Youth Employment and Training Programme



Trainee's Handbook

2026/27 Programme

Labour Department

Words to Trainees

The Youth Employment and Training Programme (YETP) provides a comprehensive platform of job search for young school leavers 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.

Thank you for joining the 2026/27 YETP. We hope that with this handbook, you will have a better idea of the components of the Programme. We also sincerely hope that you can make good use of this opportunity by participating in training courses of Employees Retraining Board (ERB) or training courses of the Programme, workplace attachment training and on-the job training to enhance your vocational skills and prepare yourselves for landing on the labour market smoothly.

You may obtain the latest information about YETP through our website (www.yes.labour.gov.hk) or by following the Facebook page (www.facebook.com/yetp.labour.hk) / Instagram account (www.instagram.com/yetp.labour.hk) of YETP.

Youth Employment and Training Programme Office
Labour Department

September 2026

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1. Trainees

1.1 Letter of notification and trainee card

- A letter of notification and trainee card will be sent to you after you have been successfully admitted to the Youth Employment and Training Programme (YETP). In the letter and on the trainee card, you will find your name, trainee registration number, the service period of your career development and employment support services (career development services) and information of your service provider and career advisor, for the purposes of:
  - ☑ referring to the trainee registration number when enrolling in training courses of Employees Retraining Board (ERB) or training courses of the Programme, workplace attachment training or on-the-job training vacancies, as well as the valid service period of the career development services; and
  - ☑ contacting your service provider and career advisor.
- If your trainee card is damaged or lost, you are required to submit a written explanation to the Programme Office. Upon receipt of the document, the Programme Office will issue a new trainee card if necessary.
- Please contact the Programme Office at 2112 9932 or by mail immediately if you have changed your personal information, such as contact number and email address. You may also access and send request to update your contact numbers and email address after you logged in to the YETP online system (www.yes.labour.gov.hk).

1.2 Service period

- Career development services consist of 12 months' Basic Career Development Services and 12 months' Extended Career Development Services (if eligible).

Basic Service Period

- The basic service period commences once you are successfully assigned to a service provider and lasts for 12 months. For example, if you are assigned to a service provider on 10 September 2026, your basic service period will come to an end on 9 September 2027.
- During the basic service period, a registered social worker will be assigned as your career advisor, providing career development services. You can also enrol in the training courses of ERB or training courses of the Programme with the assistance of your career advisor, and apply for workplace attachment training or on-the-job training vacancies.
- One month before the expiry of the basic service period, your career advisor will conduct a review with you. If you are employed in the open job market and wish to continue receiving career counselling and support services, you can choose to extend the career

development services for another 12 months. If you are receiving on-the-job training under the Programme, you will also be entitled to such extended career development services for a further 12 months.

- Trainees may enrol in the Programme again upon expiry of their basic service period.

Extended Service Period

- The extended service period also lasts for 12 months, commencing on the following day immediately after the expiry of the basic service period. For example, if your basic service period expires on 9 September 2027, your extended service period will commence on 10 September 2027 and come to an end on 9 September2028.
- During the extended service period, you will continue receiving personalised career development services provided by registered social workers. Nonetheless, you are **not eligible** to apply for workplace attachment training or on-the-job training vacancies. If you would like to enrol in ERB training courses / training courses of the Programme, please ensure there is **no time-clash** with your on-the-job training and allow sufficient travelling time between workplaces and training venue. Please contact the Programme Office at 2835 2062 for assistance to enrol in the related training courses.

1.3 Trainee Log-in

- You may log in the YETP online system (www.yes.labour.gov.hk) to check and print out the details of the courses in which you have enrolled.
- To gain access to the online system, you can use your trainee number as the login name and the first four digits of your Hong Kong Identity Card (HKIC) number as your initial password. You are required to change your password after you have logged in the online system for the first time. Please remember your new password for future access to the online system.
- You may also access to your contact information, such as contact numbers and email address after you have logged in the online system and send request to update the contact information.
- For enquiries, please contact the Programme Office at 2112 9932.

1.4 Points to Note

- Trainees shall comply in all respects with all laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region.

2. Career Development Services

2.1 Trainee referral and Initial screening

- The Programme Office would assign a service provider to you for rendering career development services with reference to your choice of service provider and district on the application form. In case the trainee capacity of the service provider of your choice is full, the Programme Office will make reference to your residential district and make appropriate arrangement.
- Once you have been assigned to a service provider, the Programme Office will inform you via mail and email (if you have provided your email address to us) of the name and contact number of the assigned service provider.
- The service provider will arrange for you a career advisor who is a registered social worker. Your career advisor will invite you for a meeting and check your HKIC and academic qualification documents for verifying your eligibility to join YETP.
- Your career advisor will also conduct an initial screening with you to understand your training and employment needs and ascertain whether you are eligible and suitable for joining the Programme or refer other services to you as appropriate. If you are found eligible and suitable for joining the Programme, your career advisor will assist you to formulate a "training and career plan".
- Upon completion of initial screening, you may enrol in ERB training courses or training courses under the Programme or choose to enrol in workplace attachment training or on-the-job training.
- Trainees with special employment and training needs (including youth receiving outreaching services, ethnic minority youth, disabled and chronically ill youth, as well as youth with other special needs): upon completion of initial screening, you may enrol in tailor-made training courses for special service targets under the Programme or ERB with the assistance of your career advisor, or apply for workplace attachment training or on-the-job training vacancies under referral of your career advisor.

2.2 Career development services in the basic service period

- In general, after initial screening, you are going to receive from your career advisor up to 10 hours of personalised counselling services. Upon completion of the 10 hours of counselling services, your career advisor will, in accordance with your training and employment needs, continue to provide you with suitable career development services.
- The counselling services provided by your career advisor at different stages include:
  - ☑ Vocational assessment
  - ☑ Training support

- ☑ Pre-employment counselling
- ☑ Employment assistance
- ☑ Post-employment support
- ☑ Interim and case review

Vocational assessment

◆ The career advisor will:

- ☑ help you understand the objectives and various kinds of services of the Programme; and
- ☑ assist you to formulate a suitable training and career plan.

Training support

◆ The career advisor will:

- ☑ discuss with you about suitable ERB training courses or training courses of the Programme and help you enrol in the courses;
- ☑ explain to you the requirements on course attendance and the eligibility of training allowance;
- ☑ share and evaluate with you the learning outcomes and training experiences upon completion of the enrolled training courses; and
- ☑ help you apply for training allowance if eligible (please refer to Chapter 5).

Pre-employment counselling

◆ The career advisor will help you:

- ☑ set up job-seeking action plans; and
- ☑ prepare for job searching (such as prepare resumes, conduct mock interviews and assess your interview skills).

Employment assistance

◆ The career advisor will help you:

- ☑ select suitable workplace attachment training and on-the-job training offered by the Programme or other job vacancies in the open market; and
- ☑ prepare for job interviews (such as discuss with you the transportation arrangements), evaluate your performance after interview and provide relevant support.

Post-employment support

◆ After you have been successfully employed, your career advisor will:

- ☑ keep in touch with you and your employer with a view to providing appropriate

follow-up services;

- ☑ If you are placed in an on-the-job training vacancy under the Programme, discuss with you about enrolling in relevant off-the-job vocational training courses and examinations (please refer to Chapter 8).

Interim and case review

- ◆ The career advisor will conduct:
  - ☑ an interim review with you six months after the commencement of the basic service period in order to understand your latest situation and training progress; and
  - ☑ a case review with you within one month before the basic service period expiry date.

2.3 Career development services in extended service period

- ◆ Extended career development services are applicable to the following trainees:
  - ☑ You are receiving on-the-job training under the Programme upon expiry of your basic service period; or
  - ☑ You have found employment in the open job market and wish to continue receiving career counselling and support services upon having a case review with your career advisor before expiry of your basic service period.
- ◆ Your career advisor will keep in touch with you and your employer during the extended service period, so as to provide you with necessary follow-up services.
- ◆ Your career advisor will conduct an interim review with you six months after the commencement of the extended service period; and a case review with you within one month before the extended service period expiry date.
- ◆ You could terminate your extended career development services via your career advisor if:
  - ☑ you have completed the on-the-job training;
  - ☑ your on-the-job training has come to an early end and you have notified the Programme Office of the last date of your on-the-job training;
  - ☑ the job you have secured in the open market has come to an end; or
  - ☑ other reasons (e.g. further study).

2.4 Points to note

- ◆ Please take the initiative to keep in close contact with your career advisor.
- ◆ You may call your service provider at the contact number shown on your notification letter or trainee card to make inquiry about the contact information of your career advisor,

if necessary.

- If you fail to reach your career advisor in case of urgent matters, please contact your service provider or the Programme Office at 2112 9932 for assistance.
- In order to collect your opinion and level of satisfaction on the services rendered, the Programme Office would invite you to complete a questionnaire through YETP online system by sending an email to you upon the expiry of your 12 months' basic service period. Please complete the questionnaire as requested.

3. Employees Retraining Board Training Courses

3.1 Course requirement

- Upon completion of initial screening, the career advisors should assess and confirm Trainees' eligibility to enrol in courses and then help them enrol in suitable courses. In addition, trainees with special employment and training needs may enrol in tailor-made training course for special service targets. Please refer to the ERB website (www.erb.org) for details of general admission criteria for ERB training courses, which are subject to the latest announcement of ERB.

3.2 Course content

- ERB offers a wide variety of training courses straddling different industries, including:
  - ☑ Placement-tied Courses
  - ☑ Skills Upgrading Courses
  - ☑ Generic Skills Courses
  - ☑ Courses for Special Service Targets
  - ☑ Youth Training Courses
- If you would like to know more details about the training courses, please visit the website of ERB (www.erb.org) or contact the Appointed Training Bodies of ERB for further enquiry.

3.3 Course enrolment

- In general, eligible trainees can enrol in different courses arranged by ERB subject to relevant rules and regulations, e.g. trainees are required to meet the entry requirements such as age and academic qualification, trainees can enrol in no more than two placement-tied courses within one year, applicants can enrol in non-placement-tied courses for a total of no more than 150 hours within one year, and trainees can enrol in courses offered under "Youth Training Programme" once, etc.
- Trainees enrolled in ERB courses with the assistance of career advisors will be exempted from attending admission interview of the training bodies but are still required to meet the relevant entry requirements for the courses.
- You should inform your career advisor details of the course you would like to enrol. The career advisor would then assist you to complete and submit the Course Application Form and the Supplementary Form 1 of ERB to the Appointed Training Bodies of ERB on your behalf and fax the copy of the Supplementary Form 1 to the Programme Office (fax no.: 2147 0052). The Appointed Training Bodies of ERB will send the reply slip of the form by fax or other written format to inform the career advisor the course application result.
- You may contact the Appointed Training Bodies of ERB for enquiry on whether courses will be successfully launched and progress of your application.

- If the course you enrolled has been confirmed to commence and you have to amend/cancel the course enrolment for unforeseeable reason, please promptly contact your career advisor to inform Training Bodies of ERB and the Programme Office for amending the relevant records.

3.4 Arrangement for Reimbursement of ERB Course Fee

- Non-placement-tied courses of ERB are fee-charging. Trainees are required to pay to the training provider the fee set by ERB for the relevant course ("Course Fee"). If you are eligible for ERB course fee reduction, you may, depending upon your income level, apply for the course fee waiver, or are required to pay the "Subsidised Fee" or "Course Fee".
- If you enrol in a non-placement-tied course of ERB through career advisor/Programme Office and are eligible for ERB course fee reduction while at the same time, have to pay the "Subsidised Fee" or, due to income level the "Course Fee", you can apply to the Programme Office for reimbursement of ERB course fee on conditions that your attendance rate has reached 80% or above and you were a trainee on the course commencement date.
- The course fee will be reimbursed on the basis of actual cost, except for late registration surcharges, certificate collection fees, class placement fees, book miscellaneous fees, or the value of gifts attached to the course, etc.
- If you enrol in ERB course through career advisor, please submit an application for reimbursement via your career advisor; otherwise, please apply to the Programme Office directly if you enrol the course through the Programme Office.
- When you apply for reimbursement of course fee, you need to submit a duly completed application form together with an original receipt issued by ERB course organisation (must bear your name, name of the organisation and the course, the course fee, and the official stamp of the course organisation) to YETP (KLN Office) (address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon). Please keep the receipt properly after enrolment for application in the future.
- If you would like to know more about the fees charged by ERB for non-placement-tied courses and the eligibility for ERB course fee reduction, please visit website of ERB (www.erb.org) for details.

3.5 Points to note

- If you are engaged in on-the-job training during the Extended Services Period, please ensure there is no time-clash with your on-the-job training and allow sufficient travelling time between workplaces and training venue before enrolling the course. Please contact the Programme Office at 2835 2062 for assistance in enrolling you in the related training

courses.

- If the class has been confirmed to commence and you find out that the Basic Services Period would end before the class commencement date, you should contact your career advisor for assistance to re-join YETP and complete all the relevant procedures **at least three working days before the class commencement date**, including completing the initial screening. Please note that if you are ineligible to re-join YETP, you should contact Training Bodies of ERB for enquiry of course enrolment and eligibility to claim the Retraining Allowance under ERB.
- Please note that if you enrol in ERB training courses without informing your career advisor beforehand and your career advisor learns the concerned matter afterwards, the career advisor should complete and submit the Supplementary Form 3 to inform the Training Bodies of ERB of the concerned situation and pass a copy of the Supplementary Form 3 to the Programme Office by fax (fax no. 2147 0052) at least three working days before the class commencement date. If the relevant procedures could not be completed before the deadline, your eligibility to claim Training Allowance under YETP may be affected. Under this situation, you should contact ERB to enquire if you are eligible to claim Retraining Allowance under ERB.
- Trainees must abide by the rules and regulations laid down by individual service providers. Trainees will be cautioned if they misbehave or have disciplinary problems during the courses; and in serious cases, may be disqualified from participating in YETP.
- Trainees should, or with the assistance from your career advisor, take note of the attendance requirement and cancellation procedures (if applicable) of ERB training courses. Please note that ERB imposes penalties for low attendance on trainees who are not exempted.
- Please visit the website of ERB (www.erb.org) for details of training courses, application guidelines as well as relevant rules and regulations, which are subject to the latest announcement of ERB.

4. Training Courses of YETP

4.1 Course Content

- Subject to different service needs, YETP will arrange training courses for special employment projects or specific service targets with a view to enhancing vocational skills of the trainees, cultivating positive work attitude and preparing them for entering the employment market.
- Special employment projects include:
  - the Project for Tradesman Trainees – co-organised with the Office of the Director of Apprenticeship of the Vocational Training Council to encourage employers to employ youth as apprentices;
  - the e-Learning Support Scheme – to provide training and job opportunities as e-Learning Support Officer in schools;
  - the Career Kick-start – to enhance the employability of young people with special employment difficulties through on-the-job training in non-governmental organisations for 12 months; and
  - the Ethnic Minorities Ambassador Programme – to recruit youth who is proficient in languages of ethnic minorities as Employment Services Ambassador working in Job Centres of the Labour Department, so as to provide and promote employment services for job seekers of ethnic minorities, etc.
- The above-mentioned special employment projects will be organised on need basis at irregular intervals.
- YETP will also provide tailor-made training courses for specific service targets, mainly those with special training and employment needs who are not yet covered by ERB's existing courses (including young persons receiving outreaching services and young persons with special employment needs).

4.2 Course enrolment

- The enrolment procedure is subject to the arrangement of different training courses. You may contact your career advisor/ the Programme Office for assistance in enrolling in the training courses. The Programme Office will also issue relevant guidelines for individual courses. For further enquiries, please contact the Programme Office at 2112 9932.
- To broaden your knowledge and skills of different industries, you are not recommended to take courses of similar nature. You may make reference to the "training and career plan" drawn up by you and your career advisor in deciding which courses to enrol.

4.3 Points to note

- In the last session of a course, the service provider will ask you to complete a Course Evaluation Survey on the training course delivered. Please complete the survey as requested.

- Trainees must abide by the rules and regulations laid down by individual service providers. Trainees will be cautioned if they misbehave or have disciplinary problems during the courses; and in serious cases, may be disqualified from participating in YETP.
- Upon attaining an attendance rate of at least 80% in a training course, you will be awarded a Certificate of Accomplishment or a Certificate of Commendation by the service provider of the training course.

4.4 Professional examinations

- Some training courses may lead to professional examinations. Under normal circumstances, the service provider organising the course will arrange you to sit for the examination within 90 days upon completion of the concerned training course. You must, via the service provider of the course, apply for reimbursement of examination fees within 90 days upon completion of the examination.
- To be eligible for reimbursement of examination fees, you must attain an attendance rate of at least 80% in the concerned training course and attend the relevant examination. The Programme Office will reimburse examination fees of one approved professional examination per training course to eligible trainees for a maximum amount of $1,800 per trainee.
- Where there is more than one paper in a single examination sitting, you must, via the service provider of the course, submit **ONE** application for reimbursement of examination fees after completion of all concerned papers.
- Please note that the service provider should not charge you any fee (e.g. administrative fee, material costs, etc.) whatsoever and the Programme Office will only reimburse you with the examination fees of the approved professional examination.
- For enquiries about professional examinations, examination fees and reimbursement procedures, please contact the Programme Office at 2112 9932.

4.5 Class arrangement in times of tropical cyclone, rainstorm warning signals, and "extreme conditions"[1]

(The following arrangement is only applicable to the training courses of YETP. For the arrangement of ERB training courses, please refer to ERB website (www.erb.org) or contact the Training Bodies of ERB for further enquiries.)

- **Tropical Cyclone Warning Signals**

Tropical Cyclone Warning	All training courses will proceed as usual, but outdoor

[1] In the case where a Super Typhoon or other natural disasters of a substantial scale seriously affects the working public to resume work or bring safety concern for a prolonged period, such as large-scale power outage, extensive fallen windows from high-rises leading to dangerous streetscape, major landslides, extensive flooding, widespread serious obstruction of public transport services, etc., if situation warrants, the Government will decide whether it is necessary to make a territory-wide "extreme conditions" announcement.

Signal No.1 and No.3	activities should be avoided.
Tropical Cyclone Warning Signal No.8 or above	All training courses will be suspended. Service providers should arrange make-up classes for trainees.
Tropical Cyclone Warning Signal No.8 or above is in force at 6:30 a.m. or after	All training courses on that day will be cancelled. Service providers should arrange make-up classes for trainees.

◆ **Rainstorm Warning Signals / "Extreme Conditions"**

	Amber or Red Rainstorm Warning Signal	Black Rainstorm Warning Signal / "Extreme Conditions"
The warning is in force before commencement of class	Trainees should, depending on the road and traffic conditions, determine if it is safe and practicable for them to attend class.	All training classes will be cancelled. Service providers should arrange make-up classes for trainees.
The warning is in force during lesson	Classes already in progress should continue but outdoor activities should be avoided.	Trainees should continue their lessons as usual unless it is dangerous to do so. Outdoor activities should be suspended.
The warning remains effective when lesson ends	Trainees should be released as usual.	Trainees may choose to stay at the training venue and service providers should provide suitable shelter for trainees.

◆ **Trainees should, depending on the weather and road and traffic conditions, determine if it is safe and practicable to attend class. Trainees should also pay attention to the announcements on radio and television about special measures in times of tropical cyclone and rainstorm warning signals and "extreme conditions".**

5. Training Allowance

5.1 If you obtain at least 80% attendance rate in a **training course under ERB or YETP enrolled via the Programme**, you may submit an application for training allowance via your career development service provider **within one month** upon course completion. If you are under Extended Service Period engaging in an on-the-job training, you may apply for the allowance through the Programme Office.

5.2 Calculation of allowance

- For "Youth Training Programme" courses under ERB, the amount of training allowance payable is calculated at a rate of $167 per valid training day. For other ERB & YETP courses, the amount of training allowance payable is calculated at a rate of $333 per day (i.e. $166.5 per valid training session); the attendance rate of full-time and part-time courses is calculated on a half-day basis (the maximum no. of class sessions per day is two), while that of evening courses is calculated on a class basis.
- In general, trainees are eligible for training allowance on condition that the sum of the actual number of training days/ sessions attended (after deducting days/ sessions of lateness and early leave) and days/ sessions of sick leave substantiated by certificates issued by Hong Kong registered medical practitioners (not exceeding 20% of the total number of training days/ sessions) comprises 80% or above of the total number of training days/ sessions. Training allowance is payable to actual valid training days/ sessions. Absence owing to lateness and early leave will be calculated according to the requirements of ERB.
- For training courses of the Programme, if classes are cancelled and rescheduled due to tropical cyclone, rainstorm warning signals or "extreme conditions", the rescheduled training sessions approved by the Programme Office will be regarded as valid training sessions for determining your attendance rate and the amount of training allowance that you are entitled to receive.
- If service provider arranges voluntary make-up training sessions for training courses of the Programme, such make-up sessions will not be regarded as valid training sessions. Trainees will not be eligible to apply for training allowance for these make-up sessions.

5.3 Application procedures

- You should submit applications to and collect payments **in person** from your career development service provider.
- When submitting applications for training allowance, you must:
  - ☑ Log in to the YETP online system (www.yes.labour.gov.hk) as "Trainee Log in" to check and verify if your attendance information, including the attendance rate and valid training days/ sessions, is correct;

- ☑ Submit a duly completed and signed form of "Application Form for Training Allowance for Trainee"; and
- ☑ Present your HKIC and trainee card for verifying your identity.

- ◆ The payment of training allowance will be effected to you by your career development service provider directly by cash or cheque. On receiving the payment, you should verify the amount carefully and sign to acknowledge receipt of payment on the application form.
- ◆ You should only submit **ONE** application for each training course. Under any circumstances, if you have received an allowance in excess of your entitlement, you must return the whole or overpaid sum to the career development service provider or the Government of HKSAR as the case may be.
- ◆ If you have any questions with respect to your attendance rate and valid training days/ sessions, or such attendance information is still not available **14 working days after the course completion date in the online system**, you should approach the service provider of YETP organising the training course or the Programme Office (for ERB courses), depending on the type of the course, for verification.

5.4 Points to note

- ◆ To avoid double benefits, YETP trainees are **NOT allowed** to receive training allowance under YETP and retraining allowance under ERB concurrently.
- ◆ If you are under Extended Service Period and wish to apply for the allowance through the Programme Office, please submit a duly completed and signed form of "Application Form for Training Allowance for Trainee" by mail or in person to YETP (KLN Office) (address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon). Upon the Programme Office's verification on information submitted, the training allowance will be made by a crossed cheque via the Treasury and will be sent to you by post. If you are under the age of 18 and not able to bank in the cheque, you are required to complete the form "Authority for Payment to a Bank" (Form GF179A) and submit it together with a copy of the front page of bankbook or a copy of the ATM card to the Programme Office for arranging payment by bank transfer.

6. Workplace Attachment Training

6.1 Workplace Attachment Training (WPA) aims at providing you an opportunity to gain valuable experience in a real working environment, develop a positive work attitude and good work habits, polish your interpersonal skills and gain insightful knowledge about different industries. WPA would also enable you to discover your own potential and unearth employment opportunities.

6.2 Eligibility

- ◆ All trainees can enrol in WPA after initial screening by service providers and being accepted by the Programme Office. For trainees with special training and employment needs, they can be referred by career advisors to participate in WPA after initial screening.
- ◆ Trainees must **not** be participating, or have been arranged to participate in other WPA / On-the-job training / special employment projects under the Programme before they are allowed to join WPA. For better utilisation of training resources and WPA opportunities, trainees should also ensure the training courses[2] that the trainees are attending / going to attend **do not clash** with the workplace attachment hours and allow sufficient travelling time between places of workplace attachment and training courses.

6.3 Selection and registration of WPA vacancies

- ◆ You may, or with the assistance from your career advisor, search for suitable WPA vacancies on the Programme website (www.yes.labour.gov.hk).
- ◆ Once you identify suitable WPA vacancies, please call our hotline at 2112 9932 (press 2-1-3) for registration.
- ◆ For registration via hotline, you should provide the following information:
  - ☑ Trainee registration number or HKIC number; and
  - ☑ WPA vacancy number.
- ◆ Under normal circumstances, the Programme Office would not accept any request for changes once the registration is confirmed.

6.4 Meeting with trainees

- ◆ Where necessary, host organisations may meet you in person to consider your suitability for the selected WPA vacancy.

6.5 WPA period

- ◆ Each WPA lasts for one month.

[2] Including ERB training courses and training courses of the Programme.

- Trainees will be allowed to participate in WPA twice at most during the 12 months' basic service period provided that:
  - ☑ They have completed the first WPA with an attendance rate of 80% or above; and
  - ☑ The **host organisation** being selected in the second WPA should be **different** from the one in the first WPA.

6.6 WPA hours

- 4 to 5 days per week and 6 to 8 hours per day (excluding meal breaks), with no less than 30 working hours per week.

6.7 Relationship with host organisations

- There is no employer and employee relationship between you and the host organisations.

6.8 Mentor

- Host organisations will assign a staff member as your mentor. Your mentor will guide you in your daily work, assess your work performance, and provide appropriate counselling and advice where necessary.

6.9 WPA training allowance and certificate of accomplishment

- If you have completed the WPA and attained an attendance rate of 80% or above, you will receive a WPA certificate issued by the host organisations as a token of recognition.
- You can apply for a WPA training allowance of $8,000 from the Programme Office through the host organisation if you have completed the WPA and attained an attendance rate of 80% or above. Your host organisation is required to submit the completed "Application for Workplace Attachment Training Allowance" together with copy of your attendance record to the Programme Office within one week after completion of WPA to apply for the allowance. Upon the Programme Office's verification on information submitted, the WPA training allowance will be made by a crossed cheque via the Treasury and will be sent to you by post. If you are under the age of 18 and not able to bank in the cheque, you are required to complete the form "Authority for Payment to a Bank" (Form GF179A) and submit it together with a copy of the front page of bankbook or a copy of the ATM card to the Programme Office for arranging payment by bank transfer.

6.10 Insurance

- The Programme has taken out insurance for all trainees covering personal injuries and accidents, and third-party liabilities.

6.11 During WPA, "DO NOT"

- ☒ Undertake work of a hazardous nature, such as working at height, handling dangerous goods and chemicals, and operating heavy machinery;

☒ Work at construction sites;

☒ Carry out illegal or immoral activities;

☒ Perform outdoor work alone;

☒ Work outside Hong Kong; or

☒ Disclose confidential information of the host organisations.

6.12 Support services

◆ You may seek advice and assistance from your mentor or career advisor if you have encountered problems at work or interpersonal relationships.

6.13 Points to note

◆ **<u>If you fail to attend meeting with the host organisation without prior notification to the Programme Office, you will be suspended from referral service. For resumption, please contact your career advisor.</u>**

◆ Host organisations are not allowed to engage any person who is currently working for the organisations, has worked for the organisations before or relatives of the organisations' responsible persons as trainees under WPA of the Programme.

◆ If there are any discrepancies in job duties, WPA period, WPA hours or working location, please contact the Programme Office at our hotline at 2112 9932 (press 2-1-3) as soon as possible.

7. On-the-job Training

7.1 You have the opportunity to be engaged as direct employee by taking up the on-the-job training (OJT) vacancy offered by employers for a period of 6 to 12 months. This can help enrich your work experience, vocational skills and qualifications, enhance your employability so as to brighten up your employment prospects.

7.2 Eligibility

- All Trainees can enrol in OJT after initial screening by service providers and being accepted by the Programme Office. For trainees with special training and employment needs, they can be referred by career advisors to participate in OJT after initial screening.
- Young people who are eligible for YETP can attend recruitment functions organised by the Programme Office. If selected by employers and subsequently admitted into YETP as a trainee, he/she may undergo OJT.
- Trainees must **not** be participating, or have been arranged to participate in WPA / other OJT / special employment projects under the Programme before they are allowed to join OJT. For better utilisation of training resources and OJT opportunities, trainees should also ensure the training courses[3] that the trainees are attending / going to attend **do not clash with** the OJT working hours and allow sufficient travelling time between places of OJT and training courses.

7.3 Selection of OJT vacancy:

- In general, OJT vacancy information will be posted on our Programme website (www.yes.labour.gov.hk). You may choose suitable OJT vacancies on your own or seek assistance from your career advisor. You may then apply for the selected OJT vacancies online or call our hotline 2112 9932 (press 2-1-2) for registration.
- Please record the OJT vacancy numbers and relevant information of the vacancies that you have registered for enquiry in the future.
- Whenever necessary and appropriate, the Programme Office may introduce suitable OJT vacancies to you via phone, emails, SMS or other contact means. If you have doubts about the identity of the caller, you may jot down the name of the caller, the incoming telephone number and vacancy information, etc. You may then contact the Programme Office for verification.
- You shall proactively apply for suitable OJT vacancies or accept those introduced by the Programme Office, so as to obtain more job referrals or employment opportunities. If you have ever requested the Programme Office to suspend job referral service but intend to resume the service, you should inform the Programme Office by calling our hotline 2112

[3] Including ERB training courses and training courses of the Programme.

9932 (press 2-1-2).

- Employers are not allowed to employ their relatives, friends or persons who have worked for the employers to undergo OJT. Trainees should report to the Programme Office immediately at 2112 9932 (press 2-1-2) if the above situation was found.

7.4 Registration of OJT vacancy and referral procedures:

- You may apply for a maximum of 4 OJT vacancies every 4 working days, for better utilisation of training resources and to allow sufficient time for trainees to prepare resume or interview.

- Upon preliminary verification of your eligibility of applying for OJT vacancies, the Programme Office will contact employers to make interviews or resume submission arrangement. The Programme Office will notify you of the progress within 4 working days via the following methods. (**Attention: Please note that such notification only concerns the progress of OJT vacancy registration but not the interview results or whether you are being employed or not**). We will also notify your career advisor of the registration progress by email to facilitate his/her provision of necessary assistance and guidance to you.

  - ☑ If the employer requests to receive your resume first, the Programme Office will call you to obtain your consent before passing your resume to the relevant employer. You will be notified of the progress by email (if you have provided us your email address). If the employer decides to arrange an interview with you after receiving your resume, he/ she may contact you direct or through the Programme Office. If you did not receive any notification about interview two weeks after submission of resume, we recommend you should assume your applications unsuccessful and consider other suitable OJT vacancies. (**Attention: Please note that your resume contains your personal information. The Programme Office will obtain your consent for every vacancy registration before releasing your resume to an employer. The submission of resume does not imply that job interviews will be arranged or you will be employed.)**

  - ☑ If the employer wants to arrange an interview with trainees via the Programme Office, the Programme Office will notify you by phone about details of the interview. We would also remind you of the same by email (if you have provided us your email address) and/ or SMS after you have agreed to attend the interview. Your career advisor will help you prepare for the interview.

  - ☑ If the employer fails to arrange an interview or considers the trainee not suitable for the post, the Programme Office will notify you (if you have provided us your email address) and your career advisor by email upon receipt of notification from the

employer. Your career advisor will discuss and review the case with you and help you choose other OJT vacancies.

- Whenever you are invited to attend an interview by an employer or the Programme Office, please consider carefully whether the OJT vacancy, the date and time of the interview are agreeable before accepting the interview offer. Please regard the interview opportunities seriously and do not give up easily. If you are being offered an employment, please also treasure the OJT opportunity and do not decline easily. It would definitely affect your employment opportunities as well as the image of the Programme and other trainees if you frequently failed to attend job interviews, cancelled interviews or declined job offers. This may also reduce OJT opportunities of other trainees as employers may stop offering OJT vacancies to the Programme. Against this background, **job referral service will be suspended by the Programme Office for four weeks if trainees failed to attend job interviews arranged for three times.**
- If you cannot attend or decide not to attend an interview, you should give prior notice to the Programme Office and/ or the employer concerned.
- If you are being suspended from job referral service due to failure to attend job interviews for three times, the Programme Office will notify your career advisor via email so that he/ she can take follow-up action and provide guidance for you.
- If you are not a permanent Hong Kong resident, please check your identity card/ passport/ Certificate of Identity/ travel document carefully, and provide employers with a valid document to prove that you are legally employable in Hong Kong during interviews. If you have doubts, you may contact your career advisor or the Immigration Department by calling 2824 1551.
- If you need to update your resume that has already been sent to the Programme Office, please email the updated version to: account@yes.labour.gov.hk.

7.5 Results of interviews:

- If you pass an interview, the employer or the Programme Office (upon receipt of notification from the employer concerned) will call you to confirm the employment details. If you accept the offer, we will also notify your career advisor via email so that he/ she can provide appropriate assistance.
- If you failed an interview, the Programme Office will inform you and your career advisor by email (if you have provided your email address to us) upon receipt of notification from the employer. Your career advisor will help you review the case and choose other suitable OJT vacancies.

7.6 Employers may make employment arrangement with you directly. **If you are being employed in an OJT vacancy under the Programme, you should inform your career**

advisor and the Programme Office as soon as possible, so that we could confirm your employment with the employer concerned with a view to protecting your rights and benefits. You may also update your employment status after you have logged in the online system (www.yes.labour.gov.hk) so that we can provide immediate services for you.

7.7 If you find a job in the open job market, you should inform your career advisor as soon as possible. Keeping your career advisor abreast of your employment status would allow his/ her provision of appropriate services and support to you.

7.8 Points to note when searching for jobs:

- You should stay calm and cautious when searching for jobs to avoid falling into employment traps. An employment trap emerges in different forms, you should always stay alert. For details, please refer to the booklet "Beware of Employment Traps" sent to you together with the letter of notification and your trainee card. You may also download the booklet from the Labour Department website:

  (www.labour.gov.hk/eng/public/eip/BewareEmployTrap_Eng.pdf).

- If you have any doubts or problems during job-seeking, interview and OJT, you should consult and seek advice from your family, career advisor, or someone whom you trust. You may also call our hotline at 2112 9932 (press 2-1-2) for assistance from the Programme Office.

7.9 Relationship between employers and trainees

- There is an employment relationship between you and your employer after you have been engaged as an employee during the OJT period. The "Employment Ordinance", "Employees' Compensation Ordinance", "Mandatory Provident Fund Schemes Ordinance", "Minimum Wage Ordinance" and other relevant legislations shall apply. If you have any questions on the above legislations, you may call the Labour Department hotline at 2717 1771 for enquiries (the hotline is handled by "1823") or the Mandatory Provident Fund Schemes Authority hotline at 2918 0102.

7.10 Points to note after commencement of employment

- The Programme Office will send you a confirmation letter providing relevant information about the OJT arrangements (including post, job duties, employment terms, and name of the employer, etc.) after the commencement of your OJT. Before signing any document(s) (e.g. receipt of salary) at work, please make sure that the contents are in order and agreeable to you. If your employer unilaterally changes the terms of employment which diminishes your rights and benefits, or fails to provide OJT as approved by the Programme Office, please immediately inform your career advisor and the Programme Office.

- During the OJT period, your career advisor will keep close contact with you. He/ she will

understand your work situation, help you accommodate to the working environment, assist you in solving any work-related or interpersonal problems, and conduct regular review.

- You should pay particular attention to occupational safety and health to avoid work injuries. You should carefully assess your own capabilities before taking up a job and pay close attention to the work environment to identify potential hazards, and follow safety guidelines provided by your employer.
- Upon completion of OJT, your employer will issue a testimonial to you certifying your skills/ qualifications and the OJT period. If your employer offers you further employment after the OJT period, you may negotiate with your employer direct on any change of employment terms and conditions in compliance with relevant legislations. Please note that the OJT period is not necessarily equal to the employment contract period. If you decide to decline the offer of further employment, you must give due notice or payment in-lieu-of notice to your employer as stipulated in the employment contract.
- If you quit the employment pre-maturely during the OJT period, you must give due notice or payment in-lieu-of notice to your employer according to your employment contract. At the same time, you should inform your career advisor so that appropriate counselling and support can be provided by career advisors. You should also notify the Programme Office by phone or through the Programme website as soon as possible so that we could confirm the information with your employer and update your employment records accordingly. You may then apply for other OJT vacancies under the Programme.

7.11 Mentors and their roles

- During the OJT period, the employer will appoint an existing staff with relevant experience to act as your mentor.
- The mentor will:
  - ☑ assist you to familiarising yourself with the working environment and regulations;
  - ☑ guide you on how to build a good relationship with colleagues;
  - ☑ guide you on how to handle your duties assigned and difficulties at work;
  - ☑ teach you relevant work skills and how to use facilities at workplace;
  - ☑ assess your work performance and discipline and provide appropriate counselling and advice where necessary;
  - ☑ encourage you when your performance meets expectations;
  - ☑ assist you in understanding the culture of your employing organisation to enhance your sense of belonging;
  - ☑ act as a bridge between you and your employer to foster mutual understanding; and
  - ☑ maintain communication with your career advisor so as to assist you in achieving better performance at work.

8. Off-the-job Vocational Training Courses/Examinations

8.1 Off-the-job Vocational Training Courses/Examinations

- If you are undergoing on-the-job training under the Programme and wish to enrol in or apply for off-the-job vocational training courses/examinations during the on-the-job training period, you should consult your career advisor so that he/she can assist you in choosing a suitable course or exam, and consult and obtain consent from your employer.
- If you have secured a job in the open market and wish to enrol in or apply for off-the-job vocational training courses/examinations, you should inform your career advisor as soon as possible, so that he/she can help assess whether your job placement is qualified to apply for admission into the Programme. If so, your career advisor would help submit an application to the Programme Office. Only after the Programme Office has accepted your job as a placement under the Programme could you be eligible to apply for enrolment in off-the-job vocational training courses/examinations. Submission of application for enrolment of off-the-job vocational training courses/examinations can only be made after your job placement has been admitted into the Programme.
- The off-the-job vocational training course/examination should be **commenced within your on-the-job training period**.
- If you attend off-the-job vocational training courses/examinations during working hours with employer's prior approval, your wages will not be deducted.

8.2 Application for Approval in Principle

- You should complete Part 1 of "Application Form for Off-the-job Vocational Training Courses/Examinations" ("the application form"), and submit it by fax (fax no.: 2383 6414), by mail or in person to YETP (KLN Office) (address: 9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon) **at least two weeks** before the commencement of the respective training course/examination. The application form is obtainable from your career advisor or the Programme Office.
- The off-the-job vocational training courses/examinations you intend to enrol in or apply for must be **relevant to the on-the-job training**, and must be open to public and provided by a legal and appropriate organisation. You may refer to the website of the Education Bureau (www.edb.gov.hk) or the Continuing Education Fund (www.wfsfaa.gov.hk/cef/en/preparation/providers.htm) for information on course/examination organisations.
- In general, if the course/examination organisation is not a training institute on the list of the Education Bureau or the Continuing Education Fund, you must first consult the career advisor, and the career advisor should complete **Part 1(B)** of the application form before submitting it to the Programme Office.

- The training course/examination concerned must include assessment elements (e.g. certificate of pass issued by the course/examination organisation) for evaluating students' performance; or the training course must comprise designated training hours, and the course organisation would record the attendance of the participants and issue attendance proof/certificate.
- The Programme Office may consult your employer when necessary.
- The Programme Office will inform you by phone whether the application has been approved in principle and send you the **confirmation notice** (i.e. **Part 1** and **Part 2** of the application form) by mail. Besides, your employer and career advisor will also be informed of the result by fax.
- You should inform the Programme Office in writing and obtain its prior approval in respect of any changes of your off-the-job vocational training course/examination enrolment (such as content, date, time or fees of the course/examination) **before the commencement of the training course or attending the examination**.

8.3 Reimbursement of Off-the-job Vocational Training Course/Examination Fees

- If you have been granted approval in principle for enrolment of a course/examination and you have attained a course attendance rate of 90% or above, or successfully passed the examination/assessment or acquired the respective qualifications, you may apply for reimbursement of fees up to $4,000 on the basis of actual cost for each on-the-job training placement. You may refer to the notes of the application form for details.
- Application for reimbursement of off-the-job vocational training course/examination fees must be made to YETP (KLN Office) by submitting the following documents **within six months** upon completion of the course or acquisition of the respective qualification or certificate. Late submission will not be entertained.
  - ☑ **Original** confirmation notice (i.e. Part 1 and Part 2 of the application form) and the completed Part 3 of the application form;
  - ☑ A copy of the certificate of relevant qualifications/pass of examination, or proof of attendance issued by the course organisation (or the **original** copy of Part 4 of the application form completed by the course organisation to specify your course attendance rate) (the proof must bear your name, name of the organisation and the course/examination, and the period/date of the course/examination); and
  - ☑ **Original** official receipt of the course/examination fees (must bear your name, name of the organisation and the course/examination, the cost of the course/examination, and chop of the course/examination organisation).
- Upon approval by the Programme Office, the payment of the reimbursement will be made

by a crossed cheque via the Treasury and will be sent to you by post. Please ensure the address for receiving the cheque filled in **Part 3** of the application form is valid. If you are under the age of 18 and not able to bank in the cheque, you are required to complete the form "Authority for Payment to a Bank" (Form GF179A) and submit it together with a copy of the front page of bankbook or a copy of the ATM card to the Programme Office for arranging payment by bank transfer.

8.4 Points to Note

- Reimbursement for the same course/examination fees will only be effected once within the same on-the-job training period.
- The course/examination fees will not be reimbursed if you leave your on-the-job training before the course/examination begins.
- If your application for enrolment of a training course has been approved in principle by the Programme Office, reapplication for the same course/examination will not be accepted within the same on-the-job training period even if you eventually failed to meet the requirements of reimbursement.
- The Programme Office reserves the final right to approve each approval in principle or application of reimbursement of course/examination fees.

9. Personal Information Collection Statement

◆ **Purpose of Collection:**

The personal data supplied by you and thereafter will be used for processing your application for and participation in YETP and matters related thereto. These include arranging training courses of YETP or ERB, workplace attachment training, on-the-job training, job matching and referral, workshops, seminars, recruitment or promotion activities; conducting evaluation and review of YETP; compiling statistics and conducting opinion surveys; processing insurance claims; investigating and following up other matters in relation to YETP services. If you opt to receive information on YETP in the application form, YETP will use your personal data (including but not limited to your name, correspondence address(es), email address(es) and contact telephone number(s)) to provide you with such information. If you wish to opt out from such arrangement, please inform us via the following means:

By telephone: 2112 9932

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

By mail: Youth Employment and Training Programme (Hong Kong Office), 16/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

◆ **Transfer of Personal Data:**

YETP may transfer the information you provide to your parents/guardians, service providers of YETP, ERB, appointed Training Bodies of ERB, employers, the Youth Employment Start, other divisions of the Labour Department, other government departments, or other organisations commissioned by YETP for the above purposes. YETP may also transfer your information to other divisions of the Labour Department for the purpose of enforcing ordinances under the purview of the Labour Department.

◆ **Access of Personal Data:**

You have the right of access and correction with respect to your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you provided.

◆ **Enquiries:**

If you wish to enquire on the collection, access and correction of your personal data, please send your request to YETP (HK Office) (address same as above).

* Contents of this handbook may be revised from time to time. For the most up-to-date version, please visit the website of the Programme:

  www.yes.labour.gov.hk

* For any enquiries or comments on our Programme or this handbook, please email to enquiry@yes.labour.gov.hk.