

## Youth Employment and Training Programme (YETP) of the Labour Department Notes on Nomination of YETP Most Improved Trainees Awards 2022

### Brief on “YETP Most Improved Trainees Awards”

YETP of the Labour Department (hereafter refers to as “the Programme”) 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 organises the “YETP Most Improved Trainees Awards”. Trophies will also be awarded to employers/host organisations 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 **between 1 September 2020 and 31 March 2022.**

#### Nomination Method

- Employers/host organisations who have participated in the Programme between 1 September 2020 and 31 March 2022 or service providers which have been appointed to provide case management service in programme year 2020/21 or 2021/22 can nominate eligible trainees for selection.
- Nominating organisation 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 “YETP MIT Awards 2022” on the 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) (please take note of the latest special work arrangement for government employees under COVID-19 as announced on the YETP website before visiting YETP(HK Office))*

Valid nomination form must bear the **original** organisation chop and signatures of the trainee, the representative of the current employer/host organisation (if applicable) and the representative of the nominating organisation. A passport photo of the trainee shall be attached. To facilitate processing, please also provide a softcopy of the completed nomination form in MS Word Doc format (.doc) by email to MIT@yes.labour.gov.hk.

#### Adjudication

- Trainees who have passed the initial vetting and assessment will be arranged to attend an interview with the Adjudication Panel.
- The Adjudication Panel will make assessment according to the information in the nomination forms regarding the creditable improvements in personal development, leadership or work performance of trainees as well as the performance of trainees such as attitude, ability of expression and appearance during the interview.

#### Important Dates :

- ✓ Deadline for Nomination:  
**1 June 2022 (Wed)**  
<as at the time the **original** of nomination form reached YETP (HK Office) or the postmark date>
- ✓ Interview Date with the Adjudication Panel (Tentative):  
**23 June 2022 (Thu)**
- ✓ Award Ceremony (Tentative):  
**26 August 2022 (Fri)**

#### Enquiries :

Tel.: 2835 2144 (Ms CHU)  
2835 2014 (Mr PUN)

### **Awardees of the Most Improved Trainees (MIT)**

- Trophy, award certificate and cash coupon of HK\$2,000 for each MIT awardee.
- Nominating employer/host organisation and service provider of awardees will each be awarded a trophy.
- **Awardees, representatives of their employers/host organisations and representatives of service providers shall attend the Award Ceremony and related promotional activities including video production (if applicable). All information provided and related shooting materials will be used for the event and promotional activities of YETP in future (including but not limited to be released in the Award Ceremony and to the press, on internet and social media for promotional purpose, etc.).**
- **The Labour Department will arrange interviews with awardees' employers/host organisations and video shooting at company and/or workplace. Employers/host organisations shall make necessary coordination. Details will be provided later.**

### **Awardees of the Merit Awards**

- In addition to the Most Improved Trainees, the Adjudication Panel will also consider to select trainees who have shown meritorious performance and advancement after joining YETP from all the trainees who passed the initial vetting and attended the interview.
- Trophy, award certificate and cash coupon of HK\$1,000 for each awardee of the Merit Awards. The awardees will also be invited to attend the Award Ceremony (if applicable) .

### **Important Notes**

- Information provided must be correct and true. All information and documents submitted will not be returned.
- **Nominating organisation shall liaise with the relevant party (e.g. employer/host organisation or service provider) on the nomination before submitting the nomination form.**
- Trainees selected for an 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

April 2022