



Youth Employment and Training Programme Labour Department

Handbook for Host Organisations offering Workplace Attachment Training

(Revised in June 2025)

This Handbook can be downloaded from the YETP website

For enquiries, please contact YETP (Kowloon Office), Labour Department

Address: YETP (Kowloon Office),
9/F, Kowloon East Government Offices,
12 Lei Yue Mun Road, Kwun Tong, Kowloon

Tel: 2112 9932

Fax: 2382 3121 / 2383 6414

Website: www.yes.labour.gov.hk

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

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FOREWORD

Thank you for your unfailing support to the Youth Employment and Training Programme (YETP) of Labour Department.

With an aim to enhance the employability of young people aged 15 to 24, the Labour Department launched the Youth Pre-employment Training Programme (YPTP) in 1999 and the Youth Work Experience and Training Scheme (YWETS) in 2002 for the provision of a series of pre-employment training and on-the-job training to young people. The YPTP and YWETS have been enhanced and integrated into a “through-train” programme with effect from September 2009, which was re-named as the Youth Employment and Training Programme “YETP” in June 2013, providing young people a comprehensive platform of job search with one-stop and diversified pre-employment and on-the-job training.

Since January 2025, YETP has expanded its service to include young people aged 15 to 29 with educational attainment at sub-degree level or below to help them better understand themselves and their work aptitudes while enriching their job skills and experience so as to enhance their employability.

“Workplace Attachment Training” is a vital component of YETP. Whether the career journey of young people can be smoothly developed relied heavily on the concerted support and participation of host organisations. This Handbook provides host organisations with reference information on Workplace Attachment Training and on administration arrangement to facilitate them to handle related operations.

YETP Office
Labour Department
June 2025

1.1 Objective of Workplace Attachment Training

The **One-month** Workplace Attachment Training is provided by government departments, social services organisations and private organisations. Through Workplace Attachment Training, trainees can establish positive work attitudes, develop good work habits, acquire work knowledge and interpersonal skills, and understand their abilities and potential. Workplace Attachment Training also helps trainees gain work experience in a real working environment and better equip themselves before entering the open job market.

1.2 Relationship Between Host Organisations and Trainees

During the attachment period, host organisations and trainees do not have employer-employee relationship. The Employment Ordinance and the Employees' Compensation Ordinance are not applicable. However, host organisations may refer to these Ordinances for arrangements of Workplace Attachment Training to trainees. Host organisations can refer to the concise guides issued by the Labour Department or visit the website of Labour Department (www.labour.gov.hk) for details.

Please take note, in general, host organisations are not allowed to arrange their existing employees, relatives, friends or persons who have worked for the host organisations as trainees under the YETP. If a trainee referred to participate in Workplace Attachment Training is of the aforementioned circumstances, host organisations shall inform the YETP Office immediately (hereafter referred as “the Programme Office”) for other arrangements. Otherwise, the Programme Office will withhold attachment allowance to trainees, reserve the right of recovering any disbursement of attachment allowance and may not accept new registrations of Workplace Attachment Places submitted by host organisations.

1.3 Role of Mentor

Host organisations shall assign at least one current employee as the trainee's mentor. Mentors should guide trainees on their daily work, assess trainees' performance, and provide appropriate counselling where necessary in order to ensure trainees could obtain sufficient guidance from host organisations during the attachment period. Besides, the role of mentor also includes:

- To assist trainees to familiarise themselves with the work environment;
- To guide trainees to build up good relationships with colleagues;
- To guide trainees to handle difficulties at work;
- To teach trainees relevant job skills and use of facilities at workplaces; and
- To assist trainees to understand the company culture and working regulations.

1.4 Role of Career Advisor

To enhance the training effectiveness, a Career Advisor, who is a registered social worker of service providers, will be assigned to each trainee by the Programme Office to provide personalised career counselling and employment support services for trainees. The role of Career Advisor includes:

- To assist trainees in assessing his/ her own career aspirations, abilities, interests and expectations so as to formulate an appropriate personal training and career plan;

- To assist trainees in choosing suitable Workplace Attachment Training in accordance with his/ her training and career plan; and
- To provide necessary supports for trainees during the Workplace Attachment Training period.

1.5 Role of Account Manager

The Programme Office will assign an Account Manager to assist each host organisation in the provision of Workplace Attachment Training. If host organisations have any enquiries or need assistance, they may contact the assigned Account Managers direct. Account Managers will also refer suitable trainees to host organisations to join Workplace Attachment Training according to the requirements and needs specified by host organisations as far as possible.

Part 2: JOINING YETP AND PROVISION OF WORKPLACE ATTACHMENT PLACES

2.1 Applications for the Provision of Workplace Attachment Places

- Host organisations are required to complete and submit the “Provision of Workplace Attachment Places Form” to the Programme Office for offering Workplace Attachment Places.
- The Programme Office will vet every Workplace Attachment Place offered by host organisations and have the final authority on whether to approve the application concerned or not, and issue a notification letter to the host organisation after the application is approved.
- If there is any amendment to the number of Workplace Attachment Places, host organisations are advised to contact the respective Account Manager of the Programme Office for corresponding arrangements.

2.2 Amendments of Workplace Attachment Places Information

Host organisations shall not vary the duties, attachment period, attachment hours and workplaces after the applications of Workplace Attachment Places are approved by the Programme Office. For any amendments to the information of Workplace Attachment Places, host organisations shall contact the Account Manager of the Programme Office in advance and submit a new “Provision of Workplace Attachment Places Form” to the Programme Office for re-vetting. Otherwise, the Programme Office may terminate the Workplace Attachment Training concerned.

Part 3: ARRANGEMENT OF WORKPLACE ATTACHMENT TRAINING

3.1 Attachment Period

- Each Workplace Attachment Training lasts for one month.
- A trainee can at maximum participate in Workplace Attachment Training twice during the 12-month services period and the trainee must complete the first Workplace Attachment Training with an attendance rate of 80% or above to participate in the second Workplace Attachment Training.
- A trainee can engage in each host organisation for training once-only.

3.2 Referral of Trainee(s)

- Details of the approved Workplace Attachment places will be uploaded to the YETP

website (www.yes.labour.gov.hk) for trainees to browse and then apply by phone.

- The Programme Office will refer suitable training places to trainees by phone, email, Short Message Service (SMS) or other contact means subject to needs and circumstances.
- When trainees have applied for Workplace Attachment places, the Programme Office will arrange trainees to have an interview with host organisations or to report duty directly in accordance with the requirements of host organisations. The Programme Office will provide a list of the referred trainees' information for host organisations' reference.

3.3 Youth Employment and Training Programme (YETP) Trainee Identity Card

Host organisations shall check the YETP Trainee Identity Card (see Annex 8 "Youth Employment and Training Programme – Trainee Identity Card Sample") of trainees for verifying their identities on the first day of the Workplace Attachment Training.

3.4 Workplace Attachment Arrangements - "DOs & DON'Ts"

Trainees are not employees and lack of working experience. Host organisations shall take notes of the following points in the arrangements of Workplace Attachment Trainings to trainees:

- 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 (e.g. working at height, handling dangerous goods and chemicals, and operating heavy machinery), 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.

3.5 Attachment Hours

Though there is no employment relationship between the host organisation and the trainee during the attachment, trainees' benefits should not be treated less favourable than an employee in terms of working hours and rest days.

Host organisations may arrange attachment hours of trainees to suit the operation needs, but shall follow the below arrangements:

- Should be 6 to 8 working hours per day (excluding meal breaks);
- Working hours should be within 7:00 a.m. – 11:00 p.m;
- Should be 4 to 5 working days per week; and
- Not less than 30 working hours per week.

3.6 Rewards or Gifts

Host organisations shall take notes of trainees whether they have chances to accept monetary rewards, gifts or other benefits due to having contacts with customers or other persons in their daily work environment. In accordance with the requirements set out in the "Prevention of Bribery Ordinance", host organisations shall give clear and explicit guidelines to trainees in advance:

- Whether the acceptance of monetary rewards, gifts or other benefits is allowed; and
- How to handle received monetary rewards, gifts or other benefits, for not committing an

offence.

3.7 Insurance

The YETP has taken out insurance for all trainees with regards to personal accidental injury and third-party liabilities for indemnification. The Programme Office also recommends host organisations to liaise with the insurance agencies to extend the scope of their insurance policies to cope with:

- Possible legal liability of host organisations for any property damage or casualties of third-party due to the negligence of trainees during Workplace Attachment Trainings; and
- Possible legal liability of host organisations for any property damage or casualties of trainees due to the negligence of host organisations or their staff.

If trainees are unfortunately injured or deceased during Workplace Attachment Training, or they are involved in any third party compensation claims, host organisations shall immediately notify Account Manager of the Programme Office for follow-up actions.

3.8 Occupational Safety and Health at Attachment Training

3.8.1 Occupational Safety and Health

Host organisations shall formulate and adopt appropriate safety measures to ensure the occupational safety and health of trainees. Please refer to the relevant pamphlets or leaflets on occupational safety and health published by the Labour Department, or visit the website of Labour Department (www.labour.gov.hk) for details.

3.8.2 Work arrangements in times of adverse weather and “extreme conditions”

- Host organisations shall ensure that trainees understand the work arrangements of adverse weather and “extreme conditions”.
- For safety reason, trainees should not be required to work when typhoon signal No. 8 or above or black rainstorm warning is issued, or the Government has announced “extreme conditions”.
- Host organisations shall consider the weather and traffic conditions, and allow trainees to leave workplace earlier before the onset of forecasted bad weather.
- Please refer to the “Code of Practice in Times of Adverse Weather and “Extreme Conditions”” published by the Labour Department or visit the website of Labour Department (www.labour.gov.hk) for details.

Part 4: ATTACHMENT ALLOWANCE

4.1 Criteria for the Release of Attachment Allowance

The Programme Office provides trainees with an attachment allowance for Workplace Attachment Training under YETP, to subsidise their transport and meal expenses. The amount of such allowance is \$7,300 for WPA training commencing during the period from 1 July 2023 to 31 May 2025, and \$8,000 with effect from 1 June 2025. **Attachment allowance does not constitute any part of the remuneration or salary of trainees.** Trainees must meet the following conditions for attachment allowance to be granted:

- Have completed the Workplace Attachment Training; and

- Have achieved an attendance rate of 80% or above.

Attachment allowance will be released to trainees after they have completed the Workplace Attachment Training. On the other hand, although host organisations are not required to afford the attachment allowance to trainees, host organisations may consider subsidising trainees' meals and transportation on a reimbursement basis, as an encouragement to trainees.

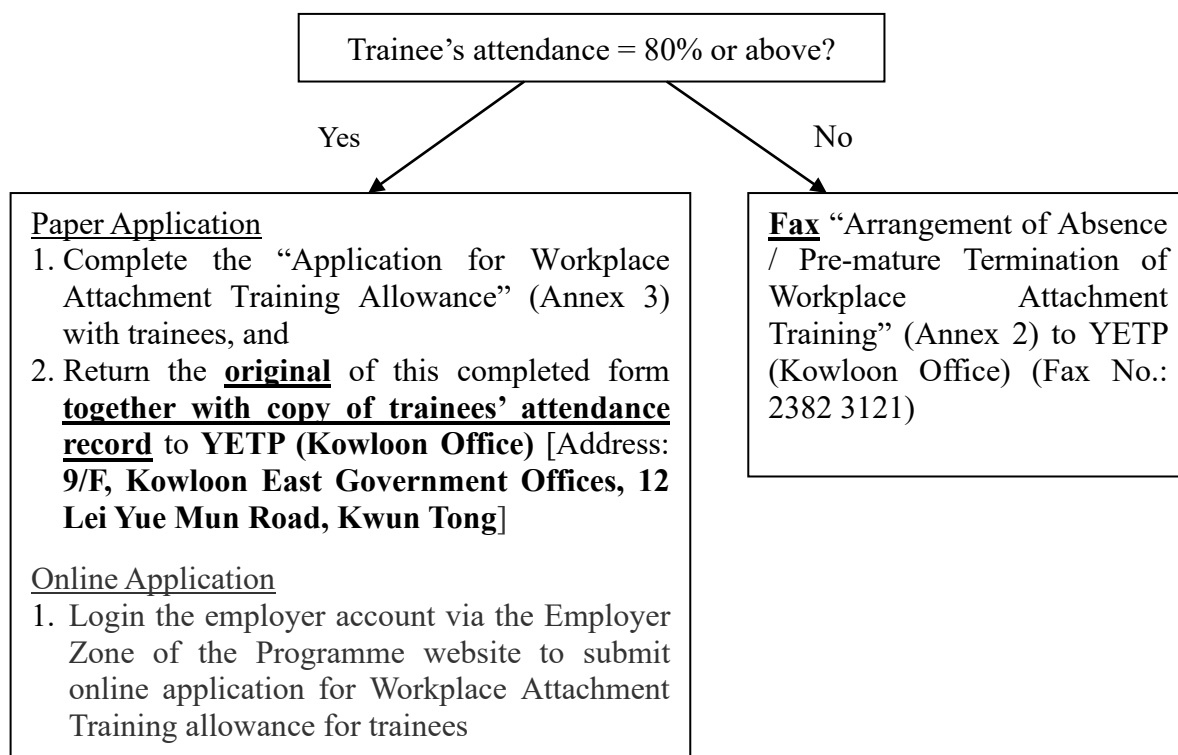
4.2 Documents required to be submitted by Host Organisations and the Procedures

- **Host organisations and trainees shall jointly complete the “Application for Workplace Attachment Training Allowance” (Annex 3)** (applicable to trainees who have achieved an attendance rate of 80% or above, please refer to the "Sample of Application for Workplace Attachment Training Allowance" at Annex 3).
- Host organisations shall **keep records of trainees' attendance for the whole attachment period**. Host organisations may refer to and use the “Attendance Record of Trainee under Workplace Attachment Training” (Annex 4).
- Host organisations have to **submit the completed “Application for Workplace Attachment Training Allowance” (Annex 3) in original, together with a copy of “Attendance Record of Trainee under Workplace Attachment Training” to YETP (Kowloon Office), Labour Department [Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon] within one week after completion of the attachment**. Upon the Programme Office's verification on information submitted, the attachment allowance will be made by a **crossed cheque** via the Treasury by mail to trainees. If trainees are under the age of 18 and not able to bank in the cheque, trainees are required to complete the form “Authority for Payment to a Bank” (Form GF179A) and submit it together with a copy of the front page of bankbook or a copy of the ATM card to YETP (Kowloon Office) for arranging payment by bank transfer. Host organisations are suggested to make copies of the relevant documents for the ease of future reference.
- Alternatively, host organisations that engage trainees for Workplace Attachment Training can login their employer account of the Programme's online system via the Employer Zone of the Programme website (<http://www.yes.labour.gov.hk>) to submit online application for attachment allowance for trainees and check details of trainees under Workplace Attachment Training. For details of employer login account of the online system, please refer to the letter “Confirmation of Workplace Attachment Training” and relevant email.
- If trainees' attendance rate is less than 80%, host organisations are not required to apply for any attachment allowance for trainees, but simply complete and return the “Absence of Trainee(s) / Pre-mature Termination of Workplace Attachment Training Reply Slip” (Annex 2) by fax to **YETP (Kowloon Office) (Fax No.: 2382 3121)**.
- Principles of counting trainees' sick leave days for calculating the attendance rate:
 - If trainees' absence is due to illness, they will be regarded as “absent” on such sick leave days if no medical certificate(s) is/are provided.
 - Nevertheless, if trainees can provide medical certificates issued by registered medical practitioners, registered Chinese medicine practitioners or registered dentists, they will be regarded as “present” on such sick leave

days as long as the total sick leave days (with valid medical certificates) during the entire attachment period do not exceed 40% of the total attachment days. Trainees will be regarded as “absent” on any sick leave days in excess of 40% of the total attachment days.

- Example:
 - ✓ Total attachment days = 20 days
 - ✓ Sick leave days with sick leave certificate(s) = 9 days
 - ✓ 40% of the total attachment days: 20 days x 40% = 8 days
 - ✓ ∴ Number of sick leave days which will be counted as absent days = 9 - 8 days = 1 day
 - ✓ Attendance rate of the trainee = (20-1) days / 20 days x 100% = 95%
 - ✓ Since the attendance rate is higher than 80%, the trainee is entitled to the Workplace Attachment Training Allowance.
- Host organisations should keep the sick leave certificates submitted by trainees for records.

Submission of relevant documents may refer to the following flow chart:



Part 5: ARRANGEMENT OF TERMINATION AND COMPLETION OF WORKPLACE ATTACHMENT TRAINING

5.1 Issue Certificate of Accomplishment for Workplace Attachment Training

Trainees must meet the following requirements for host organisations to directly issue a “Certificate of Accomplishment for Workplace Attachment Training” (Annex 5) to trainees:

- Have completed the Workplace Attachment Training; and
- Have achieved an attendance rate of 80% or above.

5.2 Assessment of Trainees’ Performance

Upon completion of Workplace Attachment Training, host organisations shall assess trainees’ performance to let trainees know about their own performance and areas for improvement. Host organisations may refer to “Workplace Attachment Training Trainee Work Performance Assessment Form” (Annex 6) for the assessment purpose.

5.3 Completion of Workplace Attachment Training and On-the-job Training

5.3.1 Arrangement of On-the-job Training

The Programme Office recommends host organisations to employ trainees who have completed Workplace Attachment Training so as to provide them with the opportunities of continuous training and development in the host organisations through On-the-job Training.

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).

5.3.2 An Overview of Workplace Attachment Training and On-the-job Training

Host organisations may refer to the table below for an overview of Workplace Attachment Training and On-the-job Training:

	Workplace Attachment Training	On-the-job Training
Objectives	It aims at helping trainees to gain practical work experience in an actual work environment, to understand their abilities and potential and better equip themselves before entering the workforce	It aims at enhancing the trainees' work experience, employability, and job skills so as to brighten up their employment prospects.
Training Period	1 month	6 to 12 months (depending on job nature and training content)
Any employment relationship between the Host Organisations / Employers and the Trainees	NO	YES

during the training period?		
Any salary to be paid by the Host Organisations / Employers to the trainees?	NO (upon completion of training with attendance rate at 80% or above, trainee may apply for an attachment allowance through the Programme Office. The amount of such allowance is \$7,300 for WPA training commencing during the period from 1 July 2023 to 31 May 2025, and \$8,000 with effect from 1 June 2025.)	YES (Trainees are engaged as employees during the training period. 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 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).)
Reimbursement of Off-the-job Vocational Training Course/Examination Fees	NIL	YES (Trainees may enrol in or apply for relevant off-the-job vocational training courses/examinations and apply for reimbursement of course/examination fees up to \$4,000 for each on-the-job training placement via the Programme Office.)
How do trainees select training places?	Trainees may select training vacancies from the website of YETP or open job market information provided by their career advisors	
Job Referral and Interview Arrangement	Job referrals and interviews will be arranged via the Programme Office or service providers of YETP	
Training Arrangement for Trainees	Host Organisations / Employers are required to appoint existing staff with relevant experience to act as “mentors” for guiding and arranging the daily work of trainees	
Do Host Organisations / Employers need to keep contact with Career Advisors?	YES. Career advisors are requested to provide employment supports for trainees at work.	
Arrangement at end of training period	<ul style="list-style-type: none"> • Host Organisations/ Employers are required to issue to trainees certificate provided by the Programme Office specifying the skill/ qualification attained during the period of Workplace Attachment Training/ On-the-job Training; • Host Organisations/ Employers are encouraged to offer further employment to the trainees with satisfactory performance; • Each trainee could only undergo the Workplace Attachment Training/ On-the-job Training in the same Host Organisations/ Employers once only. Extension of training period is not allowed. 	

If host organisations are interested in the provision of On-the-job Training Vacancies to the YETP for trainees who have completed Workplace Attachment Training, please refer to Part

6 "Application of On-the-job Training" for the application procedures. Host organisations may also visit the website of the YETP (www.yes.labour.gov.hk), or call the Programme Hotline 2112 9932 (press 2-2-1) for any enquiries.

5.4 Problematic Cases

5.4.1 Handling of Problematic Cases

- In the case of trainees' absence, poor performance or personal misconduct and other issues, mentors may first try to discuss with trainees to understand the situation for remedial measures. Host organisations may contact the trainees' career advisors if necessary.
- The contact information of trainees' career advisors will be listed in the letter of "Confirmation of Workplace Attachment Training".

5.4.2 Absence of Trainee(s) / Pre-mature Termination of Workplace Attachment Training

- Termination of Workplace Attachment Training for trainees is a severe punishment. Unless trainees have committed serious misconduct, host organisations should not adopt such severe method.
- If host organisations must terminate the attachment training, host organisations should contact trainees' career advisors or the Programme Office in advance in order to make immediate follow-up.
- If trainees withdraw from the Workplace Attachment Training on his/ her own accord, host organisations shall also contact the Programme Office in order to make immediate follow-up.
- When host organisations formally terminate trainees' Workplace Attachment Training or trainees withdraw from the attachment training on his/ her own accord, host organisations shall complete the "Absence of Trainee(s)/ Pre-mature Termination of Workplace Attachment Training Reply Slip" (Annex 2) and fax it to the Programme Office as soon as possible. (Please refer to the sample at Annex 2)

Part 6: APPLICATION OF ON-THE-JOB TRAINING

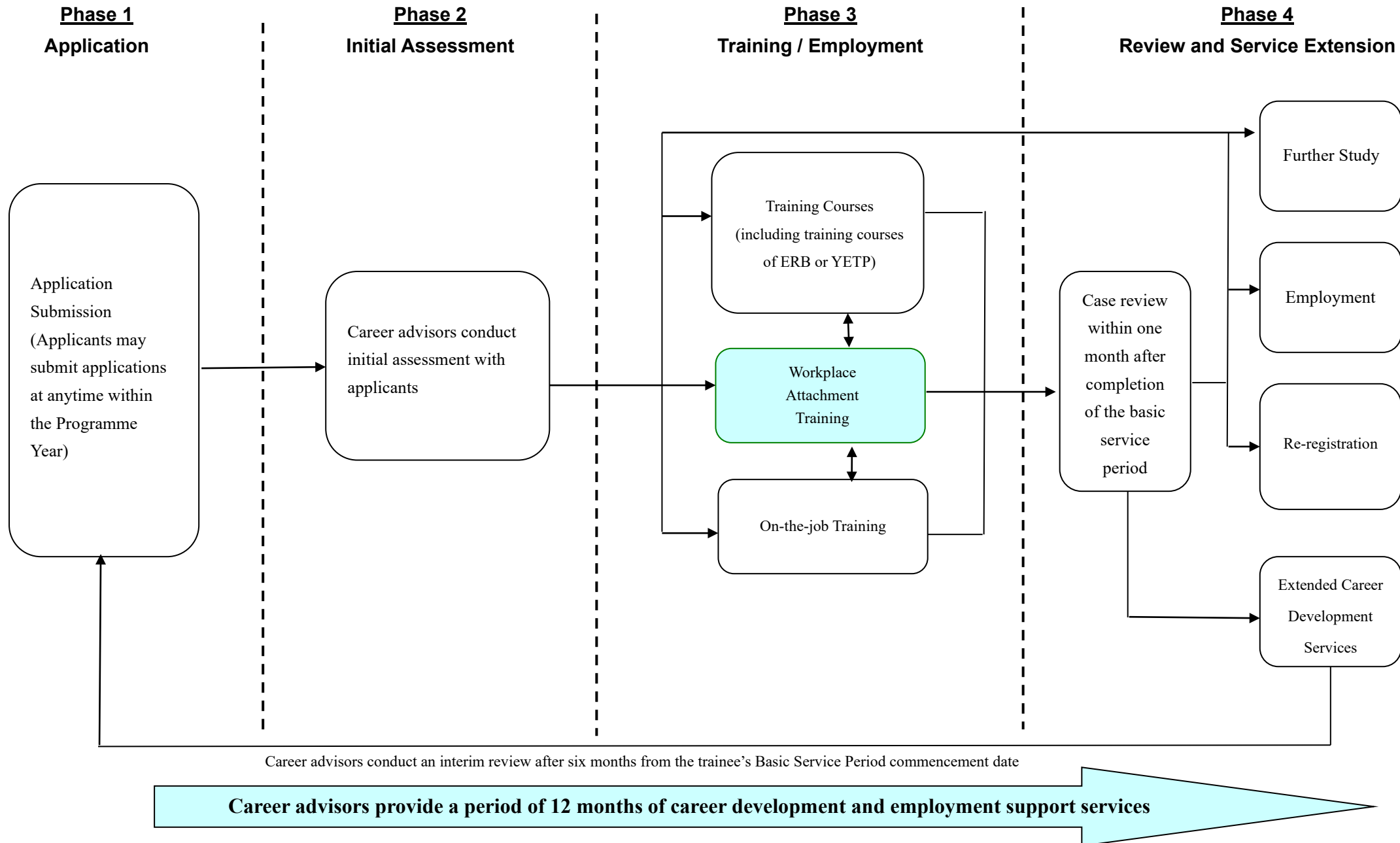
- If host organisations wish to offer 6 to 12-month On-the-job Training (OJT) vacancies under the YETP to trainees who completed the attachment training, please submit the **"On-the-job Training Vacancy Registration Form (for Host Organisation of Workplace Attachment Training)" (Annex 7A)** and **"Employer Notification of Trainee Engaged" (Annex 7B)** together with the valid business registration certificate copies / registration documents of the organisation **by fax or mail to the YETP (Kowloon Office) [Fax number: 2382 3121, Address: 9/F Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong]**.
- On-the-job training vacancies offered by host organisations have to be vetted by the Programme Office. Host organisations must submit the application of On-the-job Training Vacancies to the Programme Office **at least 7 days before the completion of Workplace Attachment Training**. **If the application is vetted and approved by the Programme Office, host organisations can employ trainees and start the On-the-job Training right after the attachment. On-the-job training allowance will only be granted to employers from the commencement date of the On-the-job Training period as confirmed by the Programme Office.**

- Host organisations may also offer On-the-job Training Vacancies directly to the Programme Office for employing other YETP trainees. 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).

~ **END** ~

Youth Employment and Training Programme (YETP) Service Work Flow

Annex 1



**Labour Department (Branch Office)**

Tel number 電話號碼: 2112 9932
Fax number 傳真號碼: 2382 3121

YETP (KLN Office), Labour Department
9/F Kowloon East Government Offices,
12 Lei Yue Mun Road, Kwun Tong, Kowloon
www.yes.labour.gov.hk

Dear Sir/ Madam,

Youth Employment and Training Programme (YETP)**Workplace Attachment Training****Absence of Trainee / Pre-mature Termination of Workplace Attachment Training Reply Slip**

Thank you for joining the YETP and providing workplace attachment training place. **If trainees' attendance rate is less than 80%, please complete and return the following reply slip by fax to YETP (Kowloon Office).**

YETP (Kowloon Office) of the Labour Department

Reply Slip**To: YETP (Kowloon Office) (Fax No.: 2382 3121)**

Registration no. of trainee: _____	Name of trainee: _____
Workplace attachment place: _____	(WPA No.: _____)
Name of host organisation: _____	(ER No.: _____)
Attachment period: From _____	to _____ (dd/mm/yyyy)

The captioned trainee failed to complete the Workplace Attachment Training (The overall attendance rate was less than 80%) for the following reasons: *(Please ✓ the appropriate box).*

☐ **Absence of Trainees:** The trainee has only attended ____-day Workplace Attachment Training. His / Her last attachment date was _____ (dd/mm/yyyy).

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = ____ Days / ____ Days x 100% = ____ %)

☐ **Pre-mature Termination: (By Trainee)** The trainee has attended ____-day Workplace Attachment Training but the trainee had withdrawn from the training on his / her own accord. His / Her last attachment date was _____ (dd/mm/yyyy) with reason(s): _____

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = ____ Days / ____ Days x 100% = ____ %)

☐ **Pre-mature Termination: (By Host Organisation)** The trainee has attended ____-day Workplace Attachment Training but the trainee had withdrawn from the training on his / her own accord. His / Her last attachment date was _____ (dd/mm/yyyy) with reason(s): _____

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = ____ Days / ____ Days x 100% = ____ %)

* Please take note: Termination of Workplace Attachment Training for trainees is a severe punishment. Unless trainees have committed serious misconduct, host organisations should not adopt such severe method. If host organisations must terminate the training, host organisations should contact trainees' career advisors / the Programme office in advance in order to make immediate follow-up.

Signature of responsible person: _____

Company / Organisation chop: _____

Name of responsible person: _____

Tel. no. of responsible person: _____

Date: _____



Annex 2
(SAMPLE)



Labour Department (Branch Office)

Tel number 電話號碼: 2112 9932
Fax number 傳真機號碼: 2382 3121

YETP (KLN Office), Labour Department
9/F Kowloon East Government Offices,
12 Lei Yue Mun Road, Kwun Tong, Kowloon
www.yes.labour.gov.hk

Dear Sir/ Madam,

Youth Employment and Training Programme (YETP)

Workplace Attachment Training

Absence of Trainee / Pre-mature Termination of Workplace Attachment Training Reply Slip

Thank you for joining the YETP and providing workplace attachment training place. **If trainees' attendance rate is less than 80%, please complete and return the following reply slip by fax to YETP (Kowloon Office).**

YETP (Kowloon Office) of the Labour Department

Reply Slip

To: YETP (Kowloon Office) (Fax No.: 2382 3121)

Registration no. of trainee: 2024001234 Name of trainee: CHAN Chin-Chi
Workplace attachment place: Clerk (WPA No.: WPA00001-1)
Name of host organisation: Pretty Limited (ER No.: E12345)
Attachment period: From 03/09/2024 to 02/10/2024 (dd/mm/yyyy)

The captioned trainee failed to complete the Workplace Attachment Training (The overall attendance rate was less than 80%) for the following reasons: *(Please ✓ the appropriate box).*

☐ **Absence of Trainees:** The trainee has only attended ____-day Workplace Attachment Training. His / Her last attachment date was ____ (dd/mm/yyyy).

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = ____ Days / ____ Days x 100% = ____ %)

☒ **Pre-mature Termination: (By Trainee)** The trainee has attended 5-day Workplace Attachment Training but the trainee had withdrawn from the training on his / her own accord. His / Her last attachment date was 7/9/2024 (dd/mm/yyyy) with reason(s): Further Study

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = 5 Days / 20 Days x 100% = 25 %)

☐ **Pre-mature Termination: (By Host Organisation)** The trainee has attended ____-day Workplace Attachment Training but the trainee had withdrawn from the training on his / her own accord. His / Her last attachment date was ____ (dd/mm/yyyy) with reason(s): ____

(Attendance Rate: Trainee's Attended Days / Agreed Working Days with the Programme Office x 100% = ____ Days / ____ Days x 100% = ____ %)

* Please take note: Termination of Workplace Attachment Training for trainees is a severe punishment. Unless trainees have committed serious misconduct, host organisations should not adopt such severe method. If host organisations must terminate the training, host organisations should contact trainees' career advisors / the Programme office in advance in order to make immediate follow-up.

Signature of responsible person: Pretty Wong

Name of responsible person: Pretty Wong

Date: 7/9/2024

Company / Organisation chop: Pretty Limited

Tel. no. of responsible person: 2345 6789

Application for Workplace Attachment Training Allowance

(Applicable only for WPA training commencing during the period from 1 July 2023 to 31 May 2023)

For Official Use Only

Purpose : To apply for Workplace Attachment Training Allowance via the host organisation.

Application Method : Return the completed application form with copy of the trainee's attendance record to YETP (KLN Office) (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon).

Deadline : **Within one week** after the attachment period.

Remark : 1. Trainee should have attained at least 80% attendance during the attachment period.
2. The purpose of collecting personal data on this form by the YETP Office is to process applications for workplace attachment allowances under the YETP. The data may be transferred to service providers and other government departments for the purpose mentioned above. If any person who has provided personal data to the Programme Office wishes to access or correct his/her personal data, he/she may approach the Programme Office by phone at 2112 9932.
3. The Programme Office reserves the final right to approve the attachment allowance.
4. The information provided for applying the attachment allowance must be true and correct. Any person who knowingly and willfully provides false statement or fraudulent information commits an offence.
5. The host organisation should keep the trainee's attachment attendance record and may have to provide the original attendance record to the Programme Office for verification.

Data entry	
Check	
Amount	
Recommend	
Serial/Batch	
Approved by	

Part I (To be completed by the host organisation)

I confirm that _____ has been attached to our company / organisation during the following period, and has attained at least 80% attendance. The trainee had never been an employee of our company / organisation during or before the attachment and is not a relative of the responsible person(s) of our company / organisation. I certify the attachment details as follows:

Workplace Attachment Vacancy Order Number	Attachment Period	Agreed Working Days with the Programme Office (a)	Trainee's Attended Days (b)	Trainee's Attendance Rate (b) / (a) x 100%
WPA _____ - _____	From _____ To _____			

Part II (To be completed by the host organisation. Please put a ✓ in the appropriate box.)

The trainee's attachment period has been concluded. The company / organisation

☐ did not employ the above trainee after the attachment period.

☐ employed the above trainee. Details are as follows :

Post: _____ (*Full-time / Part-time)

Employment Date: _____ *Monthly / Daily Wages: \$ _____ Other: _____

*Please delete the inappropriate one.

Part III (To be completed by the trainee)

The Programme Office would release \$7,300 training allowance to trainee who had attained at least 80% attendance during the attachment period. Please provide your address **in capital letters** below and the cheque will be sent to you by post.

Address: _____

Signature of Trainee:

Name of Trainee (Full Name): _____

Registration No.: _____

HKID No.: _____

Date: _____

Signature of Responsible Person
of Host Organisation:

Name (Full Name): _____

Post Title: _____

Name of Company/Organisation: _____

Tel. No.: _____

Official Stamp: _____



Youth Employment and Training Programme (YETP) (Programme Year 2024/25)

Application for Workplace Attachment Training Allowance

(Applicable only for WPA training commencing on or after 1 June 2025)

For Official Use Only

- | | | | |
|--------------------|--|--------------|--|
| Purpose | To apply for Workplace Attachment Training Allowance via the host organisation. | Data entry | |
| Application Method | Return the completed application form with copy of the trainee's attendance record to YETP (KLN Office) (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon). | Check | |
| Deadline | Within one week after the attachment period. | Amount | |
| Remark | <ol style="list-style-type: none"> Trainee should have attained at least 80% attendance during the attachment period. The purpose of collecting personal data on this form by the YETP Office is to process applications for workplace attachment allowances under the YETP. The data may be transferred to service providers and other government departments for the purpose mentioned above. If any person who has provided personal data to the Programme Office wishes to access or correct his/her personal data, he/she may approach the Programme Office by phone at 2112 9932. The Programme Office reserves the final right to approve the attachment allowance. The information provided for applying the attachment allowance must be true and correct. Any person who knowingly and willfully provides false statement or fraudulent information commits an offence. The host organisation should keep the trainee's attachment attendance record and may have to provide the original attendance record to the Programme Office for verification. | Recommend | |
| | | Serial/Batch | |
| | | Approved by | |

Part I (To be completed by the host organisation)

I confirm that _____ has been attached to our company / organisation during the following period, and has attained at least 80% attendance. The trainee had never been an employee of our company / organisation during or before the attachment and is not a relative of the responsible person(s) of our company / organisation. I certify the attachment details as follows:

Workplace Attachment Vacancy Order Number	Attachment Period	Agreed Working Days with the Programme Office (a)	Trainee's Attended Days (b)	Trainee's Attendance Rate (b) / (a) x 100%
WPA _____ - _____	From _____ To _____			

Part II (To be completed by the host organisation. Please put a ✓ in the appropriate box.)

The trainee's attachment period has been concluded. The company / organisation

☐ did not employ the above trainee after the attachment period.

☐ employed the above trainee. Details are as follows :

Post: _____ (*Full-time / Part-time)

Employment Date: _____ *Monthly / Daily Wages: \$ _____ Other: _____

*Please delete the inappropriate one.

Part III (To be completed by the trainee)

The Programme Office would release \$8,000 training allowance to trainee who had attained at least 80% attendance during the attachment period. Please provide your address **in capital letters** below and the cheque will be sent to you by post.

Address: _____

Signature of Trainee: _____	Signature of Responsible Person of Host Organisation: _____
Name of Trainee (Full Name): _____	Name (Full Name): _____
Registration No.: _____	Post Title: _____
HKID No.: _____	Name of Company/Organisation: _____
	Tel. No.: _____
Date: _____	Official Stamp: _____

Youth Employment and Training Programme (YETP) (Programme Year 2024/25)

Application for Workplace Attachment Training Allowance

For Official Use Only

Purpose : To apply for Workplace Attachment Training Allowance via the host organisation.

Application Method : Return the completed application form with copy of the trainee's attendance record to YETP (KLN Office) (Address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon).

Deadline : **Within one week** after the attachment period.

Remark : 1. Trainee should have attained at least 80% attendance during the attachment period.
2. The purpose of collecting personal data on this form by the YETP Office is to process applications for workplace attachment allowances under the YETP. The data may be transferred to service providers and other government departments for the purpose mentioned above. If any person who has provided personal data to the Programme Office wishes to access or correct his/her personal data, he/she may approach the Programme Office by phone at 2112 9932.
3. The Programme Office reserves the final right to approve the attachment allowance.
4. The information provided for applying the attachment allowance must be true and correct. Any person who knowingly and willfully provides false statement or fraudulent information commits an offence.
5. The host organisation should keep the trainee's attachment attendance record and may have to provide the original attendance record to the Programme Office for verification.

Data entry	
Check	
Amount	
Recommend	
Serial/Batch	
Approved by	

Part I (To be completed by the host organisation)

I confirm that CHAN Chin-Chi has been attached to our company / organisation during the following period, and has attained at least 80% attendance. The trainee had never been an employee of our company / organisation during or before the attachment and is not a relative of the responsible person(s) of our company / organisation. I certify the attachment details as follows:

Workplace Attachment Vacancy Order Number	Attachment Period	Agreed Working Days with the Programme Office (a)	Trainee's Attended Days (b)	Trainee's Attendance Rate (b) / (a) x 100%
WPA <u>00001-1</u>	From <u>03/06/2025</u> To <u>02/07/2025</u>	20	19	95%

Part II (To be completed by the host organisation. Please put a ✓ in the appropriate box.)

The trainee's attachment period has been concluded. The company / organisation

☐ did not employ the above trainee after the attachment period.

☒ employed the above trainee. Details are as follows :

Post: Clerk (*Full-time /-~~Part-time~~)

Employment Date: 03/07/2025 *Monthly / ~~Daily~~ Wages: \$10,000 Other: _____

*Please delete the inappropriate one.

Part III (To be completed by the trainee)

The Programme Office would release \$8,000 training allowance to trainee who had attained at least 80% attendance during the attachment period. Please provide your address in capital letters below and the cheque will be sent to you by post.

Address: Flat C, 7/F, Block 2, Happy Tower, 1 King's Road, North Point, HK

Signature of Trainee: CHAN

Name of Trainee (Full Name): CHAN Chin-Chi

Registration No.: 2024001234

HKID No.: Y123456(7)

Date: 03/7/2025

WPA-9 (6/2025)

Signature of Responsible Person of Host Organisation:

Name (Full Name):

Post Title:

Name of Company/Organisation:

Tel. No.:

Official Stamp:

Pretty WONG

Pretty Wong Mei-lai

Manager

Pretty Limited

2345 6789

Pretty Limited

Youth Employment and Training Programme (YETP)
Attendance Record of Trainee under Workplace Attachment Training

This template is only a reference for host organisation to record the attendance of trainee. In submission of application for workplace attachment training allowance, host organisation may provide its own attendance record for verification by the Programme Office. The name of trainee should be stated clearly on the record. Host organisation representative should sign on the record.

Host Organisation: _____

Name of Trainee (Full Name): _____ **Registration No. of Trainee:** _____

Name of Supervisor (Full Name): _____

(a) Date ¹	(b) Presence “✓” or Absence “✕” ²	(c) Signature of Trainee (for days present)	(d) Signature of Supervisor (for days present and absent)	(a) Date ¹	(b) Presence “✓” or Absence “✕” ²	(c) Signature of Trainee (for days present)	(d) Signature of Supervisor (for days present and absent)
* The attendance record should be completed by host organisation [except for column (c)] * Both supervisor and trainee are required to confirm each day of attendance by signature				Total no. of days present:			

**Name of Responsible
Person of Host
Organisation (Full Name):** _____

**Signature of
Responsible Person of
Host Organisation:** _____

Date: _____

Note 1: The date must fall within the attachment period agreed to by both host organisation and Programme Office.

Note 2: During the attachment period, if a trainee is absent due to illness for not more than 40% of the number of attachments days, such absent days should be counted as “Presence” provided that medical certificate(s) issued by registered medical practitioner(s), registered Chinese medicine practitioner(s) or registered dentist(s) are submitted by the trainee. Any sick leave days in excess of 40% of the number of attachment days (with or without provision of medical certificates by the trainee) will be counted as “Absence”. Host organisation should retain the medical certificate(s) for record purpose.



工作實習訓練證書

Certificate of Accomplishment for Workplace Attachment Training

茲證明
This is to certify

於本公司 / 機構擔任
worked as

並於下列期間參加工作實習訓練
to participate in Workplace Attachment Training for the period of

指導員評語：
Comments of Mentor

日期
Date

實習機構
Host Organisation

蓋印
Stamp



工作實習訓練的目的是希望加深學員對行業的認識，讓學員掌握更多工作和人際關係的技巧，幫助他們為就業作好準備。

The aim of workplace attachment training is to help trainees better understand the industry, acquire work knowledge and interpersonal skills so as to better prepare them for employment.

Youth Employment and Training Programme
Workplace Attachment Training
Trainee Work Performance Assessment Form

Annex 6

(This form is for reference purpose)

Trainee Name : _____

Trainee No: _____

WPA No: _____

Name of host organisation: _____ Attachment Period: From _____ year _____ month
 _____ day _____ to _____ year _____ month _____ day

(Please '✓' the appropriate box(es))

1. Is trainee's performance satisfactory? Very Satisfied ← Average → Very Dissatisfied

(Please comment trainee's performance on the following aspects,

5 Very Satisfied, 1 Very Dissatisfied, N/A Not Applicable)

	5	4	3	2	1	
1.1 Working attitude (e.g.: Sense of responsibility and Enthusiasm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Language ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 Computer application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
1.4 Overall discipline (e.g.: punctuality and follow the instructions to complete work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5 Social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6 Work ability (correctly complete assigned work on schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. Upon completion of Workplace Attachment

Training, the trainee's improvement in the following aspects?

Great Improvement ← Average → No Improvement

(Please comment trainee's improvement on the following aspects,

5 Great Improvement, 1 No Improvement, N/A Not Applicable)

	5	4	3	2	1	
2.1 Working attitude (e.g.: Sense of responsibility and Enthusiasm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 Language ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 Computer application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
2.4 Overall discipline (e.g.: punctuality and follow the instructions to complete work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5 Social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6 Work ability (correctly complete assigned work on schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. You think the trainee needs to improve on : (May select more than one choice)

1 ☐ Working attitude

2 ☐ Language ability

3 ☐ Computer application

4 ☐ Overall discipline

5 ☐ Social skills

6 ☐ Working ability

4. Other comments:

5. Trainee signature: _____ Signature of mentor / responsible person:: _____

Assessment date: _____ Name of mentor / responsible person: _____

Part 1 : Background

The YETP, administered by the Labour Department, provides a comprehensive platform of job search for young people aged between 15 and 29 with educational attainment at sub-degree level or below with a view to facilitating young people's self-understanding and career aspirations 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 fulfil 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 Office (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 organisations / companies (irrespective of the owners of the organisations), and shall not transfer trainees to work for other organisation during the on-the-job training period. The organisation 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, YETP will reimburse the trainee for off-the-job vocational training course / examination fees up to \$4,000 on the basis of actual cost after his / her application has been approved. 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/ examinations and must not deduct trainees' wages or change 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 (for Host Organisation of Workplace Attachment Training)" (Annex 7A), "Employer Notification of Trainee Engaged" (Annex 7B) together with a copy of valid Business Registration Certificate or a copy of Registration of an Organisation to the YETP (Kowloon 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 : Career Development services for the trainees

4. Additional support such as career counselling and support service will be provided to trainees by career advisors who are registered social workers. During the period of on-the-job training, career advisors 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) submit this registration form to the Programme Office **at least 7 days before the completion of Workplace Attachment Training.** If the application is vetted and approved by the Programme Office, employers can employ the trainee and start the on-the-job training after the attachment.
- (ii) 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.
- (iii) 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.
- (iv) 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

- (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.**
- (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 vacancy 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. According to the Personal Data (Privacy) Ordinance, when you collect personal data from jobseekers (e.g. resumes), you should disclose your company name and provide the contact person and contact means for job seekers to obtain Personal Information Collection Statement. For details, please contact the Privacy Commissioner's Office at 2827 2827 or visit the website (www.pcpd.org.hk). 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 Organisation and submit it to the YETP (Kowloon 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 and 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 authorised 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 suspected 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 for 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 calculated in accordance with 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 fulfil 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 wilfully 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. 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 (Kowloon Office) by phone at 2112 9932.

Youth Employment and Training Programme (YETP)
On-the-job Training Vacancy Registration Form
(for Host Organisation of Workplace Attachment Training)

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

Part 1

Details of Employer (Please refer to your BRC)

(Please complete in both English and Chinese as far as possible)

(WPA)

Details of Employer (Please refer to your BRC)

(Please complete in both English and Chinese as far as possible)

(WPA)

Official
Use
Only

- | | | | |
|--|-------------------------|------|----|
| 1. Name of Business / Corporation (a) Chi _____ | | Only | |
| (b) Eng _____ | | AV | AP |
| 2. Business / Branch Name (a) Chi _____ | | | |
| (b) Eng _____ | | | |
| 3. Our company / organisation will employ trainee(s) and apply for the on-the-job training allowance under <u>(1) / (2)</u> * stated above (must be filled in) and the respective name will be displayed with other details of this vacancy on YETP website.

(Note: The organisation 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 organisations/companies and shall not transfer trainees to work for other organisations (irrespective of the owners of the organisation). If employers have participated YETP before, employers shall use the same organisation name in submitting new application for 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 | |
| 6. Date of Commencement _____ | 7. Date of Expiry _____ | | |
| 8. Nature of Business _____ | | SIZE | |
| 9. No. of Staff (include employer and full-time employees, exclude YETP trainee) _____ (of whom, _____ is / are the employer). | | | |

Details of Contact Person (Contact person shall be the employer or direct employee of the organisation in Part 1) (Please complete in both English and Chinese as far as possible)

- | | | | | | |
|--------------------------|--|-------------------|----------------------------|---------------------|--|
| 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
<input type="checkbox"/> Fax
<input type="checkbox"/> Email |
| 7. Interview arrangement | (a) Name of interviewer | | (b) Tel No. of interviewer | | |
| | (c) Venue of interview (if different from workplace) | | | | |

Details of Training Plan (Assistance is available from the Programme Office)

(Please complete in both English and Chinese as far as possible)

- | | |
|--|---|
| <p>1. Vocational skills that trainees will acquire through on-the-job training:</p> <p>(a) Chi _____</p> <p>(b) Eng _____</p> | <p>SKILLS</p> <p><input type="checkbox"/></p> |
| <p>2. Mode of on-the-job training:</p> <p><input type="checkbox"/> Classroom lecture (total _____ hrs) <input type="checkbox"/> Job attachment <input type="checkbox"/> Job rotation</p> <p><input type="checkbox"/> Others (please specify): _____</p> | |
| <p>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</p> <p>(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 reserves 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.)</p> | <p>MENTOR</p> <p><input type="checkbox"/></p> |
| <p>4. Recommendation on the category of off-the-job vocational training course _____</p> <p>(Please refer to https://www.yes.labour.gov.hk/Applicants/Main/OTJCourse for details of the reimbursement of off-the-job vocational training course/examination fees)</p> | <p>AIP</p> <p><input type="checkbox"/></p> |

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

Annex 7A
(Page 4 of 4)[illegible]



Youth Employment and Training Programme (YETP)
Registration of on-the-job training vacancy by
host organisation of Workplace Attachment Training

— Employer Notification of Trainee Engaged (To be completed by the employer)

(Please note: Host organisations must submit the form and the On-the-job Training Vacancy Registration Form (Annex 7A) to the YETP (Kowloon Office) (hereafter referred as the Programme Office) at least 7 days before the completion of Workplace Attachment Training. If the application is vetted and approved by the Programme Office, host organisations can employ the trainee and start the on-the-job training after the attachment. The on-the-job training allowance will only be granted to the employer from the commencement date of the on-the-job training period as confirmed by the Programme Office. Submission of this registration form does not imply acceptance of your application.)

Our organisation would like to offer 6 to 12 months on-the-job training vacancy to YETP and employ the trainee who is going to complete the 1-month Workplace Attachment Training under YETP. Information on the training vacancy and the selected trainee is as follows:

Part I Details of Employer		Official use only	
Name of company/organisation:	Emp. No. (if applicable) E	ER INF <input type="checkbox"/>	
Title of On-the-job Training Vacancy:	(^Full-time / Part-time)		
Basic salary* (monthly/ daily/ hourly^)	HK\$		
Fixed commission (Monthly)	HK\$ Fixed allowance (Monthly) HK\$		
Estimated commencement date of employment**:			
Name of Mentor	Post	Contact Number	TR INF <input type="checkbox"/>
* This amount does not include attendance bonus, any form of bonus, commission or allowance.			
** All applications should be vetted and approved by the Programme Office. Employer must seek prior approval and confirmation from the Programme Office before arranging on-the-job training to trainee. The on-the-job training allowance will be granted to the employer from the commencement date of the on-the-job training period as confirmed by the Programme Office.			
^ Please delete as appropriate.			
Part II Details of Trainee			
Name of Trainee:	(Chi)	(Eng)	Q1 <input type="checkbox"/>
HKID No.:		Gender:	
Contact tel. no.:	(Day)	(Mobile)	
1. Trainee's Workplace Attachment period under YETP :		From (dd/mm/yy) to (dd/mm/yy)	Q2 (i) <input type="checkbox"/>
***2.(i) Has this trainee worked in your organisation before the Workplace Attachment training under YETP?			Q2 (ii) <input type="checkbox"/>
<input type="checkbox"/> No <input type="checkbox"/> Yes (From (dd/mm/yy) to (dd/mm/yy), Post/service :)			
(ii) Is this trainee the relative or friend of the responsible person of your organisation?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify the relationship)			
*** In general, employers are not allowed to employ their relatives, friends or persons who have worked for the employers as trainees under YETP. For special cases, employers shall seek prior approval from the Programme Office before offering employment.			
Part III Employer's Undertaking			
All information provided by our company / organisation is true and accurate. Our company / organisation will be criminally liable if the provided information is wilfully false or if our company / organisation withholds material information to obtain on-the-job training allowance. Our company / organisation has read the "Notes to Employers" in the "On-the-job Training Vacancy Registration Form (Annex 7A)" and fully understood the details of the YETP. Our company / organisation agrees to comply with all the requirements and regulations of the Programme listed in the "Notes to Employers".			ER SIG <input type="checkbox"/>
Signature of Employer		Company/Organisation Chop	
Name of Employer	Position		CO CHP <input type="checkbox"/>
Tel. number	Fax number		
Date			

Youth Employment and Training Programme – Trainee Identity Card Sample

Front Side



Back Side

學員姓名 Name	有效日期 Service Expiry Date
學員編號 Trainee No.	
服務機構 Service Provider	
電話 Telephone No.	