

### Part 1 : Background

The YETP is administered by the Labour Department, with the aim of providing a full range of pre-employment and on-the-job training opportunities to young school-leavers aged between 15 and 24 with educational attainment at sub-degree level or below and enhancing their vocational skills, experience and employability. Employers who engage trainees as paid employees in full-time or part-time on-the-job training and appoint mentors to guide the trainees throughout the on-the-job training period may apply for a monthly on-the-job training allowance. The amount of such allowance is 50% of the monthly salary of a trainee during the training period, up to a maximum amount of \$5,000 per month per trainee. (Note: subject to approval by the Programme Office)

### Part 2 : Requirements of on-the-job training vacancies

2. The on-the job training vacancies offered by employers shall fulfill the following requirements:
- (i) **The vacancies should possess skill requirements** which can be acquired through on-the-job training;
  - (ii) The mentor appointed by the employer must possess relevant work experience (a mentor is recommended to lead only a small number of trainees) to provide training to trainees;
  - (iii) The period of on-the-job training will be **6-12 months**, depending on the nature of work, type of industry and training content. Duration of which shall be approved by the YETP Offices (hereafter referred as “the Programme Office”);
  - (iv) Full-time post : working no less than 30 hours per week / Part-time post : working 18 hours to less than 30 hours per week
  - (v) Employers shall provide trainees with suitable on-the-job training and a safe working environment. In general, the Programme Office will not accept any vacancy with insufficient training elements, dangerous working environment, or any vacancy that may relate to / be used for immoral / unlawful activities;
  - (vi) **The trainees must be engaged as employees.** Relevant labour legislation shall apply (e.g. Employment Ordinance, Employees’ Compensation Ordinance, Mandatory Provident Fund Schemes Ordinance, **Minimum Wage Ordinance**, etc.);
  - (vii) **The wages of trainees must be commensurate with the job duties of the training posts** and comparable to the market rates and wages of similar training posts under the YETP ;
  - (viii) Work of trainees under the YETP **should not be performed wholly outside Hong Kong**;
  - (ix) Employers shall not arrange trainees to be employed by other organizations / companies (irrespective of the owners of the organizations), and shall not transfer trainees to work for other organization during the on-the-job training period. The organization applying for on-the-job training allowance should be same as that employing, paying wages to, signing employment contracts with and making contributions of Mandatory Provident Fund for the trainees;
  - (x) Content and arrangement of on-the-job training should be reasonable and conform to the goals and requirements of YETP. **Employers are not allowed to charge trainees for any cost of the vacancies / training directly or indirectly or arrange any no pay training during working hours of on-the-job training**; and
  - (xi) In order to enhance vocational skills and knowledge of trainees, they may reimburse course/examination fees up to \$4,000 for each on-the-job training placement under the YETP. During the on-the-job training period, **employers are required to allow trainees to attend relevant off-the-job vocational training courses/ examinations approved in principle by the Programme Office.** Employers shall, if necessary, allow flexible job arrangements to facilitate trainees to attend such courses and examinations and must not deduct trainees’ wages or charge any fee from trainees.

### Part 3 : Application procedures

3. When submitting this application, employers should:
- (i) **Tender the completed “On-the-job Training Vacancy Registration Form” together with a copy of valid Business Registration Certificate or a copy of Registration of an Organization to the YETP (KLN Office) (Fax number: 2382 3121, Address: 9/F Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong.);**
  - (ii) **Formulate a training plan** for trainees engaged under the YETP (assistance is available from the Programme Office); and
  - (iii) **Undertake not to displace existing staff with trainees during the on-the-job training period.**

### Part 4 : Case management service for the trainees

4. Additional support such as career counseling and support service will be provided to trainees by case managers who are registered social workers. During the period of on-the-job training, case managers will follow up the training progress with trainees and maintain close contact with mentors of trainees and the Programme Office.

### Part 5 : On-the-job training period and financial arrangements

5. Employers must:
- (i) upon completion of the on-the-job training employment, award a certificate specifying the skill / qualification attained and the period of on-the-job training to trainees. Employers are encouraged to continue the employment of trainees who have satisfactory performance during the on-the-job training period.
  - (ii) before entering into employment with trainee(s), notify the Programme Office of information of the selected trainee(s) and the date of employment, mentor’s name, position and contact number for confirmation of the on-the-job training arrangements. Employers shall take note that on-the-job training allowance will only be granted from the commencement date of the on-the-job training period as confirmed by the Programme Office, and the commencement date of on-the-job training period is not necessarily equivalent to the commencement date of employment. **Under any circumstances, employers must notify the Programme Office of the employment information of trainee(s) within one month from the commencement of employment.** The Programme Office may withhold the disbursement of on-the-job training allowance should an employer fail to (i) notify the Programme Office of such employment; or (ii) notify the Programme Office of such employment within one month from the commencement of the on-the-job training of the trainee.
  - (iii) within six months after completion of the on-the-job training period or after the trainee left service (whichever is earlier), make application(s) for all **on-the-job training allowances**. Late application will not be processed. Employers may apply for on-the-job training allowance either once every three months (except claims with on-the-job training period less than three months) or on a one-off basis upon completion of the on-the-job training period.

### Part 6 : Points to note for employers

6. (i) Before filling in this form, you have to make sure that the trainee to be recruited for the vacancy is a **direct employee** of yours / your company who will be subject to the **protection of the Employment Ordinance**. **In possession of all valid licenses required for your business, you shall also ensure that all activities carried out by you / your company are lawful and all information provided is true and accurate. The Labour Department may forward relevant information to concerned department(s) for investigation should an employer carry out any activity that is reasonably suspected of breaching the Hong Kong Laws.**
- (ii) You / your company should pay the employee(s) hired to fill this post, to whom the Minimum Wage Ordinance (MWO) applies, wages no less than the Statutory Minimum Wage (SMW) rate in respect of any wage period in accordance with requirements of the Ordinance. The Labour Department shall not accept and display job orders of which the wages offered do not meet the SMW rate. Please visit <http://www.labour.gov.hk/eng/news/mwo.htm> for details of the MWO. For enquiries, please call 2717 1771.

**Part 6 : Points to note for employers ( cont'd Notes to Employers)**

- (iii) Under the Employees' Compensation Ordinance, all employers are required to take out employees' compensation insurance for employed trainees. For enquiries, please call 2717 1771 (this hotline is handled by "1823 Call Centre").
- (iv) The terms of employment, entry requirements and job descriptions of this on-the-job training post must **NOT** violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. You / your company should consider the capability of job seekers and follow the relevant codes of practice against discrimination in employment. **Please do not specify any requirements on the gender, age or race of the job seekers or any other discriminatory terms. Otherwise, we will not accept your vacancy order.**
- (v) **When you / your company collect(s) personal data from trainees (e.g. request trainees to provide resumes), you should observe the Personal Data (Privacy) Ordinance.** For details, please contact the Privacy Commissioner's Office at 2827 2827.
- (vi) You / your company **should arrange employed trainees to join registered MPF schemes.**
- (vii) You / your company should not directly or indirectly solicit money or guarantee deposit in any form or under any title, no matter for reasons of provision of services / training / examination / accessories for work (such as uniform, tool or equipment, safety card), selling of goods, referral of service and so on from trainee(s).
- (viii) **The Programme Office will vet every on-the-job training vacancies offered by employers.** Details of approved vacancies including the company/employer name will be uploaded to the YETP website for all eligible trainees to apply. If you / your company wish(es) to conceal the company/employer name for operational/business reasons, your job orders would still be processed and displayed. All applications for vacancies shall be referred through the Programme Office.
- (ix) Please complete the form in clear writing. Furthermore, with the implementation of Race Discrimination Ordinance, please complete the form **in both Chinese and English** as far as possible with a copy of the valid Business Registration Certificate or a copy of Registration of an Organization and submit it to the YETP (KLN Office) (Fax number: 2382 3121, Address: 9/F Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong.).
- (x) Please **use separate training vacancy registration form for each post.** The blank form can be duplicated for use.
- (xi) **Approved on-the-job training vacancy will remain valid for 3 months.** If you have changed your contact means such as company address / telephone number/fax number / email address, or if you wish to withdraw the approved vacancy, please notify the Programme Office immediately.
- (xii) **During job interviews, you / your company should check carefully the identity cards / passports / documents of identity for visa purposes / travel documents of the trainees in order to confirm that the trainees are legally employable in Hong Kong.** For enquiries, please call the Immigration Department hotline at 2824 1551.
- (xiii) Employers are required to give prompt reply on referral results (interviews or provision of trainees' resumes) of referred trainees. The Programme Office may suspend service of referring trainees to employers until the concerned results are received.
- (xiv) When drawing up contracts, employers should observe and comply with all regulations and requirements of YETP. The employment contract period should not be shorter than the on-the-job training period approved by the Programme Office. **Employers should ensure that contract terms (including the identity of employer, salary, working hours, workplace, job duties, rest days and holidays, and other allowances and benefits, etc) should be consistent with those of the on-the-job training vacancies approved by the Programme Office.**
- (xv) Employers **must pay remuneration to trainees before submitting applications for on-the-job training allowance to the Programme Office.** Approved allowances will be disbursed to employers by bank transfer via the Treasury.
- (xvi) When employers make applications for registration of on-the-job training vacancy or on-the-job training allowance to the Programme Office, the Programme Office, whenever necessary, may require the employers to provide supplementary documents such as the Business Registration Certificate, proof of workplace and interview addresses, detailed training plan, etc. If employers have employed YETP trainee before, it may be necessary to provide also payroll records, attendance records, records for contribution of Mandatory Provident Fund of the respective trainee, etc. during the on-the-job training period, tender written declarations and verify amendments on the information of training vacancies with signature and company chop. Employers shall specify "Certified true copy" together with the company chop and signature of the authorized person on any duplicate or printed copies of documents before submitting to the Programme Office in person or by post. The Programme Office may also conduct on-site inspections to the workplaces of trainees and require the employers to produce any relevant document(s) if necessary. The Programme Office will not accept the applications if employers fail to provide sufficient and necessary information.
- (xvii) The Programme Office reserves the right to suspend the display of all your vacancies for investigation of complaints and other suspended irregularities, and the right to decide whether to resume the display of the vacancies and the provision of recruitment services after the investigation.
- (xviii) **The Programme Office reserves the rights of final decision on applications of registration of on-the-job training vacancy and on-the-job training allowance.**

### Undertakings

1. The Programme Office will withhold on-the-job training allowance, reserve the right of recovering any disbursement of on-the-job training allowance and may not accept new registration of on-the-job training vacancy if employers fail to comply with the followings:
  - (i) The terms of employment (such as the identity of employer, salary, working hours, workplace, job duties, rest days and holidays, and other allowances and benefits, etc) vetted and approved by the Programme office should not be varied. Prior approval must be sought from the Programme Office before submitting application of on-the-job training allowance for any amendment, addition or deletion (even if trainees have consented). Otherwise, the Programme Office will not accept the amendment, and the allowance amount will be based on the original approved terms of employment.
  - (ii) In general, employers are not allowed to employ their relatives, friends or persons who have worked for the employers as trainees under this Programme. For special cases, employers shall seek prior approval from the Programme Office before offering employment.
  - (iii) Training vacancies offered by employers should fulfill the requirements set out in Part 2 of the "Notes to Employers" and employers should comply with the "Points to note for employers" in Part 6 of "Notes to Employers".
  - (iv) Employers shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to trainee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage rate.
2. All the information provided must be true and accurate. Any employer who willfully provides false information or withholds material information in order to obtain the on-the-job training allowance is criminally liable.
3. The terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of the on-the-job training post, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Employers will commit an offence and will be liable on conviction to a fine if they knowingly or recklessly make a statement which in a material respect is false or misleading.
4. The purpose of collecting personal data by the Programme Office is to process cases of on-the-job training under the YETP and to carry out the subsequent follow-up actions. The data may be transferred to service providers and other government departments for the purpose mentioned above. If any person whose personal data has been provided to the Programme Office wishes to access or correct their personal data, he/she may approach the YETP (KLN Office) by phone at 2112 9932.



**Youth Employment and Training Programme (YETP)  
On-the-job Training Vacancy Registration Form**

Official use	VAC no.										<b>E</b>
	Date										<b>A/C Mgr</b>
	Action										

Please read the "Notes to Employers" before completing the form. Completed form (page 3 and page 4) should be submitted with a copy of valid Business Registration Certificate / Registration of an Organization / Certificate of Registration of a School to the YETP (KLN Office) (Fax Number: 2382 3121, Address: 9/F Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong). Training vacancies offered by employers have to be vetted by the Programme Office. Submission of this registration form does not imply acceptance of your application.

<b>Part I</b>	<b>Details of Employer</b> (Please refer to your BRC) (Please complete in both English and Chinese as far as possible)	<b>Official Use Only</b>
1. Name of Business / Corporation (a) Chi _____ (b) Eng _____		AV   AP
2. Business / Branch Name (a) Chi _____ (b) Eng _____		
3. Our company / organization will employ trainee(s) and apply for the on-the-job training allowance under (1)/(2) * stated above (must be filled in) and agrees / disagrees* that the respective name can be displayed with other details of this vacancy on YETP website. (Note: The organization applying for on-the-job training allowance should be the same as that employing, paying wages, signing employment contracts, and making contributions of Mandatory Provident Fund for the trainees. During the on-the-job training period, employers shall not arrange trainees to be employed by other organizations/companies and shall not transfer trainees to work for other organizations (irrespective of the owners of the organization). If employers have participated YETP before, employers shall use the same organization name in submitting new application of registration of on-the-job training vacancies so as to avoid unnecessary delay in the processing of training vacancy or on-the-job training allowance applications. For enquiries on past application information, employers may contact the Programme Office.)		
4. Address _____		
5. BRC no. / no. of certificate of registration of a school (Please attach a photocopy of the VALID BRC) _____		BRC <input type="checkbox"/>
6. Date of Commencement _____ 7. Date of Expiry _____ 8. Nature of Business _____		SIZE <input type="checkbox"/>
9. No. of Staff (include employer, exclude YETP trainee) _____ ( of whom, _____ is / are the employer).		<input type="checkbox"/>

<b>Part II</b>	<b>Details of Contact Person</b> (Contact person shall be the employer or direct employee of the organization in Part I) (Please complete in both English and Chinese as far as possible)	<b>Official Use Only</b>
1. Name (a) Chi _____ 先生/小姐/女士* (b) Eng Mr / Miss / Mrs *		CONT <input type="checkbox"/>
2. Position _____ 3. Office Tel No. _____ 4. Mobile Phone No. _____		
5. Fax No. _____ 6. Email Address _____		CV / INT
7. Interview arrangement (a) Name of interviewer _____ (b) Tel No. of interviewer _____ (c) Venue of interview (if different from item 6) _____		<input type="checkbox"/> Fax <input type="checkbox"/> E-mail

<b>Part III</b>	<b>Details of Training Plan</b> (Assistance is available from the Programme Office) (Please complete in both English and Chinese as far as possible)	<b>Official Use Only</b>
1. Vocational skills that trainees will acquire through on-the-job training: (a) Chi _____ (b) Eng _____		SKILLS <input type="checkbox"/>
2. Mode of on-the-job training: <input type="checkbox"/> Classroom lecture (total ____ hrs) <input type="checkbox"/> Job attachment <input type="checkbox"/> Job rotation <input type="checkbox"/> Others (please specify): _____		
3. Mentor: (a) Ratio of mentor to trainee: 1 to _____ trainee(s) (b) Mentors possess relevant experience? <input type="checkbox"/> Yes <input type="checkbox"/> No (Note: Before entering into employment with trainee, employers must notify the Programme Office of the selected trainee(s) the employment commencement date and the respective mentor's name, position and contact number for confirming the on-the-job training arrangements. The Programme Office will reserve the right of withholding on-the-job training allowance if employers fail to arrange mentor for trainees or provide mentor's information to the Programme Office.)		MENTOR <input type="checkbox"/>
4. Recommendation on the category of off-the-job vocational training course (Please refer to www.yes.labour.gov.hk/Applicants/Main/OTJCourse for details of the reimbursement of off-the-job vocational training course/examination fees)		AIP <input type="checkbox"/>

( - put  in suitable box ; \* - delete where inappropriate) (Please go on to Page 4 of the training vacancy registration form.)



**Youth Employment and Training Programme (YETP)  
On-the-job Training Vacancy Registration Form**

Official use VAC no.		<b>E</b>	
(** Continue from Part 3)			<b>A/C Mgr</b>
<b>Part IV</b>	<b>Terms and Conditions of On-the-job Training Post</b> (The following terms & conditions will be vetted by the Programme Office. Prior approval must be sought from the Programme Office before submitting application of on-the-job training allowance for any amendment, addition or deletion to the vetted terms (even if trainees have consented). Otherwise, the Programme Office will not accept the amendment, and the allowance amount will be based on the original approved terms of employment.) (Please complete in both English and Chinese as far as possible)		Official Use Only
1. On-the-job training post title	(a) Chi _____ (b) Eng _____	2. No. of vacancies _____	
3. Duties	(a) Chi _____ (b) Eng _____	Official Use JC: Approved vac.	VAC <input type="checkbox"/> DUTIES <input type="checkbox"/>
4. Period of on-the-job-training _____ months	(depends on the nature of work, type of industry and training content approved by the Programme Office )	OJT _____ months	OJT <input type="checkbox"/>
5. Basic entry requirements	(a) Academic qualification _____ (b) Language: <u>Ability to Speak</u> Cantonese: <input type="checkbox"/> Fair <input type="checkbox"/> Fluent <input type="checkbox"/> Nil Mandarin: <input type="checkbox"/> Fair <input type="checkbox"/> Fluent <input type="checkbox"/> Nil English: <input type="checkbox"/> Fair <input type="checkbox"/> Fluent <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Fair <input type="checkbox"/> Fluent	<u>Ability to Read and Write (must be filled in)</u> Chinese: <input type="checkbox"/> Able to Read <input type="checkbox"/> Able to Read and Write <input type="checkbox"/> Nil English: <input type="checkbox"/> Able to Read <input type="checkbox"/> Able to Read and Write <input type="checkbox"/> Nil Others (Please specify: _____) <input type="checkbox"/> Able to Read <input type="checkbox"/> Able to Read and Write	REQ. <input type="checkbox"/>
(c) Skills	(c1) Chi _____ (c2) Eng _____		
(d) Others	(d1) Chi _____ (d2) Eng _____		
6. Address of work place	(If the workplace is different from the company address, please attach a copy of the VALID BRC /Registration of an Organization / the Certificate of Registration of a School of the workplace)		WP BRC <input type="checkbox"/>
7. Working hours	(a) _____ Working days/week (must be filled in) <input type="checkbox"/> Days off by turns	8. Contract of Employment: <input type="checkbox"/> Full-time (no less than 30hours/week) <input type="checkbox"/> Part-time (18 hours to less than 30 hours/week)	WORK HOUR <input type="checkbox"/> CON of EMPLT <input type="checkbox"/>
(b) <input type="checkbox"/> Regular hours: _____ to _____, from _____ am / pm* to _____ am / pm*, _____ hours per day, and / or * <input type="checkbox"/> Regular hours: _____ to _____, from _____ am / pm* to _____ am / pm*, _____ hours per day <input type="checkbox"/> Shift work, working hours: _____, _____ hours per day			
9. Basic salary (must be filled in)	<input type="checkbox"/> Monthly-rated HK\$ _____ / month (This amount does not include attendance bonus, any form of bonus, commission or <input type="checkbox"/> Daily-rated HK\$ _____ / day <input type="checkbox"/> Hourly-rated HK\$ _____ / hour, is meal break/ rest hour counted as working hours? <input type="checkbox"/> Yes <input type="checkbox"/> No		WAGE <input type="checkbox"/>
10. Commission / Benefit(s) / Allowance(s)	(a) Fixed amount commission / allowance: (a1) Fixed amount commission HK\$ _____ (a2) Fixed amount allowance HK\$ _____ (b) Other benefit(s) / allowance (s): (b1) Chi _____ (b2) Eng _____		
<b>Part V</b>	<b>Undertakings (Employer should fill in the blanks and sign on this statement when placing orders)</b>		
	(1) Our company / organisation has read the "Notes to Employers" and fully understood the details of the YETP. Our company / organisation agrees to comply with all the requirements of the programme. (2) Trainee(s) to fill the post advertised in YETP is/are direct employee(s) of our company / organisation and will be subject to the protection of the Employment Ordinance. An Employees' Compensation Insurance Policy is taken out to cover the liabilities in respect of all employee(s) and arrangement for the employee(s) to join a registered MPF scheme will be made. (3) Our company / organisation hereby declares that the terms of employment, entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of this on-the-job training post, and any amendments thereafter are relevant, justifiable and do not violate the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance. Our company / organisation understands that we will commit an offence and will be liable on conviction to a fine if our company / organisation knowingly or recklessly makes a statement which in a material respect is false or misleading. (4) Our company / organisation shall comply with requirements stipulated in the Minimum Wage Ordinance of which wages payable to trainee(s) of the post, to whom the ordinance applies, in respect of any wage period should be no less than the Statutory Minimum Wage rate. Our company / organisation understands that the acceptance and display of this job order by the Labour Department should by no means be construed as the job order has fully complied with requirements of the Minimum Wage Ordinance. Our company / organisation shall be responsible for ensuring that the terms of the post concerned are in line with the Minimum Wage Ordinance. (5) All information provided by our company / organisation for this application is true and accurate. Our company / organisation will be criminally liable if the provided information is willfully false or if our company / organisation withholds material information to obtain on-the-job training allowance. (6) I declare on behalf of our company / organisation that our company / organisation has not / will not receive double subsidy from the Government or other organisations in respect of the on-the-job training allowance claimed under this Programme.		ERF03 GEN _E
Signature of responsible person : _____	Position of responsible person _____	Company / Organization chop #	Last update 09/ 2021
Name of responsible person (Full name in Block Letters): _____	Date _____		

- put √ in suitable box ; \* - delete where inappropriate) (# Company / organization chop must be same as the organization name in item 3 of Part I.)