

## Notes on Nomination of Youth Employment and Training Programme (YETP) Most Improved Trainees Award 2025

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

The YETP of the Labour Department (hereafter refers to as “the Programme”) provides a comprehensive platform of job search for young people aged 15 to 29 with educational attainment at sub-degree level or below. This Programme enables young people to better understand themselves and their work aptitudes while enriching their job skills and experience so as to enhance employability.

To recognise the efforts of trainees and showcase their creditable improvements in personal development, leadership or work performance after joining the YETP, the Programme Office organises the “YETP Most Improved Trainees Award”. 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 the Programme between 1 September 2023 and 31 May 2025.

### Eligibility Criteria of Nominating Organisation

Employers/host organisations who have participated in the Programme between 1 September 2023 and 31 May 2025 or service providers which have been appointed to provide career development services in programme year 2023/24 or 2024/25 can nominate eligible trainees for selection.

### Submission Method

Original of duly completed nomination form can be submitted by post or in person to below address:

**YETP (HK Office), Labour Department, 16/F Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong**  
Office hours: Monday to Friday (9:00 - 13:00 & 14:00 - 18:15)

Remarks: Please also provide a softcopy by email to [MIT@yes.labour.gov.hk](mailto:MIT@yes.labour.gov.hk).

#### Points to note:

- Nominating organisation has to complete the nomination form and specify details of creditable improvements of trainee(s) after joining the Programme.
- Valid nomination form must be original copy bearing a passport photo of the trainee, the organisation chops and the signatures of the trainee, the representative of the current employer / host organisation (if applicable) and the representative of the nominating organisation. Envelope of nomination form has to be indicated with “YETP MIT Award” 2025.

### Deadline for Nomination: 30 June 2025 (Monday)

Remarks: As at the time the original of nomination form reached YETP (HK Office) or the postmark date on the envelope.

### Interview Date with the Adjudication Panel: 25 August 2025 (Monday)

#### 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.
- In addition to the Most Improved Trainees, the Adjudication Panel will also consider selecting trainees who have shown meritorious performance and advancement after joining the Programme among the trainees passing the initial vetting and attending the interview.

## Awards and Rewards

### Most Improved Trainees

Awardee: Trophy, award certificate and cash coupon of HK\$2,000

Employer / host organisation: Trophy and award certificate

Service provider: Trophy

Career Advisor: Award certificate

### Merit Award Trainees

Awardee: Trophy, award certificate and cash coupon of HK\$1,000

Employer / host organisation: Award certificate

Career Advisor: Award certificate

## Important Notes

- Awardees, representatives of their employers / host organisations and representatives of service providers shall attend and assist related promotional activities, as well as other promotional activities of the Programme in future (if applicable). All information provided will be used for the promotional activities of the “YETP Most Improved Trainees Award” 2025 and the Programme in future (including but not limited to be released to the press, on internet and social media for promotional purpose, etc.).
- Nominating organisation shall liaise with the relevant party (e.g. employer / host organisation or service provider) on the nomination before submitting the nomination form.
- Information provided must be correct and true. All information and documents submitted will not be returned.
- 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 and any other arrangements without prior notice.
- For enquiries, please contact Miss SUEN at 2835 2109 and Miss LEE at 2835 2144.

The Youth Employment and Training Programme

Labour Department

May 2025