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| **YETP_EN_642x164** | **YETP 2017/18**  **Workplace Attachment Training**  **Notes to Host Organisation** |  |

All offers of workplace attachment places will be scrutinised by theProgramme Office and subject to approval. When planning and arranging the attachments, host organisation should take note of the following:

***Background of Trainees***

The Youth Employment and Training Programme (YETP) provides school leavers aged 15 to 24 with education attainment at sub-degree level or below with a wide range of pre-employment and on-the-job training, with a view to enhancing their employability and providing sustainable employment opportunities.

Prior to attachment training, trainees aged 15 to 19 who join the YETP for the first time will have completed the Core Course on “Job-search and Interpersonal Skills Training”.

***Attachment Period***  Each trainee will undergo attachment in a host organisation for **ONE month** only.

***Mentor*** Host organisation should assign a staff as the trainee’s Mentor. Mentors should guide trainees on their daily work and teach them relevant work skills, assess trainees’ performance, and provide appropriate counselling and advice where necessary.

***Attachment Arrangements - “DOs & DON’Ts”***

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| **DOs** | * ***A***ppoint a caring staff as the Mentor to guide the trainee; * ***S***tart with simple and straightforward tasks; * ***A***dvise the trainee where to make improvements; and * ***P***rovide encouragement and appreciation when the trainee performs well. |
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| **DON’Ts** | * ***N***eglect the trainee’s needs at workplace; * ***E***ngage the trainee in over-demanding, hazardous, illegal or unethical tasks; * ***V***enture in assigning the trainee with work in construction sites; * ***E***ver let the trainee work outside Hong Kong; and * ***R***equest the trainee to perform outdoor work alone. |

***Attachment Hours*** Host organisation can determine the working hours **within 7:00 am to 11:00 pm** subject to **6 to 8 hours** per day and **4 to 5 days** per week (meal breaks are excluded) and a minimum of **30 hours per week**.

***Meeting with Trainees*** Pre-attachment meeting for the purpose of selection may be arranged on request.

***Attachment Allowance***  The Programme will pay attachment allowance to each trainee on completion of workplace attachment if the attendance rate reaches 80% or above. Host organisation has to complete the “**Application Form for Workplace Attachment Allowance”** and return the original copy to the YETP (KLN Office) (Address; 9/F, Kowloon East Government Offices,12 Lei Yue Mun Road, Kwun Tong, Kowloon.) within one week after completion of the attachment.

***Attendance Record*** Host organisation should keep record of the trainee’s attendance for the whole attachment period, and provide copy of the attendance record to the YETP (KLN Office) when submitting the “Application Form for Workplace Attachment Allowance”.

***Relationship with Trainees*** In the absence of employment relationship, the Employment Ordinance and the Employees’ Compensation Ordinance are not applicable, whereby host organisation is not responsible for paying wages. Host organisation may consider subsidising trainee’s meals and transportation on reimbursement basis.

***Insurance*** The Programme takes out an insurance cover for all trainees as regards personal injury and accident, and third-party liabilities.

***Certificate of Appreciation*** As a token of recognition, all host organisations offering workplace attachment places will each receive a Certificate of Appreciation.

***Visit*** The Programme Office may visit some of the host organizations and their trainees to update the training progress.

***Assistance and Support*** Please call our office **at 2112 9932** or **contact our Account Manager** for assistance. The Case Manager of the trainee will also render support services during the attachment period.

***Employment Opportunities and On-the-job Training (OJT)***

## Employment of trainees by host organisations after the workplace attaching training is strongly recommended so as to provide the former with continuous training and development opportunities. Host organisations offering on-the-job training vacancies with a salary of $6,000 or above per month, and appointing mentors to guide the trainees engaged as employees will be entitled to a monthly on-the-job training allowance of maximum $3,000 for each trainee engaged during the on-the-job training period of 6 to 12 months.

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| YETP_EN_642x164 | **YETP 2017/18****Guidance Notes on Completion of Provision of Workplace Attachment Places Form** |

Please send the completed “Provision of Workplace Attachment Places Form” together with **a copy of valid Business Registration Certificate or a copy of Registration of an Organisation** to the **YETP (KLN Office) by fax (Fax No.: 2382 3121) or by mail (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon)**. Host organisation can also offer Workplace Attachment Places by online submission at our website (www.yes.labour.gov.hk).

Please use one form for **each** post of attachment. If host organisation offers more than one post of attachment, please use a separate form for each post.

**Please note the following points when filling in the “Provision of Workplace Attachment Places Form”:**

## I Details of Host Organisation

1. *Name* – Please fill in the Chinese and English names of the host organisation.
2. *Address* – Please fill in the correspondence address of the host organisation.
3. *Nature* of Business – Please fill in the business nature of the host organisation. e.g. Hotel industry, Retail industry or Import/Export trades industry, etc.
4. *No. of full-time employees*– Please fill in the current number of full-time employees in the host organisation.
5. *BRC No. / No. of Certificate of Registration of a school* – Please fill in the certificate no. and send a copy of the document together with this form to the Programme Office.

## II Details of Contact Person

Please fill in the required information of the contact person.

## III Details of Workplace Attachment Place(s)

1. *Post Title* – Please fill in the post title of the attachment.

2. *Duties* – Please describe the job duties to be performed by the trainee(s) during the attachment period.

*3a. Basic Entry Requirements* – e.g. education level or job skills required.

3b. *Language Requirements –* Please indicate whether ability/ abilities to speak/ read & write Chinese/ English is/ are required.

4. *Attachment Period*

- Each attachment lasts for ONE month and the period will not be extended. e.g. from 9/2017 onwards, 1 place will be offered for 6 months until further notice.

- No. of places: please fill in the number of places offered for each attachment period.

5. Please state whether the Programme Office can arrange other attachment periods for the host organisation if there is no trainee available in the specified one-month attachment period.

6*. Meeting with Trainee(s)* – Host organisation can request for a meeting with the trainees before the commencement of the attachment. The meeting is normally arranged about 4 days before the attachment.

7. *Venue of Meeting* – Please fill in the detailed address of the meeting venue.

8. *Address of Workplace* – Please fill in this item if address of the workplace is different from the meeting venue. Please provide detailed address and a copy of BRC for each workplace.

9. *Attachment Hours* – Please indicate the working days per week and fill in the daily working hours.

10.\*Please indicate if host organisation may offer direct employment to well-performed trainees after the

attachment.

*\*If host organisation wishes to offer 6 to 12 month on-the-job training (OJT) under YETP to trainees after the attachment, please submit the On-the-job Training Vacancy Registration Form to the YETP (KLN Office)* ***at least 7 days before the completion of attachment****. If the application is vetted and approved, host organisation can employ the trainee and start the OJT after the attachment. For details of offering OJT under YETP, the monthly on-the-job training allowance which employers are entitled to during the OJT period or if you need a copy of the On-the-job Training Vacancy Registration Form, please call our office at* ***2112 9932*** *or* ***contact our Account Manager*** *or visit our website (www.yes.labour.gov.hk).*

**To: YETP (KLN Office), Labour Department Fax No.：2382 3121 Hotline：2112 9932**



**Youth Employment and Training Programme (YETP) 2016/17**

**Provision of Workplace Attachment Places Form**

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| **Official Use** | **WPA no.** |  |  |  |  |  |  | **ER No.** | **E** |  |
| **Date** |  |  |  |  |  |  | **A/C Mgr** |  | |
| **Action** |  |  |  |  |  |  | **CA** |  | |

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| **( Please read the “Notes to Host Organisation” and “Guidance Notes on Completion of Provision of Workplace Attachment Places Form” before completing the form. Please complete in both English and Chinese as far as possible, and use one form for each post of attachment. If host organisation offers more than one post of attachment, please use a separate form for each post. )** |

I. Details of Host Organisation *(Please refer to your BRC）*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Name | Chinese |  | English |  | |
| 2. Address | Chinese |  | | | |
| English |  | | | |
| 3. Nature of Business | |  | 4. No. of full-time employees | |  |
| 5. BRC No. / No. of Certificate of Registration of a school ***(Please tender a copy of this document)*** | | | | |  |

II. Details of Contact Person *(Contact person shall be the employer or direct employee of the organization)*

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| --- | --- | --- | --- | --- | --- | --- |
| 1. Name | Chinese | 先生/ 小姐/女士\* | | English | Mr/Miss/Ms\* | |
| 2. Position |  | | | 3. Tel. No. | |  |
| 4. Fax. No. |  | | | 5. Email Address | |  |
| 6. Correspondence Address | | |  | | | |

III. Details of Workplace Attachment Place(s)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Post Title | | | Chinese |  | English | | |  | |
| 2. Duties | | | Chinese |  | English | | |  | |
| 3a. Basic Entry Requirements(if any) | | | Chinese |  | English | | |  | |
| 3b. Language  Requirements | | | Chinese | □ Able to Read and Write  □ Able to Speak □ Nil | English | | | □ Able to Read and Write  □ Able to Speak □ Nil | |
| 4. Attachment Period (One month) | | | | From \_\_\_\_\_\_(Month)/\_\_\_\_\_\_(Year) onwards, \_\_\_\_ place(s) will be offered monthly for 6 months until further notice. | | | | | |
| 5. If there is no trainee available in the one-month attachment period, Programme Office can arrange other attachment periods for the host organisation: □ Yes □ No | | | | | | | | | |
| 6. Arrangement of Meeting with Trainee(s) □ Yes (Please fill in Item 7) □ No (Please skip Item 7 ) | | | | | | | | | |
| 7. Venue of Meeting |  | | | | | | | | |
| 8. Address of Workplace (If the address is different from Item 7, please provide detailed address and a copy of BRC for each workplace) | | | | | | | | | |
|  | | | | | | | | | |
| 9. Attachment Hours    (e.g. Monday to Friday, from 9:00 am to 6:00 pm,  8 hours of work per day with 1 hour meal break.) | | Please choose one from the following (Must within 4 to 5 working days per week)  □ Monday to Friday □ 5 days per week and working days not fixed  □ 5 days per week and working days are fixed. Please specify (e.g. Tue to Sat) | | | | | | | |
| From a.m./p.m.\* to a.m./p.m.\* | | | | (Working hours should be within 7:00 am – 11:00 pm) | | | |
| hours of work per day with \_\_\_ hour(s) meal break | | | | | | | (Must within 6 to 8 working hours per day. Meal breaks are excluded. Not less than 30 hours per week.) |
| Require shift work? □ Yes □ No | | | | |  | | |
| 10. Trainees will be offered employment after attachment training? □ Yes □ No | | | | | | | | | |

□ *Please insert ✓where appropriate. \* Please delete if inappropriate.*

**Declaration All information provided by our company/organisation is true and accurate. The entry requirements (including requirement on language proficiency, if any) and job descriptions, etc. of this workplace attachment place, 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 understand that we will commit an offence and will be liable on conviction to a fine if we knowingly or recklessly make a statement which in a material respect is false or misleading.**

# Name of Company/

# Date: Responsible Person: Signature: Organisation Chop :

# **Notes**

* **All the information provided above should be true and complete. The Programme Office may not accept workplace attachment places offered and may terminate any related arrangements if you provide false information or withhold material information.**
* The purpose of collecting personal data by the Programme Office is to process cases of workplace attachment under the YETP and to carry out the subsequent follow-up work. The data may be transferred to the service providers and other government departments for the purpose mentioned above. Please call the YETP Programme Office at 2112 9932 for access and correction of personal data.
* For Chinese version of this “Provision of Workplace Attachment Places Form” and “Notes to Host Organisation”, please contact our office at 2112 9932 or download the documents from our website (www.yes.labour.gov.hk).

如欲索取此表格的中文版本，請聯絡計劃辦事處（電話: 2112 9932）或於計劃網頁（www.yes.labour.gov.hk）下載。