**Youth Employment and Training Programme**

* Career Guidance
* Skills Training
* Job Opportunities

Provides a comprehensive platform of job search for young school leavers aged 15 to 24 with sub-degree level or below

* Year-round Enrolment
* Free of Charge & Allowance Available

**What is YETP?**

With the concerted efforts of the Labour Department, employers and service providers, the Youth Employment and Training Programme (YETP) provides a comprehensive platform of job search with one-stop and diversified pre-employment and on-the-job training for young school leavers aged 15 to 24 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.

* Case Management Services
* Pre-employment Training
* Workplace Attachment Training
* On-the-job Training
* Tailor-made Training-cum-employment Projects
* Retention Allowance

**Youth Employment and Training Programme (YETP)**

YETP offers a wide range of pre-employment and on-the-job training opportunities for young people in different industries!

**Case Management Services – Career Guidance and Employment Support Services**

Trainees are provided with personalised career guidance, job search assistance, training and employment support, etc. by professional social workers in the form of 12 months’ case management services.

Upon expiry of the basic service period, trainees who are receiving on-the-job training under YETP or have secured employment may receive extended case management services for another 12 months, so as to better assist them to settle in their jobs, overcome problems at workplaces and pursue further learning and skills upgrading opportunities through employment support.

**Pre-employment and On-the-job Training**

Upon the initial screening by the case managers, trainees aged 15 to 19 who join the Programme for the first time may enrol in Core Course on job-search and interpersonal skills training or choose to first undergo in Workplace Attachment Training and / or enrol in two Elective Courses. The Core Course training aims to equip trainees with basic knowledge on career planning and job search methods; and to enhance their interpersonal skills and job interview techniques, etc. They are required to complete a Core Course with an attendance rate of 80% or above.

For the applicants aged 15 to 19 who have participated in YETP before (completion of a Core Course with attendance rate of 80% or above) or those aged 20 to 24, they are not required but can enrol on the Core Course if recommended by the case managers.

Next, the trainee can choose from the following services under the programme:

**Elective Courses**

Trainees may enrol the following elective courses:

**＜Elective I Course＞ Discipline and Motivation Training:**

To enhance self-understanding, build up self-confidence, cultivate self-discipline and positive thinking, and develop leadership and team building skills through outdoor activities and physical training.

**＜Elective II Course＞ Computer Software Training:**

To acquire skills in the applications of common office computer software, internet software and graphical presentation software, applications of computer security, and basic knowledge of computer programming, etc.

**＜Elective III Course＞ Job-specific Skills Training:**

To enhance the job skills of the trainees through a wide range of practical job-specific skills training catering for the prevailing needs of the employment market.

**＜Elective IV Course＞ Vocational Language Training:**

To enhance the listening, oral and written communication skills in workplaces through vocational language training, with a view to raising self-confidence and employability of trainees.

**Training Allowance**

Trainees with 80% attendance or above in either core course, elective course or tailor-made pre-employment training course under YETP are entitled to a training allowance at a rate of $70 per valid training day.

**Workplace Attachment Training**

* Trainees may undergo a one-month workplace attachment training to acquire work experience, develop potentials and explore employment opportunities.
* There is no employment relationship between trainees and host organisations.
* An allowance of $5,800 is payable to trainees upon satisfactory completion of the attachment with an attendance rate of 80% or more.

**On-the-job Training**

* Trainees are engaged as employees under on-the-job training of 6 to 12 months with salary.
* Employers appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work.
* Employers who engage trainees as paid employees in full-time or part-time on-the-job training\* 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#.
* Trainees are eligible for a retention allowance of $3,000 if they are engaged in full-time on-the-job training for 3 months and an additional $1,000 for completion of each subsequent month. For part-time on-the-job training, the respective amounts grantable will be halved. The maximum amount of retention allowance for each eligible trainee is $12,000#.
* Employers may offer further employment to trainees with good performance upon completion of on-the-job training.

*\*Full-time post : working no less than 30 hours per week
Part-time post : working 18 hours to less than 30 hours per week
# Subject to approval by the Programme Office*

**Off-the-job Vocational Training**

* During on-the-job training period, trainees may enrol in relevant vocational courses and examinations. Trainees may apply for reimbursement of course and examination fees up to $4,000 from YETP.

**Tailor-made Training-cum-Employment Projects**

YETP cooperates with employers and service providers to organise tailor-made training-cum-employment projects for various industries to cater for the specific needs of employers. Upon satisfactory completion of the concerned pre-employment training courses, trainees will undergo on-the-job training of 6 to 12 months, receiving continued training and employment opportunities.

**Join Us**

Application forms can be obtained from the YETP Offices, Job Centres, Industry-based Recruitment Centres and Youth Employment Start of the Labour Department, the Home Affairs Enquiry Centres of the Home Affairs Department, the District Offices of the Social Welfare Department, relevant service providers or the YETP website (www.yes.labour.gov.hk). Online application is also available for those aged 18 or above.

**Enquiries**

Hotline: 2112 9932

Website: www.yes.labour.gov.hk

E-mail: enquiry@yes.labour.gov.hk

September 2020