



Youth Employment and Training Programme (YETP) of the Labour Department Notes on Nomination of Most Improved Trainees of YETP 2018

Brief on “The Most Improved Trainees Awards of YETP”

YETP of the Labour Department provides one-stop and diversified pre-employment and on-the-job training for young people, with a view to enhancing their employability.

To recognise the efforts of trainees and showcase their creditable improvements in **personal development, leadership or work performance** after joining YETP, the Programme Office organizes the “**Award Ceremony of Most Improved Trainees of YETP**”. Trophies will also be awarded to employers/host organizations and service providers in appreciation of their caring efforts contributed to their trainees’ improvement.

Eligibility Criteria of Trainees to be Nominated

- Trainees who have participated in YETP (hereafter refers to as “the Programme”) **between 1.1.2017 and 31.3.2018.**

Nomination Method

- Employers/host organizations who have participated in the Programme between 1.1.2017 and 31.3.2018 or service providers which have been appointed to provide case management service in programme year 2017/18 can nominate eligible trainees for selection.
- Nominating organization has to complete the nomination form and specify details of creditable improvements of trainee(s) after joining the Programme.
- **Original** of duly completed nomination form (**Please indicate “MIT Award of YETP” on envelope**) can be submitted by the following means:
 - ◆ *By Post: YETP (HK Office), Labour Department, 16/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong (postmark date on the envelope will be regarded as the application date).*
 - ◆ *In person : To the above address during office hours (**Mon to Fri** 9:00-13:00 & 14:00-18:15)*

Valid nomination form must bear the original organization chop and signatures of trainee and representative of nominating organization. A passport photo of trainee shall be attached. To facilitate processing, please also provide a softcopy of the completed nomination form in MS Word Doc format by email to MIT@yes.labour.gov.hk.

Adjudication

- Trainees who have passed the initial vetting and assessment will be arranged to attend interview with the Adjudication Panel.
- The Adjudication Panel will make assessment according to the information in the nomination forms as well as the performance of trainees during interviews.

Awardees

- Trophy, award certificate and cash coupon of \$2,000 for each awardee.
- Nominating service provider and employer/host organization of

Important Dates :

- ✓ Deadline for Nomination:
May 18, 2018 (Fri)
<as at the time the **original** of duly completed nomination form reached YETP (HK Office)>
- ✓ Interview Date with the Adjudication Panel (Tentative):
June 25, 2018 (Mon)
- ✓ Date of Award Ceremony (Tentative):
August 23, 2018 (Thu)

Enquiries :

Tel.: **2835 2014** (Miss YEUNG)

awardee will each be awarded a trophy.

- **Awardees, their employers/host organizations and representatives of service providers shall attend the Award Ceremony and related promotional activities including video production. All information provided and related shooting materials will be used for the event (e.g. to be shared with participants of Award Ceremony and be released to the media for promotional purpose, etc.) and for promotion of YETP.**
- **The Labour Department will arrange interview with employers/host organizations and video shooting at awardees' company and/or workplace. Employers/host organizations should make necessary coordination. Details will be provided later.**

Other Trainees with Remarkable Improvement

- In addition to the awardees, the Adjudication Panel will also select trainees who have shown remarkable improvement after joining YETP from all the trainees who have passed the initial vetting and attended the interview.
- Each trainee with remarkable improvement will be awarded an award certificate and cash coupon of \$1,000.

Important Notes

- Information provided must be true and correct. All information and documents submitted will not be returned.
- Nominating organization should liaise with the relevant party (i.e. service provider or employer/host organization) on the nomination before submitting the nomination form.
- Trainees selected for interview can provide originals of supplementary information (e.g. photos, certificates, or other relevant materials) to the Adjudication Panel for assessment purpose.
- The decision of the Adjudication Panel in respect of the result of selection shall be final.
- The Programme Office reserves the right to alter selection rules, prizes, Award Ceremony and any other arrangements without prior notice.

YETP

Labour Department

March 2018