

Youth Employment and Training Programme (YETP) of the Labour Department Notes on Nomination of YETP Most Improved Trainees Awards 2024

Brief on “YETP Most Improved Trainees Awards”

The YETP of the Labour Department (hereafter refers to as “the Programme”) provides one-stop and diversified pre-employment and on-the-job training for young people, with a view to enhancing their employability.

To recognise the efforts of trainees and showcase their creditable improvements in **personal development, leadership or work performance** after joining the YETP, the Programme Office organises the “**YETP Most Improved Trainees Awards**”. Trophies will also be awarded to employers/host organisations and service providers in appreciation of their caring efforts contributed to their trainees’ improvement.

Eligibility Criteria of Trainees to be Nominated

- Trainees who have participated in the YETP **between 1 September 2022 and 31 March 2024**.

Nomination Method

- Employers/host organisations who have participated in the Programme between 1 September 2022 and 31 March 2024 or service providers which have been appointed to provide case management service in programme year 2022/23 or 2023/24 can nominate eligible trainees for selection.
- Nominating organisation has to complete the nomination form and specify details of creditable improvements of trainee(s) after joining the Programme.
- **Original** of duly completed nomination form (**Please indicate “YETP MIT Awards” 2024 on the envelope**) can be submitted by the following means:
 - ◆ *By Post: YETP (HK Office), Labour Department, 16/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong (postmark date on the envelope will be regarded as the application date).*
 - ◆ *In Person: To the above address during office hours (**Mon to Fri** 9:00-13:00 & 14:00-18:15)*

Valid nomination form must bear the **original** organisation chop and signatures of the trainee, the representative of the current employer/host organisation (if applicable) and the representative of the nominating organisation. A passport photo of the trainee shall be attached. To facilitate processing, please also provide a softcopy of the completed nomination form in MS Word Doc format (.doc) by email to MIT@yes.labour.gov.hk.

Adjudication

- Trainees who have passed the initial vetting and assessment will be arranged to attend an interview with the Adjudication Panel.
- The Adjudication Panel will make assessment according to the information in the nomination forms regarding the creditable improvements in personal development, leadership or work performance of trainees as well as the performance of trainees such as attitude, ability of expression and appearance during the interview.

Important Dates :

- ✓ Deadline for Nomination:
14 May 2024 (Tue)
<as at the time the original of nomination form reached YETP (HK Office) or the postmark date>
- ✓ Interview Date with the Adjudication Panel (Tentative):
24 June 2024 (Mon)

Enquiries :

Tel.: 2835 2109 (Ms LAM)
2835 2144 (Miss LEE)

Awardees of the Most Improved Trainees (MIT) Awards

- Trophy, award certificate and cash coupon of HK\$2,000 for each MIT awardee.
- Employer/Host organisation and service provider of awardees will each be awarded a trophy.
- **Awardees, representatives of their employers/host organisations and representatives of service providers shall attend and assist related promotional activities and video production, as well as other promotional activities of the YETP in future (if applicable). All information provided and related shooting materials will be used for the promotional activities of the YETP in future (including but not limited to be released to the press, on internet and social media for promotional purpose, etc.).**
- **The Labour Department will arrange interviews with awardees' employers/host organisations and video shooting at company and/or workplace. Employers/host organisations shall assist accordingly. Details will be provided later.**

Awardees of the Merit Awards

- In addition to the Most Improved Trainees, the Adjudication Panel will also consider selecting trainees who have shown meritorious performance and advancement after joining the YETP among the trainees passing the initial vetting and attending the interview.
- Trophy, award certificate and cash coupon of HK\$1,000 for each awardee of the Merit Awards.

Important Notes

- Information provided must be correct and true. All information and documents submitted will not be returned.
- **Nominating organisation shall liaise with the relevant party (e.g. employer/host organisation or service provider) on the nomination before submitting the nomination form.**
- Trainees selected for an interview can provide originals of supplementary information (e.g. photos, certificates, or other relevant materials) to the Adjudication Panel for assessment purpose.
- The decision of the Adjudication Panel in respect of the result of selection shall be final.
- The Programme Office reserves the right to alter selection rules, prizes and any other arrangements without prior notice.

The Youth Employment and Training Programme
Labour Department
April 2024