

Content

	Page		Page
Introduction	2	Appendices	
Application	3	(1) Addresses of Youth	113
Flow Chart of Programme Services	4	Pre-employment Training	
Points to note	5	Programme and Youth Work	
Training courses		Experience and Training Scheme	
Core Course: Job Search and Interpersonal Skills	6	Offices, Job Centres and Youth	
Training		Employment Start, Labour	
Elective Course Training		Department	
Elective I : Discipline and Motivation Training	21	(2) Addresses of Training Bodies	114
Elective II : Computer Application Training	25	(3) Addresses of Public Enquiry	122
(1) Elementary	26	Service Centres, Home Affairs	
(2) Intermediate	28	Department	
Elective III : Job-specific Skills Training	32	(4) Addresses of District Offices,	122
(1) Customer Service &	34	Social Welfare Department	
Salesmanship Training		(5) Where to Obtain “Careers	123
(2) Clerical Training	35	Information”	
(3) Logistics and Warehouse	41		
Management Training			
(4) IT Training	42		
(5) Hairdressing Training	48		
(6) Beauty Culture and Stylist	52		
Training			
(7) Entrepreneurship Training	64		
(8) Programme Assistant and Tutor	65		
Training			
(9) Tourism Training	71		
(10) Hotel Training	76		
(11) Catering Industry Training	79		
(12) Textile & Clothing Industry	93		
Training			
(13) Technical Training	94		
(14) Health Care Training	95		
(15) Pet Grooming and Care Training	98		
(16) Video Production, Advertising	100		
and Photography Skills Training			
(17) Performing Arts Training	101		
(18) Others	106		

Introduction

The Youth Pre-employment Training Programme (YPTP) and the Youth Work Experience and Training Scheme (YWETS) were launched in 1999 and 2002 respectively. The two youth programmes have been enhanced and integrated into a “through-train” programme with effect from September 2009. The revamped YPTP&YWETS (the Programme) provides a comprehensive platform of job search with one-stop and diversified pre-employment and on-the-job training for young school leavers aged 15 to 24 with educational attainment at sub-degree or below level. The Programme enables young people to better understand themselves and their work aptitudes while enriching their job skills and experience so as to enhance their employability.

Services of the 2011/12 Programme include:

❖ **Case Management Service**

Professional social workers of training bodies will assume the role of case managers, providing trainees with 12 months’ basic case management service, including personalised career guidance, job search assistance, training and post-employment support, etc.

Upon expiry of the first 12 months’ case management service, trainees who have secured employment may receive an extended case management service for another 12 months, so as to better assist them to settle in their jobs, overcome problems at workplaces, and pursue further learning and skills upgrading opportunities.

❖ **Pre-employment training courses**

(1) **Core Course – Job-search and Interpersonal Skills Training**

This is a compulsory course for trainees aged 15 to 19 who join the Programme for the first time. Trainees aged 20 to 24 or joined the Programme before may also enrol this course on case managers’ recommendation after they have completed the initial assessment.

(2) **Elective Courses**

During the 12 months’ service period, trainees may enrol at most four Elective Courses, including
Elective Course I - Discipline and Motivation Training
Elective Course II - Computer Application Training
Elective Course III - Job-specific Skills Training

❖ **Workplace Attachment Training**

Apart from taking pre-employment courses, trainees may undergo a one-month workplace attachment training to acquire work experience, develop potential and explore employment opportunities.

❖ **On-the-job Training**

Trainees are engaged as employees under on-the-job training of 6 to 12 months with salary. Employers appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work. They may offer further employment to trainees with good performance upon completion of on-the-job training. During the period of on-the-job training, trainees may enrol in relevant vocational courses and apply for reimbursement of course and examination fees up to \$4,000 from the Programme.

We hope that young people participating in the Programme could make good use of the skills and experience acquired in pioneering for their future.

Application

The 2011/12 Programme will accept applications year-round with effect from 8 August 2011.

Obtaining Application Forms

Young people interested in joining the Programme can obtain application forms from the Programme Offices, the Job Centres, and Youth Employment Start of the Labour Department, (**Appendix 1**) and from the designated training bodies of the Programme (**Appendix 2**). Applicants may also download application forms from the Youth Employment Services website (www.yes.labour.gov.hk).

Application forms are also available at the Public Enquiry Service Centres of the Home Affairs Department (**Appendix 3**) and the District Offices of the Social Welfare Department (**Appendix 4**).

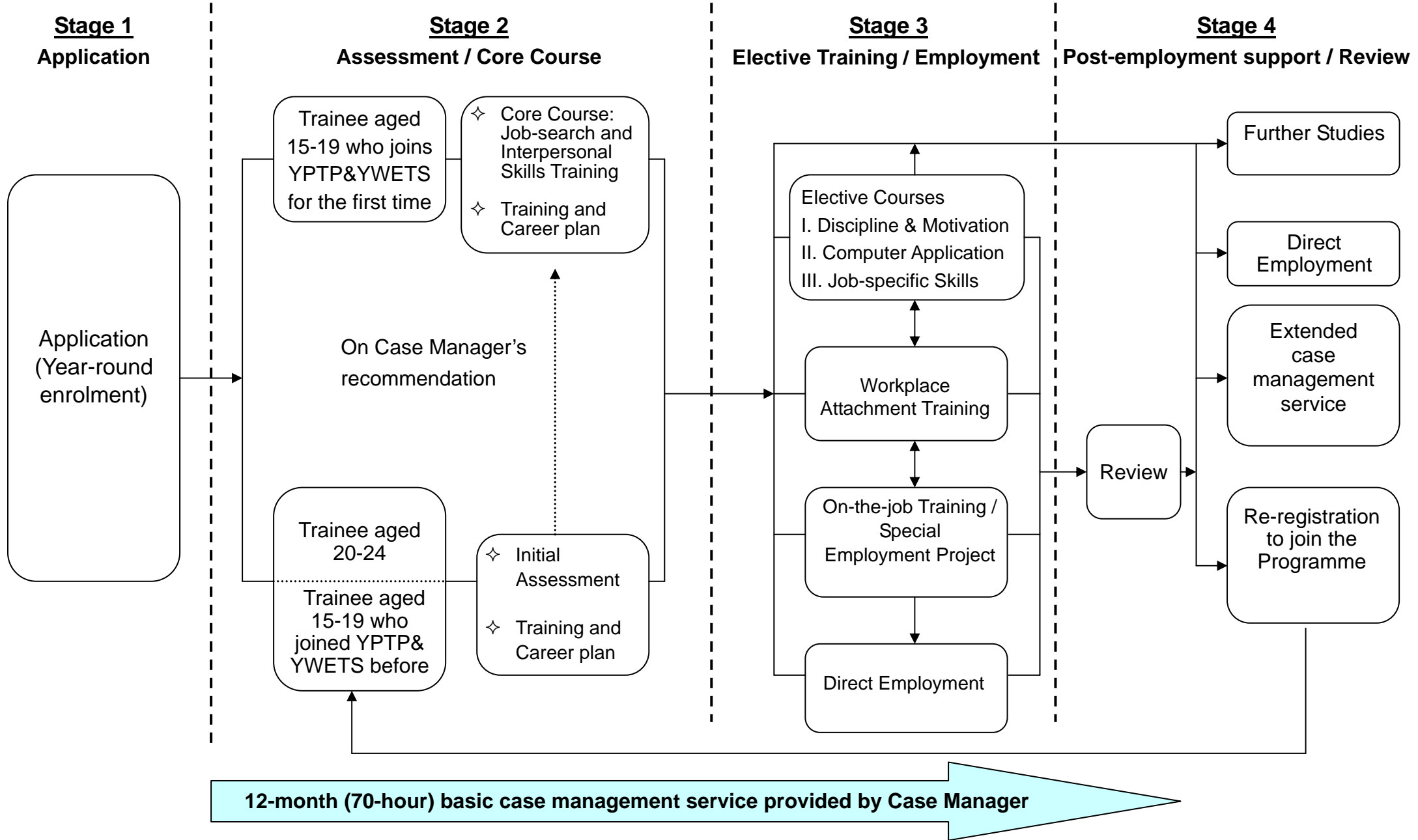
Submitting Application Forms

Applicants may submit the completed application forms through the following channels:

1. *In person*
Applicants may submit completed application forms to the YPTP&YWETS (HK Office), the Job Centres, and Youth Employment Start of the Labour Department (**Appendix 1**) or to the designated training bodies of the Programme (**Appendix 2**) during office hours.
2. *By mail*
Applicants may send completed application forms to the YPTP&YWETS (HK Office) at 16/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.
3. *By fax*
Applicants may send completed application forms by fax at 3107 0411.
4. *Through Internet (Only applicable to applicants aged 18 or above)*
Applicants may complete and send application forms through the Youth Employment Services website (www.yes.labour.gov.hk).

❖ For enquiries, please call 2112 9932 or e-mail to enquiry@yes.labour.gov.hk ❖

Flow Chart of the Programme Services



Points to note

1. Admission criteria: School leavers aged 15 to 24 with educational attainment at sub-degree or below level preparing to seek employment (Applicants must hold valid HKID cards and are lawfully employable in Hong Kong).
2. Only the course information of the 3rd Quarter-period and the 4th Quarter-period (i.e. March 2012 to August 2012) of the 2011/12 programme year is provided in this brochure. Training places are allocated on a **first come first served** basis. Details of the elective courses will be posted on the Youth Employment Services website (www.yes.labour.gov.hk) in due course. **Please refer to the website for the up-to-date training details.**
3. Please read all the instructions and information carefully before application. Provision of any false or misleading information on the application form may lead to disqualification. Insufficient information may also adversely affect an applicant's priority. Each applicant shall submit only one application; otherwise disqualification will be resulted.
4. Priority will be given to those qualified applicants who have not joined the Programme before.
5. Pre-employment training courses comprise of Core Course and Elective Courses. Applicants aged 15 to 19 who join the Programme for the first time need to enrol only the Core Course when filling in the application form.
6. For trainees aged 15 to 19 who join the Programme for the first time and have completed the Core Course with 80% or above attendance rate and trainees aged 20 to 24 or joined the Programme before and have completed the initial assessment, their case managers will, according to their needs, assist them to choose suitable pre-employment training courses, one-month workplace attachment training and 6 to 12-month on-the-job training.
7. Some courses may set out specific conditions for enrolment owing to industry related/legislative requirements or requirements set out by professional assessments. Trainees and their case managers are advised to consult respective training bodies before enrolment.
8. After submission of application with all required information, eligible applicants will be acknowledged receipt of application by email within one week. Trainees aged 15 to 19 who join the Programme for the first time will, within 4 to 6 weeks after the receipt of the acknowledgment email, receive notification letter, providing information on the arrangement of Core Course and the training body providing case management service. Trainees aged 20 to 24 or joined the Programme before will, within 4 weeks after the receipt of the acknowledgment email, receive notification letter, containing information of the training body providing case management service.
9. Trainees should consult the concerned training body for detailed course arrangements before commencement of the course.
10. Training courses are mainly conducted in Cantonese, except otherwise specified. Trainees must attain 80% or above attendance rate for the award of certificates of accomplishment and training allowance. Those with outstanding performance will be awarded certificates of commendation.
11. For those training courses leading to professional examinations, trainees who have attained an attendance of 80% or above in the course(s) may, under normal circumstances, enrol for the examination and be reimbursed for the examination fees upon completion of examination via their training bodies.
12. Trainees must abide by the rules and regulations laid down by individual training bodies. Trainees misbehaving in the course of training will be subject to warnings. In serious cases, trainees concerned may be dismissed.
13. Applicants wishing to withdraw from the Programme must inform the Programme Office as soon as possible to avoid wastage of training resources.
14. Final decision on matters related to admission and course allocation will rest with the Programme Office. 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 and Youth Work Experience and Training Scheme

Labour Department

December 2011

Core Course : Job-search and Interpersonal Skills Training

Course Objective :

To have basic knowledge and application skills on career planning, interpersonal skills, job search methods, etc.

Course Content :

Career Planning	<ol style="list-style-type: none">1. Self-understanding2. Ways of expressing emotion3. Concept of continued personal development4. Time and monetary management5. Developing positive work attitude6. Ways of establishing personal career path
Interpersonal Communication	<ol style="list-style-type: none">1. Different ways of communication2. Listening and presentation skills3. Manner and attitude of dealing with people4. Team spirit
Job Search Methods and Techniques	<ol style="list-style-type: none">1. Job search and channels of collecting careers information2. Writing application letters, resume and filling in job application forms3. Preparation for job interviews4. Job interview skills5. Mock job interviews6. Introduction to basic labour legislation, mandatory provident fund, occupational health and safety.

Course Duration : 48 hours

Core Course : Job-search and Interpersonal Skills Training

Hong Kong and Outlying Islands

(1) Central & Western District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Hong Kong Young Women's Christian Association	Kennedy Town	2011CCA003	311			411		

(2) Eastern District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Youth Centre of the True Word Lutheran Church, Ltd.	North Point	2011CCB004				411		
Youth Centre of the True Word Lutheran Church, Ltd.	North Point	2011CCB005		321	331			

(3) Southern District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Methodist Centre	Ap Lei Chau	2011CCC001					421	
Aberdeen Kai-fong Welfare Association Social Service Centre	Aberdeen	2011CCC002			331	411		

(4) Wanchai District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Methodist Centre	Wanchai	2011CCD001						431
New Territories Association Retraining Centre	Wanchai	2011CCD005		321			421	
HKFTU Occupational Retraining Centre	Wanchai	2011CCD002	311			411		
The Salvation Army	Wanchai	2011CCD003		321			421	

(5) Outlying Islands

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Caritas Hong Kong	Cheung Chau	2011CCW001					421	

Kowloon East**(1) Wong Tai Sin District**

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Christian Action	Choi Hung	2011CCE001		321				431
Hong Kong Young Women's Christian Association	Wong Tai Sin	2011CCE002	311					
Hong Kong Employment Development Service Limited	Wong Tai Sin	2011CCE003	311		331		421	
HKFTU Occupational Retraining Centre	San Po Kong	2011CCE005						431
The Salvation Army	Wong Tai Sin	2011CCE006		321		411		
The Hong Kong Federation of Youth Groups	Wong Tai Sin	2011CCE008	311			411		
Chinese Evangelical Zion Church, Youth Employment Training and Creativity Development Centre	Tsz Wan Shan	2011CCE009	311					
Choi Wan Rhenish Integrated Children and Youth Services Centre	Choi Wan	2011CCE010		321				

(2) Kwun Tong District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Caritas Hong Kong	Sau Mau Ping	2011CCF001	311	321				
Kwun Tong Methodist Social Service - Ngau Tau Kok Youth Integrated Service Centre	Ngau Tau Kok	2011CCF002	311					
Christian Action	Lam Tin	2011CCF003			331		421	
Hong Kong Young Women's Christian Association	Ngau Tau Kok	2011CCF005				411		
Scout Association of Hong Kong - The Friends of Scouting	Kwun Tong	2011CCF006	311					
Hong Kong Sheng Kung Hui Welfare Council	Kwun Tong	2011CCF007	311			411		
HKFTU Occupational Retraining Centre	Kwun Tong	2011CCF008			331			
Christian Family Service Centre	Kwun Tong	2011CCF009	311			411		
Chinese YMCA of Hong Kong	Lam Tin	2011CCF011				411		
Youth Centre of the True Word Lutheran Church, Ltd.	Kwun Tong	2011CCF012		321	331	411		

Kowloon West**(1) Kowloon City District**

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Caritas Hong Kong	Hung Hum	2011CCH001			331	411		
Hong Kong College of Technology	Hung Hom	2011CCH003		321				
Hong Kong Young Women's Christian Association	Ho Man Tin	2011CCH004					421	
The ABM Hong Kong Swatow Baptist Church Community Service Association	Prince Edward	2011CCH006		321		411		
The Hong Kong Federation of Youth Groups	To Kwa Wan	2011CCH007		321				
Hong Kong Children and Youth Services	Hung Hom	2011CCH009					421	
The Federation of Hong Kong and Kowloon Labour Unions	To Kwa Wan	2011CCH010			331			
Youth Centre of the True Word Lutheran Church, Ltd.	Hung Hom	2011CCH011			331	411		

(2) Yau Tsim Mong District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Christian Action	Mong Kok	2011CCK001	311				421	
The Hong Kong Confederation of Trade Unions	Mong Kok	2011CCK002		321			421	
Hong Kong College of Technology	Mong Kok	2011CCK003					421	
Hong Kong Employment Development Service Limited	Prince Edward	2011CCK004		321				
HKFTU Occupational Retraining Centre	Yau Ma Tei	2011CCK005		321			421	
The Salvation Army	Yau Ma Tei	2011CCK006		321		411		
The Federation of Hong Kong and Kowloon Labour Unions	Mong Kok	2011CCK007	311					
Youth Centre of the True Word Lutheran Church, Ltd.	Yau Ma Tei	2011CCK008		321				
Tung Wah Group of Hospitals Community Services Division	Tai Kok Tsui	2011CCK009	311					

(3) Sham Shui Po District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
YMCA of Hong Kong	Cheung Sha Wan	2011CCL001	311			411		
The Boys' and Girls' Clubs Association of Hong Kong	Mei Foo	2011CCL002		321				
Hong Kong Young Women's Christian Association	Sham Shui Po	2011CCL003				411		

New Territories East**(1) Shatin District**

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
New Territories Association Retraining Centre	Ma On Shan	2011CCS003					421	
New Territories Association Retraining Centre	Shatin	2011CCS004		321				
Hong Kong Young Women's Christian Association	Shatin	2011CCS005		321				
Hong Kong Sheng Kung Hui Welfare Council	Tai Wai	2011CCS006		321				
The Salvation Army	Tai Wai	2011CCS008		321		411		
Hong Kong Children and Youth Services	Ma On Shan	2011CCS009	311			411		
Hong Kong PHAB Association Jockey Club Shatin Integrated Service Centre for Children and Youth	Shatin	2011CCS012	311			411		
Youth Centre of the True Word Lutheran Church, Ltd.	Fo Tan	2011CCS016				411		
Tung Wah Group of Hospitals Community Services Division	Shatin	2011CCS017	311					

(2) Tseung Kwan O District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
New Territories Association Retraining Centre	Tseung Kwan O	2011CCG001				411	421	
Hong Kong Young Women's Christian Association	Tiu Keng Leng	2011CCG002			331			
HKFTU Occupational Retraining Centre	Tseung Kwan O	2011CCG003		321			421	
Evangelical Lutheran Church Social Service - Hong Kong	Tseung Kwan O	2011CCG004		321 322				
Youth Centre of the True Word Lutheran Church, Ltd.	Tseung Kwan O	2011CCG005				411		

New Territories North and Tai Po

(1) Northern District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Christian Action	Sheung Shui	2011CCV002			331			431
New Territories Association Retraining Centre	Fanling	2011CCV003				411		
New Territories Association Retraining Centre	Sheung Shui	2011CCV004					421	
Hong Kong Lutheran Social Service	Fanling	2011CCV005	311					
Evangelical Lutheran Church Social Service-Hong Kong	Sheung Shui	2011CCV008				411		
Youth Centre of the True Word Lutheran Church, Ltd.	Sheung Shui	2011CCV009				411		

(2) Tai Po District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
New Territories Association Retraining Centre	Tai Po	2011CCT001			331			
The Hong Kong Confederation of Trade Unions	Tai Po	2011CCT002		321			421	
The Salvation Army	Tai Po	2011CCT003		321		411		
Hong Kong Children and Youth Services	Tai Po	2011CCT004	311					
Evangelical Lutheran Church Social Service-Hong Kong	Tai Po	2011CCT005				411		
The Neighbourhood Advice-Action Council	Tai Po	2011CCT006		321		411		
The Federation of Hong Kong and Kowloon Labour Unions	Tai Po	2011CCT007	311	321				
Youth Centre of the True Word Lutheran Church, Ltd.	Tai Po	2011CCT008			331			

Kwai Tsing, Tsuen Wan and Tung Chung**(1) Kwai Tsing District**

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
New Territories Association Retraining Centre	Tsing Yi	2011CCQ001			331		421	
Hong Kong Young Women's Christian Association	Tsing Yi	2011CCQ002			331			
HKSKH Lady MacLehose Centre	Kwai Chung	2011CCQ003	311					
HKSKH Lady MacLehose Centre	Tsing Yi	2011CCQ004	311					
The Salvation Army	Tai Wo Hau	2011CCQ005	311			411		
The Hong Kong Federation of Youth Groups	Kwai Chung	2011CCQ006				411		
Evangelical Lutheran Church Social Service - Hong Kong	Kwai Chung	2011CCQ007			331			431
Hong Kong Playground Association	Tsing Yi	2011CCQ008	311					
Hong Kong Playground Association	Kwai Chung	2011CCQ009				411		

(2) Tsuen Wan District

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Christian Action	Tsuen Wan	2011CCR002		321				
New Territories Association Retraining Centre	Tsuen Wan	2011CCR003					421	
HKSKH Lady MacLehose Centre	Tsuen Wan	2011CCR005	311					
The Hong Kong Federation of Youth Groups	Tsuen Wan	2011CCR006				411		
Hong Kong Children and Youth Services	Tsuen Wan	2011CCR007				411		
Chinese YMCA of Hong Kong	Tsuen Wan	2011CCR008		321				
Youth Centre of the True Word Lutheran Church, Ltd.	Tsuen Wan	2011CCR009				411		
Youth Centre of the True Word Lutheran Church, Ltd.	Tsuen Wan	2011CCR010		321				

(3) Tung Chung

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
New Territories Association Retraining Centre	Tung Chung	2011CCY001			331			

Tuen Mun

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Caritas Hong Kong	Tuen Mun	2011CCN001				411	421	
The Boys' and Girls' Clubs Association of Hong Kong	Tuen Mun	2011CCN002	311					
The Church of United Brethren in Christ Social Service Division	Tuen Mun	2011CCN003		321			421	
New Territories Association Retraining Centre	Tuen Mun	2011CCN004					421	
New Territories Association Retraining Centre	Tuen Mun	2011CCN005				411		
Hong Kong Young Women's Christian Association	Tuen Mun	2011CCN006						431
Hong Kong Young Women's Christian Association	Tuen Mun	2011CCN007			331			
The Salvation Army	Tuen Mun	2011CCN010		321		411		
Evangelical Lutheran Church Social Service-Hong Kong	Tuen Mun	2011CCN012	311			411		
The Federation of Hong Kong and Kowloon Labour Unions	Tuen Mun	2011CCN014			331	411		
Youth Centre of the True Word Lutheran Church, Ltd.	Tuen Mun	2011CCN016			331	411		
Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre	Tuen Mun	2011CCN017	311			411		

Yuen Long

Training Body	Venue	Code	Class Code (Courses will be provided in the month(s) indicated with class code)					
			2012					
			Mar	Apr	May	Jun	Jul	Aug
Caritas Hong Kong	Yuen Long	2011CCP003						431
Caritas Hong Kong	Yuen Long	2011CCP004					421	
The Church of United Brethren in Christ Social Service Division	Yuen Long	2011CCP005				411		
New Territories Association Retraining Centre	Yuen Long	2011CCP006					421	
New Territories Association Retraining Centre	Tin Shui Wai	2011CCP007		321				
The Hong Kong Confederation of Trade Unions	Yuen Long	2011CCP008						431
The Hong Kong Confederation of Trade Unions	Tin Shui Wai	2011CCP009					421	
Hong Kong Young Women's Christian Association	Tin Shui Wai	2011CCP010			331		421 422	
Scout Association of Hong Kong - The Friends of Scouting	Yuen Long	2011CCP011	311 312					
Hong Kong Employment Development Service Limited	Yuen Long	2011CCP012				411		
HKFTU Occupational Retraining Centre	Yuen Long	2011CCP014	311			411		
The Hong Kong Federation of Youth Groups	Tin Shui Wai	2011CCP015				411		
Evangelical Lutheran Church Social Service- Hong Kong	Tin Shui Wai	2011CCP016	311			411 412		
Youth Centre of the True Word Lutheran Church, Ltd.	Yuen Long	2011CCP020		321	331			
Youth Centre of the True Word Lutheran Church, Ltd.	Tin Shui Wai	2011CCP021				411		
Yuen Long Town Hall	Yuen Long	2011CCP022	311		331			

Elective Course I : Discipline and Motivation Training

Course Objective :

To build up trainees' self-esteem, self-confidence, self-discipline, leadership and team building skills, as well as to cultivate their positive thinking.

* Attention

- *Since training may involve outdoor and physical exercise, participants must be healthy, non-asthmatic and not suffering from heart disease, back problem, or any diseases likely to be triggered by physical activities.*
- *Some courses include classes held at places other than the training centres. Therefore, trainees are advised to contact the training bodies concerned for details before enrolment.*
- *For some of the courses and the related examinations, there are special requirements on the participants and candidates. For examples, candidates for Adult First Aid Certificate must be 16 or above in age, candidates for Canoeing Certificate (Level 1), must, among other things, be able to swim 50m in plain clothes, etc. Therefore, trainees are advised to contact the training bodies concerned for details before enrolment.*

Course Duration : 80 hours

Elective Course I : Discipline and Motivation Training

1.

Training Body	YMCA of Hong Kong		
Course Content	Outdoor adventure-based counselling activities and skills training, rock climbing activity and military discipline training, enhancing participants' self-confidence and leadership ability.		
Training Period	9 days (Full Day)	Camp	3-day and 2-night residential camp
Trainees who attend the course and pass the assessment will be awarded	1. Level 1 Mountain Craft Training 2. Level 1 Sport Climbing Training Certificate 3. Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		

Venue	Course Code	Quarter *
Cheung Sha Wan	2011EAN001	3, 4

2.

Training Body	New Territories Association Retraining Centre		
Course Content	Leadership training, discipline and interpersonal skills, programme planning, orienteering, water activities, rock climbing, night journey, self-confidence and motivation training.		
Training Period	8 days (Full Day)	Camp	3-day and 2-night wild camp
Trainees who attend the course and pass the assessment will be awarded	Level 1 Mountain Craft Training		

Venue	Course Code	Quarter *
Fanling	2011EAN004	4
Tsuen Wan	2011EAN005	3

3.

Training Body	The Salvation Army		
Course Content	Adventure-based training, sport climbing, first-aid and wildness training, team-work training and positive training.		
Training Period	9 days (Full Day)	Camp	1-day day camp, 3-day and 2-night wild camp and 2-day and 1-night residential camp
Trainees who attend the course and pass the assessment will be awarded	Level 1 Sport Climbing Training Certificate		

Venue	Course Code	Quarter *
Tai Po	2011EAN006	3
Wong Tai Sin	2011EAN007	4

4.

Training Body	The ABM Hong Kong Swatow Baptist Church Community Service Association		
Course Content	Individual growth, building up self-confidence, time-management and self-discipline, strengthening decision-making abilities, contingency planning and problem-solving skills, enhancing leadership skills, discipline and team spirit training, mountaineering skills, orienteering and sport climbing training, outdoor cooking.		
Training Period	9 days (Full Day)	Camp	1-day day camp and 3-day and 2-night wild camp
Trainees who attend the course and pass the assessment will be awarded	N/A		

Venue	Course Code	Quarter *
Diamond Hill	2011EAN009	3, 4

5.

Training Body	Hong Kong Children and Youth Services		
Course Content	Refreshing and enriching the participant's concept, attitude and skills of leadership, seminar, experiential games, adventure-based counselling training.		
Training Period	10 days (Full Day)	Camp	2-day and 1-night wild camp and 3-day and 2-night residential camp
Trainees who attend the course and pass the assessment will be awarded	Level 1 Mountain Craft Training		

Venue	Course Code	Quarter *
Fanling	2011EAN012	4
Tai Po	2011EAN013	3

6.

Training Body	Hong Kong PHAB Association Jockey Club Shatin Integrated Service Centre for Children and Youth		
Course Content	Different outdoor adventure-based counselling activities including high event, hiking, night activities, overnight camping, indoor and outdoor activities as well as basic first aid training.		
Training Period	11 days (Full Day)	Camp	2-day and 1-night wild camp and 2-day and 1-night residential camp
Trainees who attend the course and pass the assessment will be awarded	1. Level 1 Mountain Craft Training 2. Level 1 Sport Climbing Training Certificate 3. Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		

Venue	Course Code	Quarter *
Shatin	2011EAN014	3, 4

7.

Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Leadership training including training on self-understanding, self-confidence, self-discipline, organisational skills, willpower and resilience building.		
Training Period	8 days (Full Day)	Camp	3-day and 2-night wild camp and residential camp, 2-day and 1-night residential camp
Trainees who attend the course and pass the assessment will be awarded	Level 1 Mountain Craft Training		

Venue	Course Code	Quarter *
Tuen Mun	2011EAN015	3, 4

Elective Course II : Computer Application Training

(1) Elementary (For beginners)

(2) Intermediate (For applicants with basic computer knowledge)

** To better understand your level of computer literacy for selecting a suitable course, please try the "Test on Computer Literacy" available on the Programme web-site (http://www.yptp.labour.gov.hk/tc/course_computer_y pyt_test1.htm)*

Elective Course II :

Computer Application Training - Elementary

Training Target : For beginners

Course Objective :

To acquire basic computer knowledge and skills in common office computer software applications, Chinese (character) input method, Internet navigation and e-mail application.

Course Content :

Basic computer concept, Windows environment, word processing, spreadsheet, Chinese data input, Internet navigation and E-mail application, etc.

Course Duration: 48 hours

Elective Course II : Computer Application Training - Elementary

1.

Training Body	HKSKH Lady MacLehose Centre
Training Period	8 days (Full Day)
Exam	Hong Kong IT Skills Assessment Centre (MS Word Basic)

Venue	Course Code	Quarter *
Tsuen Wan	2011EBA001	3
Kwai Chung	2011EBA003	4

2.

Training Body	Hong Kong Communication Art Centre
Training Period	6 days (Full Day)
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP

Venue	Course Code	Quarter *
Mong Kok	2011EBA005	3
Mong Kok	2011EBA006	4

Elective Course II : Computer Application Training - Intermediate

Training Target :

For applicants with basic computer knowledge

Course Objective :

To enable trainees to manage advanced applications of common office computer softwares, internet and graphic presentation softwares, as well as to acquire basic techniques in computer programming.

Course Content :

Advanced application of common office softwares, application of graphical presentation softwares, Internet software application, basic programming, etc.

Course Duration : 48 to 80 hours

Elective Course II : Computer Application Training - Intermediate

1.

Training Body	Caritas Hong Kong		
Course Content	MS Office Skills, advanced MS Word, Excel and Access, Chinese input speed training.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Tuen Mun	2001EBB001	4
Yuen Long	2011EBB002	4
Hung Shui Kiu	2011EBB003	3

2.

Training Body	New Territories Association Retraining Centre		
Course Content	Advanced MS Window setting and protection, Chinese character input method, advanced application of MS Word, MS Excel and MS PowerPoint, FTP, file uploading and downloading, file compressing and decompressing, antivirus and firewall using, basic webpage designing, photo scanning and editing.		
Training Period	6 days (Full Day)	Training Hours	48
Exam	ICDL Start Certificate		

Venue	Course Code	Quarter *
Tsuen Wan	2011EBB006	3
Sheung Shui	2011EBB007	4

3

Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Advanced MS Word, MS Excel, MS PowerPoint, MS Access, Dreamweaver, Flash, Photoshop.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Tai Po	2011EBB009	3
Yuen Long	2011EBB010	4

4.

Training Body	Christian Family Service Centre		
Course Content	Advanced application of MS Office, Chinese typing and image processing, internet security and wireless set-up.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Kwun Tong	2011EBB011	3,4

5.

Training Body	Chinese Evangelical Zion Church, Youth Employment Training and Creativity Development Centre		
Course Content	Advanced Windows operation, advanced MS Word, advanced MS Excel, effective use of the internet, advanced PowerPoint, movie maker and WinZip.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Tsz Wan Shan	2011EBB012	3, 4

6.

Training Body	Neighbourhood and Worker's Service Centre		
Course Content	Advanced application of common office software, application of graphical presentation software, MS Excel, Access, Win Fax, email handling, web page design on office clerical usage.		
Training Period	10 days (Full Day)	Training Hours	70
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Tsuen Wan	2011EBB013	3, 4

7.

Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	MS Office XP software applications, information system security, Chinese character input, internet application (information searching and analysis), introduction to E-Commerce.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Hung Hom	2011EBB014	3
Kwun Tong	2011EBB015	4

8.

Training Body	Hong Kong Communication Art Centre		
Course Content	Advanced training in Microsoft Word, Excel, Access, PowerPoint, Photoshop, Freehand, PageMaker, programming and HTML, Flash, Dreamweaver, Chinese input method.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Mong Kok	2011EBB018	3
Wanchai	2011EBB019	4

9.

Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Intermediate level of MS Office, Chinese input method, Flash and Dreamweaver, graphic processing, useful office software application, wireless LAN, anti-virus and PC security.		
Training Period	10 days (Full Day)	Training Hours	80
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		

Venue	Course Code	Quarter *
Tuen Mun	2011EBB020	3, 4

Elective Course III : Job-specific Skills Training

Course Objective :

To enhance the job skills of trainees through a wide range of job-specific skills training catering for the prevailing needs of the employment market.

*** Attention**

- *For some of the courses and the related examinations, there are special requirements on the participants and candidates. For examples, candidates for Adult First Aid Certificate must be 16 or above in age, candidates for Canoeing Certificate (Level 1), must, among other things, be able to swim 50m in plain clothes, etc. Therefore, trainees are advised to contact the training bodies concerned for details before enrolment.*
- *Some courses include classes, practical sessions, field trips and visits held at places other than the training centres. Therefore, trainees are advised to contact the training bodies concerned for details before enrolment.*
- *To obtain detailed information on the “Further Learning Opportunities” of a specific training course, trainees are advised to contact the training bodies concerned.*

Types of Courses

	Page		Page
(1) Customer Service and Salesmanship Training	34	(9) Tourism Training	71
(2) Clerical Training		(10) Hotel Training	76
a. Junior Clerical Training	35	(11) Catering Industry Training	
b. I/E and Shipping Clerical Training	37	a. Cookery Training	79
c. Accounting Training	37	b. Western Bakery Training	85
d. Commercial Practice Training	40	c. Catering Service Personnel Training	91
(3) Logistics and Warehouse Management Training	41	(12) Textile and Clothing Industry Training	93
(4) IT Training		(13) Technical Training	94
a. IT Technical Assistant Training	42	(14) Health Care Training	95
b. Web Page Design / Web Site Development Training	45	(15) Pet Grooming and Care Training	98
c. Computer Graphic Design and Multi-media Application Training	46	(16) Video Production, Advertising & Photography Skills Training	100
(5) Hairdressing Training	48	(17) Performing Arts Training	101
(6) Beauty Culture and Stylist Training		(18) Others	
a. Beauty Culture Training	52	a. Wedding Service Training	106
b. Make-up and Stylist Training	59	b. Florist Training	107
(7) Entrepreneurship Training	64	c. Library Assistant Training	107
(8) Programme Assistant and Tutor Training		d. Security Guard & Property Management Training	108
a. Programme Assistant, Adventure Activities Assistant and Peer Counsellor Training	65	e. Design Training	108
b. Recreation and Club House Assistant Training	68	f. Child Work and Interest Class Training	110
c. Fitness Training Assistant & Physical Trainer Training	69	g. Other Training	111

(1) Customer Service and Salesmanship Training

1.

Course Name	Shop Assistant Training		
Training Body	YMCA of Hong Kong		
Course Content	Introduction of retail industry, practical sales technique and eloquence training, consumer behaviour, product display, handling complaints and emergency, dress code and propriety, shop security and occupational safety, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	Cheung Sha Wan (6 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board - Retail Course		

Venue	Course Code	Quarter *
Cheung Sha Wan	2011ECAA01	4

2.

Course Name	Customer Service and Selling Skills Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Trend and development of retail market, shop operation and management, consumer behaviour, quality management, company image, retailing industry information and technology, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECAA03	3

(2) Clerical Training

a. Junior Clerical Training

1.

Course Name	Junior Administration Assistant Training		
Training Body	Caritas Hong Kong		
Course Content	Introduction to junior clerical skills including reception and telephone manner, business documents, filing, mail handling, courier service, office equipment operation, book-keeping, computer operation and word processing, work ethics, social skills, vocational English and Putonghua.		
Training Period	18 or 24 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	N/A
Exam	City & Guilds (Pitman) Exam – English for Office Skills (Level 1)		
Further Training Opportunities	1. Employees Retraining Board – Certificate in Elementary Administrative Assistant Training 2. Employees Retraining Board – Certificate in Office Assistant Training		

Venue	Course Code	Quarter *
Prince Edward	2011ECBA01	3
Yuen Long	2011ECBA02	4

2.

Course Name	Administrative Clerical Assistant Training Course		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Introduction to trading and commerce, basic accounting, office computer software application, reception, vocational English and Putonghua, crisis management and occupational safety.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	BULATS Speaking Test		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECBA05	4
Yuen Long	2011ECBA06	3

3.

Course Name	Junior Administration Assistant Training		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Reception and telephone techniques, business documents, filing, mail handling, courier service, office equipment operation, book-keeping, computer operation and word processing, work ethics, social skills, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	N/A
Exam	City & Guilds (Pitman) Exam – International Spoken ESOL - Preliminary (1)		
Further Training Opportunities	H.K.Y.W.C.A. – Diploma in Administrative and Secretarial Studies		

Venue	Course Code	Quarter *
Ho Man Tin	2011ECBA08	3
Ngau Tau Kok	2011ECBA09	4

4.

Course Name	Junior Clerk Training		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Office computer software, typing skills, telephone reception skills, office documents, mailing and filing, office equipment, basic labour law and occupational health, vocational English, Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre (Integrated IT Skills) - SP		
Further Training Opportunities	Hong Kong Employment Development Service Limited (ERB) – Certificate in Elementary Administrative Assistant Training		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECBA11	3, 4

5.

Course Name	School General Affairs, Programme and Administrative Assistant Training Course		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	School organisation structure, programmes and daily operations, use of school equipment, file management, LCCI Level 1 Book-keeping, communication skill, letter and minutes writing, school computer software application, mailing, crisis management, time control, short film production and editing, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	153
Training Camp	N/A	Other Venue(s)	Kwun Tong (8.5 hours)
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	Employees Retraining Board – Administrative Assistant Training Course		

Venue	Course Code	Quarter *
Hung Hom	2011ECBA13	3, 4

b. Import/ Export and Shipping Clerical Training

1.

Course Name	Import and Export Clerical Training		
Training Body	New Territories Association Retraining Centre		
Course Content	International trade, trade concepts, price estimation and preparation of quotations, documents handling, import procedures, collection process, insurance, knowledge and procedures of handling import and export documents, transport process and procedures, international trade-related laws, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Logistics Clerk Training		

Venue	Course Code	Quarter *
Yuen Long	2011ECBB03	3
Sheung Shui	2011ECBB04	4

c. Accounting Training

1.

Course Name	Junior Account Clerk Training		
Training Body	Caritas Hong Kong		
Course Content	Elementary book-keeping techniques, accounting and taxation system in China, basic computer-based accounting training (MYOB), vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	1. Employees Retraining Board – Certificate in HKIAAT Certified Accounts Clerk Training 2. Employees Retraining Board – Certificate in Book-keeping (LCCI Level 1 Examination)		

Venue	Course Code	Quarter *
Sau Mau Ping	2011ECBD01	3
Yau Ma Tei	2011ECBD03	4

2.

Course Name	Basic Training for Account Clerk and Clerical Jobs		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Office management, book-keeping, double entry account system, trial and balance sheet, general ledger, receivable and payable account, fixed assets, bad debts, accounting software, vocational English and Putonghua.		
Training Period	30 days (A.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	1. London Chamber of Commerce and Industry LCC&I – LCC&I Intermediate Book-keeping Exam 2. The Hong Kong Institute of Accredited Accounting Technicians – HKAAT Certified Account Clerk		

Venue	Course Code	Quarter *
Yuen Long	2011ECBD05	4
Tuen Mun	2011ECBD06	3

3.

Course Name	Professional Accounting and Auditing Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Cash and cheque handling, ledger and entry, handling different accounting and auditing documents, PC application of accounting system, business negotiation, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECBD07	3
Tseung Kwan O	2011ECBD10	4

4.

Course Name	Elementary Accounting Clerk and Import and Export Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Elementary LCC&I book-keeping techniques, accounting and tax system in China, basic computer-based accounting training (MYOB), basic shipping and I/E concept, basic logistics knowledge, shipping documents and procedures training, international trade related laws and shipping procedures, tradelink, vocational English and Putonghua.		
Training Period	30 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	London Chamber of Commerce and Industry – LCC&I Elementary Book-keeping Exam		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECBD12	4
Tsim Sha Tsui	2011ECBD14	3

5.

Course Name	Training for Junior Account Clerk		
Training Body	Hong Kong Communication Art Centre		
Course Content	Introduction of business structure, basic book-keeping (including data recording, bad debt, depreciation, bank statement, partnership, joint venture, consignment), accounting statement analysis, usage of Microsoft Office, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	LCCI Level 1 Certificate in Book-keeping		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECBD17	3
Mong Kok	2011ECBD18	4

d. Commercial Practice Training

1.

Course Name	Business Centre Junior Secretary Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Business centre structure, role of secretary, understanding different business and accounting documents handling methods, business negotiation, vocational English, Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yuen Long	2011ECBE03	3
Tsing Yi	2011ECBE04	4

(3) Logistics and Warehouse Management Training

1.

Course Name	Training for Logistics Management		
Training Body	Hong Kong Communication Art Centre		
Course Content	Basic knowledge of logistics and its management, stock management analysis, stock demand forecast, electronic business, relationship of transport and logistics, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECCA02	4

(4) IT Training

(For applicants with basic computer knowledge)

a. IT Technical Assistant Training

1.

Course Name	Information Technology Assistant Training		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Windows and Linux server management, operation of software and hardware, different types of virus and anti-virus, security of browser, network installation and management, setup and intrusion of network and FTP server, vocational English and Putonghua.		
Training Period	30 days (A.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yuen Long	2011ECDA02	3

2.

Course Name	Internet Safety Usage Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Basic internet application concept, application of HTML, Dreamweaver and Firework, photo editing, crime and legal knowledge of internet application, installation and usage of software, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for Certified Web Authoring Assistant		
Further Training Opportunities	Employees Retraining Board – Certificate in Information Technology Assistant Training		

Venue	Course Code	Quarter *
Tseung Kwan O	2011ECDA04	3
Tsing Yi	2011ECDA05	4

3.

Course Name	Office Computer Technical Support Assistant Certificate Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Computer knowledge in hardware and software, practical training on the setting up of office computer network and installation of Microsoft Windows, management of rights, sharing of resources and print server setting, installation of Linux, configuration of system, usage of software, setup Multiple Boot (Windows and Linux), usage of Ghost, occupational safety, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	Youth College (YC), Vocational Training Council – 1-year Intensive Diploma in Vocational Studies (Informational Technology)		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECDA06	3

4.

Course Name	Information Technology Assistant Training		
Training Body	Hong Kong Children and Youth Services		
Course Content	Computer hardware knowledge and installation, network concept, configuring and managing of Windows 7 and 2008 Server, network infrastructure and support, security design (anti-virus, firewall installation, data backup and recovery), vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Ma On Shan	2011ECDA07	3

5.

Course Name	Network Technician Training Course		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Hardware and software knowledge, spyware, anti-virus protection and problem shooting skills, introduction of intranet and internet, computer networking and system maintenance, knowledge of Windows XP and network components, vocational English.		
Training Period	23 days (Full Day)	Training Hour	161
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	School of Continuing and Professional Studies (The Chinese University of Hong Kong) – Multimedia Applications		

Venue	Course Code	Quarter *
Sheung Shui	2011ECDA09	3

6.

Course Name	Technician Certificate Course in PC Installation		
Training Body	Members Institute Limited		
Course Content	Computer hardware specification and function, installation work flow, fix disk, CPU over clock, BIOS and RAID setting, backup and upgrade, installation of Windows, OS application, Hong Kong Computer Recycling Program process and techniques, basic skills in networking, business knowledge in computer industry, e-data security skills, commitment on service excellence, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	The Chamber of H.K. Computer Industry's Exam of the Technician Certificate in PC Installation		
Further Training Opportunities	The Chamber of H.K. Computer Industry – Diploma Programme in PC Repairing		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECDA10	3

7.

Course Name	Technical Support Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Skills in troubleshooting, repair, maintenance and upgrading of personal computers, interface application for managing server, use of Ghost applications, management of server administrator software and network implementation and setting, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	Employees Retraining Board – Technical Support Assistant Training Course		

Venue	Course Code	Quarter *
Tuen Mun	2011ECDA11	4

8.

Course Name	Information Technology Assistant Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Hardware/software applications including Windows, Linux work station, network configuration, Internet, Norton Ghost installation, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for I.T. Support Assistant		
Further Training Opportunities	Employees Retraining Board – Technical Support Assistant Training Course		

Venue	Course Code	Quarter *
Tuen Mun	2011ECDA12	4

9.

Course Name	IT Support Assistant Training		
Training Body	Pui Ching Academy		
Course Content	Windows XP Professional management and maintenance, IT facility and maintenance, Linux administration, computer networking, web page design, vocational English.		
Training Period	24 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECDA13	3

b. Web Page Design / Web Site Development Training

1.

Course Name	Web Design and Network Setting Training		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Windows XP applications, Chinese word processing, web page design concept, application of HTML, photo editing, JavaScript application on web pages, Flash animation production, computer hardware, basic networking, mock examination, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	153
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for Certified Web Authoring Assistant		
Further Training Opportunities	Kwun Tong Lutheran Evening School – I.T. Seeds Programme, E-Leader		

Venue	Course Code	Quarter *
Kwun Tong	2011ECDB02	4

2.

Course Name	Multimedia Web Design Course		
Training Body	Hong Kong Communication Art Centre		
Course Content	Web page design and techniques, usage of computer arts software (Photoshop and Illustrator), usage of web page software (Flash and Dreamweaver), web page management and security, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for Certified Web Authoring Associate		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECDB04	3

c. Computer Graphic Design and Multi-media Application Training

1.

Course Name	Facebook Applications Design and Development Training		
Training Body	Caritas Hong Kong		
Course Content	Facebook API, Facebook Markup Language (FBML), Facebook Query Language (FQL), Facebook JavaScript (FBJS), sharing of good Facebook apps, promotion, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	117
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Caritas Community and Higher Education Service – Advanced Diploma in Mobile Applications Technology 2. Caritas Francis Hsu College – Higher Diploma in Computer Studies		

Venue	Course Code	Quarter *
Prince Edward	2011ECDC05	3

2.

Course Name	Creative Animation Graphic Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Introduction of animation design, market status and organisation's operation, tool and equipment specification and application, exploration of potential creativity, animation storyboard writing skill, Macromedia Flash, Ulead Photo Impact application, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Basic Web page Design Training		

Venue	Course Code	Quarter *
Tsing Yi	2011ECDC02	3

3.

Course Name	3D eBook Design and Application Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Concepts of eBook design , design of specifications, eBook editing, digital video/photography post production skills, 3D photography, interactive games for eBook, production techniques for electronic media like newspapers, magazines and newsletters, trends in multimedia teaching methods, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for Certified Web Authoring Associate		
Further Training Opportunities	Employees Retraining Board – Junior Web Designer		

Venue	Course Code	Quarter *
Tuen Mun	2011ECD03	4

4.

Course Name	Computer and Online Game Design Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Usage of Flash Lite and J2ME, game engine application, Adobe Web Studio, production of online games for multiplayer, marketing, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong IT Skills Assessment Centre – Certificate for Certified Web Authoring Associate		
Further Training Opportunities	Employees Retraining Board – Diploma in Game Design		

Venue	Course Code	Quarter *
Tuen Mun	2011ECD06	4

(5) Hairdressing Training

1.

Course Name	Hair Beauty and Style Training		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Hair nature analysis, tools utilisation, various hair-styling techniques, general knowledge on hair cutting, various types of hairstyle, career prospect, hair treatment, vocational English and Putonghua.		
Training Period	30 days (A.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tuen Mun (16 hours)
Exam	N/A		
Further Training Opportunities	City and Guilds Exam. – Certificate in Hairdressing (Practice)		

Venue	Course Code	Quarter *
Tuen Mun	2011ECHA01	4

2.

Course Name	Professional Hair Styling Training		
Training Body	New Territories Association Retraining Centre		
Course Content	Salon operation modes, hair washing and massage skills, general hair styling skills, hair treatment and hair styling product introduction, merchandising skills, hair salon visit and practice, complaints and emergency cases handling, occupational safety and health, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Cheung Sha Wan (16 hours)
Exam	1. City & Guilds Exam. – Certificate in Hairdressing (Skills principles) Level 1 2. City & Guilds Exam. – Certificate in Hairdressing (Practice 1)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tseung Kwan O	2011ECHA02	4

3.

Course Name	Hair Beauty and Design Training		
Training Body	Hong Kong College of Technology		
Course Content	Basic knowledge and skills of salon design, hair-styling tips, bridal hair style, long/short hair-styling, braided hairstyles and other hairstyle design, vocational English and Putonghua.		
Training Period	12.5 days (Full Day)	Training Hour	100
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Employees Retraining Board – Certificate in Hair Stylist Assistant Training 2. Employees Retraining Board – Certificate in Cosmetician Assistant Training		

Venue	Course Code	Quarter *
Hung Hom	2011ECHA05	3

4.

Course Name	Professional Hairdressing Training Course		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Introduction of career prospects and market trend, salon operation, hair products and tools, hair structure, massage, dyeing, cutting, perming, washing, concept of excellent customer service, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	Sham Shui Po (40 hours)
Exam	City & Guilds Exam. – Certificate in Hairdressing (Practice 1)		
Further Training Opportunities	Hong Kong Employment Development Service Limited – Certificate Course in Basic Hairdressing Techniques (I)		

Venue	Course Code	Quarter *
Tsing Yi	2011ECHA06	4

5.

Course Name	Professional Hairdressing Training		
Training Body	HKSKH Lady MacLehose Centre		
Course Content	Market trend and prospects, professional skills of hair cutting, dressing, perming and styling technique, hair setting technique, salon management, vocational English and Putonghua.		
Training Period	30 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Hair Stylist Assistant Training		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECHA07	4

6.

Course Name	Professional Hairdressing Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Updated market information, salon operation, tools and products introduction, hair washing, conditioning, dyeing and cutting, teamwork, labour law, occupational health and safety, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	175
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Hong Kong Employment Development Service – Module Certificate in Hair Colouring Techniques (QF Level 2) 2. Hong Kong Employment Development Service – Module Certificate in Hair Cutting and Blow-drying Techniques (QF Level 2)		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECHA08	4

7.

Course Name	Professional Junior Hairdresser Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Introduction of hair treatment products, hair treatment and massage, haircut, permanent waving, colouring skills, hair setting technique, stage performance technique, customer service, introduction of hair equipment, vocational English and Putonghua.		
Training Period	30 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Diploma in Hairdressing (Practice 2) 2. City & Guilds Exam. – Diploma in Hairdressing (Skills principles) Level 2		
Further Training Opportunities	HKFTU Spare-time Study Centre – Diploma in Hairdressing (QF Level 3)		

Venue	Course Code	Quarter *
Tuen Mun	2011ECHA10	4

8.

Course Name	Hairdressing and Hair-stylist Assistant Training Course		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Hairstyle design, introduction of different hair types, use of different equipment for hair-dressing, techniques of hair-cutting, perming, colouring and various hair treatment methods, customer services, career path of hair-stylist, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	Cheung Sha Wan (14 hours)
Exam	1. City & Guilds Exam. – Certificate in Hairdressing (Skills principles) Level 1 2. City & Guilds Exam. – Certificate in Hairdressing (Practice 1)		
Further Training Opportunities	Hong Kong Association of Hair Design – SCS-based courses (QF Level 1)		

Venue	Course Code	Quarter *
Tin Shui Wai	2011ECHA12	3

9.

Course Name	Hairdressing Design Assistant Training		
Training Body	Stewards Limited		
Course Content	Industry introduction and culture, customer service, hair nature analysis, hair washing, treatment, massage, dyeing, perming, colouring, blowing, curling, conditioning, basic hair cutting and styling, personal designing, various hair styling technique, different types of hair cutting, information of hair products, vocational English and Putonghua, salon visit.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Shatin	2011ECHA13	3

10.

Course Name	Hairdressing Training		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Introduction to hairdressing industry, market information, basic hairdressing and hair care techniques including shampooing, cutting, treatment conditioning, perming and colouring, customer services, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	170
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (34 hours)
Exam	1. City & Guilds Exam. – Certificate in Hairdressing (Skills principles) Level 1 2. City & Guilds Exam. – Certificate in Hairdressing (Practice 1)		
Further Training Opportunities	Employees Retraining Board – Hairdressing Assistant Certificate Course		

Venue	Course Code	Quarter *
Kwun Tong	2011ECHA14	4
Sham Shui Po	2011ECHA16	3

11.

Course Name	Hairdressing Training Course		
Training Body	Farida Hair & Beauty Education Centre		
Course Content	Industry introduction, shampooing and massaging, tinting, basic cutting, perming, long-hair design, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Certificate in Hairdressing (Skills principles) Level 1 2. City & Guilds Exam. – Certificate in Hairdressing (Practice 1)		
Further Training Opportunities	City & Guilds Exam. – Diploma in Hairdressing		

Venue	Course Code	Quarter *
Jordan	2011ECHA17	3

12.

Course Name	Hair Practical Skills Training		
Training Body	Footprint Training and Consultancy Company Limited		
Course Content	Industry introduction, basic hairdressing skills, customer service, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	120
Training Camp	2-day and 1-night residential camp	Other Venue(s)	Tsim Sha Tsui, Sai Kung (72 hours)
Exam	N/A		
Further Training Opportunities	City & Guilds Exam. – Certificate in Hair-dressing		

Venue	Course Code	Quarter *
Tin Shui Wai	2011ECHA18	3

(6) Beauty Culture and Stylist Training

a. Beauty Culture Training

1.

Course Name	Professional Certificate in Beauty Care and Design Make-up Training		
Training Body	Caritas Hong Kong		
Course Content	Sector introduction, basic hygiene, dermatology and skin analysis, knowledge on cosmetic products, skin cleansing, cosmetic science, day and night corrective make-up, bridal make-up, creative hair styling and dressing, customer service, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	Caritas Cosmetic Career Centre – Professional Certificate in Cosmetology and Management Studies (Level 3)		

Venue	Course Code	Quarter *
Kowloon Tong	2011ECJA01	3
Yuen Long	2011ECJA02	4

2.

Course Name	Professional Skin Care and Cosmetic Training		
Training Body	New Territories Association Retraining Centre		
Course Content	Beautician image, market situation, facial skin care, massage, peeling, mask and manicure, waxing, make-up, equipment, ear-candling, aromatherapy, health and safety, visit and practice in beauty workshop, vocational English and Putonghua.		
Training Period	22 days (Full Day)	Training Hour	176
Training Camp	N/A	Other Venue(s)	Prince Edward (6 hours)
Exam	1. City & Guilds Exam. – Certificate in Beauty Therapy Skills Principles 1 (MC) 2. City & Guilds Exam. – Certificate in Beauty Therapy (Practice 1)		
Further Training Opportunities	Employees Retraining Board – Certificate in Nail Polishing Training		

Venue	Course Code	Quarter *
Tsing Yi	2011ECJA03	3
Tseung Kwan O	2011ECJA04	4

3.

Course Name	Diploma Course for Professional Beautician		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Market situation, professional image of beautician, skin analysis, application of beauty instruments, French massage, eye care, make-up technique, body hair removal, vocational English and Putonghua.		
Training Period	23 days (Full Day)	Training Hour	161
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Diploma in Beauty Therapy Skills Principles 2 2. City & Guilds Exam. – Diploma in Beauty Therapy (Practice 2)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECJA08	4
Yuen Long	2011ECJA09	3

4.

Course Name	Professional Beautician Course		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Job market orientation, introduction of beautician image, facial skin care, skin analysis, massage, peeling, mask, manicure, eyelash perming and tinting, waxing, make-up, ear-candling, aromatherapy, body slimming, use of equipment, occupational safety, entrepreneurship, selling and interview skills, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (168 hours), Tsing Yi (46 hours)
Exam	City & Guilds Exam. – Diploma in Beauty Therapy (Practice 2)		
Further Training Opportunities	Employees Retraining Board – Certificate in Junior Beauty Therapy		

Venue	Course Code	Quarter *
Ho Man Tin	2011ECJA10	4
Tsing Yi	2011ECJA11	3

5.

Course Name	International Beauty Therapy Course		
Training Body	Scout Association of Hong Kong - The Friends of Scouting		
Course Content	Facial treatment, hair colouring, manicure, make-up, massage, mask, machine usage, vocational English.		
Training Period	29 days (Full Day)	Training Hour	203
Training Camp	N/A	Other Venue(s)	N/A
Exam	City & Guilds Exam. – Diploma in Beauty Therapy (Practice 2)		
Further Training Opportunities	City & Guilds – Advanced Diploma in Beauty Therapy		

Venue	Course Code	Quarter *
Yuen Long	2011ECJA12	3
Kwun Tong	2011ECJA13	4

6.

Course Name	International Beauty Electrical Equipment and Light Treatments Certificate Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	Management and operation of beauty salons, use of machine, 7-colour aesthetics system, body galvanism, G5 vibrator, high frequency, vacuum suction, ultrasonic and bioelectric, skin care procedure, skin analysis, facial massage, anatomy, beauty salon visit, vocational English.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Beauty Specialist Certificate		
Further Training Opportunities	1. ITEC – Beauty Specialists with Facial Electrical Treatments Advance Diploma Course (Level 2 & Level 3) 2. CIBTAC – Diploma in Beauty Specialists with Facial Electrical Treatments Course		

Venue	Course Code	Quarter *
Causeway Bay	2011ECJA14	3,4

7.

Course Name	International Beauty Specialist and Make-up Stylist Certificate Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	Management and sales, skin care procedure, skin care products, masks, facial massage, anatomy, waxing, nail painting, manicure, eyelash perm, use of machine, make-up (day, banquet, bridal), painting, hair styling, beauty salon visit, vocational English.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Beauty Specialist Certificate		
Further Training Opportunities	1. CIBTAC – Diploma in Aesthetic Treatments Course 2. ITEC – Beauty Specialists with Facial Electrical Treatments Advance Diploma Course (Level 2 & Level 3)		

Venue	Course Code	Quarter *
Causeway Bay	2011ECJA15	3,4

8.

Course Name	Skincare Make-up and Treatment Training		
Training Body	Farida Hair & Beauty Education Centre		
Course Content	Skin structure, human system, causes and treatment of skin problems, facial massage, make-up, use of beauty machine, salon management, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Beauty Specialist Certificate		
Further Training Opportunities	International Therapy Examination Council – Diploma for Beauty Specialists		

Venue	Course Code	Quarter *
Jordan	2011ECJA16	3,4

9.

Course Name	International Beauty Therapy Diploma Course		
Training Body	Knowledge Education Centre		
Course Content	Latest skin treatment, facial electric equipment, different types of mask application, daytime and nighttime make-up, manicure and pedicure, waxing method, eye lash and eyebrow tinting, vocational English.		
Training Period	21 days (Full Day)	Training Hour	178.5
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Diploma in Beauty Therapy (Practice 2) 2. City & Guilds Exam. – Diploma in Beauty Therapy Skills Principles 2		
Further Training Opportunities	Knowledge Education Centre – Professional Diploma in Beauty, Make-up & Nutrition (QF Level II)		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJA17	3,4

10.

Course Name	Diploma in Beauty Therapy Course		
Training Body	Monita Hair & Beauty Academy		
Course Content	Skin analysis and cleansing, facial, neck and shoulder massage, steamer, facial treatment, eyebrow and eyelash tinting, day and evening make-up, bridal make-up, eyebrow shaping, colouration, manicure, waxing, salon safety and security, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (2 hours)
Exam	1. City & Guilds Exam. – Diploma in Beauty Therapy (Practice 2) 2. City & Guilds Exam. – Diploma in Beauty Therapy Skills Principles 2		
Further Training Opportunities	1. Monita Hair & Beauty Academy – ITEC Diploma for Beauty Specialists 2. International Therapy Examination Council – ITEC Diploma for Beauty Specialists		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJA18	3,4

11.

Course Name	Certificate in Beauty Therapist Course		
Training Body	Frederique Academy		
Course Content	Entry requirements of beauty industry, skin analysis and care, face massage, waxing, hand care, eyebrow shaping, basic make-up techniques, manicure, introduction and use of different beauty machines, sales techniques, interpersonal skills, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Certificate in Beauty Therapy Skills Principles 1 (MC) 2. City & Guilds Exam. – Certificate in Beauty Therapy (Practice 1)		
Further Training Opportunities	1. City & Guilds – Diploma in Beauty Therapist (MC) 2. City & Guilds – Diploma in Beauty Therapist (Practice)		

Venue	Course Code	Quarter *
Causeway Bay	2011ECJA19	3,4

12.

Course Name	Professional Beauty Therapist Certificate Course		
Training Body	Famous International Training Academy		
Course Content	Operation of the beauty salon, different skin and beauty care skills, skin-care products and beauty equipments, beauty tips for different guests, hand and foot care, hair removal, make-up skills, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Beauty Specialist Certificate		
Further Training Opportunities	ITEC – Professional Diploma in Beauty		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJA20	3,4

13.

Course Name	Nutrition Beauty Certificate Course		
Training Body	Knowledge Education Centre		
Course Content	Knowledge about relationship of beauty and nutrition, beauty-concerned vitamins and minerals, nutrition knowledge, skin analysis, skin treatments, different masks application, G5 fat-breaking machine operation, vocational English.		
Training Period	21 days (Full Day)	Training Hour	178.5
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Certificate in Beauty Therapy Skills Principles 1 (MC) 2. City & Guilds Exam. – Certificate in Beauty Therapy (Practice 1)		
Further Training Opportunities	Knowledge Education Centre – Professional Diploma in Beauty, Make-up & Nutrition (QF Level II)		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJB01	3,4

14.

Course Name	International Beauty Therapy Training Course		
Training Body	Jenny Beauty College		
Course Content	Professional image and conduct, industry prospects, skin analysis, body slimming treatment, facial massage, facial and body equipment, make-up, manicure, acrylic nail, vocational Putonghua and nail shop visit.		
Training Period	30 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJB02	3,4

15.

Course Name	Professional Acrylic Nail, Nail Tips, Gel Nail and Nail Consultant Course		
Training Body	Knowledge Education Centre		
Course Content	3D Japanese style nail art, acrylic gel nail with nail tip, structure and function of nail, base nail knowledge, hand and feet massage technique, vocational English.		
Training Period	21 days (Full Day)	Training Hour	178.5
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Nail Care (Skills principles) Level 1 2. City & Guilds Exam. – Nail Care (Practice)		
Further Training Opportunities	Knowledge Education Centre - Professional Diploma in Beauty, Make-up & Nutrition (QF Level II)		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJC01	3,4

16.

Course Name	Nail Art, Styling and Beauty Therapy Training Course		
Training Body	Jenny Beauty College		
Course Content	Professional image and conduct, manicure and pedicure, acrylic nail, colour matching, make-up techniques, visit and vocational Putonghua.		
Training Period	18 days (Full Day)	Training Hour	108
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJC02	3,4

17.

Course Name	Professional Nail Technician Training Course		
Training Body	Jenny Beauty College		
Course Content	Professional image and conduct, industry prospects, nail structure, manicure and treatments, acrylic nail, gel nail, nail art, visit and vocational Putonghua.		
Training Period	18 days (Full Day)	Training Hour	108
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJC03	3,4

18.

Course Name	Professional Nail Technician Training Course		
Training Body	Monita Hair & Beauty Academy		
Course Content	Health and hygiene, first aid, salon procedures and visit, nail structure and pathology, manicure and pedicure, tools and products, fiberglass nail, gel nail, acrylic nail, nail art, vocational English and Putonghua.		
Training Period	23 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	City & Guilds – Nail Technology Diploma (Advanced Certificate in Gel Nail – Practice)		
Further Training Opportunities	1. Monita Hair & Beauty Academy – Applied Diploma in Nail Technology Course 2. City & Guilds – Applied Nail Technology Diploma		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJC04	3,4

b. Make-up and Stylist Training

1.

Course Name	Professional Make-up and Hairstyling Certificate Course		
Training Body	Caritas Hong Kong		
Course Content	Basic hygiene, dermatology and skin analysis, knowledge on cosmetic products, skin cleansing, cosmetic science, day and night corrective make-up, bridal make-up, creative hair styling and dressing, colouring and perming, customer service, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	150
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	Caritas Cosmetic Career Centre – Professional Certificate in Cosmetology and Management Studies (Level 3)		

Venue	Course Code	Quarter *
Kowloon Tong	2011ECJD01	3
Yuen Long	2011ECJD02	4

2.

Course Name	Bridal Make-up and Wedding Planning Course		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Day and night bridal make-up and hair-styling, facial massage and mask, wedding planning, custom and procedures of Chinese wedding, occupational safety, vocational English and Putonghua.		
Training Period	30 days (A.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tuen Mun (100 hours)
Exam	1. City & Guilds Exam. – Certificate in Beauty Therapy Skills Principles 1 (MC) 2. City & Guilds Exam. – Certificate in Beauty Therapy (Practice 1)		
Further Training Opportunities	City & Guilds Exam. – Certificate in Beauty Therapy (Practice)		

Venue	Course Code	Quarter *
Tuen Mun	2011ECJD03	3,4

3.

Course Name	Professional Bridal Make-up and Hair Styling Training Course		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Introduction of beauty industry, job duties of receptionist and beauty assistant, skin analysis, eyebrow shaping, make-up techniques, bridal and bridesmaids make-up and hair-styling, relationship building with customers, vocational English and Putonghua.		
Training Period	23 / 26 days (Full Day)	Training Hour	182
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (24 hours)
Exam	1. City & Guilds Exam. – Certificate in Beauty Therapy (Skills principles) Level 1 2. City & Guilds Exam. – Certificate in Beauty Therapy (Practice)		
Further Training Opportunities	Factorplus International Academy – Certificate in Make-up Level 2		

Venue	Course Code	Quarter *
Sham Shui Po	2011ECJD06	3
Tiu Keng Leng	2011ECJD07	4

4.

Course Name	Professional Make-up Artist Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Skin structure and skin care, composition of cosmetics, fashionable daytime make-up, nighttime and bridal make-up design, stage performance techniques, customer service, vocational English and Putonghua.		
Training Period	30 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	1. City and Guilds Exam. – Diploma in Make-up 2. City and Guilds Exam. – Certificate in Character Make-up for Film and TV		

Venue	Course Code	Quarter *
To Kwa Wan	2011ECJD08	3,4

5.

Course Name	Make-up and Image Design Training Course		
Training Body	Aberdeen Kai-fong Welfare Association Social Service Centre		
Course Content	Skin care, hairdressing, TV make-up, fashion show make-up, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	175
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (32 hours)
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	Aberdeen Kai-fong Welfare Association – ITEC Professional Beauty Therapy Diploma Course		

Venue	Course Code	Quarter *
Aberdeen	2011ECJD09	3,4

6.

Course Name	Certificate in Professional Make-up Artist Training Course		
Training Body	Chinese YMCA of Hong Kong		
Course Content	Skin analysis, cosmetics, eyebrow analysis, customer service, face analysis, day and night make-up, bridal make-up, high fashion and model make-up, magazine and media make-up and hair styling, vocational English.		
Training Period	22 days (Full Day)	Training Hour	176
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECJD10	3,4

7.

Course Name	Pro-Bridal Styling and Ornaments Manufacture Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	Bridal make-up, eyebrow design, indoor and outdoor scene make-up, colour match, artificial nail tips, bridal skin care, bridal head ornaments manufacture, ornament cap, Chinese and western bridal and bridesmaid hairstyle design, orient wedding dress, western-style princess crown, bridal bouquet, vocational English, bridal service company visit.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	1. Irene Beauty Professional Training Institute – Pro-Bridal Styling Career Course 2. ITEC – Certificate in Make-up (Bridal Make-up and Styling Career Course)		

Venue	Course Code	Quarter *
Causeway Bay	2011ECJD11	3,4

8.

Course Name	Media and Special Effect Make-up Certificate Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	Career knowledge of TV and media make-up artist, colour and light, make-up artist styling, day and night banquet, oriental and western bridal make-up, TV high definition make-up, fashion make-up, special effect make-up (old-aged, clown, ghost, dracula, cat or tiger painting, cut, burns, bruise, Chinese opera, beards/baldcap), cosmetic company visit, vocational English.		
Training Period	26 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	1. Irene Beauty Professional Training Institute – International Make-up Stylist Diploma Course 2. ITEC – ITEC Diploma in Fashion, Theatre and Media Make-up Course (Level 3)		

Venue	Course Code	Quarter *
Causeway Bay	2011ECJD12	3,4

9.

Course Name	Bridal Make-up and Fashion Design Training		
Training Body	Farida Hair & Beauty Education Centre		
Course Content	Skin structure, human system, causes and treatment of problematic skin, different kinds of stage make-up, bridal make-up, vocational English and Putonghua.		
Training Period	22 days (Full Day)	Training Hour	150
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	International Therapy Examination Council (ITEC) – ITEC Diploma in Fashion, Theatre and Media Make-up		

Venue	Course Code	Quarter *
Jordan	2011ECJD13	3,4

10.

Course Name	Trendy Make-up, Photography and High Fashion Make-up Course		
Training Body	Knowledge Education Centre		
Course Content	Various photographic make-up, different combinations of light colour and accessories, trendy make-up and high fashion make-up, colour wheel and colour cosmetic theory, different applications of foundation and eye shadow, vocational English.		
Training Period	21 days (Full Day)	Training Hour	178.5
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills Principles) 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	Knowledge Education Centre – Professional Diploma in Beauty, Make-up & Nutrition (QF Level II)		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJD14	3,4

11.

Course Name	Professional Make-up and Image Styling Certificate Course		
Training Body	Touch Up Production Limited		
Course Content	Skin-care, make-up of day, party, bridal, advertising and cinematography, photography, career path and job-hunting skills, site-visit of magazine shooting, vocational English and Putonghua.		
Training Period	21 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	The Motion Picture F/X Co. (Hollywood, USA) & Touch Up Production – Hollywood Cinematography and Stage Make-up and Image Styling International Diploma		

Venue	Course Code	Quarter *
Kowloon Tong	2011ECJD15	3,4

12.

Course Name	Professional Make-up Artist Course		
Training Body	Bio Beauty Culture Limited		
Course Content	Use of make-up tools, skin analysis, make-up skills, vocational Putonghua.		
Training Period	30 days (P.M.)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	International Therapy Examination Council – Diploma for Professional Fashion Theatre and Media Make-up		

Venue	Course Code	Quarter *
Jordan	2011ECJD16	3,4

13.

Course Name	Certificate in Bridal Image Design Course		
Training Body	Monita Hair & Beauty Academy		
Course Content	Eyebrow shaping and design, eyelash perming, Chinese and western bridal make-up, banquet make-up, hair accessories design and production, bridal hair styling, total image of wedding gown, accessories and hair style, wedding bouquet production, gel nail, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	175
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	1. Monita Hair & Beauty Academy – Diploma of Fashion, Theatre & Media Make-up Course 2. Monita Hair & Beauty Academy – Total Image Design Certificate Course		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJD17	3,4

14.

Course Name	Professional Make-up Certificate Course		
Training Body	Famous International Training Academy		
Course Content	Skin type analysis, basic skin care, prevention of infectious diseases, make-up techniques, colour science, make-up tools and skills, profile modification, different make-up design for guests, day and evening make-up, western bridal make-up, trendy make-up, vocational English and Putonghua.		
Training Period	19 days (Full Day)	Training Hour	134
Training Camp	N/A	Other Venue(s)	N/A
Exam	ITEC – Certificate in Make-up		
Further Training Opportunities	ITEC – Professional Diploma in Make-up		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECJD18	3,4

(7) Entrepreneurship Training

1.

Course Name	Business Development Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Theory of entrepreneurship, marketing and management skills, knowledge of business law, market research, funding and promotion, quality of service, complaints handling, risk management, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECKA02	3

(8) Programme Assistant and Tutor Training

a. Programme Assistant, Adventure Activities Assistant and Peer Counsellor Training

(Reference: According to the guidelines of the Social Welfare Department, a programme assistant should attain Form 3 level or above)

1.

Course Name	Programme Worker and Programme Assistant Training		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Customer service concepts, practical skills, reception skills, indoor and outdoor activities skills, design of promotional materials, problem solving skills, activities safety and first aid training, communication skills, time management and organisational skills, vocational English and Putonghua.		
Training Period	27 / 30 days (A.M.)	Training Hour	120
Training Camp	2-day and 1-night residential camp	Other Venue(s)	Sheung Shui (16 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tai Wai	2011ECLA02	3
Tuen Mun	2011ECLA03	4

2.

Course Name	Programme Assistant Training		
Training Body	The ABM Hong Kong Swatow Baptist Church Community Service Association		
Course Content	Introduction of social service in Hong Kong, concept of social work, proposal writing, promotion strategies, activities leading and evaluation skills, first aid knowledge, crisis intervention, basic concept of psychology and counseling, operation of social service organisation, communication, customer services, visits, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Sai Kung (16 hours)
Exam	Hong Kong St. John Ambulance – Basic First Aid Course (BFA)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Diamond Hill	2011ECLA04	3,4

3.

Course Name	Adventure Programme and Programme Assistant Training		
Training Body	Chinese Evangelical Zion Church, Youth Employment Training and Creativity Development Centre		
Course Content	Field introduction, customer service skills, clerical work, use of equipment, design of promotion materials, programme skills training (organising, leading, and evaluating programme and adventure activities), adult first aid training, mountain craft training, workplace practice, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Sai Kung (16 hours)
Exam	Level 1 Mountain Craft Training		
Further Training Opportunities	Employees Retraining Board – Programme Worker Training Course		

Venue	Course Code	Quarter *
Tsz Wan Shan	2011ECLA05	3,4

4.

Course Name	Youth Worker Training Course		
Training Body	Hong Kong Playground Association		
Course Content	Introduction to the entry requirements, crisis solving skills, planning of activities, use of equipment, basic theory of psychology and counseling, skills of leading programmes and adventure activities, adult first-aid training, vocational English.		
Training Period	13 days (Full Day)	Training Hour	104
Training Camp	N/A	Other Venue(s)	Sai Wan Ho (16 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsing Yi	2011ECLA06	3,4

5.

Course Name	Social Work Programme Assistant Training Course		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Introduction of social work services, service user's needs, groups work and communication skills, programme planning skill, preparation, debriefing skills, first aid, crisis intervention, first-aid training, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	153
Training Camp	1-day day camp	Other Venue(s)	Tsuen Wan, Chai Wan, Sai Kung (8 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	Hong Kong College of Technology – Associate Diploma (Social Work)		

Venue	Course Code	Quarter *
Kwun Tong	2011ECLA07	3
Hung Hom	2011ECLA08	4

6.

Course Name	Youth Counsellor Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Basic social work concepts, psychology, programme planning, skills in leading activities, mountaineering training, crisis management, work ethics, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	180
Training Camp	2-day and 1-night wild camp and 2-day and 1-night residential camp	Other Venue(s)	Lamma Island, Sai Kung and Tai Lam country park (47 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	Hong Kong College of Technology – Associate Diploma (Social Studies)		

Venue	Course Code	Quarter *
Tuen Mun	2011ECLA10	3,4

7.

Course Name	Programme Worker Training Course		
Training Body	Yuen Long Town Hall		
Course Content	Introduction to social work services, basic social work theory and practice, understanding needs of different target groups, adventure-based and communication skills training, writing skills, programme plan design (outdoor and indoor activities), canoeing training, safety guidelines for outdoor and indoor activities, emergency handling technique, complaints and personal problems handling, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	2-day and 1-night wild camp and 2-day and 1-night residential camp	Other Venue(s)	Tuen Mun, other districts (52 hours)
Exam	1. Canoeing 1-Star Award 2. Canoeing 2-Star Award 3. Canoeing 3-Star Award		
Further Training Opportunities	Hong Kong Canoe Union – Canoeing Level 2 Certificate Assessment (Proficiency Course)		

Venue	Course Code	Quarter *
Yuen Long	2011ECLA11	3,4

b. Recreation and Club House Assistant Training

1.

Course Name	Clubhouse, Recreation Assistant and Security Training		
Training Body	YMCA of Hong Kong		
Course Content	Basic security and property management training, knowledge of adult first aid, clubhouse and recreational facilities and management, activities planning and implementation, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. Q.A.S. Basic Security & Property Management Training Certificate 2. St. John Ambulance – First Aid Certificate Course (AFA) 3. Automated External Defibrillation Provider Certificate (AED)		
Further Learning Opportunities	Employees Retraining Board - Property Management & Security		

Venue	Course Code	Quarter *
Cheung Sha Wan	2011ECLB01	3,4

c. Fitness Training Assistant & Physical Trainer Training

1.

Course Name	Resistance Training Instructor and Fitness Foundation Certification Course		
Training Body	Hong Kong Children and Youth Services		
Course Content	Industry introduction, knowledge of equipment, equipment operation, theories for sports nutrition and exercise physiology, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. Physical Fitness Foundation Certification 2. Resistance Training Instructor Certification 3. Hong Kong Red Cross – Standard First Aid Certificate		
Further Learning Opportunities	HKU SPACE - Fitness and Exercise Diploma		

Venue	Course Code	Quarter *
Sheung Shui	2011ECLC01	3,4

2.

Course Name	Assistant Basketball Instructor Training Course		
Training Body	Hong Kong Playground Association		
Course Content	Principle of teaching and session plan, team structure and management, individual and group offense and defense, rules of 3-on-3 and 5-on-5 competitions, offense and defense tactics training, principle of activity safety, adult first aid training, vocational English.		
Training Period	25 days (A.M.)	Training Hour	100
Training Camp	N/A	Other Venue(s)	Tsing Yi (30 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Learning Opportunities	Hong Kong Basketball Association – Certificate of Basketball Instructor/Referee		

Venue	Course Code	Quarter *
Tsing Yi	2011ECLC02	3,4

3.

Course Name	Fitness Assistant Training Course		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Fitness introduction and background, fitness attributes, basic anatomy, machinery, basic nutrition, first aid training, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	153
Training Camp	N/A	Other Venue(s)	Hung Hom, Yau Ma Tei (8.5 hours)
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	International Personal Trainer Academy – International Personal Fitness Trainer Certificate Course		

Venue	Course Code	Quarter *
Kwun Tong	2011ECLC03	4
Sham Shui Po	2011ECLC05	3

4.

Course Name	Personal Trainer Assistant Training Course		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Personal trainer career introduction, physical fitness theories, anatomy for physical fitness, exercise physiology for physical fitness, biomechanics, nutrition, sports injury management and prevention, vocational English and Putonghua.		
Training Period	12 days (Full Day)	Training Hour	102
Training Camp	N/A	Other Venue(s)	Hung Hom, Yau Ma Tei (14 hours)
Exam	N/A		
Further Training Opportunities	American Council on Exercise – ACE Personal Trainer Certificate		

Venue	Course Code	Quarter *
Kwun Tong	2011ECLC06	4
Sham Shui Po	2011ECLC08	3

(9) Tourism Training

1.

Course Name	Professional Tourism Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Travel agency operation modes, traveling market information, outbound tour escort duties and roles, tour guiding skills, traveling routes introduction, emergency events handling, introduction of traveling documents, customer services, vocational Japanese, English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (4 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Culture and Eco Tour Guide Training		

Venue	Course Code	Quarter *
Tsing Yi	2011ECMA02	4

2.

Course Name	Tourist Guide and Tour Escorts Training		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction to tourism, operation of travel agencies, role of tour guide and escorts, skills as tour guide and escorts, inbound and outbound routes, travel documents and visa, introduction of professional examination of the trade, first aid, teamwork, customer services, vocational English, Putonghua and Japanese, outings to scenic spots.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong Red Cross - Standard First Aid Certificate		
Further Training Opportunities	Training and Development Centres, Vocational Training Council - Foundation Certificate in Hospitality Industry		

Venue	Course Code	Quarter *
Prince Edward	2011ECMA04	3

3.

Course Name	Tour Guide Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Local tourism and general theory of tourist guide, code of practice, tourist guide working technique, guest behaviour and culture, introduction of Hong Kong and China, practical training, first aid training, vocational English and Putonghua.		
Training Period	22 days (Full Day)	Training Hour	178
Training Camp	N/A	Other Venue(s)	Hong Kong Island and Kowloon Spots (80 hours)
Exam	Travel Industry Council of Hong Kong – Pre-service Tourist Guide Training Course Examination		
Further Training Opportunities	1. HKFTU Spare-time Study Centre – Eco Tour Guide Training 2. Employees Retraining Board – Historic Spots Guide Training		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECMA06	4

4.

Course Name	Tourism Assistant Training Course		
Training Body	Hong Kong Communication Art Centre		
Course Content	Travel agency operation, information of tourism industry, role and responsibility, introduction of traveling route and types of passport, crisis handling skills, service quality, presentation and communication skills, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECMA08	3

5.

Course Name	Culture and Eco Tour Guide Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Basic knowledge on culture and eco tour guide training, introduction on scenic spots and route design, tour guide working technique, introduction of Hong Kong's culture, historic spots, architecture and ecological environment, hiking training, Hong Kong environmental protection law, first aid training, vocational English and Putonghua.		
Training Period	19 days (Full Day)	Training Hour	114
Training Camp	N/A	Other Venue(s)	Suburban (36 hours)
Exam	N/A		
Further Training Opportunities	1. HKFTU Spare-time Study Centre – Historic Spots Guide Training 2. Employees Retraining Board – Historic Spots Guide Training		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECMB02	3

6.

Course Name	Reservation and Ticketing Sales Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Abacus system, introduction to travel industry, travel products, travel documents, visa and insurance, basic ticketing concept, customer services, selling techniques, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airline Operations Studies		

Venue	Course Code	Quarter *
Wanchai	2011ECMC01	3

7.

Course Name	Travel Agent Operations Officer Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Tour operation, customer service, selling of travel products, visa and insurance, roles and technique of tour escort, knowledge in airline reservation system, crisis management, interview skills, vocational English and Putonghua.		
Training Period	19 days (Full Day)	Training Hour	133
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airlines Operations Studies		

Venue	Course Code	Quarter *
Wanchai	2011ECMC02	4

8.

Course Name	Tourist Spot and Theme Park Ambassador Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Theme park and tourist spot visit, operation of theme park, customers behaviours, customer services, crisis management, selling techniques, first aid, tourism, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	Southern District, Tsim Sha Tsui (7 hours)
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airlines Operations Studies		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECMD01	3

9.

Course Name	Cruise Attendant Training		
Training Body	Hong Kong College of Technology		
Course Content	Introduction to cruise industry, port facilities in Hong Kong, logistics in servicing cruise travelers, excellent customer services, communication skills, risk and crisis management, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	128
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Travel Consultant Training		

Venue	Course Code	Quarter *
Hung Hom	2011ECME02	4

10.

Course Name	Airport Ground Handling and Flight Attendant Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Flight attendant and ground crew job duties, in-flight service, operation in passenger terminal and airport lounge service, grooming, presentation skill, customer services, first aid, vocational English and Putonghua.		
Training Period	23 days (Full Day)	Training Hour	161
Training Camp	N/A	Other Venue(s)	Lantau Island (3.5 hours)
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airlines Operations Studies		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECME03	3

11.

Course Name	Airline Passengers Services and Security Procedures Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Airport facilities, baggage handling, security procedures and operation in passenger terminal, ticketing, first aid, excellent customer services, vocational English and Putonghua.		
Training Period	19 days (Full Day)	Training Hour	133
Training Camp	N/A	Other Venue(s)	Lantau Island (3.5 hours)
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airlines Operations Studies		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECME04	4

(10) Hotel Training

1.

Course Name	Hotel Reception and Customer Services Training		
Training Body	Methodist Centre		
Course Content	Market information, introduction of hotel business, organisation chart, facilities and services, hotel management, reception operations and skills, related labour ordinance, site visit, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Diploma in Hotel Front Office Management		

Venue	Course Code	Quarter *
Wanchai	2011ECOAO2	3

2.

Course Name	Hotel Housekeeping Operation Training		
Training Body	Caritas Hong Kong		
Course Content	Housekeeping knowledge and techniques, work ethics, social skills, vocational English, Putonghua and Japanese.		
Training Period	15 (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tuen Mun (60 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Hotel Room Attendant Training		

Venue	Course Code	Quarter *
Tuen Mun	2011ECOAO4	4

3.

Course Name	Professional Hotel Services Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Industry introduction, housekeeping introduction, customer services, room cleaning procedures and skills, washing and ironing services, bartending services, vocational Japanese, English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Yau Ma Tei (4 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Hotel Front Office Assistant Training		

Venue	Course Code	Quarter *
Tuen Mun	2011ECOAO6	3
Tseung Kwan O	2011ECOAO7	4

4.

Course Name	Integrated Hotel Service Training Course		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Introduction to hotel business, hotel organisation, front office department (guest reception and operation), responsibility of banquet waiter, knowledge of table manner, duties of hotel housekeeping, customer service and promotion skills, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tai Po	2011ECOAO9	4

5.

Course Name	Banquet Waiter and Hotel Housekeeping Training		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Job duties of hotel housekeepers, room management, cleaning skills and procedures, responsibilities of banquet waiter, knowledge of table manner, concept of excellent customer service, first aid and safety measures, vocational English and Putonghua.		
Training Period	22 days (Full Day)	Training Hour	154
Training Camp	N/A	Other Venue(s)	Kwai Chung (42 hours)
Exam	City & Guilds Exam. – Certificate in Accommodation Operations and Services (Practice 1)		
Further Training Opportunities	Hong Kong Young Women's Christian Association – Diploma in Hotel and Tourism		

Venue	Course Code	Quarter *
Lai King	2011ECOAI1	4

6.

Course Name	Hotel Front Desk Service and Housekeeping Training Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction to hotel industry, operation of hotel, customer services, check-in and check-out procedures, concierge operations, security and crisis management, first aid, vocational English, Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Hotel Room Attendant Training		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECOAI2	4

7.

Course Name	Hotel Housekeeping Room Attendant Training Course		
Training Body	Neighbourhood and Worker's Service Centre		
Course Content	Knowledge about hotel industry, function and organisation of housekeeping, guest room cleaning procedures and skills, customer services, occupational safety and health, fire prevention and safety, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	128
Training Camp	N/A	Other Venue(s)	Tsuen Wan (8 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Hotel Housekeeping Room Attendant Training Course		

Venue	Course Code	Quarter *
Kwai Hing	2011ECO14	3

8.

Course Name	Hotel Operation and Customer Service Training Course		
Training Body	HK Travel & Tourism Training Centre		
Course Content	Organisation and operation of hotel, hotel services and facilities, front desk operations, reservations, check-in and check-out procedures, concierge services and operation, security, crisis handling, first aid, excellent customer services skills, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Hong Kong Travel and Tourism Training Centre – Diploma in Travel and Tourism Operations Studies 2. Hong Kong Travel and Tourism Training Centre – Diploma in Airlines Operations Studies		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECO15	4

9.

Course Name	Training for Hotel Receptionist		
Training Body	Hong Kong Communication Art Centre		
Course Content	Knowledge of hotel industry, structure of hotel and front desk, room reservation, billing, customer service, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECO17	4

(11) Catering Industry Training

a. Cookery Training

1.

Course Name	Professional Catering Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Professional catering training from basic cooking skills to “Fusion” cooking, menu design and art of cooking, food hygiene and nutrition, food purchase, occupational safety and customer complaints handling, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsing Yi	2011ECPA01	3
Tseung Kwan O	2011ECPA02	3
Fanling	2011ECPA03	4
Sheung Shui	2011ECPA04	4
Ma On Shan	2011ECPA05	3
Tuen Mun	2011ECPA06	4

2.

Course Name	Junior Chef of Chinese Food Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Introduction of kitchen equipment, skills of cutting meat, meat seasoning skills, making brine, dried food knowledge, cooking of vegetables and mushrooms, saucing skills, different cooking methods, introduction of Chinese dishes, vocational English and Putonghua.		
Training Period	45 days (A.M.)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	PRC Chef (Elementary) Exam		
Further Training Opportunities	HKFTU Spare-time Study Centre – Intermediate Chef Training		

Venue	Course Code	Quarter *
To Kwa Wan	2011ECPA07	3,4

3.

Course Name	Hotel Culinary Training		
Training Body	YMCA of Hong Kong		
Course Content	Introduction of western cooking materials and equipment, practical training of making appetizer, soup, salad, steak, chicken, seafood, pasta, garnish, dessert, introduction of wine and beverage, work safety and food hygiene, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Catering course		

Venue	Course Code	Quarter *
Cheung Sha Wan	2011ECPB01	3,4

4.

Course Name	Western Cooking		
Training Body	Caritas Hong Kong		
Course Content	Western cooking skills including making soup, sauce, salad, steak, grill, pasta, roast chicken, pancake, mousse and pastry, occupational safety, food hygiene, vocational English and Putonghua.		
Training Period	30 days (A.M./P.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tuen Mun (60 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Chef Assistant Training		

Venue	Course Code	Quarter *
Tuen Mun	2011ECPB02	3,4

5.

Course Name	Western Food Cooking Training Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction to catering service, western cooking skills, cold cut, soup, sauce, salad and dessert making, food hygiene and nutrition, occupational safety, customer service, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Vocational Training Council – Certificate in Western Cuisine and Food and Beverage Operations		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECPB03	3,4

6.

Course Name	Chef of Western Food Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Safety at work, food safety, food preparation methods, cost control, storage and care of materials, cooking methods (boiling, poaching, stewing, braising, deep frying, shallow frying, baking, roasting, grilling, microwave cooking), cold food preparations, basic pastry techniques, vocational English and Putonghua.		
Training Period	45 days (P.M.)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Certificate in Food Preparation and Cooking (Practice 1) 2. City & Guilds Exam. – Certificate in Food Preparation and Cooking Principles 1 (MC)		
Further Training Opportunities	HKFTU Spare-time Study Centre – Intermediate Chef of Western Food Training		

Venue	Course Code	Quarter *
Causeway Bay	2011ECPB05	3,4

7.

Course Name	Japanese Cookery Training		
Training Body	Caritas Hong Kong		
Course Content	Japanese cooking techniques, sashimi handling, sushi, noodles, tempura and salad making, safety and hygiene, vocational Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Employees Retraining Board – Certificate in Junior Japanese Cuisine Cook Training 2. Employees Retraining Board – Certificate in Japanese and Korean Cuisine Chef Assistant Training		

Venue	Course Code	Quarter *
Prince Edward	2011ECPC02	4
Hung Hom	2011ECPC04	3

8.

Course Name	Japanese and Korean Cuisine Training Course		
Training Body	Christian Action		
Course Content	Introduction to common types of Japanese and Korean cuisines, equipment, menus, usage of dressing, cookery methods of sashimi, tempura and shabu shabu, food hygiene, occupational safety and health, vocational English and Putonghua.		
Training Period	21 days (Full Day)	Training Hour	147
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board - Manpower Development Scheme - Certificate in Junior Japanese Cuisine Cook Training		

Venue	Course Code	Quarter *
Choi Hung	2011ECPC05	3
Tsuen Wan	2011ECPC06	4

9.

Course Name	Professional Japanese Cookery Training		
Training Body	New Territories Association Retraining Centre		
Course Content	Industry introduction, basic skills of Japanese cooking including sushi and rolls, sashimi, tempura, teriyaki, salad, noodle, soup and dessert, food safety, occupational safety, vocational Japanese, English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsing Yi	2011ECPC07	3,4
Tseung Kwan O	2011ECPC08	4
Tuen Mun	2011ECPC09	3
Fanling	2011ECPC010	4
Sheung Shui	2011ECPC011	3

10.

Course Name	Japanese and Korean Cuisine Training		
Training Body	Hong Kong College of Technology		
Course Content	Introduction to Japanese and Korean culinary culture, personal and food hygiene, use of utensils, basic cookery, making of different kinds of Japanese and Korean cuisines, vocational English, Putonghua and Japanese.		
Training Period	16 days (Full Day)	Training Hour	128
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECPC13	3,4

11.

Course Name	Korean and Japanese Food Cooking Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction to catering service, cooking skills in Korean and Japanese cuisine, such as salad and kimchi, tempura and sashimi, soup and dressing, pot rice and noodle, dim sum and dessert, food hygiene and nutrition, occupational safety, customer service, vocational English, Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Kitchen Assistant for Japanese and Korean Cuisine Training		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECPC14	3,4

12.

Course Name	Sushi Making Training		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Market situation, hygiene knowledge, usage of different equipments, usage of cutlery, culling of materials, making of sushi, sashimi and garnishes, knowledge of occupational safety, visit, vocational Japanese.		
Training Period	18 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Junior Japanese Cuisine Cook Training		

Venue	Course Code	Quarter *
Tuen Mun	2011ECPC15	3
Kwai Chung	2011ECPC16	4

13.

Course Name	Japanese Food Making Training		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Understanding the market, hygiene knowledge, usage of different equipments, usage of cutlery, making of sushi, sashimi, and other related Japanese food, knowledge of occupational safety, vocational Japanese.		
Training Period	23 days (Full Day)	Training Hour	161
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Junior Japanese Cuisine Cook Training		

Venue	Course Code	Quarter *
Tseung Kwan O	2011ECPC19	3
Tin Shui Wai	2011ECPC20	4

14.

Course Name	Japanese Sushi Making Training		
Training Body	Neighbourhood and Worker's Service Centre		
Course Content	Introduction to market, food hygiene, usage of different tools and cutlery, making of source, sushi, sashimi, and other related food, basic theory of nutrition, vocational Putonghua and English.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Chinese Cuisine Training Institute – Basic Food Hygiene Certificate for Hygiene Managers		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECPC21	3
Kwai Hing	2011ECPC22	4

15.

Course Name	Dessert and Bakery Training		
Training Body	Tung Wah Group of Hospitals Community Services Division		
Course Content	Introduction to bakery and cooking, bakery tools and equipment, personal and food hygiene, create different kinds of dessert, pie and cakes, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	The Vocational Training Council (VTC) – Western Cuisine (Bakery and Pastry / Culinary Arts)		

Venue	Course Code	Quarter *
Shatin	2011ECPD01	3,4

b. Western Bakery Training

1.

Course Name	Creative Bakery, Pastry and Hotel Dessert Practical Training		
Training Body	YMCA of Hong Kong		
Course Content	Introduction to the cooking materials and equipment, practical training on different kinds of bread, cakes and desserts making, operational skills and high quality service, quality control and hygiene, vocational English and Putonghua, site visit, job prospect introduction.		
Training Period	19 days (Full Day)	Training Hour	133
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – All Catering Courses		

Venue	Course Code	Quarter *
Cheung Sha Wan	2011ECPE01	3,4

2.

Course Name	Junior Baker Training		
Training Body	Caritas Hong Kong		
Course Content	Process and skills of making traditional Chinese/Taiwanese cake, Japanese bread and cake, western muffins, bread and sweets, Italian tiramisu and pizza, cake and toast, food hygiene, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	128
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECPE04	3
Hung Hom	2011ECPE05	4

3.

Course Name	Western Bakery Training		
Training Body	Caritas Hong Kong		
Course Content	Introduction to western bakery, related knowledge in the trade, vocational English and Putonghua.		
Training Period	20 / 22 days (Full day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tuen Mun (60 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
Prince Edward	2011ECPE08	3
Central	2011ECPE09	4

4.

Course Name	Bakery and Dessert Production Training Course		
Training Body	Christian Action		
Course Content	Occupational hygiene and safety, food hygiene, introduction to bakery, use of baking tools and equipment, bun and dessert making skills, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	175
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Manpower Development Scheme – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECPE10	3
Choi Hung	2011ECPE11	4

5.

Course Name	Hotel Bakery and Confectionary Training		
Training Body	New Territories Association Retraining Centre		
Course Content	Biscuit and cake making, technique in decoration, food hygiene, occupational safety, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Cookery Assistance Training		

Venue	Course Code	Quarter *
Tseung Kwan O	2011ECPE12	3
Fanling	2011ECPE13	4

6.

Course Name	Advanced Bakery and Confectionary Training Course		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Introduction to the operation of bakery shops, practical lessons in bread and cake making, market situation, customer service, food hygiene, occupational safety, vocational English and Putonghua, site visit.		
Training Period	18 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECPE15	4
Yuen Long	2011ECPE16	3

7.

Course Name	Bakery and Confectionary Training Course		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Introduction to the operation of bakery, practical lessons in bread and cake making, market situation, customer service, food hygiene, occupational safety, site visit, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECPE18	4
Tai Po	2011ECPE19	4
Yuen Long	2011ECPE20	3

8.

Course Name	Creative Bakery and Dessert Training		
Training Body	Hong Kong College of Technology		
Course Content	Introduction to bakery industry, baking tools and equipment, personal and food hygiene, skills in making desserts, bread and cakes, occupational safety and health, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Baker Pastry Cook Training		

Venue	Course Code	Quarter *
Mong Kok	2011ECPE21	3,4

9.

Course Name	Bakery , Cake and Dessert Production Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction of the industry, bakery shop operation, entry requirement, bakery and cake production, food hygiene and nutrition, occupational health, customer service, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Vocational Training Council – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECPE22	3,4

10.

Course Name	Junior Baker Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Safety and hygiene at work, cost control, cakes baking, paste based products and desserts, meringue based products and desserts, gelatine set desserts, egg set desserts, cook fruit based desserts and frozen desserts production, fermented products, cream, filing and glazes using, hot and cold sauces, decorative mediums, vocational English and Putonghua.		
Training Period	45 days (A.M.)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Diploma in Patisserie (Practice) 2. City & Guilds Exam. – Diploma in Patisserie (Skill principles)		
Further Training Opportunities	HKFTU Spare-time Study Centre – Intermediate Baker Training		

Venue	Course Code	Quarter *
Causeway Bay	2011ECPE24	4
Yuen Long	2011ECPE25	3

11.

Course Name	Bakery Training Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Bakery and dessert making skills, personal and food hygiene, use of different kinds of bakery equipment, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	136
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Baking Training		

Venue	Course Code	Quarter *
Fanling	2011ECPE26	3,4

12.

Course Name	Bakery and Dessert Making Training		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Cake, cup cake and bread baking, dessert making, knowledge of baking tools, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	104
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Baking Training		

Venue	Course Code	Quarter *
Kwai Chung	2011ECPE27	3,4

13.

Course Name	Cake and Dessert Chef Training		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Bakery and dessert making skills, cake decorating skills, food hygiene, use of bakery equipment, vocational Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Baking Training		

Venue	Course Code	Quarter *
Wang Tau Hom	2011ECPE28	3,4

14.

Course Name	Hotel-style Cake, Bakery and Dessert Training Course		
Training Body	Hong Kong Children and Youth Services		
Course Content	Introduction to homemade cake business, elementary skills training in cake production, fieldwork experience in operating a small-scale shop, food hygiene, occupational safety, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	126
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECPE29	3
Fanling	2011ECPE30	4
Ma On Shan	2011ECPE31	3

15.

Course Name	Bakery and Confectionary Training Course		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Introduction to the bakery industry, bread and cake making, market situation, food hygiene, occupational safety, site visit, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
Tin Shui Wai	2011ECPE32	3
Tuen Mun	2011ECPE33	4
Tseung Kwan O	2011ECPE34	4

16.

Course Name	Cake and Bread Making Training Course		
Training Body	The Federation of Hong Kong and Kowloon Labour Unions		
Course Content	Introduction to cake and bread making methods, usage of different tools, occupational safety, food hygiene and safety, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Baker and Pastry Cook Training		

Venue	Course Code	Quarter *
To Kwa Wan	2011ECPE35	3,4

17.

Course Name	Bakery and Dessert-making Course		
Training Body	Hong Kong Playground Association		
Course Content	Equipment management, bakery and dessert making skills, storage, food quality control, visit to a bakery factory, occupational health and safety, job prospect, vocational English.		
Training Period	13 days (Full Day)	Training Hour	104
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate of Baker		

Venue	Course Code	Quarter *
Tsing Yi	2011ECPE36	3,4

c. Catering Service Personnel Training

(* Reference : According to statutory requirements, a person should reach aged 18 or above in order to work in catering establishment with liquor license.)

1.

Course Name	Bartender Training Course		
Training Body	Caritas Hong Kong		
Course Content	Making of cocktails, skills and attitudes of serving customers as bartenders, costing, knowledge about facilities and tools in bars, vocational English, Putonghua and Japanese.		
Training Period	18 days (Full Day)	Training Hour	108
Training Camp	N/A	Other Venue(s)	Tuen Mun (54 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate of Bartender Training		

Venue	Course Code	Quarter *
Tuen Mun	2011ECPF04	4
Hung Hom	2011ECPF06	3

2.

Course Name	Coffee, Dessert and Drink Service Training		
Training Body	Hong Kong Children and Youth Services		
Course Content	Basic knowledge of catering, coffee making, skills in mixing drinks, knowledge of tools, dessert making, customer service, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	Hung Hom (14 hours)
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Ma On Shan	2011ECPF09	3,4

3.

Course Name	International Barista Training		
Training Body	Chinese YMCA of Hong Kong		
Course Content	Basic knowledge of catering service and coffee making, skills in mixing drinks, customer service, operation of a coffee shop, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	N/A
Exam	City & Guilds Exam. – International Award in Barista Skills		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECPF07	3,4

4.

Course Name	Junior Sommelier Training		
Training Body	Chinese YMCA of Hong Kong		
Course Content	Job duties of sommelier, basic knowledge of wine tasting, serving and food matching, vocational English and Putonghua.		
Training Period	14 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	N/A
Exam	The Wine & Spirit Education Trust Level One Foundation Certificate in Wines (Hospitality or Retail)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECPF10	3,4

5.

Course Name	Hotel Catering Assistant Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Job duties of hotel catering assistant, knowledge of table manner, Eastern and Western style restaurant services, kitchen operation, food science and cost accounting, bar facilities and cocktail mixing skills, communication skills, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECPF02	3
Mong Kok	2011ECPF03	4

6.

Course Name	Bartender Training		
Training Body	Kiel Art Bartending Academy		
Course Content	Job duties of bartender, skills in mixing wine, liquor and cocktail, operation of bar, visit, vocational English and Putonghua.		
Training Period	14 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Kiel Art Bartending Academy – Diploma in Professional Bartender and Club Management		

Venue	Course Code	Quarter *
Mong Kok	2011ECPF08	3,4

(12) Textile and Clothing Industry Training

1.

Course Name	Assistant in Merchandising		
Training Body	Vocational Training Council		
Course Content	Merchandising strategy and procedure, suppliers analysis and selection, product costing and calculation, export and import procedure and basic logistic management, quality control and stock management, vocational English and Putonghua.		
Training Period	27 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Placement-tied Course - Certificate in Merchandising		

Venue	Course Code	Quarter *
Mei Foo	2011ECQA01	4

2.

Course Name	Fashion Designer Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Fashion design, cloth and texture, colour match, drawing of sketches, workflow of fashion design, trend of fashion, fashion market and seasonal demand, usage of software, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECQB02	4

(13) Technical Training

1.

Course Name	Automotive Technician Training		
Training Body	Caritas Hong Kong		
Course Content	Types and overall layout of vehicles, major operating systems and its functions, vehicle repairs and maintenance, detailing and protection service, automotive technology and environment, occupational safety, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	118
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1.Hong Kong Institute of Vocational Education – Foundation Diploma (Automotive Engineering Stream) 2.Hong Kong Institute of Vocational Education – Diploma in Vocational Education Programme - Automotive Technology Stream		

Venue	Course Code	Quarter *
Hung Hom	2011ECSA01	4

2.

Course Name	Plumber and Electrical Worker Training		
Training Body	The Hong Kong Confederation of Trade Unions		
Course Content	Introduction to the plumbing and electrical industry, plumber and electrical skills training (theory, hardware and basic knowledge), installation and testing of basic electrical systems and plumbing systems, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	Yau Ma Tei (98 Hours)
Exam	Construction Industry Council – Intermediate Trade Test		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECSA02	4
Yuen Long	2011ECSA03	3,4

3.

Course Name	Air-conditioning System Installation and Maintenance Training Course		
Training Body	The Federation of Hong Kong and Kowloon Labour Unions		
Course Content	Introduction to the air-conditioner and skills training, theory, hardware and basic knowledge, installation and testing of basic electrical system, vocational English and Putonghua.		
Training Period	13 days (Full Day)	Training Hour	104
Training Camp	N/A	Other Venue(s)	N/A
Exam	Construction Industry Council – Intermediate Trade Test		
Further Training Opportunities	Employees Retraining Board – Module Certificate in Control of Central Air-conditioning and Refrigeration System		

Venue	Course Code	Quarter *
To Kwa Wan	2011ECSA04	3

(14) Health Care Training

1.

Course Name	Professional Medical Clinic Assistant Training Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Career development in medical sector, operation of medical centre, handling customer complaint and crisis management, common diseases, occupational safety and infection control, basic first-aid, pharmacy practice and storage, management of poisonous drugs and proper usage of drugs, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Care Worker for Discharged Patients Training		

Venue	Course Code	Quarter *
Tsing Yi	2011ECYD01	4
Tseung Kwan O	2011ECYD02	4
Fanling	2011ECYD03	3

2.

Course Name	Clinic Assistant Training Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Job responsibility, clinic operation, usage of basic medical instruments, nursing of common disease and basic pathology, basic pharmacology and drug dispensing, basic rehabilitation care, occupational safety and health, telephone booking and customer service, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong Red Cross – Standard First Aid Certificate		
Further Training Opportunities	1. Hong Kong Employment Development Service Limited – Certificate in Clinic Assistant Training Course 2. Employees Retraining Board – Diploma in Health Worker Training		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECYD04	4

3.

Course Name	Care-related Support Worker Training Course		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Job responsibility, basic study on pathology and common diseases, nursing care of patient, concept of rehabilitation, pharmacology, environmental safety and health, infection control, occupational safety, emergency management, communication with patient and relatives, vocational English and Putonghua.		
Training Period	25 days (Full Day)	Training Hour	175
Training Camp	N/A	Other Venue(s)	Yuen Long (14 hours)
Exam	Hong Kong Red Cross – Standard First Aid Certificate		
Further Training Opportunities	1. Employees Retraining Board – Certificate in Care-related Support Worker Training 2. Employees Retraining Board – Diploma in Health Worker Training		

Venue	Course Code	Quarter *
Yuen Long	2011ECYD06	4

4.

Course Name	Rehabilitation Assistant Training		
Training Body	The Salvation Army		
Course Content	Introduction of the rehabilitation services, policy and career path in Hong Kong, basic knowledge and skills in working with mentally retarded clients, visiting the service, programme planning, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong Red Cross – Standard First Aid Certificate		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Wanchai	2011ECYD07	4

5.

Course Name	Clinic Nursing Training Course		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Introduction to nursing industry, basic clinic work and relevant skills including preliminary assessment of sick persons, customer service and reception manner, clinic visits, knowledge of labour law and vocational English.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	N/A
Exam	City and Guilds Exam. – International Introductory Award in Conflict Handling		
Further Training Opportunities	Employees Retraining Board – Care Worker Training		

Venue	Course Code	Quarter *
Kwai Chung	2011ECYD08	3,4
Tuen Mun	2011ECYD09	3,4

6.

Course Name	Professional Clinic Assistant Nurse Training		
Training Body	Neighbourhood and Worker's Service Centre		
Course Content	Duties of a clinic assistant, quality customer service, medical science, basic aftercare of surgery, basic medical test, medical analytic, introduction of physiotherapy, vocational English.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	Employees Retraining Board – Certificate in Clinic Assistant		

Venue	Course Code	Quarter *
Kwai Hing	2011ECYD11	4

7.

Course Name	Nursing Aide Training Course		
Training Body	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre		
Course Content	Basic nursing aide duties including clinic operation, prescription handling, medical record keeping, first aid, infection disease handling, occupational safety and health, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	The Open University of Hong Kong and Hong Kong Doctors Union – Diploma for Medical Clinic Assistants		

Venue	Course Code	Quarter *
Tuen Mun	2011ECYD12	4

(15) Pet Grooming and Care Training

1.

Course Name	Professional Pet Grooming Assistant Course		
Training Body	New Territories Association Retraining Centre		
Course Content	Pet cosmetology theory and procedure, dog beauty standard study, pet skin nursery, teeth and skeleton structure and caring knowledge, veterinarian operation, pet first aid knowledge and nutriology, dog study foundation, reproduction theory, dog competition introduction, shop management, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Tuen Mun (12 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate for Pet Beauty and Shop Assistant		

Venue	Course Code	Quarter *
Tsing Yi	2011ECUA01	3,4
Tseung Kwan O	2011ECUA02	3,4
Fanling	2011ECUA03	3,4

2.

Course Name	Professional Pet Grooming and Dog Training		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Introduction of career prospects, practical skills of pet grooming and use of related-products, knowledge of animal psychology and diseases, concept of excellent customer service and sales skills, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	Yuen Long (35 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Pet Groomer and Shop Assistant Training		

Venue	Course Code	Quarter *
Ho Man Tin	2011ECUA04	3,4

3.

Course Name	Pet Grooming Assistant Training		
Training Body	HKSKH Lady MacLehose Centre		
Course Content	Introduction to the job duty of pet shop assistant, different types of pets and their lifestyles, pet grooming skills, selling techniques and customer services, vocational English.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	Tai Po (4 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Pet Groomer and Shop Assistant Training		

Venue	Course Code	Quarter *
Prince Edward	2011ECUA05	4

4.

Course Name	Professional Pet Grooming Training Course		
Training Body	Chinese Evangelical Zion Church, Youth Employment Training and Creativity Development Centre		
Course Content	The pet cosmetology theory and practical skills, pet grooming tools, reproduction control theory, basic beauty care for dogs and cats, pet first-aid general knowledge and diseases, general types and features of dogs, shop management and sales skills, visit, labour legislation, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	144
Training Camp	N/A	Other Venue(s)	Tuen Mun (32 hours)
Exam	N/A		
Further Training Opportunities	Goodwill Professional Grooming Education Centre – Pet Grooming Certificate B		

Venue	Course Code	Quarter *
Tsz Wan Shan	2011ECUA06	3

(16) Video Production, Advertising & Photography Skills Training

1.

Course Name	Young Photographer Training Course		
Training Body	Yuen Long Town Hall		
Course Content	Introduction to photography theories, use of digital and traditional equipment, lighting, picture structuring, dark room operation, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Yuen Long and Tsim Sha Tsui (40 hours)
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Yuen Long	2011ECWA01	4

(17) Performing Arts Training

1.

Course Name	Magician Training Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Introduction of different types of magic, magic skills, venues for performance, skills of master of ceremonies, vocational English and Putonghua.		
Training Period	26 days (A.M.)	Training Hour	104
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Ping Shek	2011ECXA01	3

2.

Course Name	Performing Arts Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Hosting skills, activity planning and production, communication skills, performance skills training, personal image and style, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECXA03	3

3.

Course Name	Dancer Training		
Training Body	The Church of United Brethren in Christ Social Service Division		
Course Content	Trendy dance (hip hop, jazz, break dance, mass dance), skills of dancing in various performance settings, updated trends of the profession, site visit to performance places, vocational English and Putonghua.		
Training Period	30 days (P.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Hung Hom	2011ECXB01	3

4.

Course Name	Dancer Training Course		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Introduction of dance profession, different types of dance (Chinese dance, jazz, hip hop, social dance, group dance, athletics dance), introduction of performance venue and facilities, dance arrangement, safety and first aid training, vocational English and Putonghua.		
Training Period	45 days (P.M.)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	HKFTU Spare-time Study Centre – Advanced Jazz Training		

Venue	Course Code	Quarter *
Tin Hau	2011ECXB02	4

5.

Course Name	Dancer Training Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Hip Hop, Street Jazz, Funky Hip, single and group dancing, dance with partner, different skills in different performances, stage make-up, updated trends of dancing profession, vocational English and Putonghua.		
Training Period	25 days (P.M.)	Training Hour	100
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Ping Shek	2011ECXB03	3

6.

Course Name	Dance Performance Training Programme		
Training Body	Youth Outreach		
Course Content	Industry introduction, break dance, hip hop, popping learning and performance, artistic gymnastics, yoga introduction, vocational English.		
Training Period	28 days (A.M.)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	Artistic Gymnastics Certificate		
Further Training Opportunities	1. Youth Outreach (School of Hip Hop) – Break Dance Basic Training Certificate 2. Youth Outreach (School of Hip Hop) – Break Dance Intermediate Training Certificate		

Venue	Course Code	Quarter *
Sai Wan Ho	2011ECXB04	4

7.

Course Name	Music Composition, Arrangement and Production Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Music composition, arrangement and production, music appreciation, lyrics writing, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	136
Training Camp	N/A	Other Venue(s)	Kwun Tong, Tai Kok Tsui (64 hours)
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Ping Shek	2011ECXC01	3

8.

Course Name	Radio Broadcasting, Dubbing and Television Programming Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Training on radio broadcasting, dubbing and television programming, skill reinforcement, introduction of songs and music, copyright, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	160
Training Camp	N/A	Other Venue(s)	Kwun Tong, Tai Kok Tsui (76 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Television, Radio and Internet New Media Production Assistant Certificate Course		

Venue	Course Code	Quarter *
Ping Shek	2011ECXC02	4

9.

Course Name	Digital Music Editing		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Introduction of different types of music, arrangement of music in a digital format, music knowledge, music arrangement, sound control and how to record different kinds of music instruments like electric guitar, electric bass guitar, electric drums, vocational English and Putonghua.		
Training Period	20 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECXC03	3

10.

Course Name	Electrical Music Course		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Introduction of different types of music style, song production in a digital format, song arrangement and sound control, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	105
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Wang Tau Hom	2011ECXC04	4

11.

Course Name	Disc-Jockey Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	MC and show hosting, creative thinking training, knowledge of the performance arts, voice and accent training, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECXC06	4

12.

Course Name	Chinese Opera, Performing Arts and Stage Styling Training Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	History of Chinese opera and culture, knowledge of platform director, make-up technique in different roles, knowledge of stage performance and Chinese opera step, figure, gongs and drums, the style of stage performance, supplement for an actor's headgear and dressing, techniques of Chinese folk art forms, knowledge of musicology theory, visit to the stage of Chinese opera, vocational Putonghua.		
Training Period	21 days (Full Day)	Training Hour	147
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. ITEC – Diploma in Fashion, Theatre and Media Make-up Course (Level 3) 2. CIBTAC – Diploma in Media Make-up		

Venue	Course Code	Quarter *
Causeway Bay	2011ECXD01	4

13.

Course Name	Training for Art Performance		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Basic discipline of the theatrical profession, general knowledge of the development of drama, lighting technology, sound technology, stage technology, vocational Putonghua.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	Tai Kok Tsui (21 hours)
Exam	N/A		
Further Training Opportunities	The Hong Kong Academy for Performing Arts – Theatre and Entertainment Arts Fast-Track Programmes		

Venue	Course Code	Quarter *
Kwai Chung	2011ECXE02	4

(18) Others

a. Wedding Service Training**1.**

Course Name	Wedding Ceremony Planning Consultant Course		
Training Body	Irene Beauty Professional Training Institute		
Course Content	Photography arrangement, dressing, beauty, make-up and hairstyle, wedding card design, decorative design, banquet budget, financial management of newly married couples, business management and promotion, wedding ceremony custom, Chinese wedding planner knowledge, MC of wedding banquet training, visit to wedding banquet service company, vocational English.		
Training Period	17 days (Full Day)	Training Hour	119
Training Camp	N/A	Other Venue(s)	N/A
Exam	1. City & Guilds Exam. – Cosmetic Make-up (Skills principles) Level 1 2. City & Guilds Exam. – Cosmetic Make-up (Practice)		
Further Training Opportunities	1. Irene Beauty Professional Training Institute – Pro-Bridal Styling Career Course 2. ITEC – Certificate in Make-up (Bridal Make-up and Styling Career Course)		

Venue	Course Code	Quarter *
Causeway Bay	2011ECYG03	3

2.

Course Name	Wedding Planning and Event Management Course		
Training Body	Monita Hair & Beauty Academy		
Course Content	Introduction to wedding planning, customer service and techniques, Chinese wedding styles, bride image and bearing, communications and MC skills, venue decoration techniques, wedding photography, wine tasting, career path for wedding planner, vocational English and Putonghua.		
Training Period	24 days (Full Day)	Training Hour	167
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Monita Hair & Beauty Academy – International Professional Bridal, Fashion and Media Make-up (Air Brush Technique) Course 2. Monita Hair & Beauty Academy – International Professional Beauty Therapist Diploma Course		

Venue	Course Code	Quarter *
Tsim Sha Tsui	2011ECYG06	4

b. Florist Training

1.

Course Name	Flower Shop Management Training		
Training Body	HKFTU Occupational Retraining Centre		
Course Content	Introduction on basic flower arrangement, pierce and wrap-around method, occasional decoration, operating expenditure management, selling and promoting skill, materials handling skills, operating management, window displays, vocational English and Putonghua.		
Training Period	26 days (Full Day)	Training Hour	156
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	HKFTU Spare-time Study Centre – Diploma in Floriculture		

Venue	Course Code	Quarter *
To Kwa Wan	2011ECYB01	4

c. Library Assistant Training

1.

Course Name	Librarian Assistant Training		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Introduction to library system, book classification, use of technology in library, visits, vocational English and Putonghua.		
Training Period	13.5 days (Full Day)	Training Hour	108
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	HKU SPACE – Certificate for Library Assistants		

Venue	Course Code	Quarter *
Tai Wai	2011ECYC01	3

d. Security Guard & Property Management Training

(Reference: According to statutory requirements, a security guard should be aged 18 or above)

1.

Course Name	Security and Property Management Training Course		
Training Body	The Federation of Hong Kong and Kowloon Labour Unions		
Course Content	Basic security and property management, emergency case handling, facilities maintenance, customer service, occupational safety and health, Labour laws, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	Q.A.S. Basic Security & Property Management Training Certificate		
Further Training Opportunities	Employees Retraining Board – Certificate in Advanced Security and Property Management		

Venue	Course Code	Quarter *
Tai Po	2011ECTA02	4

e. Design Training

1.

Course Name	Basic Training in Interior Design		
Training Body	Caritas Hong Kong		
Course Content	Basic design training including principles of interior design, spatial planning, interior drafting, model making, residential, shop and office design, materials, furniture and lighting, project management, cost control, vocational English and Putonghua.		
Training Period	18 days (Full Day)	Training Hour	118
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	1. Employees Retraining Board – Certificate in TTA Creative Industries (Interior Design) 2. Caritas Bianchi College of Careers – Associate Degree in Design (Interior Architecture)		

Venue	Course Code	Quarter *
Yau Ma Tei	2011ECYE01	4

2.

Course Name	Basic Interior Design Training		
Training Body	The Hong Kong Federation of Youth Groups		
Course Content	Introduction of history and basic theories of interior design, basic measurement, perspective drawing, floor and elevations plan, interior design process, manipulation of space, elements and principles of household, shop and office design, interior design computer application, vocational English and Putonghua.		
Training Period	17 days (Full Day)	Training Hour	136
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Hong Kong Management Association – Professional Diploma in Interior Design		

Venue	Course Code	Quarter *
Fanling	2011ECYE02	4

3.

Course Name	Graphic Designer Training		
Training Body	Hong Kong Communication Art Centre		
Course Content	Basic graphic design, introduction of industry development, design technique, visual expression skill, principles of painting, poster design, knowledge of colour and word style, usage of software, vocational English and Putonghua.		
Training Period	22.5 days (Full Day)	Training Hour	180
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Mong Kok	2011ECYE04	4
Mong Kok	2011ECYE05	3

f. Child Work and Interest Class Training

1.

Course Name	Children Talent Enrichment Course		
Training Body	Hong Kong Young Women's Christian Association		
Course Content	Orientation on children service industry, children developmental theories and play-work skills, NLP communication skills, using NLP at work and handling complaints, group-works and programme organising skills, adventure-based games leading skills, camping skills, vocational English and Putonghua.		
Training Period	13 days (Full Day)	Training Hour	112
Training Camp	2-day and 1-night residential camp	Other Venue(s)	Lantau Island and Tin Shui Wai (28 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – Certificate in Social Services Programme Assistant Training		

Venue	Course Code	Quarter *
Tin Shui Wai	2011ECYF02	4

2.

Course Name	Pre-education Helper Training Course		
Training Body	Evangelical Lutheran Church Social Service-Hong Kong		
Course Content	Introduction to pre-education school industry, children physiology, psychology and needs, communication skills, teaching materials and games design, management skills, school visit, vocational English and Putonghua.		
Training Period	16 days (Full Day)	Training Hour	112
Training Camp	N/A	Other Venue(s)	Ma On Shan (7 hours)
Exam	N/A		
Further Training Opportunities	Employees Retraining Board – After School Care Programme		

Venue	Course Code	Quarter *
Tuen Mun	2011ECYF01	4

3.

Course Name	Tutor Training for Children After School Care Service and Interest Group		
Training Body	Stewards Limited		
Course Content	Introduction to child services in Hong Kong, objectives and principles of child services, developmental psychology and counseling method, classroom management, programme design skills, first aid training, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	Hong Kong St. John Ambulance – First Aid Certificate Course (AFA)		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Shatin	2011ECYF03	3

g. Other Training

1.

Course Name	Comic Book Assistant Training		
Training Body	Hong Kong Employment Development Service Limited		
Course Content	Introduction to local comic book categories, production, publication and sales process, style of Taiwanese, Japanese and American comic books, production procedures, use of different pens and tools, skills in drawing figures and background, comic book production practice, vocational English, Putonghua and Japanese.		
Training Period	20 days (Full Day)	Training Hour	140
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	Skills Upgrading Scheme Secretariat – Module Certificate in Comic and Animation (Character Design) (Level 2)		

Venue	Course Code	Quarter *
Wong Tai Sin	2011ECYG01	4

2.

Course Name	Foot Reflexology Training Course		
Training Body	Neighbourhood and Worker's Service Centre		
Course Content	Basic knowledge and technique of foot reflexology, industry introduction, vocational English and Putonghua.		
Training Period	15 days (Full Day)	Training Hour	120
Training Camp	N/A	Other Venue(s)	N/A
Exam	N/A		
Further Training Opportunities	N/A		

Venue	Course Code	Quarter *
Kwai Hing	2011ECYG02	3

3.

Course Name	Finance and Personal Investment Consultant Certificate Training		
Training Body	Youth Centre of the True Word Lutheran Church, Ltd.		
Course Content	Introduction to financial service industry and ethics, investment products, excellent sales and customer service, presentation skills, knowledge of risk management, assessment and drafting of proposal, mock examination, vocational English and Putonghua.		
Training Period	12 days (Full Day)	Training Hour	102
Training Camp	N/A	Other Venue(s)	Kwun Tong (13 hours)
Exam	VTC – Qualifying Exam. of the Insurance Intermediaries Quality Assurance Scheme		
Further Training Opportunities	Peak (Vocational Training Council) – Professional Diploma in Insurance		

Venue	Course Code	Quarter *
Kwun Tong	2011ECYG04	4

4.

Course Name	Pool Lifeguard Award Training Course		
Training Body	Golden Dolphin Sports Club		
Course Content	Life saving skills and theories, first aid techniques, vocational English.		
Training Period	30 days (P.M.)	Training Hour	120
Training Camp	N/A	Other Venue(s)	Tsuen Wan (56 hours)
Exam	1.The Hong Kong Life Saving Society – Life-saving (Bronze Medallion) 2.The Hong Kong Life Saving Society – Pool Lifeguard Award		
Further Training Opportunities	The Hong Kong Life Saving Society – Advanced Pool Lifeguard Award		

Venue	Course Code	Quarter *
Tsuen Wan	2011ECYA01	3

Appendix 1: Addresses of Youth Pre-employment Training Programme and Youth Work Experience and Training Scheme Offices, Job Centres and Youth Employment Start, Labour Department

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

Hong Kong Office

16/F, Southorn Centre,
130 Hennessy Road,
Wanchai, Hong Kong

Kowloon Office

9/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kowloon

Job Centres:

Hong Kong

34/F, Revenue Tower,
5 Gloucester Road,
Wanchai, Hong Kong

4/F, Western Magistracy Building,
2A Pokfulam Road,
Sai Ying Pun, Hong Kong

12/F, North Point Government Offices,
333 Java Road,
North Point, Hong Kong

Kowloon

Room 705-6, 7/F, Stelux House,
698 Prince Edward Road East,
San Po Kong, Kowloon

9/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Kowloon

10/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kwun Tong, Kowloon

New Territories

2/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan, N.T.

Units 5-10,
27/F, Tuen Mun Parklane Square,
2 Tuen Hi Road, Tuen Mun, N.T.

3/F, Tai Po Government Offices,
1 Ting Kok Road,
Tai Po, N.T.

2/F, Shatin Government Offices,
1 Sheung Wo Che Road,
Shatin, N.T.

Units 2001-2006,
Level 20, Landmark North,
39 Lung Sum Avenue,
Sheung Shui, N.T.

Labour Department Employment in One-stop:

Unit 401, 4/F,
Tin Ching Amenity and Community Building,
Tin Ching Estate, Tin Shui Wai, N.T.

Youth Employment Start:

Suite 8-11, Level 42, Office Tower, Langham Place,
8 Argyle Street,
Mong Kok, Kowloon

Unit 907-912, 9/F, MetroPlaza Tower II, Kwai Fong, NT

Appendix 2: Addresses of Training Bodies

(☎ Please confirm with the respective training bodies the opening hours before submitting the application at the following locations)

Training Body		Address	☎ Telephone No.
1.	Methodist Centre	7/F and Rm.801-804, 8/F, East Town Building, 41 Lockhart Rd., Wanchai, H.K.	2527 2250
2.	YMCA of Hong Kong	G/F & 1/F, Hang Ning Court, 259 – 263 Shun Ning Road, Cheung Sha Wan, Kowloon	2708 8995
3.	Caritas - Hong Kong	LG2, Tin Chi House, Shun Tin Estate, Kwun Tong, Kowloon	2340 8684
		No.317, 3/F Sau Mau Ping Shopping Centre, Sau Ming Road, Kwun Tong, Kowloon	2727 6188
		Unit No. 1-7, Podium Level, Tsui Lau House, Tsui Ping (North) Estate, Kwun Tong, Kowloon	2709 9448
		2/F, 256A Prince Edward West, Kowloon	2339 3767
		7-9/F, 4/F Cliff Road, Yaumati, Kowloon	2710 2628
		18-24 Man Lai Road, Shatin	2697 6223
		No.66 Sai Yu Street, Yuen Long, N.T.(in Caritas Yuen Long Chan Chun Ha Secondary School)	2474 7986
		Shop 1, G/F., Dip Shui House, Shui Pin Wai Estate, Yuen Long, N.T.	
		Ping Ha Road, Area 3, Tin Shui Wai, Yuen Long, N.T. (in YLPMSAA Tang Siu Tong Secondary School)	
		Shop B, G/F, Dor Fook Building, Ying Fuk Street, Hung Shui Kiu, Yuen Long	2478 2655
		G/F, 152 Tsz Tong Tsuen, Kam Tin, Yuen Long	2476 9693
		Unit 11-16, G/F, Wu Boon House, Wu King Estate, Tuen Mun, N.T.	2456 0770
G/F, Ho Chak House, Nga Ning Court, Cheung Chau	2981 1441		
4.	The Boys' and Girls' Clubs Association of Hong Kong	1/F & 3/F, Wah Kwai Community Centre, Wah Kwai Estate, Aberdeen, Hong Kong	2550 3622
		11/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, H.K.	2850 7237
		2/F, Neighbourhood Community Centre, East Commercial Block, South Horizons, Ap Lei Chau, Hong Kong	2552 2111
		4/F- 5/F, Government Complex Building, Mei Lai Road, Lai Chi Kok, Kowloon	2741 6294
		2/F, Po Kan House East, Po Lam Estate, Tseung Kwan O, Sai Kung	2701 4388
		G/F & 1/F, Yam Yue House, Shek Yam East Estate, Kwai Chung, N.T	2481 3222
		G/F, Tower 1, Phase 2, Tai Hing Gardens, Tuen Mun, N.T	2462 3161
		G/F, Fuk Tai House, Ka Fuk Estate, Fanling, N.T.	2676 2392
5.	Kwun Tong Methodist Social Service - Ngau Tau Kok Youth Integrated Service Centre	189, Ngau Tau Kok Road, The Central Plaza, Upper Ngau Tau Kok Estate, Kwun Tong, Kowloon	2342 2245
6.	The Church of United Brethren in Christ Social Service Division	1/F, Screen World Site 8, Whampoa Garden, Hung Hom, Kowloon	2363 3719
		Unit 1-10, G/F, Tin Tsui House, Tin King Estate, Tuen Mun, N.T.	2463 2381

Training Body	Address	☎ Telephone No.
6. The Church of United Brethren in Christ Social Service Division (Continued)	Room 206-208, Podium, Sun Yuet House, Sun Chui Estate, Shatin, New Territories	2601 3017
	Rm 228-230, Podium, Sun Wai House, Sun Chui Estate, Shatin, N.T.	
	Room 206-209, Podium, Ying Shui House, Shui Pin Wai Estate, Yuen Long, New Territories	2443 4853
7. Christian Action	3/F, New Horizons Building, 2 Kwun Tong Road, Kowloon	2716 8702
	3/F, Lam Tin (West) Estate Community Centre, 71 Kai Tin Road, Lam Tin, Kowloon	2952 1313
	No. 325-328, The Podium, Choi Yuk House, Choi Yuen Estate, Sheung Shui, N.T.	3142 4969
	Suite UG02, Upper Ground Floor, Block 2, Hofai Commercial Centre, 222-224 Sai Lau Kok Road, Tsuen Wan, N.T.	2405 1555
8. New Territories Association Retraining Centre	G/F, No. 101-108, 118-119, 122-123 On Yeung Hse., Cheung On Est., Tsing Yi, N.T. (Headquarter)	2146 6388
	Rm. 301-307, Po Ning House, Po Lam Estate, Tseung Kwan O, N.T.	2217 6080
	Rm 339-344, 3/F, Choi Yuk Hse., Choi Yuen Est., Sheung Shui, N.T.	2639 0548
	135-136, 141, G/F.,Choi Wu Hse, Choi Yuen Est., Sheung Shui.	
	Shop No. 12, Ground Floor, Ka Fuk Shopping Centre, Fanling, N.T.	2669 0222
	G/F, No. 5-7, Tai Wing Hse., Tai Yuen Est., Tai Po.	2660 5543
	G/F., No. 114, Tai Tak Hse., Tai Yuen Est., Tai Po.	2660 5543
	G/F, Block A, Lee Wing House, Lee On Estate, Ma On Shan, N.T.	2633 4111
	Shop 304, Heng On Shopping Complex, Heng On Estate, Ma On Shan, N.T.	2641 1500
	Rm 203-205, Yiu Wo House, Yiu On Estate, Ma On Shan, N.T.	
	No. 42A, Sun Tin Village, Shatin, N.T.	
	Rm 317-318, 3/F, Sha Kok Estate Shopping Centre, Shatin.	
	No. 38A, G/F, Lek Yuen Shopping Complex, Lek Yuen Estate, Shatin, N.T.	2499 4141
	Shop 221-222 & 225-226, Shek Fong Hse., Shek Wai Kok Estate, Tsuen Wan, N.T.	
	2/F, Block 12, Po Shing House, 89 Tai Ho Road, Tsuen Wan, N.T.	2466 5898
	G/F, 20-29 Wu Pik Hse., Wu King Estate, Tuen Mun, N.T.	
	G/F, 21-27 Wu Tsui Hse., Wu King Estate, Tuen Mun, N.T.	
	G/F, 7-8 Tin Yu Hse., Tin King Estate, Tuen Mun, N.T.	
	Shan King Town Hall, Shan King Estate, Tuen Mun, N.T.	2453 3010
	G/F, 3-5 & 8-10 Hing Cheong House, Tai Hing Estate, Tuen Mun, N.T.	
No.2, G/F, Block C, Wah Yat House, Tin Wah Estate, Tin Shui Wai, N.T.	2146 6388	
Blk A-1, 2/F, Fai Wood Lau, 43 Kau Yuk Road, Yuen Long, N.T.	2479 0650	

Training Body		Address	☎ Telephone No.
8.	New Territories Association Retraining Centre (Continued)	Rm 1, 2/F, Nam Tin Mansion, 37 Kau Yuk Road, Yuen Long, N.T.	2478 0109
		R/F 01, No.2 Carpark, Yat Tung Estate, Tung Chung	2146 6388
9.	The Hong Kong Confederation of Trade Unions	3/F, Hamilton Commercial Building, 558-560 Nathan Road, Kowloon	2332 9368
		G/F, Tsui Wo House, Tai Wo Estate, Tai Po, N.T.	2651 9833
		Shop 54 & 69, Ground Floor, Phase 3, Sunshine City, Ma On Shan, N.T.	2633 8860
		G10, Grandeur Terrace Arcade, 88 Tin Shui Road, Tin Shui Wai, N.T.	3758 5188
		3/F, Len Shing Mansion, 162-168 Castle Peak Road, Yuen Long, N.T.	2478 0883
10.	Hong Kong College of Technology	Room 707, 7/F, Argyle Street, Mong Kok, Kowloon	2711 9296
		Level 9, The Metropolis Mall, 6 Metropolis Drive, Hung Hom, Kowloon	2713 8199
11.	Hong Kong Young Women's Christian Association	Flat A, 1/F, Block 1, Centenary Mansion, 9-15 Victoria Road, Western District, H.K.	2818 8356
		2/F-4/F, Lok Wah Estate Community Centre, Ngau Tau Kok, Kowloon	2750 2521
		1/F, Podium, Wong Tai Sin Shopping Centre, Kowloon	2326 0192
		5/F & 6/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Shamshuipo, Kowloon	2720 4318
		2/F, 5 Man Fuk Road, Waterloo Road Hill, Kowloon	2715 4301
		L4, Podium, Shatin Plaza, 21-27 Shatin Centre Street, Shatin	2606 6351
		2/F-4/F, Cheung Ching Community Centre, Cheung Ching Estate, Tsing Yi, N.T.	2497 3030
		1, 2, 4/F, Tin Shui Community Centre, Tin Shui Estate, Tin Shui Wai, Yuen Long, N.T.	2447 9228
		G/F, Tip Chui House, Butterfly Estate, Tuen Mun, N.T.	2466 0136
		G/F, Oi Lim House, Yau Oi Estate, Tuen Mun, N.T.	2451 0311
		Unit 119 -121, Ting Lung House, On Ting Estate, Tuen Mun, N.T.	2458 9070 2441 6638
12.	Scout Association of Hong Kong - The Friends of Scouting	Unit 1-4 & 10-27, G/F, Kai Cheung House, Kai Yip Estate, Kowloon	2754 9561
		Podium, Unit 216-225, Hor Ping House, Long Ping Estate, Yuen Long, New Territories	2475 5441
13.	H.K.S.K.H. Lady MacLehose Centre	4/F, 22 Wo Yi Hop Road, Kwai Chung, N.T.	2436 2977
		G/F, 127-144 On Tao House, Cheung On Estate, Tsing Yi, N.T.	2436 2977
		Unit 101-104 & 108, G/F, Yung Shue House, Lei Muk Shue Estate, Tsuen Wan.	2423 2993
14.	Hong Kong Employment Development Service Limited	101-106, G/F Lung Wah House, Lower Wong Tai Sin Estate, Kowloon	2326 6805
		4/F., Ying Yu Building, 99-101 Lai Chi Kok Road, Mong Kok, Kowloon	3165 8870
		Unit 203-206, Podium, Bik Shui House, Shui Pin Wai Estate, Yuen Long, N.T.	2476 6745

Training Body	Address	☎ Telephone No.
14.	Hong Kong Employment Development Service Limited (Continued) Shop 101, 1/F, Long Ping Shopping Centre, No.1, Long Ping Road, Yuen Long	2479 2020
15.	Hong Kong Sheng Kung Hui Welfare Council 3/F, Holy Trinity Bradbury Centre, 139 Ma Tau Chung Road, Kowloon	2711 9229
	601-617, 6/F, Kui On House, Wo Lok Estate, Yuet Wah Street, Kwun Tong, Kowloon	2768 4993
	G/F, Yiu Wo House, Yiu On Estate, Ma On Shan, Shatin, N.T.	2641 6812
	G/F, Sun Yuet House, Sun Chui Estate, Shatin, N.T.	2698 6466
	No. 120-130, G/F, Oi Lok House, Yau Oi Estate, Tuen Mun	2451 2345
	4 Tin Lung Road, Tin Shui Wai, Yuen Long, N.T.	2446 0738
	2/F, Fu Tung Plaza, Fu Tung Estate, Tung Chung, Lantau Island	2525 1929
16.	HKFTU Occupational Retraining Centre 1/F, Jing Long Bldg., 50 Tang Lung Street, Causeway Bay, Hong Kong.	2715 6671
	5/F, Eastern Commercial Centre, 397 Hennessy Road, Causeway Bay, H.K.	
	2/F, Hennessy Bldg., 213 Hennessy Road, Wanchai, H.K.	
	2/F, On Fai Bldg., 82 Old Main Street, Aberdeen, H.K.	
	3/F, Fuk Sing Bldg., 234 Shau Kei Wan Road, Hong Kong	
	1/F, Siu Ying Commercial Building, 151 Queen's Road Central, Central, Hong Kong	
	2/F, Front Des Voeux Building, 19-25 Des Voeux Road West, Hong Kong	
	5/F, 50 Ma Tau Chung Road, Tokwawan, Kowloon	
	2/F, 30 Choi Hung Road, San Po Kong, Kowloon	
	1/F Lai Yue Bldg., Blk. B, 3 Horse Shoe Lane, Kwun Tong, Kowloon	
	UG27, Shopping Ctr., 18, Pui Sing Road, Maritime Bay, Tseung Kwan O	
	3/F, Cheung Lee Commercial Building, 25 Kimberley Road, Tsim Sha Tsui, Kowloon	
	2/F, May Wah Court, 111-113 Chatham Road South, Tsim Sha Tsui, Kowloon	
	Flat 1,2,3,4,& 5, 3/F, Landwide Building, 118-120 Austin Road, Tsim Sha Tsui	
	5/F, Boss Commercial Centre, 28 Ferry Street, Yau Ma Tei, Kowloon	
	3/F, On Yip Bldg., 395 Shanghai Street, Yau Ma Tei, Kowloon	
	Flat C, 1/F, Yun Kai Building, 466-472 Nathan Road, Kowloon	
	1/F, Together Building, 499 Nathan Road, Yau Ma Tei, Kowloon	
	6/F, Sunbeam Commercial Building, 469-471 Nathan Road, Kowloon	
	Shop No. 407, 4/F, Heng On Shopping Centre, Heng On Estate, Ma On Shan, N.T.	
2/F, Kin Tak Building, 328-342A Nathan Road, Kowloon		

Training Body	Address	☎ Telephone No.
16. HKFTU Occupational Retraining Centre (Continued)	2/F, Tai Shing Commercial Building, 498-500 Nathan Road, Yau Ma Tei, Kowloon	2715 6671
	4/F, Lee Mau Building, 788-790 Nathan Road, Kowloon	
	Flat A & B, 3/F, Cheong Wai Building, No. 62-66 Portland Street, Yau Ma Tei, Kowloon	
	2/F, Tung Wai Building, 227 Tung Choi Street, Mong Kok, Kowloon	
	1/F, Richview Mansion, 92 Castle Peak Road, Sham Shui Po	
	1/F, Kam Fung Court, 18 Tai Uk Street, Tsuen Wan, N.T.	
	2/F, Affluence Garden Commercial Complex, 33 Tsing Chung Kwun, Tuen Mun, N.T.	
	1/F, Po Hong Building, 70-78 Kwong Fuk Road, Tai Po, N.T.	
	M/F, Wing Fu Building, 65 Tsuen Nam Road, Tai Wai, Shatin.	
	1/F, On Ga Building, 28 Chun Yin Square, Yuen Long, N.T.	
	Unit No. 402, Tin Ching Amenity and Community Building	
17. The Salvation Army	6 Salvation Army Street, Wanchai, H.K.	2572 6718
	Podium Level, Market Building, Wan Tsui Estate, Chai Wan, Hong Kong	
	1/F, Block 4, Prosperous Garden, 3 Public Square Street, Kowloon	
	2-4/F, Chuk Yuen (South) Estate Community Centre, Chuk Yuen South Estate, Kowloon	
	2/F, Tai Man House, Tai Yuen Estate, Tai Po, N.T.	
	G/F, Sin Sum House, Lung Hang Estate, Shatin, N.T.	
	2-4/F, Tai Wo Hau Estate, Tai Wo Hau Community Centre, Tsuen Wan, N.T.	
	5/F, Ancillary Facilities Block, Fu Tai Estate, No.9 Tuen Kwai Road, Tuen Mun, N.T.	
	G/F, No.13-24, Hing Ping House, Tai Hing Estate, Tuen Mun, N.T.	
18. Christian Family Service Centre	G/F, Tin Chu House, Shun Tin Estate, Kwun Tong, Kowloon	2952 2116
19. The ABM Hong Kong Swatow Baptist Church Community Service Association	2-4/F, Fung Tak Estate Community Centre, Diamond Hill, Kowloon	2322 0993
	Rm.9, 6/F, Workingbond Commercial Centre, 162 Prince Edward Road West, Kln.	
20. The Hong Kong Federation of Youth Groups	G/F, Carpark Block West, 100 Shing Tai Road, Heng Fa Chuen, Chai Wan, H.K.	2557 0142
	1-2/F, Perfect Mount Garden, 1 Po Man Street, Shau Kei Wan, H.K.	2885 9353
	3-5/F, Ka Hing House, Ka Wai Chuen, 48 Ma Tau Wai Road, Hung Hom, Kowloon	2774 5300
	G/F, 11 Farm Road, To Kwa Wan, Kowloon	2715 0424
	G/F, Wang Kwong House, Wang Tau Hom Estate, Wong Tai Sin, Kowloon	2337 7189
	Lower Ground Floor, Restaurant Block, Ping Shek Estate, Kowloon	2325 2383

Training Body	Address	☎ Telephone No.	
20.	The Hong Kong Federation of Youth Groups (Continued)	G/F, Ming Kok House, Ming Tak Estate, Tseung Kwan O, Kowloon	2623 3121
		The Capitol, LOHAS Park, 1 LOHAS Park Road, Sai Kung	2702 2202
		G/F, Tak On House, Hau Tak Estate, Tseung Kwan O, Kowloon	2706 2638
		Podium Level 1 and 2, Verbena Heights, 8 Mau Tai Road, Tseung Kwan O, Kowloon	2997 0321
		3/F & 5/F, Lung Hang Estate Community Centre, Lung Hang Estate, Shatin, N.T.	2698 5565
		G/F & 1/F, 13 Jat Min Chuen Street, Jat Min Estate, Shatin, N.T.	2647 0744
		2 Po Heung Street, Tai Po Market, N.T.	2656 3257
		Units 317-332, Cheung Lai House, Cheung Wah Estate, Fanling, N.T.	2669 9111
		Units 7-10, G/F, Wing Lok House, Fuk Loi Estate, Tsuen Wan, N.T.	3113 7999
		2/F, Commercial Complex, Clague Garden Estate, Hoi Shing Road, Tsuen Wan, N.T.	2413 6669
		G/F & 1/F, Block 10, Tsuen King Garden, 76-84 Tsuen King Circuit, Tsuen Wan, N.T.	2498 3333
		G/F, Kwai Ching House, Kwai Fong Estate, Kwai Chung, N.T.	2423 1366
		G/F, Shun Sang House, Siu Hin Court, Tuen Mun, N.T.	2467 7933
		2/F, Ancillary Facilities Block, Tin Yuet Est., Tin Shui Wai, Yuen Long, N.T.	2445 5777
	G/F, Shui Fung House, Tin Shui Estate, Tin Shui Wai, Yuen Long, N.T.	2448 7474	
	2-4/F, Tin Yiu Community Centre, Tin Yiu Estate, Tin Shui Wai, Yuen Long, N.T.	2445 4868	
21.	Aberdeen Kai-fong Welfare Association Social Service Centre	180B, Aberdeen Main Road, Aberdeen, H.K.	3550 5540
		No. 1, Podium Floor, Pik Ngan House, Shek Pai Wan Estate, Aberdeen, Hong Kong	2550 5827
22.	Hong Kong Lutheran Social Service	Martha Boss Lutheran Community Center, 1/F-3/F, 89 Chung Hau Street, Ho Man Tin, Kln	2199 9383
		Jockey Club Wah Ming Lutheran Integrated Service Centre 1/F, Wah Ming Shopping Centre (South Portion), Wah Ming Estate, Fanling	2677 0650
23.	Hong Kong Children & Youth Services	G/F & 1/F, Block 18, Site 2, Whampoa Garden, Hung Hom, Kowloon	2356 2133
		Units 105-113, Tin Ming House, Tin Ping Estate, Sheung Shui, N.T.	2679 7557
		2/F, Government Accommodations, Grand Regentville, 9 Wo Mun Street, Luen Wo Hui, Fanling, N.T.	2668 2138
		Units 220-229, Kwong Yan House, Kwong Fuk Estate, Tai Po, N.T.	2653 8514
		2-4/F, Heng On Estate Community Centre, Ma On Shan, Shatin, N.T.	2642 1555
		M/F, Block 3, Phase I, Belvedere Garden, Tsuen Wan, N.T.	2414 8283
24.	Evangelical Lutheran Church Social Service – HK	4/F, Podium Sheung Chi House, Sheung Tak Estate, Tseung Kwan O	2178 3118

Training Body	Address	☎ Telephone No.
24. Evangelical Lutheran Church Social Service – HK (Continued)	G/F, Yiu Wah House, Tin Yiu Est, Tin Shui Wai, Yuen Long, N.T.	2446 2023
	3B, 3/F, Fung Yat Social Service Complex, 364 Kwai Shing Circuit, Kwai Chung, N.T.	2612 1221
	5/F, Kwai Hing Govt. Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T.	2410 0124
	G/F, No. 119-121, Choi Wah House, Choi Yuen Estate, Sheung Shui, N.T.	2619 2120
	G/F, Lai Wo House, Tai Wo Estate, Tai Po, N.T.	2650 8807
	Unit 301, 3/F, Po Ton Shopping Centre, Po Tin Est, Tuen Mun, N.T.	2462 1700
25. Free Methodist Church Tuen Mun Children & Youth Integrated Services Centre	2-4/F, Leung King Community Centre, Leung King Estate, Tuen Mun, N.T.	2463 8876
26. Chinese YMCA of Hong Kong	1/F, 18 Hong On Street, Kornhill Garden, Quarry Bay, Hong Kong	2886 2751
	G/F, Ping Shun House, Ping Tin Estate, Lam Tin, Kowloon	2775 6033
	Unit 1-20, Podium Level, Tsui To House, Tsui Ping Estate, Kwun Tong, Kln.	2727 5445
	Flat 219-235, Block 23, Shek Kip Mei Estate, Kowloon	2778 2727
	G/F, Hin Wan House, Hin Keng Estate, Shatin, N.T.	2692 2035
	G/F, Block G, Annex Building, Luk Yeung Sun Chuen, Tsuen Wan, N.T.	2413 3111
	Room 311, 3/F, Tin Chak Shopping Centre, Tin Chak Estate, Tin Shui Wai, N.T.	3152 2798
	No.101, 1/F, Ancillary Facilities Block, Tin Ching Estate, Tin Shui Wai, NT	2617 7233
27. Chinese Evangelical Zion Church Youth Employment Training and Creativity Development Centre	No.1, G/F, Ching Fai House, Tsz Ching Estate, Tsz Wan Shan, Kowloon	2324 0113
28. Stewards Limited	1-10, 3/F., Sand Martin House, Sha Kok Estate, Shatin, N.T.	2647 8816
29. Hong Kong PHAB Association Jockey Club Shatin Integrated Service Centre for Children and Youth	G/F., Block 34, 2 Hang Shing Street, City One, Shatin, N.T.	2637 2266
30. The Neighbourhood Advice-Action Council	1/F, Neighbourhood Community Centre, Fu Heng Estate, Tai Po, N.T.	2662 1666
31. The Federation of Hong Kong and Kowloon Labour Unions	5/F, Union Park Centre, 771-775 Nathan Road, Kowloon	2787 9967
	4 Ying Choi Path, To Kwa Wan, Kowloon	2714 3123
	Room 706, 7/F, Futura Plaza, 111-113, How Ming Street, Kwun Tong, Kowloon	2793 9887
	Room 1806, Parklane Square, 2 Tuen Hi Road, Tuen Mun, N.T.	2441 1110
	4/F, Tai Po Commerce Centre, 152-172 Kwong Fuk Road, Tai Po, N.T.	2638 0896
32. Vocational Training Council	23 Broadway, Stage One, Mei Foo Sun Chuen, Kowloon	3719 6507
	Area 92 Yiu On Estate, Ma On Shan, Shatin, New Territories	3519 1842
33. Hong Kong Playground Association	2-4/F., Cheung Fat Estate Community Centre, Cheung Fat Estate, Tsing Yi, N.T.	2433 5277

Training Body	Address	☎ Telephone No.
33.	Hong Kong Playground Association (Continued) G/F., Shek Chun House, Shek Lei Estate, Kwai Chung, N.T.	2424 3043
34.	Youth Centre of the True Word Lutheran Church, Ltd. 1/F, Block B, Lux Theatre Building, 103-105 Baker Street, Hung Hom, Kowloon	2765 6582
	2 Horse Shoe Lane, Ngau Tau Kok Road, Kwun Tong, Kowloon	2765 6582
	Room 2001, Kowloon Building, 555 Nathan Road, Yau Ma Tei, Kowloon	
	1/F., 103 Sun Fung Road, Shek Wu Hui, Sheung Shui, New Territories.	
35.	Tung Wah Group of Hospitals Community Services Division Shop No.2 & 9, G/F., June Garden, 28 Tung Chau Street, Tai Kok Tsui, Kowloon	2392 2133
	Flat 18, 1/F., Sui Wo Commercial Complex, Sui Wo Court, Shatin, N.T.	2602 1220
36.	Hong Kong-Macao Conference of Seventh-day Adventists Shan King Integrated Children and Youth Services Centre G/F, 21-30 King Wing House, Shan King Estate, Tuen Mun, N.T.	2462 6122
	G/F, King Mei House, Shan King Estate, Tuen Mun, N.T.	2460 7987
37.	Yuen Long Town Hall 4 Tai Yuk Road, Yuen Long, N.T.	2476 3439
38.	Choi Wan Rhenish Integrated Children and Youth Services Centre 2-4/F, Choi Wan Community Centre, 38 Choi Fung Path, Choi Wan Estate, Kowloon	2754 7840
	G/F, King Kung House, Choi Wan Estate (II), Kowloon	2318 0086

Appendix 3: Addresses of Public Enquiry Service Centres, Home Affairs Department

Unit 5, G/F, The Center, 99 Queen's Road Central, Hong Kong	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, N.T.
G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong	G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T.
G/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong	2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T.	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, N.T.
G/F, No. 2, O'Brien Road, Wanchai, Hong Kong	G/F, North District Government Offices, 3 Pik Fung Road, Fanling, N.T.	G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island
Room 1707, 17/F, One Harbourfront, 18-22 Tak Fung Street, Hung Hom, Kowloon	G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O, NT	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island, NT
LG/F, Kwun Tong District Branch Offices Building, 6 Tung Yan Street, Kwun Tong, Kowloon	G/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, N.T.	G/F, 22 San Hing Street, Cheung Chau
G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	G/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T.	

Appendix 4: Addresses of District Offices, Social Welfare Department

7/F Harbour Building, 38 Pier Road, Central, Hong Kong	Room 503, 5/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, N.T.
Room 1210 – 1211, North Point Government Offices, North Point, Hong Kong	Unit 801, 8/F Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan, N.T.
	3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate, Sham Shui Po, Kowloon	6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, N.T.
	7/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon	Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, N.T.
		Rm 708 - 714, 7/F, Shatin Government Offices, 1 Sheung Wo Che Road, Shatin, N.T.

Appendix 5 : – Where to Obtain “Careers Information”

For most people, career plays an important part in their lives. Apart from material rewards, a job can give you sense of satisfaction and accomplishment. Your confidence and potential can grow through exercising your knowledge and skills and working with other people. Career choosing is a critical issue. Do spare some time to think thoroughly before you embark on the process of job search.

To better understand your career orientation before selecting training courses, you may contact your case manager to make use of a comprehensive set of career assessment kit. The assessment helps gauge your career interest and other related potential. You may also like to visit the web site of Y.E.S. at www.e-start.gov.hk to have a try on the simplified version of the assessment kit. For details, please contact your case manager or call YPTP&YWETS at 2112 9932.