

Youth Pre-employment Training Programme & Youth Work Experience and Training Scheme

Joint Application 2008/09 Phase II

Notes for Applicants

For enquiries, please call 2112 9932 during office hours (Monday to Friday: 9:00a.m. to 1:00p.m. and 2:00p.m. to 6:15p.m.), fax to 3107 0411 or e-mail to enquiry@yes.labour.gov.hk

Target participants of the Joint Application of Youth Pre-employment Training Programme & Youth Work Experience and Training Scheme are young school leavers aged between 15 and 24. Depending on the age and previous training attended under Youth Pre-employment Training Programme, applicants will be streamed to Youth Pre-employment Training Programme or Youth Work Experience and Training Scheme.

The Youth Work Experience and Training Scheme provides on-the-job training of 6-12 months for job-seeking youths aged between 15 and 24 with below-degree education attainment, including on-the-job training and off-the-job training. Throughout the training period, trainees will receive career counselling and support services from case managers.

The Youth Pre-employment Training Programme aims at enhancing the employability and competitiveness of young school leavers aged between 15 and 19 by providing a comprehensive range of employment-related training, workplace attachment training, career counselling and support services.

Application Details

- Eligibility** : Young school leavers aged between 15 – 24 with below-degree education attainment
Fee : Free
Application period : Starting from 7 Feb 2009

Application Methods

1. By mail : Submit completed application form to:
Programme Office, Youth Pre-employment Training Programme,
16/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.
2. By fax : Send completed application form by fax at 3107 0411
3. In person : Submit through **Youth Employment Start, Job Centres of the Labour Department** or **designated training bodies** set out at the course brochure of YPTP 2008/09 Phase II and the web site <http://www.yes.labour.gov.hk>. Application can also be submitted to the **Public Enquiry Service Centres of the Home Affairs Department** on or before 9 Mar 2009.
4. By Internet (Only applicable to applicants aged 18 or above) : Fill out the application form on the web site <http://www.yes.labour.gov.hk>.

Youth Employment Start:

- Suite 8-11, Level 42, Office Tower, Langham Place, 8 Argyle Street, Mongkok, KLN
- Unit 907-912, 9/F, MetroPlaza Tower II, Kwai Fong, NT

Job Centres of the Labour Department:

- 34/F, Revenue Tower, 5 Gloucester Road, Wanchai, HK
- 4/F., Western Magistracy Building, 2A Pok Fu Lam Road, Sai Ying Pun, HK
- 12/F, North Point Government Offices, 333 Java Road, North Point, HK
- 10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, KLN
- Rm 705-6, 7/F, Stelux House, 698 Prince Edward Road East, San Po Kong, KLN
- 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, KLN
- 2/F., Tsuen Wan Government Offices, 38 Sai Lau Kok Road, Tsuen Wan, NT
- 2/F, Yuen Long Centre, 55 Sau Fu Street, Yuen Long, NT
- Unit 5-10, 27/F, Tuen Mun Parklane Square, 2 Tuen Hi Road, Tuen Mun, NT
- 3/F., Tai Po Government Offices, 1 Ting Kok Road, Tai Po, NT
- 2/F., Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, NT
- Units 2001-2006, Level 20, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT

Public Enquiry Service Centres of the Home Affairs Department:

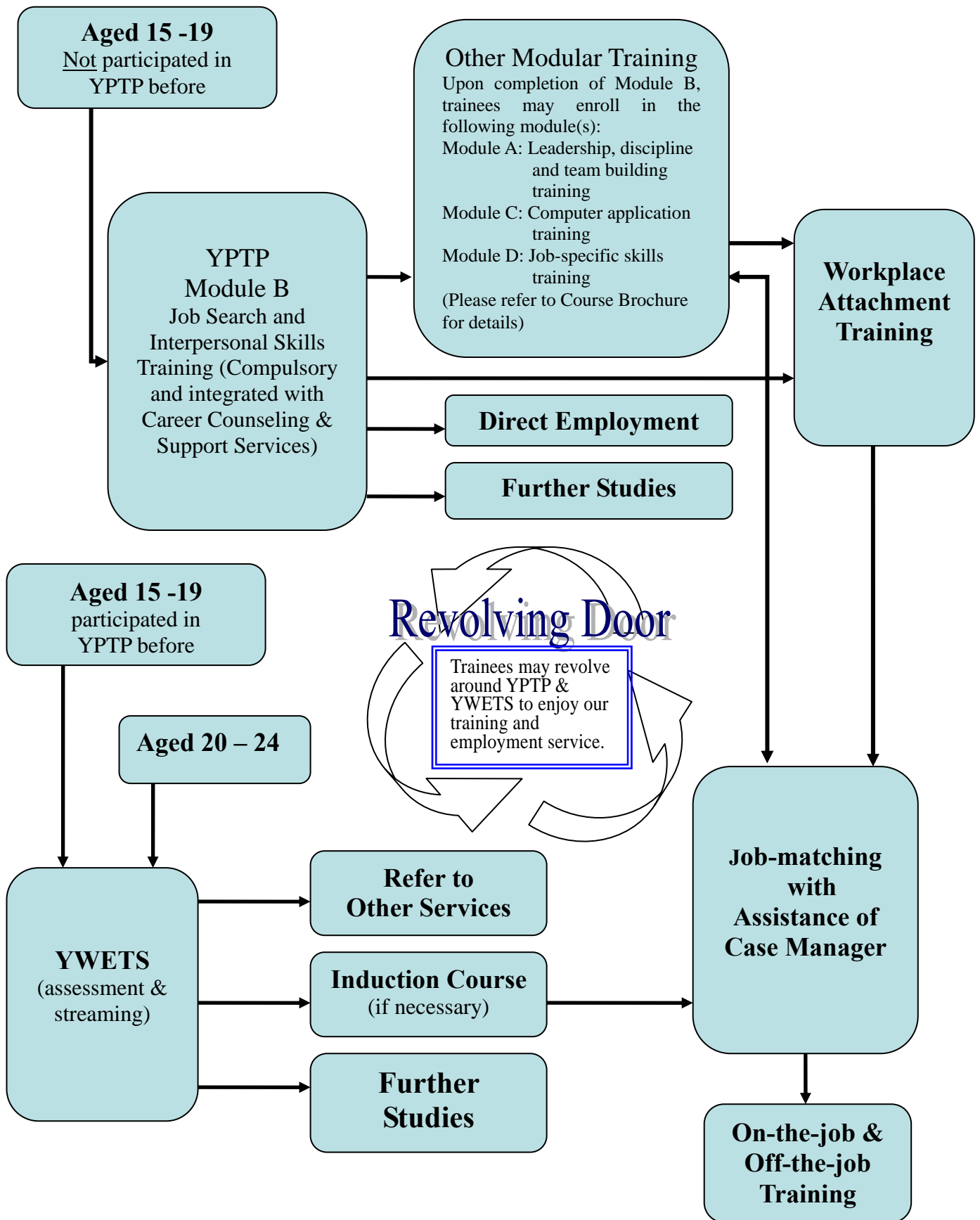
- Unit 5, G/F, The Center, 99 Queen's Road Central, HK
- G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, HK
- G/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, HK
- G/F, No. 2 O'Brien Road, Wan Chai, HK
- Room 1706-1713, One Harbourfront, 18-22 Tak Fung Street, Hung Hom, KLN
- LG/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong, KLN
- G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, KLN
- Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, KLN
- G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, KLN
- G/F, 22 San Hing Street, Cheung Chau
- G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island
- 1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, NT
- 2/F, Kwai Hing Government Offices Building, 166 – 174 Hing Fong Road, Kwai Chung, NT
- G/F, North District Government Offices, 3 Pik Fung Road, Fanling, NT
- 1/F, King Lam Neighbourhood Community Centre, King Lam Estate, Tseung Kwan O, NT
- G/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, NT
- G/F, Tai Po Government Offices Building, Ting Kok Road, Tai Po, NT
- 1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, NT
- 2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, NT
- G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, NT

Notes:

1. Please read all the instructions and information of the joint application carefully. Provision of any false or misleading information, or double-registration may lead to disqualification.
2. Application is on a first-come-first-served basis. Incomplete information may affect the application.
3. Applicants streamed to Youth Work Experience and Training Scheme will receive notification from mid-March 2009. Applicants who submit applications on or before 9 Mar 2009 and are accepted by Youth Pre-employment Training Programme (YPTP) will receive notification letters on or before 16 Mar 2009; and applicants who submit applications after 9 Mar 2009 will receive notifications within two weeks upon acceptance by the YPTP & completion of information in the application forms.
4. Photocopy of the application form will be accepted.

Joint Application of Youth Pre-employment Training Programme (YPTP) & Youth Work Experience and Training Scheme (YWETS)

Flowchart





Youth Pre-employment Training Programme & Youth Work Experience and Training Scheme Joint Application 2008/09 Phase II Application Form

Application No.	
Date	
YPTP	0 / 1 / 1+

(For Official Use)

Enquiry Hotline: 2112 9932 Fax Number: 3107 0411

Please delete as appropriate
(Please complete the form in block letters and in dark ink.)

I. Personal Particulars (Compulsory)

Name in English																	
(Surname First)																	
Name in Chinese											HKID Card No.				()		
Date of Birth (d/m/y)				Sex	F / M #	Email Address											
Address																	
														(For Official Use)			
Tel. No. (Home)				Contact Tel. No.: 1.				2.				3.					
Emergency Contact Person (Relative)											Relationship				Tel. No.		

Ethnic Origin : Chinese (Including H.K.) Others (Please specify : _____)

Educational Level : Below F.3 F.3 F.4 F.5 F.6 F.7 Project Yi Jin
 Diploma _____ Higher diploma _____ Others (Please specify : _____)

For Applicants of F.5 or above

No. of Subject(s) passed in HKCEE : 0 - 4 subject(s) passed 5 or more subjects passed Others (Please specify : _____)

Subject(s) passed including : Chinese English Mathematics Others (Please specify : _____)

Proficiency of spoken language :

Basic Language	Poor	Fair	Fluent	Other Language (if any)	Fair	Fluent
1. Cantonese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Mandarin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Please specify: _____	<input type="checkbox"/>	<input type="checkbox"/>

Work Experience : No
 Yes (with no. of years) : Full Time ___ year(s) ___ month(s) Part time ___ year(s) ___ month(s)

II. Vocational Skills

Please specify the vocational training taken before, if any : _____

Vocational Training Council (VTC) Hong Kong Institute of Vocational Education (IVE)
 Construction Industry Council Training Academy (CICTA) Clothing Industry Training Authority (CLITA)
 Others (Please specify: _____)

Typing Speed :	English Typing _____ wpm	Chinese Typing _____ wpm (*Chang Jei /Quick Input/Other Input Method : _____)
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Computer Skills :

Spreadsheet (e.g. Excel) Slides Presentation (e.g. PowerPoint)
 Word Processing (e.g. Word, Outlook) Data Processing (e.g. Access, Visual FoxPro, dBase, Oracle, SQL)
 Programming (e.g. Visual Basic, PL/SQL, Java, C/C++) Please specify : _____
 System Engineering (e.g. NT Server, Unix, Sun Solaris, MCSE, CCNA) Please specify : _____
 Graphic Design (e.g. Photoshop, PageMaker, Freehand, Illustrator, Corel Draw, AutoCAD, 3D Studio MAX) Please specify : _____
 Web Design (e.g. HTML/XHTML, FrontPage, Fireworks, Dreamweaver) Please specify : _____

Professional qualification(s) or skills :

Driving License Construction Industry Safety Card Security Personnel Permit
 LCC (Elementary) LCC (Intermediate) LCC (Advanced) Others (Please specify : _____)

Name: _____

HKID No.: _____

Please select the 3 posts which interest you most:

1. Accounting Clerk (ACC) 2. Beautician (BET) 3. Sales / Shop Sales (SAL) 4. Customer Services Trainee (CSC) 5. Information Technology Officer (ITO)
6. Clerk (GOC) 7. Stylist (HAW) 8. Waiter (WAI) 9. Bartender (BAR) 10. Logistics Worker (STO)
11. Cook (COK) 12. Craftsman (TEC) 13. Programme Assistant (REC) 14. Hotel Services Trainee (HOT) 15. Tour Coordinator (TCC)
16. Others (Please specify): _____

III. Case Management Service of Youth Work Experience and Training Scheme**(Compulsory for applicants aged between 20-24 or who have joined Youth Pre-employment Training Programme (YPTP) before)**

Please select training body by specifying its code and name (Please refer to attached leaflet "Youth Work Experience Training Scheme Training Bodies" for selection of training body) :

Training body code				Name of training body	
T	B				

Remark: Training body that provides case management services will also provide induction training

If no training place in the selected training body is available or no training body is selected, the Programme Office will arrange one for the applicant, which is closest to where he/she resides.

IV. Youth Pre-employment Training Programme Module (B) – Job Search and Interpersonal Skills Training**(Compulsory for applicants aged between 15-19 and who have not joined YPTP before)**

Please refer to the attached leaflet/course brochure for selection of relevant courses. Applicants are encouraged to indicate two preferences.

	Course code	Name of training body			
1 st choice	20082BZS				
2 nd choice	20082BZS				

Remarks : 1. If no training place in the selected courses is available, the Programme Office will arrange one for the applicant, which is closest to where he/she resides.
 2. Modular training includes Module (a), (b), (c) & (d) courses. On completion of module (b) course, trainees will select and enroll in Module (a), (c), (d) courses & Workplace Attachment Training under the guidance of case managers.

V. Youth Employment Start (also know as Y.E.S., which provides "one-stop service" on career counselling, training and self-employment support to youth aged between 15 to 29 who are lawfully employable in H.K. For details, please refer to www.e-start.hk. Applicants may now provisionally register as a Y.E.S. member. Subsequently Y.E.S. will invite you via e-mail to call at their centers for full registration and collection of membership card.)

- I agree to register as a Y.E.S member, and wish to use the following user name on Y.E.S. web site. (combination of maximum 16 alphanumeric characters) : 1st Choice : _____ 2nd Choice : _____ 3rd Choice : _____
- I do not agree to register as a Y.E.S. member.

VI. Other information (Optional)1. Do you have any disability? Yes (If yes, please answer questions 2 and 3) No

2. If you have disability, please indicate the nature and degree of the disability :

i. _____ ii. _____ iii. _____ iv. _____

3. I agree disagree that the Labour Department can disclose the above information of my nature and degree of the disability to employers or related training bodies.**VII. Declaration (Compulsory)****Personal Information Collection Statements**

- Purpose of Collection : The personal data collected in this form will be used for consideration of your application for the Youth Work Experience and Training Scheme or Youth Pre-employment Training Programme and matters related thereto.
- Classes of Transferees : The information you provide may be transferred to your parents/guardians, service providers of the Schemes, employers, the Youth Employment Start and other related organisations for the purpose of processing your application, arrangements of on-the-job training, evaluation and review of the Scheme, and other related services.
- Access of Personal Data : You have the right of access and correction with respect to your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you provided.
- Enquiries : Enquiries on the collection, access and correction of your personal data can be addressed to:
Programme Office, Youth Pre-employment Training Programme, Labour Department, 16/F, Southorn Centre, 130 Hennessy Road, Wanchai.

I have read carefully and agreed with the Notes for Applicants and Personal Information Collection Statements above. I am not a full-time student. I hereby declare that I am lawfully employable in Hong Kong and the information provided is correct; I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for application.

Applicant's
Signature _____Parent or Guardian's Signature
(for applicants aged under 18) _____

Date _____



Youth Pre-employment Training Programme
2008/09 Phase II
Tailor-made Courses for Non-Chinese Speaking Youths

Notes to applicants:

1. Admission criteria: The Youth Pre-employment Training Programme (YPTP) provides school leavers aged 15-19 with a wide range of pre-employment training. For young people aged 20 to 24, they may first join the Youth Work Experience and Training Scheme (YWETS) and then receive pre-employment training under YPTP through a 'revolving door' mechanism as appropriate. (Applicants must hold valid HKID cards and are lawfully employable in Hong Kong)
2. Training courses are delivered under 4 modules:
 - (i) Module (a) – Leadership, discipline and team building training;
 - (ii) Module (b) – Job search and interpersonal skills training (compulsory);
 - (iii) Module (c) – Computer application training;
 - (iv) Module (d) – Job-specific skills training.Module (b) comprises 48-hour training and 38-hour career counselling and support service by case managers who are registered social workers.
3. Applicants are required to indicate their preferred Module (b) course at the time of completing the application forms.
4. Training places are allocated on a first-come-first-served basis.
5. Upon obtaining at least 80% attendance of a module (b) course, trainees can enroll in the other modular training courses, participate in the 1-month workplace attachment training or receive on-the-job training under YWETS on the recommendation of case managers.
6. Trainees attaining at least 80% attendance of a modular training course are entitled to a transport allowance at the rate of \$30 per valid training day.
7. For those training courses leading to professional examinations, trainees who have attained at least 80% attendance of such a course may attend the examination within 90 days after completion of the course and apply for reimbursement of the examination fees within 90 days upon completion of the examination via their training bodies.
8. Trainees must abide by the rules and regulations laid down by individual training bodies. Those misbehaving in the course of training are subject to warnings and may be dismissed from joining the YPTP in serious cases.
9. The Programme Office has the final authority on admission and course matters. Whether a training class will be launched will depend on a number of factors including the number of trainees enrolled.

Programme Office
Youth Pre-employment Training Programme
Labour Department
Feb 2009

For enquiries and registration, interested young people may approach the following training bodies:

Training Body	Address and Contact person	Module (b) <u>Job search and interpersonal skills training</u>	Other modular courses on completion of Module (b) training	Training period for Modules A, C and D
Christian Action	- 4/F, New Horizons Building, 2 Kwun Tong Road, Kowloon. - 4/F, Lee Kong Commercial Building, 115 Woosung Street, Kowloon. - 4/F & 5/F, Sau Mau Ping (Central) Community Centre, 100 Sau Ming Road, Sau Mau Ping, Kowloon. Mr. Joe CHING 2716 8883	20082BZS01 (all Module (b) classes will be held at the venue of Woosung Street) (20 May -3 Jun 09)	<u>Module (a) (Kwun Tong Road)</u> <ul style="list-style-type: none"> ● Leadership, Discipline and Team Building Training (including a 4-day and 3-night camp) <u>Module (c) (Kwun Tong Road)</u> <ul style="list-style-type: none"> ● Computer Application Training (Intermediate) <u>Module (d) (Kwun Tong Road)</u> <ul style="list-style-type: none"> ● Job-specific Skills Training <ul style="list-style-type: none"> (i) Office Administrative and Customer Service Skill; or (ii) Integrated Hotel Service Training 	Jun – Aug 2009
Hong Kong Employment Development Service Limited	- G/F., Lung Wo House, Lower Wong Tai Sin Estate, Kowloon. - G/F., Lung Shing House, Lower Wong Tai Sin Estate, Kowloon. Mr. S. Y. TAM 2326 6805	20082BZS02 (11 -19 May 09)	<u>Module (a)</u> <ul style="list-style-type: none"> ● Leadership, Discipline and Team Building Training <u>Module (c)</u> <ul style="list-style-type: none"> ● Computer Application Training (Intermediate) <u>Module (d)</u> <ul style="list-style-type: none"> ● Job-specific Skills Training <ul style="list-style-type: none"> (i) Hotel House Keeping and Waiter Training 	May – Jul 2009

Training Bodies of Youth Work Experience and Training Scheme

TB Code	Name of Training Body	Service Districts																
		Hong Kong				Kowloon				New Territories							Islands	
		Central & Western	Wanchai	Eastern	Southern	Sham Shui Po	Yau Tsim Mong	Kowloon City	Wong Tai Sin	Kwun Tong	Shatin	Tai Po	Northern	Kwai Tsing	Tsuen Wan	Tuen Mun		Yuen Long
008	Methodist Centre		✓	✓	✓													
009	The Young Men's Christian Association of Hong Kong					✓	✓											
010	Caritas Hong Kong								✓						✓	✓		
011	The Boys' & Girls' Clubs Association of Hong Kong	✓	✓		✓	✓	✓		✓			✓	✓	✓	✓	✓		
012	Kwun Tong Methodist Social Service - Ngau Tau Kok Youth Integrated Service Centre								✓									
013	The Church of United Brethren in Christ Social Service Division						✓			✓					✓	✓		
014	Christian Action						✓		✓	✓		✓		✓				
015	New Territories Association Retraining Centre	✓								✓	✓	✓	✓	✓	✓	✓	✓	✓
016	The Hong Kong Confederation of Trade Unions						✓				✓					✓		
017	Hong Kong College of Technology						✓	✓									✓	
018	Hong Kong Young Women's Christian Association	✓				✓		✓	✓	✓	✓		✓		✓	✓	✓	
019	Yan Oi Tong														✓			
021	Scout Association of Hong Kong The Friends of Scouting									✓						✓		
022	HKSKH Lady MacLehose Centre												✓	✓				
023	Hong Kong Employment Development Service Ltd						✓		✓							✓		
024	Hong Kong Sheng Kung Hui Welfare Council							✓		✓	✓				✓	✓		✓
025	SKH Holy Carpenter Church Community Centre							✓										
026	The Hong Kong Federation of Trade Unions Occupational Retraining Centre		✓			✓		✓							✓	✓	✓	
027	The Salvation Army		✓	✓			✓		✓	✓		✓		✓				
029	Christian Family Service Centre									✓								
031	The ABM Hong Kong Swatow Baptist Church Community Service Association Ltd							✓	✓						✓			
033	The Hong Kong Federation of			✓				✓	✓		✓		✓	✓	✓	✓	✓	

