



YETP 2021/22 Workplace Attachment Training Notes to Host Organisation

All offers of workplace attachment places will be scrutinized by the Programme 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.

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"

DOs

- Appoint a caring staff as the Mentor to guide the trainee;
- Start with simple and straightforward tasks;
- Advise the trainee where to make improvements; and
- Provide encouragement and appreciation when the trainee performs well.

DON'Ts

- Neglect the trainee's needs at workplace;
- Engage the trainee in over-demanding, hazardous, illegal or unethical tasks;
- Venture in assigning the trainee with work in construction sites;
- Ever let the trainee work outside Hong Kong; and
- Request the trainee to perform any 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**. **The agreed attachment hours shall remain unchanged during the attachment period.**

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 for Workplace Attachment Training 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 for Workplace Attachment Training 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 for the first time 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 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 6-12 months' 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).

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 organization 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, and choose whether the respective name can be displayed with other details of the vacancy on YETP website.
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. e.g. from 9/2021 onwards, 1 place will be offered for 6 months until further notice.
 - No. of attachment places: please fill in the number of attachment places offered for each attachment period.
 - The Programme Office will pre-set a start and end date for each 1-month attachment period for the host organisation (subject to further changes depending on actual circumstances) and upload the approved attachment places to the Programme website for trainees to choose. When each attachment period ends, the Programme Office will set another attachment period and continue to post the concerned attachment places on the Programme website until the 6-month period expires.
5. Please indicate whether the host organisation agrees to the above arrangement of attachment periods made by the Programme Office. If the host organisation does not agree, the Programme Office will contact the host organisation for details and provide assistance.
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).*



Youth Employment and Training Programme (YETP) 2021/22 Provision of Workplace Attachment Places Form

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

(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 | |
| Our company/organization <u>agrees / disagrees*</u> that the respective name can be displayed with other details of this vacancy on YETP website. | | | | |
| 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)

| | | | | |
|---------------------------|---------|-----------|------------------|-------------|
| 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)

| | | | | |
|--|--|---|---------|---|
| 1. Post Title | Chinese | | English | |
| 2. Duties | Chinese | | | |
| 3a. Basic Entry Requirements(if any) | Chinese | | | |
| 3b. Language Requirements | Chinese | <input type="checkbox"/> Able to Read and Write | English | <input type="checkbox"/> Able to Read and Write |
| | | <input type="checkbox"/> Able to Speak <input type="checkbox"/> Nil | | <input type="checkbox"/> Able to Speak <input type="checkbox"/> Nil |
| 4. Attachment Period (One month) | From _____(Month)/_____(Year) onwards, ____ place(s) will be offered monthly for 6 months until further notice. | | | |
| 5. Does the host organisation agree that the Programme Office will continue to post the attachment places within six months and set another attachment period after each attachment period ends: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 6. Arrangement of Meeting with Trainee(s) <input type="checkbox"/> Yes (Please fill in Item 7) <input type="checkbox"/> 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.) | Working days per week <input type="checkbox"/> 4 days <input type="checkbox"/> 5 days (Must within 4 to 5 working days per week) | | | |
| | Please choose one from the following | | | |
| | <input type="checkbox"/> Monday to Friday <input type="checkbox"/> Working days not fixed <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| 10. Trainees will be offered employment after attachment training? <input type="checkbox"/> Yes <input type="checkbox"/> 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。