

OUTSTANDING
EMPLOYERS

NURTURE
TALENTS

Commentary from Employers

Hong Kong Aircraft Engineering Company Limited (HAECO)

Aviation Industry

YETP provides tailor-made pre-employment training and on-the-job support for young job seekers who share a passion in joining the aircraft engineering industry. Trainees were given relevant trainings and have already acquired basic industry knowledge before joining us. YETP also offers a wide range of support to employers and with the help of the programme, HAECO Hong Kong is able to reach a pool of suitable and talented young recruits.



Pacific Coffee Company Limited

Catering Industry

YETP provides a series of pre-employment and on-the-job training for young people interested in the coffee industry to have a better insight of the actual needs in the workplace. Apart from this, YETP also provides a recruitment channel for employers to recruit young talents. We will surely continue to support it. Come! Join in our YETP x COFFEE journey.



Parsons Music Limited

Retail Industry

Our company has recruited many young talents interested in music and sales industry through the "Music Promotion Ambassador" Training Project and other recruitment functions co-organised with YETP. YETP helps young people to set up their career goals and apply the skills they have learned from the pre-employment training at work. It is worthy of employers' participation and we will keep supporting it!



Hong Yip Service Company Limited

Property Management Industry

Hong Yip joins hand with YETP to sharpen the professional knowledge and management skills of young people, to unleash their potentials and to embark their long-term career developments. YETP also helps young talents obtain systematic pre-employment training, comprehensive career guidance, as well as fruitful workplace attachments.



OTIS Elevator Company (H.K.) Limited

Lift and Escalator Industry

YETP offers a win-win platform for young people and employers. For young people aspire to a career in lift and escalator industry, YETP offers them training opportunities before and during employment. For employers like our company, this platform brings in new impetus to support our long term development. We will continue to support YETP.



For more information of YETP or provision of training vacancies for Workplace Attachment Training / On-the-job Training / Tailor-made Training-cum-employment Projects, please complete the form below and return to us by fax at **2382 3121**.

Organisation / Company Name: _____

Name of Contact Person: _____

Title of Contact Person: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Nature of Training Vacancies (may choose more than one):

Workplace Attachment Training (1 month)

No. of Vacancies: _____

Post Title(s): _____

On-the-job Training (6 to 12 months)

No. of Vacancies: _____

Post Title(s): _____

Tailor-made Training-cum-employment Projects

No. of Vacancies: _____

(10 or above from the same employer)

No. of Vacancies: _____

(15 or above for the same kind of post from different employers of the same industry)

Post Title(s): _____

Enquiries 

Hotline: 2112 9932

Website: www.yes.labour.gov.hk

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

人人有本事 

September 2020

Hotline

2112 9932

www.yes.labour.gov.hk

 勞工處
Labour Department

 展翅青見
YETP

Youth Employment and Training Programme



Join YETP for a Multiple-Win Result

- Recruiting and nurturing new blood for your company
- + Gaining access to a full range of support services
- + On-the-job training allowance reducing the cost of staff training
- + Demonstrating good corporate citizenship

The Youth Employment and Training Programme (YETP) of the Labour Department assists employers recruit and nurture young people. We offer a full range of support services to cater for the needs of employers and bring you a new experience in recruiting young people.

With the concerted efforts of the Labour Department, employers and service providers, 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. Employers joining YETP may reduce the costs of recruitment and staff training on one hand, and demonstrate good corporate citizenship on the other by offering training and employment opportunities to young people, which helps establish a positive image for enterprises.

Employers are welcome to offer training vacancies

	Objectives	Training Period	Any employment relationship between host organisations / employers and trainees during the training period?
Workplace Attachment Training	It aims at helping trainees better understand the industry, acquire work knowledge and interpersonal skills, and find out their work aptitudes.	1 month	NO
On-the-job Training	It aims at enhancing the trainees' employability, work experience and job skills through on-the-job training and helps formulate career development plans.	6 to 12 months (depends on the job nature)	YES



Services provided by YETP

ENHANCING THE EMPLOYABILITY OF YOUNG PEOPLE

01

Case Management Services

- + Career Guidance: assist young people to better understand themselves and their work aptitudes
- + Employment Support Services: assist young people to settle in their jobs, overcome problems at workplaces and pursue further learning and skills upgrading opportunities

02

Pre-employment Training

- + Core Course: Job-search and Interpersonal Skills Training
- + Elective Courses, include:

Discipline and Motivation Training Computer Software Training Job-specific Skills Training Vocational Language Training

- + 1-month Workplace Attachment Training

03

On-the-job Training

- + Full-time / part-time on-the-job training of 6 to 12 months with salary
- + Off-the-job Vocational Training Allowance

Salary to be provided by the host organisations / employers to the trainees?

NO

Upon satisfactory completion of the workplace attachment training with an attendance rate of 80% or more, an allowance of \$5,800 would be awarded to the trainees by YETP.

YES

Trainees are engaged by employers as paid employees to undergo on-the-job training. Employers who engage trainees 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*.

Full-time post: working no less than 30 hours per week
Part-time post: working 18 hours to less than 30 hours per week

Retention Allowance (To be provided by YETP)

NO

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*.

YES

Tailor-made Training-cum-employment Projects

In collaboration with service providers, YETP organises tailor-made training-cum-employment projects. Free and one-stop supporting services are provided to employers with considerable manpower needs, thus assisting employers to recruit employees with the right potential, while reducing recruitment and training cost at the same time.

Supporting services include:

- ▶ Formulation of training plan
- ▶ Initial screening of trainees
- ▶ Arranging recruitment seminar and job interview
- ▶ Tailor-made pre-employment training courses
- ▶ On-the-job support services to trainees



Upon completion of the pre-employment training courses tailor-made for specific needs of employers, trainees will undergo on-the-job training under YETP for 6 to 12 months, receiving continued training and employment opportunities.

Application Details:

For more information, employers are welcome to visit the "Employer Zone" of our website (www.yes.labour.gov.hk) and to submit online application, or download the application form and submit by fax upon completion.

OR

Fill in the preliminary application form in this leaflet and submit by fax upon completion.

Training Arrangements Arrangements upon completion of training

- ▶ Host organisations / employers appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work.
- ▶ Appointed service providers under YETP assign professional social workers as case managers of trainees. In collaboration with the host organisations / employers, case managers assist trainees to settle in their jobs and enhance job performance.
- ▶ Employers allow trainees receiving on-the-job training to enrol in relevant off-the-job vocational training courses and examinations. Trainees may apply for reimbursement of course and examination fees up to \$4,000 from YETP.

- ▶ Host organisations / employers issue a designated certificate of YETP to the trainees specifying the workplace attachment / on-the-job training period and the skill / qualification attained.
- ▶ Host organisations / employers are encouraged to offer further employment to trainees with satisfactory performance.
- ▶ Each trainee may engage in workplace attachment / on-the-job training under each host organisation / employer once respectively. No extension of workplace attachment / on-the-job training period will be allowed.

*Subject to approval by the Programme Office

This table only illustrates brief information of Workplace Attachment Training and On-the-job Training. For details, please refer to "the Employer Zone" of our website. The Programme Office reserves the rights of final decision on applications of registration of training vacancy and on-the-job training allowance.

