<b>Entry Requirements</b>	i. Form Three with at least two years' working experiences; and ii. Holder of Certificate in LCCI Level 1 Bookkeeping (VRQ) or equivalent, or with at least two years' working experience in accounting and pass the bookkeeping entry test; and iii. Pass the English entry test; and iv. Holder of "Foundation Certificate in Computer Concepts and Keyboard Operation (Part-time)" of the ERB; or pass the entry test on basic computer skills
<b>Course Duration</b>	72 hours
<b>Course Mode</b>	Half-day or evening
<b>Course Fee</b>	Course Fee Waiver \$0 / Highly Subsidised Fee \$1,050 / Normal Subsidised Fee \$5,250
<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
Hongkong School of Commerce	3114 8711	HE093ES / HE093HS

Note:

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

**ERB Course Prospectus (April 2024 – March 2025)  
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Errata Notice (I)**

Please note that, with immediate effect, the following revisions have been made to “ERB Course Prospectus (April 2024 to March 2025) - Training for Ethnic Minorities”:

**Details on the Revisions**

**I. Courses Newly Added**

**Placement-tied Courses**

***Social Services***

<b>Foundation Certificate in Social Services and After-school Programme Assistant Training (English Medium)</b>	
<p align="right">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</p>	
<b>Course Objective</b>	To enable trainees to understand the roles of programme assistant in social services organisations, and to equip them with the basic skills in planning and leading programmes, so as to help trainees secure employment in related field.
<b>Course Content</b>	This course will be conducted in English. The course will cover industry overview, programme planning skills, programme leading skills, writing proposals, IT applications in workplace, 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' work 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>	121 hours (approximately 8 weeks)
<b>Course Mode</b>	Full-time
<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	HK285DS
Yang Memorial Methodist Social Service	2251 0888	YM019DS

Employees Retraining Board  
July 2024