

展翅青見



Course Brochure

Youth Employment and Training Programme
From March 2018 to August 2018



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Introduction

The Youth Employment and Training Programme (the Programme), launched by the Labour Department, 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. The Programme enables young people to better understand themselves and their work aptitudes while enriching their job skills and experience so as to enhance their employability.

Services of the 2017/18 Programme include:

✧ **Case Management and Employment Support Services**

Registered social workers of Service Providers will assume the role of case managers and provide trainees with 12 months' personalised basic case management services (basic service period), including career guidance, job search assistance, training and post-employment support, etc. Upon expiry of the basic service period, trainees who have secured employment under on-the-job training of the Programme or in the open market may receive an extended case management service 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.

✧ **Pre-employment Training Courses**

(1) Core Course – Job-search and interpersonal skills training

This is a compulsory course for trainees aged 15 to 19 who join the Programme for the first time. Trainees aged 20 to 24 or joined the Programme before may also enrol this course on case managers' recommendation after completion of the initial screening.

(2) Elective Courses

During the 12 months' basic service period, trainees may enrol at most five Elective Courses, including

Elective I Course - Discipline and motivation training

Elective II Course - Computer application training

Elective III Courses - Job-specific skills training

✧ **Workplace Attachment Training**

Apart from taking pre-employment courses, trainees may undergo one-month workplace attachment training to acquire work experience, develop potential and explore employment opportunities.

✧ **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. They may offer further employment to trainees with good performance upon completion of on-the-job training. During the period of on-the-job training, trainees may enrol on relevant vocational courses and apply for reimbursement of course and examination fees up to \$4,000 from the Programme.

We hope that young people participating in the Programme could make good use of the skills and experience acquired through the above diversified pre-employment and on-the-job training in pioneering for their future.

Application

The 2017/18 Programme accepts applications year-round with effect from 1 September 2017.

Obtaining Application Forms

Young people interested in joining the Programme can obtain application forms from the Youth Employment and Training Programme Offices, Job Centres, Employment in One-stop, Industry-based Recruitment Centres and Youth Employment Start of the Labour Department (Appendix 1), the designated Service Providers (Appendix 2), the Home Affairs Enquiry Centres of the Home Affairs Department (Appendix 3) and the District Offices of the Social Welfare Department (Appendix 4).

Applicants may also download application forms from the Programme website (www.yes.labour.gov.hk).

Submitting Application Forms

Applicants may submit the completed application forms through the following channels:

1. *In person*

Applicants may submit completed application forms to the Youth Employment and Training Programme Offices, Job Centres, Employment in One-stop, Industry-based Recruitment Centres and Youth Employment Start of the Labour Department (Appendix 1), or to the designated Service Providers (Appendix 2) during office hours.

2. *By mail*

Applicants may send completed application forms to the Youth Employment and Training Programme (HK Office) at 16/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong.

3. *By fax*

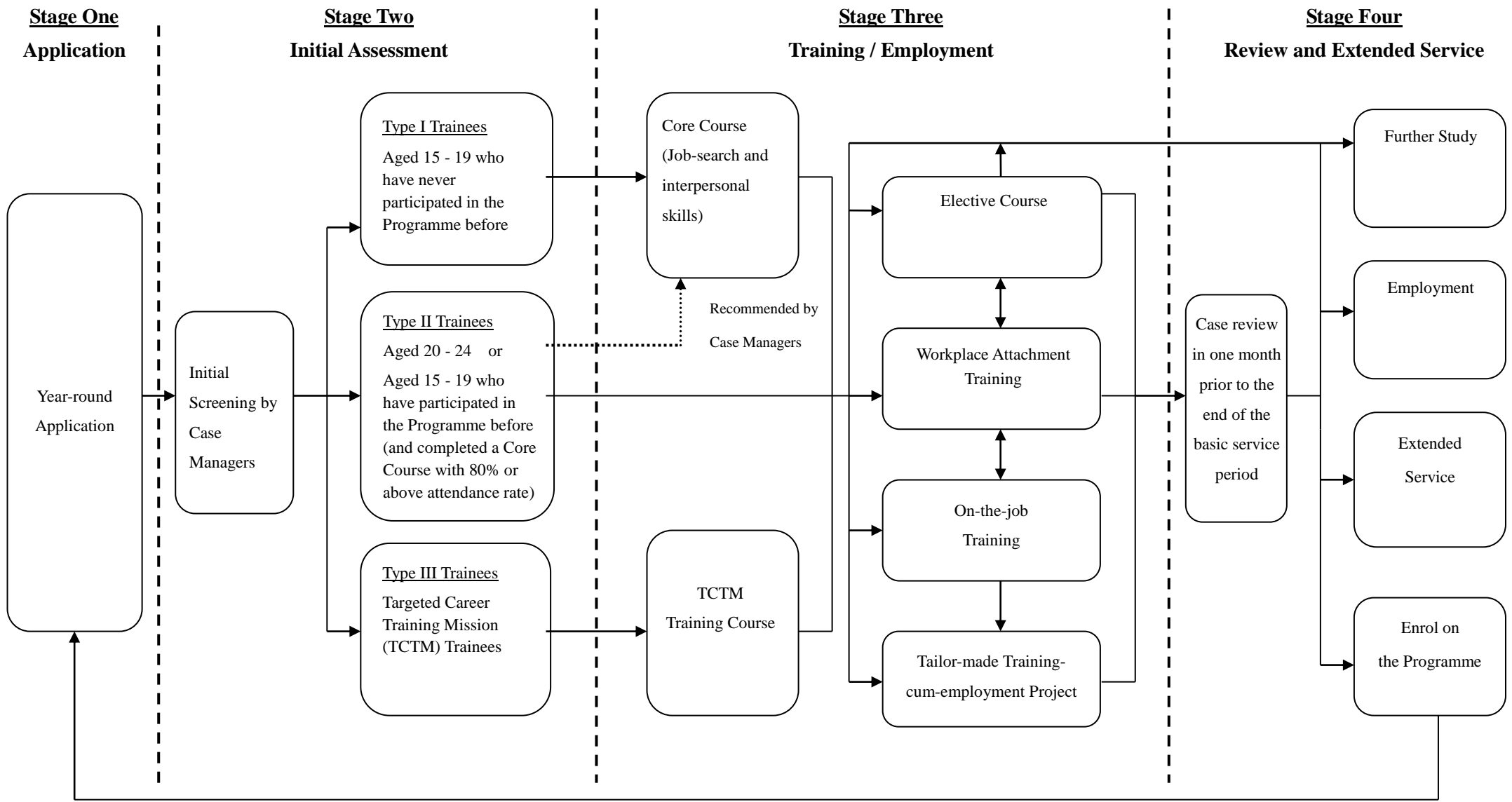
Applicants may send completed application forms by fax at 3107 0411.

4. *Through Internet (Only applicable to applicants aged 18 or above)*

Applicants may complete the online application forms on the Programme website (www.yes.labour.gov.hk).

❖ For enquiries, please call 2112 9932 or e-mail to enquiry@yes.labour.gov.hk ❖

Service Flow Chart for 2017/18 Programme



Progress report after six months from the commencement date of trainee's basic service period

12-Month Case Management and Employment Support Services provided by Registered Social Workers

Points to note

1. Admission criteria: Young school leavers aged 15 to 24 with educational attainment at sub-degree level or below and preparing to seek employment (Applicants must hold valid HKID cards and are lawfully employable in Hong Kong).
2. Please read all the information carefully before completing the application form. Provision of any false or misleading information or double registration may lead to disqualification. Application is on a first-come-first-served basis. Incomplete information may affect the application.
3. An acknowledgement letter will be sent via email to eligible applicants within one week upon receipt of the duly completed application form and other relevant information.
4. With reference to applicants' age, training and employment needs, residential area, and their choice of Service Provider, the Programme Office will assign a Service Provider to the applicants for providing case management and employment support services. The assigned Service Provider will conduct an initial screening with the applicant to assess whether the applicant is suitable for joining in the Programme.
5. Upon completion of the initial screening, trainees aged 15 to 19 who join the Programme for the first time are required to complete a Core Course with 80% or above attendance rate before they are allowed to receive other services under the Programme. Trainees aged 20 to 24 or those joined the Programme before, upon completion of the initial screening, may enrol training courses, participate in workplace attachment training or on-the-job training. They may also enrol on the Core Course on the recommendation of case managers.
6. Only course information of **the 3rd and 4th Quarter-period (i.e. March 2018 to August 2018)** of the 2017/18 Programme year is provided in this brochure. Training places are allocated on a **first-come-first-served basis**. Details of the training courses and course dates will be released on the Programme website (www.yes.labour.gov.hk) in due course. **Please refer to the website for the up-to-date course details.**
7. Some courses may set out specific conditions for enrolment owing to the requirements of the relevant industries/ legislations/ professional examinations. Trainees and their case managers are advised to consult respective Service Providers before enrolment.
8. Trainees should consult the Service Provider concerned for detailed course arrangements before commencement of the course.
9. Training courses are mainly conducted in Cantonese unless otherwise specified. Trainees must attain 80% or above attendance rate for the award of certificates of accomplishment and applying for training allowance. Those with outstanding performance will be awarded certificates of commendation.
10. For those training courses leading to professional examinations, trainees who have attained an attendance rate of 80% or above in the course(s) may, under normal circumstances, enrol for the examination within the specified period and claim reimbursement of the examination fees up to \$1,800 upon completion of examination through the relevant Service Providers.
11. Trainees must abide by the rules and regulations laid down by individual Service Providers. Trainees misbehaving in the course of training will be subject to warnings. In serious cases, trainees concerned may be dismissed.
12. Applicants wishing to withdraw from the course enrolled before commencement of the course must inform the Service Provider concerned or the Programme Office as soon as possible to avoid wastage of training resources.
13. Final decision on matters related to admission and course allocation will rest with the Programme Office. Whether a training course will be launched will depend on a number of factors including the number of trainees enrolled.

Core Course: Course Type (1) Job-search and interpersonal skills training

Course Objective:

To equip trainees with basic knowledge on career planning and job search methods and assist them in developing interpersonal skills and job interview techniques.

Modules include:

1. self-understanding and career planning
2. good work ethics
3. interpersonal communication
4. job search methods
5. job interview skills

Course Duration:

48 hours or above

Attention:

- *For some courses, trainees will need to attend the course at other venues apart from the main training venues. Trainees are advised to contact the Service Providers concerned for details before enrolment.*

Core Course: Job-search and interpersonal skills training

1.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Methodist Centre		
Course Content	Self-understanding, life planning, personal development, EQ, good work ethics, interpersonal communication skills, job search and interview skills, labour law, occupational safety and health.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Shau Kei Wan	2017CCHB01	4
Wanchai	2017CCHD01	3, 4

2.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	YMCA of Hong Kong		
Course Content	Basic knowledge and skills on life planning, career preference, developing good work attitude, communication and interpersonal skills, team building, job search methods, preparing application letter and curriculum vitae, interview skills, mock interview and labour law, etc.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Cheung Sha Wan	2017CCWL01	3, 4

3.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Caritas - Hong Kong		
Course Content	Self-understanding, life planning, personal development, EQ, good work ethics, interpersonal communication skills, job search and interview skills, labour law, occupational safety.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Lai Chi Kok	2017CCWL04	4
Yuen Long	2017CCTP01	3, 4

4.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	The Church Of United Brethren in Christ, Social Service Division		
Course Content	Basic training on life planning, good work ethics, interpersonal skills, job search and interview skills.		
Training Hour	48	Exam	N/A
Training Camp	Day camp (1 day)	Other Venue(s)	Sheung Shui (8 hours)

Venue	Course Code	Quarter*
Tuen Mun	2017CCTN01	3
Hung Hom	2017CCKH01	4
Yuen Long	2017CCTP02	4

5.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Christian Action		
Course Content	Basic knowledge on life planning, good work ethics, interpersonal skills, job search and interview skills, etc.		
Training Hour	48	Exam	N/A
Training Camp	Day camp (1 day)	Other Venue(s)	Sai Kung / Tsuen Wan / Chai Wan / Kowloon Bay (6 hours)

Venue	Course Code	Quarter*
Choi Hung	2017CCKE01	3
Kwun Tong	2017CCKF04	4

6.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	New Territories Association Retraining Centre		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search skills, job interview skills.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tseung Kwan O	2017CCNG01	3
Tsuen Wan	2017CCWR02	3
Tin Shui Wai	2017CCTP07	4
Tung Chung	2017CCWY01	4

7.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Hong Kong Confederation of Trade Unions		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search methods and job interview skills, labour law, writing application letter and resume, site-visits.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yuen Long	2017CCTP03	3
Tai Po	2017CCNT02	4
Jordan	2017CCWK01	3, 4
Kwai Chung	2017CCWQ02	3, 4

8.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Hong Kong College of Technology		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search methods and job interview skills.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Jordan	2017CCWK02	3
Kwun Tong	2017CCKF01	4

9.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Hong Kong Young Women's Christian Association		
Course Content	Personality test tools, communication skills, interpersonal skills, good work ethics, job search skills of different industries, writing application letter and resume, individual and group interview skills, job traps, labour law, enhancing trainees' competitiveness and life planning abilities.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Sai Wan	2017CCHA01	3
Ngau Tau Kok	2017CCKF02	3
Tsing Yi	2017CCWQ07	3
Tin Shui Wai	2017CCTP08	4

10.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	HKSKH Lady MacLehose Centre		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search and interview skills, negotiation skills.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Kwai Chung	2017CCWQ03	4
Tsing Yi	2017CCWQ04	4
Tsuen Wan	2017CCWR01	3, 4

* Courses will be provided in the third quarter (March to May 2018) and/ or the fourth quarter (June to August 2018).

11.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, team work, job search and interview skills, understanding job traps, mock interview, basic labour law, MPF and occupational safety and health.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017CCKE07	3
Wong Tai Sin	2017CCKE04	4
Yuen Long	2017CCTP05	4

12.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search methods, interview skills, site-visits.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
San Po Kong	2017CCKE08	3
Tin Shui Wai	2017CCTP06	3
Yau Ma Tei	2017CCWK03	4
Yuen Long	2017CCTP09	4

13.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	The Salvation Army		
Course Content	Goal setting, self-understanding, life planning, good work ethics, interpersonal communication skills, job search methods, job interview skills, time and financial management, understanding job traps, basic labour law, MPF and occupational safety and health.		
Training Hour	49	Exam	N/A
Training Camp	Day camp (1 day)	Other Venue(s)	Wanchai (7 hours)

Venue	Course Code	Quarter*
Kwai Chung	2017CCWQ05	3
Shatin	2017CCNS02	3
Tuen Mun	2017CCTN03	3
Tuen Mun	2017CCTN04	4
Chai Wan	2017CCHB02	3, 4
Wanchai	2017CCHD02	3, 4
Wong Tai Sin	2017CCKE05	3, 4
Yau Ma Tei	2017CCWK04	3, 4
Tai Po	2017CCNT03	3, 4

14.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Hong Kong Children & Youth Services		
Course Content	Self-understanding, appropriate ways to express emotions, developing good work attitude, teamwork, writing application letter, resume and application form, job interview preparation and interview skills, basic labour law.		
Training Hour	48	Exam	N/A
Training Camp	Day camp (1 day)	Other Venue(s)	Sheung Shui/ Tsim Sha Tsui/ Shatin (7 or 8 hours, subject to the course concerned)

Venue	Course Code	Quarter*
Hung Hom	2017CCKH03	3
Tai Po	2017CCNT04	3
Tsuen Wan	2017CCWR03	4
Ma On Shan	2017CCNS03	4

15.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Baptist Oi Kwan Social Service		
Course Content	Self-understanding, life planning, good work ethics, interpersonal communication skills, job search methods, job interview skills, time and financial management, introduction to basic labour law, MPF, occupational safety and health.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	Mei Foo (3 hours)

Venue	Course Code	Quarter*
Wan Chai	2017CCHD03	3
Cheung Sha Wan	2017CCWL03	4

16.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	The Evangelical Lutheran Church Social Service - Hong Kong		
Course Content	Life planning, understanding personal growth and characteristics, exploring career interest or preference, good work ethics, interview skills, writing resume and application letter, mock interview, communication skills and team work.		
Training Hour	48	Exam	N/A
Training Camp	Day camp (1 day)	Other Venue(s)	Ma On Shan (7 hours)

Venue	Course Code	Quarter*
Tuen Mun	2017CCTN05	3, 4

17.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	Chinese Evangelical Zion Church Youth Employment Training and Creativity Development Centre		
Course Content	Self-understanding and life planning, good work ethics, interpersonal communication skills, job search methods, job interview skills.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tsz Wan Shan	2017CCKE06	3, 4

18.

Course Name	Job-search and Interpersonal Skills Training		
Service Provider	The Federation of Hong Kong & Kowloon Labour Unions		
Course Content	Basic knowledge on life planning, good work ethics, interpersonal skills, job search methods and interview skills, etc.		
Training Hour	48	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Prince Edward	2017CCWK05	3
To Kwa Wan	2017CCKH02	3
Tuen Mun	2017CCTN06	4
Tai Po	2017CCNT05	4
Kwai Fong	2017CCWQ06	4

Elective I Course: Course Type (2) Discipline and motivation training

Course Objective:

To enhance the self-understanding and self-confidence of trainees, cultivate self-discipline and positive thinking, and develop leadership and team building skills.

Modules include:

1. self-understanding training
2. self-discipline and self-confidence training
3. leadership and team building training
4. motivation and positive thinking training
5. problem solving training

Course Duration:

80 hours or above

Attention:

- *Since the training may involve outdoor and physical exercise, participants have to be healthy, without asthma, heart disease, back problem, or any diseases likely to be triggered by physical activities.*
- *For some courses, trainees will need to attend the course at other venues apart from the main training venues. Trainees are advised to contact the Service Providers concerned for details before enrolment.*
- *For some of the courses and the related examinations, there are special requirements on the participants and candidates (e.g. candidates for Adult First-aid Certificate must be aged 16 or above). Trainees are advised to contact the Service Providers concerned for details before enrolment.*

Elective I Course: Discipline and motivation training

1.

Course Name	Discipline and Motivation Training		
Service Provider	YMCA of Hong Kong		
Course Content	Adventure-based training, mountain craft training, sport climbing, enhancing self-understanding, self-confidence, leadership, positive thinking and problem solving skills.		
Training Hour	80	Exam	(1) China Hong Kong Mountaineering and Climbing Union - Level 1 Mountain Craft Training; (2) China Hong Kong Mountaineering and Climbing Union - Level 1 Sport Climbing Training; (3) Hong Kong St. John Ambulance - First-aid Certificate Course
Training Camp	Residential camp (3 days and 2 nights)	Other Venue(s)	Tsuen Wan and Jordan (34 hours)

Venue	Course Code	Quarter*
Cheung Sha Wan	2017EA0001	3, 4

2.

Course Name	Team Building Training		
Service Provider	The Salvation Army		
Course Content	Adventure-based training, sport climbing, first-aid and wilderness training, farming camp, hiking training camp, enhancing self-understanding, self-confidence, leadership, positive thinking and problem solving skills.		
Training Hour	80	Exam	China Hong Kong Mountaineering and Climbing Union - Level 1 Sport Climbing Training
Training Camp	Day camp (1 day), wild camp (3 days and 2 nights), and residential camp (2 days and 1 night)	Other Venue(s)	Wanchai, Yuen Long, Kwun Tong and Sai Kung (66 hours)

Venue	Course Code	Quarter*
Wanchai	2017EA0002	3, 4

3.

Course Name	Discipline and Motivation Training		
Service Provider	Hong Kong PHAB Association		
Course Content	Providing diversified activities, encouraging full participation and motivational interactions, training on self-awareness, self-discipline and self-confidence, leadership, teamwork, positive thinking and problem-solving.		
Training Hour	80	Exam	N/A
Training Camp	Residential camp (3 days and 2 nights)	Other Venue(s)	Pok Fu Lam (27 hours)

Venue	Course Code	Quarter*
Chai Wan	2017EA0004	3
Shatin	2017EA0003	4

Elective II Course: Course Type (3) Computer application training

Course Objective:

To acquire skills of common office computer software applications as well as internet and graphical presentation software applications, and acquire basic knowledge of computer programming.

Modules include:

1. applications of common office computer software
2. applications of internet software
3. antivirus and firewall applications
4. applications of graphical presentation software
5. basic computer programming

Course Duration:

80 hours or above

Elective II Course: Computer application training

1.

Course Name	Advanced Computer Training		
Service Provider	New Territories Association Retraining Centre		
Course Content	Windows advance setting and protection, Chinese typing, MS Word, Excel and PowerPoint, FTP, file uploading and downloading, file zipping and unzipping, preventing computer virus and hacker attack, basic photo editing and scanning.		
Training Hour	80	Exam	MOS - Word 2010
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tuen Mun	2017EB0006	3
Ma On Shan	2017EB0007	4

2.

Course Name	Advanced Computer Application Skills Training		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Advanced office computer software applications (MS Word, Excel, PowerPoint, Access), image projecting production, World Wide Web and antivirus software applications, programme design, webpage design, e-commerce, Outlook, computer networking and setting.		
Training Hour	80	Exam	MOS - Word 2010
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017EB0003	3, 4

3.

Course Name	Computer Application Skills Training		
Service Provider	Hong Kong Communication Art Limited		
Course Content	Basic computer application, word processing, database application, Chinese typing, internet surfing, photo processing, graphic design, computer typesetting, programming, HTML webpage design, Chinese typing speed training, antivirus software application.		
Training Hour	80	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wanchai	2017EB0004	3
Yau Ma Tei	2017EB0005	4

* Courses will be provided in the third quarter (March to May 2018) and/ or the fourth quarter (June to August 2018).

Elective III Courses: Course Type (4) – (27)

Job-specific skills training

Course Objective:

To acquire basic knowledge, required skills and updated market information of the relevant industries through a wide range of practical job-specific skills training catering for the prevailing needs of the employment market.

Course Duration:

120 hours or above (including 6 to 24 hours of vocational language training)

Attention:

- *As some courses include classes, practical sessions, field trips and visits held at other venues apart from the main training venues, trainees are advised to contact the Service Providers concerned for details before enrolment.*
- *For some of the courses and the related examinations, there are special requirements on the participants and candidates (e.g. candidates for Adult First-aid Certificate must be aged 16 or above). Trainees are advised to contact the Service Providers concerned for details before enrolment.*

(4) Clerical training

1.

Course Name	Administrative Assistant Training Course		
Service Provider	New Territories Association Retraining Centre		
Course Content	Industry overview, business administrative structure and operating systems, word processing, telephone etiquette, different types of business writing, office equipment and application of computer, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Ma On Shan	2017ECBA05	3
Tuen Mun	2017ECBA06	4
Tseung Kwan O	2017ECBA07	4

2.

Course Name	Junior Clerk Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview, common office computer software, typing skills, telephone reception skills, business documents, mailing and filing, office equipment operation, map reading, basic knowledge on labour law and occupational health, vocational English and Putonghua.		
Training Hour	120	Exam	MOS - Word 2010
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECBA08	3, 4

(5) Beverage or catering personnel

1.

Course Name	Barista and Drinks Training Course		
Service Provider	Hong Kong Confederation of Trade Unions		
Course Content	Industry overview, basic knowledge on catering services and operation, making coffee, tea and other beverages, food hygiene and safety, customer service, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	City & Guilds Exam. - International Award in Barista Skills
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yuen Long	2017ECPF01	3
Tai Po	2017ECPF03	4
Kwai Chung	2017ECPF04	3, 4

2.

Course Name	Barista and Drinks Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of catering industry, job duties and requirements, service procedures, usage of tableware, making cocktail, non-alcoholic drinks and coffee, reception and hospitality skills, complaint and emergency handling, occupational health and safety, vocational English and Putonghua.		
Training Hour	120	Exam	City & Guilds Exam. - International Award in Barista Skills
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECPF06	3
Wong Tai Sin	2017ECPF05	4

(6) Beauty culture – General

1.

Course Name	Skin Care and Treatment Training		
Service Provider	Baptist Oi Kwan Social Service		
Course Content	Industry overview, basic facial skin care, facial massage, beauty machine operation, basic make-up skills, hygiene in beauty industry, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Cheung Sha Wan (3 hours)

Venue	Course Code	Quarter*
Mong Kok	2017ECJA03	3
Mong Kok	2017ECJA01	4

(7) Make-up and styling

1.

Course Name	Japanese and Korean Make-up Training		
Service Provider	Baptist Oi Kwan Social Service		
Course Content	Introduction and development of industry, make-up skills training, hair styling, knowledge of cosmetic tools and skin care, work ethics, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Cheung Sha Wan (3 hours)

Venue	Course Code	Quarter*
Mong Kok	2017ECJD01	3
Mong Kok	2017ECJD04	4

2.

Course Name	Media and Special Effect Make-up Training Course		
Service Provider	Irene Beauty Professional Training Institute		
Course Content	Introduction of TV, film and media make-up artist industry, knowledge of cosmetics and skin care, use of color and light, day and evening bridal make-up, Oriental and Western bridal make-up, fashion model make-up, TV make-up, magazine photo make-up, special effects (wizard, old aged, clown, zombie, vampire, Chinese Opera, cut, burns, bruise), use of hair perm machine, French twist hair styling, studio and bridal hair styling, company visits, vocational English.		
Training Hour	126	Exam	ITEC Level 2 - Certificate in Make-up
Training Camp	N/A	Other Venue(s)	San Po Kong (3 hours)

Venue	Course Code	Quarter*
Causeway Bay	2017ECJD03	3, 4

(8) Wedding services training

1.

Course Name	Wedding Planner and Management Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of wedding and banquet planning industry, job duties and requirements, thematic and special wedding design, Oriental and Western wedding procedures, wedding rundown and budget, venue decorations, corsages, wedding flowers and background decorations, bridal make-up, image and hairstyle design, MC skills, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECYG02	3
Wong Tai Sin	2017ECYG01	4

2.

Course Name	Wedding and Banquet Planning Training Course		
Service Provider	Baptist Oi Kwan Social Service		
Course Content	Industry overview, event planning and management, wedding customs and types, time management, customer service skills, job search methods, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Mei Foo (3 hours)

Venue	Course Code	Quarter*
Cheung Sha Wan	2017ECYG04	3, 4

(9) Cookery – Western

1.

Course Name	Professional Catering Training Course		
Service Provider	New Territories Association Retraining Centre		
Course Content	Industry overview, recipes, basic cooking skills, fusion cooking, menu design, introduction of professional cooking techniques, kitchen safety and food hygiene, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tsing Yi	2017ECPB01	3
Tseung Kwan O	2017ECPB06	4
Tuen Mun	2017ECPB07	4

2.

Course Name	Western Food Cooking Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of catering service industry, salad and cold cuts production, soup and sauce production, fries and pasta production, different meat marination and cooking skills, dessert production, food hygiene and nutrition, kitchenware and kitchen operation, occupational health, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECPB05	3, 4

(10) Cookery – Japanese or Korean

1.

Course Name	Japanese Cookery Training		
Service Provider	New Territories Association Retraining Centre		
Course Content	Industry overview, ingredients and food preparation, Japanese cooking skills, usage of cooking utensils and kitchenware, kitchen safety and food hygiene, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tsing Yi	2017ECPC01	3
Tseung Kwan O	2017ECPC05	4
Tuen Mun	2017ECPC06	4

2.

Course Name	Korean and Japanese Food Cooking Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of Korean and Japanese catering industry, cooking skills in Korean and Japanese cuisine, such as salad and cold cuts, kimchi, soup and sauce, sushi and sashimi, tempura and side dish, rice and noodles as well as desserts, food hygiene and nutrition, kitchenware and kitchen operation, occupational health and work ethics, vocational English and Japanese.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECPC07	3
Wong Tai Sin	2017ECPC04	4

(11) Bakery

1.

Course Name	Creative Bakery and Pastry, Hotel Dessert Practical Training		
Service Provider	YMCA of Hong Kong		
Course Content	Industry overview, introduction of ingredients, utensils and facilities, making different kinds of bread, cakes and desserts, creative cake decoration, store operation, high quality customer service, quality control and food hygiene, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Cheung Sha Wan	2017ECPE01	3, 4

2.

Course Name	Bakery, Cake and Dessert Production Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview, understanding different types of bread, cakes and desserts, different types of bread production, food hygiene and nutrition, kitchenware and quality control management, occupational health and work ethics, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECPE02	3
Wong Tai Sin	2017ECPE08	4

3.

Course Name	Junior Baker Training		
Service Provider	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
Course Content	Industry overview, operation safety and hygiene, cost control, dough and dessert baking, cake baking, gelatine set desserts, egg set desserts, fruit desserts, frozen desserts, fermented dessert making, use of cream, fillings and syrup, cold and hot sauces, food decoration, vocational English and Putonghua.		
Training Hour	120	Exam	City & Guilds Exam. - Diploma in Patisserie (Principles (MC) & Practice)
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tin Hau	2017ECPE03	3, 4
Yuen Long	2017ECPE04	3, 4

4.

Course Name	Bakery Training		
Service Provider	Hong Kong Children & Youth Services		
Course Content	Industry overview, industry development, entry and promotion path, introduction of cake-making equipment, utensil operation and merchandising, making creative cakes, kitchen safety and food hygiene, operating tuck shops, vocational English and Putonghua.		
Training Hour	126	Exam	N/A
Training Camp	N/A	Other Venue(s)	Shatin/ Tsuen Wan (4 hours)

Venue	Course Code	Quarter*
Tsuen Wan	2017ECPE06	3
Fanling	2017ECPE05	4

5.

Course Name	Professional Western Bakery Training Course		
Service Provider	Star Chef Management School		
Course Content	Industry overview, introduction of western bakery operation, use of common ingredients, usage and maintenance of baking equipment and utensils, practice on making common pastry and bakery items, food safety and hygiene, vocational English.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECPE07	3, 4

(12) Pet grooming

1.

Course Name	Professional Pet Beauty Assistant Training Course		
Service Provider	New Territories Association Retraining Centre		
Course Content	Industry overview, pet grooming skills, usage of pet grooming products and tools, basic knowledge on first-aid and diseases of pets, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Tuen Mun (48 hours)

Venue	Course Code	Quarter*
Ma On Shan	2017ECUA06	3
Tin Shui Wai	2017ECUA07	3
Tsing Yi	2017ECUA01	4
Tuen Mun	2017ECUA03	4
Sheung Shui	2017ECUA08	4

(13) Programme assistant

1.

Course Name	Programme Worker and Programme Assistant Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of social service sector, programme planning and designing, skills on writing programme rundowns, promotion and group leading, crisis management, communication and co-operative skills, practical training and safety guidelines of indoor and outdoor activities, proposal and report writing skills, basic computer operation, first-aid skills, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	(1) China Hong Kong Mountaineering and Climbing Union - Level 1 Mountain Craft Training; (2) Hong Kong Red Cross - Standard First-aid Certificate
Training Camp	Residential camp (2 days and 1 night)	Other Venue(s)	Tai Po (25 hours)

Venue	Course Code	Quarter*
Yuen Long	2017ECLA04	3
Wong Tai Sin	2017ECLA02	4

2.

Course Name	Training for Adventure-based Activities Instructor (Low Event)		
Service Provider	The Salvation Army		
Course Content	Concepts, theories and background of adventure-based counselling, debriefing skills, basic first-aid training, group counselling skills and theories, group leading skills, safety guidelines for activities, crisis management, practical training, vocational English and Putonghua.		
Training Hour	120	Exam	(1) Certificate of Adventure-Based Trainer (Low event); (2) Hong Kong St. John Ambulance - Basic First-aid Course(BFA) / Hong Kong Red Cross - Standard First-aid Certificate
Training Camp	Day camp (1 day)	Other Venue(s)	Wanchai (8 hours)

Venue	Course Code	Quarter*
Wanchai	2017ECLA03	3, 4

(15) IT technical assistant

1.

Course Name	Office Computer Technical Support Assistant Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview, practical computer knowledge and computer assembly techniques, network installation and operation, installation of Microsoft Windows, access rights management and Printserver, installation of Linux, setting up and using Multiple Boot, Ghost data backup, resources management and occupational safety, computer security, Web Server, Windows Server management, application and maintenance, various office software application, vocational English and Putonghua.		
Training Hour	120	Exam	MOS - Word 2010
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECDA01	3

2.

Course Name	IT Support Assistant Training Course		
Service Provider	Hong Kong Communication Art Limited		
Course Content	Industry overview, understanding Windows operation systems, understanding various characteristics of computer hardware (including input/ output and operation components), computer assembly, intellectual property law on software usage, computer networking and system maintenance, system security, computer problem shooting skills, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECDA04	4

3.

Course Name	IT Technical Assistant Training Course		
Service Provider	Alpha Tech Education Centre		
Course Content	Industry overview, practical knowledge of information technology software and hardware, computer structure, networking, Cisco router settings, Windows setting, Linux setting, server setting, video monitoring, data recovery, password restoration, system deployment and security, etc., computer problem shooting skills, vocational English.		
Training Hour	120	Exam	Cisco Systems, Inc. - Cisco Certified Network Associate Exam (200-125)
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECDA03	4

(16) Multi-media design and application

1.

Course Name	Webpage Design and Photo Editing Training Course		
Service Provider	New Territories Association Retraining Centre		
Course Content	Industry overview, webpage design and production concepts, HTML, Dreamweaver application skills, image processing techniques, JavaScript application programming, webpage animation techniques, management of multi-media technology, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Fanling	2017ECDB04	4

2.

Course Name	Smartphone Games and Programme Design Assistant Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview, basic concepts of game design, design specifications, pre-production, post-production and marketing, game production methods, production of software and multiplayer games, understanding API, packages and programming concepts, usage of SDK Graphical User Interface, introduction of Adobe Photoshop, management of multi-media technology, vocational English and Putonghua.		
Training Hour	120	Exam	MOS - Word 2010
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECDB02	3

3.

Course Name	Multimedia Webpage Design Training Course		
Service Provider	Hong Kong Communication Art Limited		
Course Content	Industry overview, concepts of webpage design, webpage production skills, art technique software (Photoshop and Illustrator), webpage animation software (Flash and Dreamweaver), network management and security, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECDB05	3

(17) Nail art

1.

Course Name	Professional Nail Making Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview, basic skills and knowledge of manicurist, hygiene in manicure industry, structural and pathological analysis of nail, basic knowledge on nail tools and equipment, customer service, vocational English and Putonghua.		
Training Hour	120	Exam	Australian College of Hair Design and Beauty - Apply Nail Art
Training Camp	N/A	Other Venue(s)	Prince Edward (7 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECJC02	4

(18) General health care or care services for the elderly

1.

Course Name	Health Care and Medical Clinic Assistant Training Course		
Service Provider	Hong Kong Confederation of Trade Unions		
Course Content	Industry overview and job responsibilities, knowledge on common diseases and health care, basic first-aid skills, clinic operation, usage of basic medical equipment, basic pharmacology and drug dispensing, customer service and patient communication skills, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Tai Po	2017ECYD03	3
Kwai Chung	2017ECYD04	4

2.

Course Name	Clinic Assistant Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Industry overview and job responsibilities, clinic operation, usage of basic medical equipment, basic pathology and knowledge on handling of common diseases, basic pharmacology and drug dispensing, basic physiotherapy, occupational safety, first-aid and emergency handling, telephone etiquette and reception skills, vocational English and Putonghua.		
Training Hour	120	Exam	Hong Kong Red Cross - Standard First-aid Certificate
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yuen Long	2017ECYD05	3

(19) Tourism

1.

Course Name	Study Tour and Cultural Exchange Tour Escort Training Course		
Service Provider	Hong Kong College of Technology		
Course Content	Introduction and characteristics of study tour and exchange tour, roles and responsibilities of tour guide, effective tour skills, high quality customer service and communication skills, crisis and risk management, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Central and Western District/ Tsim Sha Tsui/ Hung Hom (8 hours)

Venue	Course Code	Quarter*
Kwun Tong	2017ECMA02	4

(20) Hotel

1.

Course Name	Hotel Front Office Customer Service Training Course		
Service Provider	Hong Kong Confederation of Trade Unions		
Course Content	Industry overview, introduction of hotel services, facilities and operation, hotel front desk operation or housekeeping training, hotel security, crisis management or problem-solving skills training, customer service, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	International English Language Testing System (IELTS)
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yuen Long	2017ECO A04	4

2.

Course Name	Hotel Front Desk Service and Housekeeping Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Introduction of hotel industry and operation, reception skills, hospitality, housekeeping, cleaning methods and skills, hotel front desk operation, guest bookings, check-in and check-out procedures, concierge operation, hotel security and emergency handling, complaint handling, occupational health and first-aid, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECO A02	4

3.

Course Name	Hotel Catering Training Course		
Service Provider	Hong Kong Communication Art Limited		
Course Content	Introduction of hospitality and hotel industry, hotel structure, operation of front desk and customer service department, booking services, customer registration, reception services, billing services, consultation services, handling lost and found, hotel security and crisis management skills, computer applications, occupational safety, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECOAO5	3

(21) Cookery – Chinese and others

1.

Course Name	Junior Chef Training		
Service Provider	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
Course Content	Industry overview, knowledge on ingredients (spices, dried food, frozen meat processing), marinated meat, cooking methods (stir-fried, boiled, deep-fried, brewed), decorations, usage of cooking utensils and kitchenware (knives, pans, shovels), occupational safety, food safety and hygiene, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
To Kwa Wan	2017ECPA03	4

2.

Course Name	Tea Restaurant Snacks and Drinks Training Course		
Service Provider	Star Chef Management School		
Course Content	Introduction of Hong Kong-style restaurant operation and management, licence application requirements, food demonstration and practice, skills in using knives, marinating meats, cooking methods, making sauces and seasonings, use and maintenance of facilities, appliances and utensils, food safety and hygiene, vocational English.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Yau Ma Tei	2017ECPA02	3, 4

(22) Hairdressing

1.

Course Name	Professional Hair Styling Training		
Service Provider	New Territories Association Retraining Centre		
Course Content	Latest market information and operation of salon, shampoo and massage skills, cutting and blow drying, perming, curling, hair dyeing skills, introduction and merchandising skills of hair care products, complaints and emergency handling, hair salon practice, occupational safety and health, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Tsim Sha Tsui (4 hours)

Venue	Course Code	Quarter*
Ma On Shan	2017ECHA04	4

2.

Course Name	Professional Hair Dressing Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Latest market overview, hair salon operation, introduction of hair appliances and products, cleansing and moisturizing hair and scalp, reception, shampooing, hair care, hair dyeing, curling, perming, hair cutting, occupational safety and health, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECHA05	3

(23) Technical training

1.

Course Name	Plumber Training for Interior Renovation (Intermediate Trade Test) Training Course		
Service Provider	Hong Kong Confederation of Trade Unions		
Course Content	Industry overview, technical skills training, basic plumbing knowledge, occupational safety, site-visits, vocational English and Putonghua.		
Training Hour	120	Exam	The Construction Industry Council Intermediate Trade Test - Plumber
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Kwai Chung	2017ECSA01	3, 4

2.

Course Name	Electrical Wireman Training		
Service Provider	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
Course Content	Industry overview, basic concept and theory on electrical engineering, basic skills training, usage of tools, cable wire, common electrical equipment, lighting systems and network connection, knowledge on common power devices and systems, occupational safety, electricity law, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Mong Kok	2017ECSA03	4

(24) Performing arts

1.

Course Name	Dancer Training		
Service Provider	The Church Of United Brethren in Christ, Social Service Division		
Course Content	Dance skills (Hip Hop, Jazz, Jazz Funk, Break and Party dance), creative dancing and performance training, concerts, dramas, public performances, dancers' requirements, latest industry development, visiting performance venues and facilities, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Hung Hom	2017ECXA01	3

2.

Course Name	Professional Dancer Training Course		
Service Provider	Hong Kong Young Women's Christian Association		
Course Content	Industry overview, performing skills training, introduction of the performing venues and facilities, creative and improvising skills training, site-visits, mock interview, vocational English.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	Mong Kok/ Kwai Chung/ Wong Tai Sin/ Sham Tseng (12 hours)

Venue	Course Code	Quarter*
Tsing Yi	2017ECXA02	3

(26) Design training

1.

Course Name	Assistant for Animation and Comic Book Production Training Course		
Service Provider	Hong Kong Employment Development Service Limited		
Course Content	Comics categories, production, publication and sales processes, introduction of Chinese, Japanese and American comics styles, operation of local and Chinese comics industry, comics story writing, television and film animation storyboard, usage of different pens and brushes, skills in drawing figures and background, basic requirements on painting tools, comics production practice, entry requirements, vocational English and Japanese.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2017ECYE01	4

2.

Course Name	Horticulture and Floriculture Training		
Service Provider	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
Course Content	Industry overview, basic concept on horticulture, basic concept and skills on floriculture, gardening and flowers handling, horticulture and floriculture software, creative horticulture and floriculture, customer service and communication skills, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
To Kwa Wan	2017ECYE02	3

3.

Course Name	Graphic and Fashion Design Training Course		
Service Provider	Hong Kong Communication Art Limited		
Course Content	Basic graphic and fashion design, introduction of advertising and fashion industries, design concepts and techniques of advertising media, poster design, visual presentation skills, use of font, tone and manner, human scale drawing, pattern making, computer software application, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Wanchai	2017ECYE04	4

(27) Fitness training and physical trainer

1.

Course Name	Self-defence Assistant Instructor Training		
Service Provider	Hong Kong College of Technology		
Course Content	Industry overview, characteristics of self-defence, practice on different elements of physical training, sports and nutrition, sports injury prevention and first-aid training, interpersonal relationship, personal qualities, teaching skills, vocational English and Putonghua.		
Training Hour	120	Exam	N/A
Training Camp	N/A	Other Venue(s)	N/A

Venue	Course Code	Quarter*
Jordan	2017ECLC02	3

Appendix 1: Addresses of Youth Employment and Training Programme Offices, Job Centres, Employment in One-stop, Industry-based Recruitment Centres and Youth Employment Start of Labour Department

Youth Employment and Training Programme Offices:

Hong Kong Office

16/F, Southorn Centre,
130 Hennessy Road,
Wanchai, Hong Kong

Kowloon Office

9/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kowloon

Job Centres:

Hong Kong

34/F, Revenue Tower,
5 Gloucester Road,
Wanchai, Hong Kong

4/F, Western Magistracy Building,
2A Pokfulam Road,
Sai Ying Pun, Hong Kong

12/F, North Point Government Offices,
333 Java Road,
North Point, Hong Kong

Kowloon

1/F, Trade and Industry Tower,
3 Concorde Road, Kowloon

9/F, Cheung Sha Wan Government Offices,
303 Cheung Sha Wan Road,
Kowloon

10/F, Kowloon East Government Offices,
12 Lei Yue Mun Road,
Kwun Tong, Kowloon

New Territories

2/F, Tsuen Wan Government Offices,
38 Sai Lau Kok Road,
Tsuen Wan, N.T.

G/F, Victory Building,
3 Tsing Min Path,
Tuen Mun, N.T.

3/F, Tai Po Government Offices,
1 Ting Kok Road,
Tai Po, N.T.

2/F, Shatin Government Offices,
1 Sheung Wo Che Road,
Shatin, N.T.

Units 2001-2006,
Level 20, Landmark North,
39 Lung Sum Avenue,
Sheung Shui, N.T.

Unit 211A, 2/F,
Yat Tung Shopping Centre,
Yat Tung Estate,
Tung Chung, Lantau Island, N.T.

Employment in One-stop:

Unit 401, 4/F,
Tin Ching Amenity and Community Building,
Tin Ching Estate, Tin Shui Wai, N.T.

Recruitment Centre for the Catering/ Retail Industry:

G/F, Revenue Tower, 5 Gloucester Road,
Wan Chai, Hong Kong

Construction Industry Recruitment Centre:

1/F, CIC Kowloon Bay Training Centre,
44 Tai Yip Street, Kowloon Bay, Kowloon

Youth Employment Start:

Suite 8-11, Level 42, Office Tower,
Langham Place, 8 Argyle Street,
Mong Kok, Kowloon

Unit 907-912, 9/F, MetroPlaza Tower II,
223 Hing Fong Road, Kwai Fong, N.T.

Appendix 2: Addresses of Service Providers for Obtaining or Submitting Application Forms

(☎ Please confirm the office hours with the respective Service Providers before submitting the application form at the following locations.)

Service Providers		Address	Telephone No.
1.	Methodist Centre	B1, 22 Hennessy Road, Wanchai, Hong Kong	2527 2250
		20/F, Congregation House, 119 Leighton Road, Causeway Bay, Hong Kong	2830 2100
2.	YMCA of Hong Kong	G/F & 1/F, Hang Ning Court, 259 - 263 Shun Ning Road, Cheung Sha Wan, Kowloon	2708 8995
		Left Wing, G/F Tung Chung Community Services Complex, 420 Tung Chung Road, Lantau Island	2988 1245
3.	Caritas - Hong Kong	Caritas Labour Development Project No. 3, 3/F, Kowloon Plaza, 485 Castle Peak Road, Kowloon	2741 3767
		Caritas-Hung Shui Kiu Community Development Project Shop B, Dor Fook Building, Ying Fook Street, Hung Shui Kiu, Yuen Long, N.T.	2478 2655
4.	The Boys' and Girls' Clubs Association of Hong Kong	G/F, Tower 1, Phase 2, Tai Hing Garden, Tuen Mun, N.T.	2527 2019
5.	The Church of United Brethren in Christ, Social Service Division	1/F, Screen World Site 8, Whampoa Garden, Hung Hom, Kowloon.	2363 3719
		Unit 1-10, G/F, Tin Tsui House, Tin King Estate, Tuen Mun, N.T	2463 2381
		Room 206-209, Podium, Ying Shui House, Shui Pin Wai Estate, Yuen Long, N.T.	2443 4853
6.	Christian Action	2/F, New Horizons Building, 2 Kwun Tong Road, Kowloon	2716 8702
		3/F, Lam Tin (West) Estate Community Centre, 71 Kai Tin Road, Lam Tin, Kowloon	2952 1313
		G/F, No. 101, Sau Wai House Wing C, Sau Mau Ping Estate, Kowloon	2709 5333
		Suite UG02, UG/Floor, Block 2, Ho Fai Commercial Centre, 222-224 Sai Lau Kok Road, Tsuen Wan, N.T.	2405 1555
		Room 203-204 Yuk Ping House, Long Ping Estate, Yuen Long, N.T.	2478 8950
7.	New Territories Association Retraining Centre	G/F, No. 101-108, 118-119, 122-123, On Yeung House, Cheung On Estate, Tsing Yi, N.T.	2146 6388
		Room 301-307, Po Ning House, Po Lam Estate, Tseung Kwan O, N.T.	
		Room 339-344, 3/F, Choi Yuk Hse., Choi Yuen Estate, Sheung Shui, N.T.	
		Room 135-136, 141, G/F, Choi Wu Hse, Choi Yuen Estate, Sheung Shui, N.T.	
		Shop No. 12, G/F, Ka Fuk Shopping Centre, Fanling, N.T.	
		G/F, No. 5-7, Tai Wing House, Tai Yuen Estate, Tai Po, N.T.	
		G/F, No. 114, Tai Tak House, Tai Yuen Estate, Tai Po, N.T.	
		Flat 304, Heng On Commercial Centre, Heng On Estate, Ma On Shan, N.T.	
		Room 203-205, Yiu Wo House, Yiu On Estate, Ma On Shan, N.T.	
		No. 42A, Sun Tin Village, Shatin, N.T.	
No. 38A, G/F, Shopping Complex, Lek Yuen Estate, Shatin, N.T.			

	Service Providers	Address	Telephone No.
7.	New Territories Association Retraining Centre (Continued)	G/F, Block A, Lee Wing House, Lee On Estate, Ma On Shan, N.T. Shop 221-222 & 225-226, Shek Fong House, Shek Wai Kok Estate, Tsuen Wan, N.T. 2/F, Block 12, Po Shing House, 89 Tai Ho Road, Tsuen Wan, N.T. G/F, 3-5 & 8-10 Hing Cheong House, Tai Hing Estate, Tuen Mun, N.T. G/F, 20-29 Wu Bik House, Wu King Estate, Tuen Mun, N.T. G/F, 21-27 Wu Tsui House, Wu King Estate, Tuen Mun, N.T. No.2, G/F, Block C, Wah Yat House, Tin Wah Estate, Tin Shui Wai, N.T. Unit 506, 5/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, N.T. Room A-1, 2/F, Fai Wood Lau, 43 Kau Yuk Road, Yuen Long, N.T. Room 1, 2/F, Nan Tin Mansion, 37 Kau Yuk Road, Yuen Long, N.T. R/F 01, No.2 Carpark, Yat Tung Estate, Tung Chung, Lantau Island	2146 6388
8.	Hong Kong Confederation of Trade Unions	Unit 02-03, 1/F, Fourseas Building, 208-212 Nathan Road, Kowloon G/F, Tsui Wo House, Tai Wo Estate, Tai Po, N.T. Unit 403, 4/F, Tin Ching Amenity & Community Building, Tin Kwai Road, Area 104, Tin Shui Wai, N.T. 3/F, Len Shing Mansion, 162-168 Castle Peak Road, Yuen Long, N.T. G/F, 18 Shek Lei Street, Kwai Chung, N.T.	2332 9368 2651 9833 3758 5174 2478 0883 3758 5421
9.	Hong Kong College of Technology	8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon Room 1101-05, 11/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon 2/F, Heya Star, 368 Castle Peak Road, Cheung Sha Wan, Kowloon	3129 2508 2783 7611 3194 6016
10.	Hong Kong Young Women's Christian Association	Flat A, 1/F, Block 1, Centenary Mansion, No. 9-15 Victoria Road, Western District, Hong Kong 5/F & 6/F, Un Chau Street Municipal Services Building, No. 59-63 Un Chau Street, Shamshuipo, Kowloon 1/F, Podium, Wong Tai Sin Plaza, Kowloon 2/F-4/F, Lok Wah Estate Community Centre, Ngau Tau Kok, Kowloon G/F, Tip Chui House, Butterfly Estate, Tuen Mun, N.T. G/F, Oi Lim House, Yau Oi Estate, Tuen Mun, N.T. G/F, 1, 2, 4/F, Tin Shui Community Centre, Tin Shui Estate, Tin Shui Wai, Yuen Long, N.T. LG3, Tower 17, Ocean Shores, No. 88 O King Road, Tiu Keng Leng, Tseung Kwan O, N.T. L4, Podium, Shatin Plaza, No. 21-27 Shatin Centre Street, Shatin, N.T. 2/F-4/F, Cheung Ching Estate Community Centre, Cheung Ching Estate, Tsing Yi, N.T.	2818 8356 2720 4318 2326 0192 2750 2521 2466 0136 2451 0311 2447 9228 2709 3388 2691 9170 2497 3030

Service Providers		Address	Telephone No.
11.	HKSKH Lady MacLehose Centre	G/F, 138 Tai Nam Street, Prince Edward, Kowloon	2381 8500
		G/F, 127-144, On Tao House, Cheung On Estate, Tsing Yi, N.T.	2436 2977
		G/F, 101-104 & 108, Yung Shue House, Lei Muk Shue Estate, Tsuen Wan, N.T.	2423 2993
		4/F, 22 Wo Yi Hop Road, Kwai Chung, N.T.	2423 5042
12.	Hong Kong Employment Development Service Limited	101-106, G/F, Lung Wah House, Lower Wong Tai Sin Estate, Kowloon	2326 6805
		G/F, Wing C, Lung Wo House, Lower Wong Tai Sin(II) Estate, Kowloon	3526 7319/ 3526 7320
		4/F., Ying Yu Building, 99-101 Lai Chi Kok Road, Mong Kok, Kowloon	3165 8870
		203-206, Podium, Bik Shui House, Shui Pin Wai Estate, Yuen Long, N.T.	2476 6745
		Shop 101, 1/F, Long Ping Shopping Centre, No.1, Long Ping Road, Yuen Long, N.T.	2479 2020
13.	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre	2/F, 213-219 Hennessy Road, Hennessy Building, Wanchai, Hong Kong	2715 6671
		1/F, Jing Long Bldg., 52 Tang Lung Street, Causeway Bay, Hong Kong	
		5/F, Eastern Commercial Centre, 397 Hennessy Road, Causeway Bay, Hong Kong	
		Room 201, 2/F, Front Des Voeux Building, 19-25 Des Voeux Road West, Hong Kong	
		234 Shau Kei Wan Road, 3/F, Fuk Sing Building, Hong Kong	
		1/F, Siu Ying Commercial Building, 151-155 Queen's Road Central, Central, Hong Kong	
		3/F, Landwise Building, 118-120 Austin Road, Tsim Sha Tsui, Kowloon	
		5/F, 28 Ferry Street, Boss Commercial Centre, Yau Ma Tei, Kowloon	
		3/F, 395 Shanghai Street, On Yip Bldg., Yau Ma Tei, Kowloon	
		6/F, Sunbeam Commercial Building, 469-471 Nathan Road, Kowloon	
		1/F, 499-501A Nathan Road, Together Building, Yau Ma Tei, Kowloon	
		2/F, Kin Tak Building, 328-342A Nathan Road, Kowloon	
		3/F, Cheong Wai Building, No. 62-66 Portland Street, Yau Ma Tei, Kowloon	
		4/F, Lee Mau Building, 788-790 Nathan Road, Kowloon	
		1/F, 92 Castle Peak Road, Richview Mansion, Sham Shui Po, Kowloon	
		2/F, Tai Shing Commercial Building, 498 Nathan Road, Yau Ma Tei, Kowloon	
		Flat C, 1/F, Yun Kai Building, 466 Nathan Road, Kowloon	
		5/F, 50 Ma Tau Chung Road, Tokwawan, Kowloon	
		2/F, 30 Choi Hung Road, San Po Kong, Kowloon	
		1/F, 3 Horse Shoe Lane, Lai Yue Building, Block B, Kwun Tong, Kowloon	
3/F, 25 Kimberley Road, Cheung Lee Commercial Building, Tsim Sha Tsui, Kowloon			
2/F, May Wah Court, 111-113 Chatham Road South, Tsim Sha Tsui, Kowloon			

Service Providers		Address	Telephone No.
13.	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre (Continued)	UG27, Shopping Centre, 18 Pui Sing Road, Maritime Bay, Tseung Kwan O, N.T.	2715 6671
		1/F, Kam Fung Court, 18 Tai Uk Street, Tsuen Wan, N.T.	
		E2, G/F, Wai Cheung Industrial Centre, 5 Shek Pai Tau Road, Tuen Mun, N.T.	
		M/F, 65-69 Tsuen Nam Road, Wing Fu Building, Tai Wai, Shatin, N.T.	
		1/F, On Ga Building, 28 Chun Yin Square, Yuen Long, N.T.	
		Shop No. 407, 4/F, Heng On Shopping Centre, Heng On Estate, Ma On Shan, N.T.	
		1/F, Po Hong Building, 70-78 Kwong Fuk Road, Tai Po, N.T.	
		Room 402, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Area 104, Tin Shui Wai, N.T.	
14.	The Salvation Army	6 Salvation Army Street, Wanchai, Hong Kong	2572 6718
		Podium Level Market Building, Wan Tsui Estate, Chai Wan, Hong Kong	2898 9750
		1/F, Block 4, Prosperous Garden, 3 Public Square Street, Yau Ma Tei, Kowloon	2770 8933
		1-4/F, Chuk Yuen (South) Estate Community Centre, Wong Tai Sin, Kowloon	2351 5321
		3/F, Tai Man House, Tai Yuen Estate, Tai Po, N.T.	2667 2913
		2-4/F, 15 Tai Wo Hau Road, Tai Wo Hau Community Centre, Kwai Chung, N.T.	2428 4581
		5/F, Ancillary Facilities Block, Fu Tai Estate, No.9 Tuen Kwai Road, Tuen Mun, N.T.	2467 7200
		G/F, No.13-24, Hing Ping House, Tai Hing Estate, Tuen Mun, N.T.	2461 4741
15.	Christian Family Service Centre	G/F, Tin Chu House, Shun Tin Estate, Kwun Tong, Kowloon	2952 2116
		G/F, Tat Chui House, Po Tat Estate, Sau Mau Ping, Kowloon	2344 4252
		8/F, 3 Tsui Ping Road, Kwun Tong, Kowloon	2750 5582
16.	The Hong Kong Federation of Youth Groups	Units 7-10, G/F, Wing Lok House, Fuk Loi Estate, Tsuen Wan, N.T.	3113 7999
17.	Hong Kong Children and Youth Services	G/F & 1/F, Block 18, Site 2, Whampoa Garden, Hung Hom, Kowloon	2356 2133
		Room 105-113, G/F, Tin Ming House, Tin Ping Estate, Sheung Shui, N.T.	2679 7557
		2/F, Government Accommodations, Grand Regentville, 9 Wo Mun Street, Luen Wo Hui, Fanling, N.T.	2668 2138
		Units 220-229, Kwong Yan House, Kwong Fuk Estate, Tai Po, N.T.	2653 8514
		2-4/F, Heng On Community Centre, Heng On Estate, Ma On Shan, Shatin, N.T.	2642 1555
		M/F, Block 3, Phase 1, Belvedere Garden, Tsuen Wan, N.T.	2414 8283
18.	Baptist Oi Kwan Social Service	2/F, 36 Oi Kwan Road, Wanchai, Hong Kong	3413 1518
		2/F, 323 Shun Ning Road, Cheung Sha Wan, Kowloon	3413 1561

Service Providers		Address	Telephone No.
19.	The Evangelical Lutheran Church Social Service - Hong Kong	Room 301, 3/F, Po Tin Shopping Centre, Po Tin Estate, Tuen Mun, N.T.	2462 1700
		G/F, Yiu Wah House, Tin Yiu Estate, Tin Shui Wai, Yuen Long, N.T.	2446 2023
		G/F, Lai Wo House, Tai Wo Estate, Tai Po, N.T.	2650 8807
		101-116, Choi Lai House, Choi Yuen Estate, Sheung Shui, N.T.	2673 2120
20.	Free Methodist Church Tuen Mun Children & Youth Integrated Services Centre	2-4/F, Leung King Community Centre, Leung King Estate, Tuen Mun, N.T.	2463 8876
21.	Chinese YMCA of Hong Kong	1/F, Kornhill Garden, 18 Hong On Street, Quarry Bay, Hong Kong	2886 2751
		G/F, Sui Lok House, Siu Sai Wan Estate, Chai Wan, Hong Kong	2557 3748
		G/F, Ping Shun House, Ping Tin Estate, Lam Tin, Kowloon	2775 6033
		Unit 1-20, Podium Level, Tsui To House, Tsui Ping Estate, Kwun Tong, Kowloon	2727 5445
		Block A, 6/F, Shek Kip Mei Estate Phase II, Ancillary Facilities Block, Kowloon	2778 2727
		Unit 101, 1/F, Austin Road West, Kowloon	2781 1411
		G/F, Hin Wan House, Hin Keng Estate, Shatin, N.T.	2692 2035
		Room 311, 3/F, Tin Chak Shopping Centre, Tin Chak Estate, Tin Shui Wai, N.T.	3152 2798
		No.101, 1/F, Ancillary Facilities Block, Tin Ching Estate, Tin Shui Wai, N.T.	2617 7233
		Block G, Annex Building, Luk Yeung Sun Chuen, Tsuen Wan, N.T.	2413 3111
22.	Chinese Evangelical Zion Church Youth Employment Training and Creativity Development Centre	No.1, G/F, Ching Fai House, Tsz Ching Estate, Tsz Wan Shan, Kowloon	2324 0113
23.	Hong Kong PHAB Association	Room 104 – 105, Shing Tsui House, Wan Tsui Estate, Chai Wan, Hong Kong	2551 4226
		G/F, Block 34, 2 Hang Shing Street, City One, Shatin, N.T.	2637 2266
24.	The Federation of Hong Kong & Kowloon Labour Unions	5/F, Union Park Centre, 771-775 Nathan Road, Kowloon	2787 9967
		4 Ying Choi Path, To Kwa Wan, Kowloon	2714 3123
		Room 706, Futura Plaza, 111-113 How Ming Street, Kwun Tong, Kowloon	2793 9887
		Room 1806, Parklane Square, 2 Tuen Hi Road, Tuen Mun, N.T.	2441 1110
		4/F, Tai Po Commercial Centre, 152-172 Kwong Fuk Road, Tai Po, N.T.	2638 0896
		Room 1901, 19/F, Kwai Fong Commercial Centre, 7 Shing Fong Street, Kwai Fong, N.T.	2610 2633
25.	Vocational Training Council	Room G13, Area 92, Yiu On Estate, Ma On Shan, N.T.	3519 1808
26.	Yuen Long Town Hall Management Committee Limited	4 Tai Yuk Road, Yuen Long, N.T.	2476 3439

Appendix 3: Addresses of Home Affairs Enquiry Centres, Home Affairs Department

G/F Harbour Building, 38 Pier Road, Central, Hong Kong	Unit 201, 2/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	1/F, Tsuen Wan Multi-storey Carpark Building, 174-208 Castle Peak Road, Tsuen Wan, N.T.
G/F, Eastern Law Courts Building, 29 Tai On Street, Sai Wan Ho, Hong Kong	G/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	2/F, Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T.
G/F, Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong	2/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T.	G/F, Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, N.T.
G/F, No. 2, O'Brien Road, Wanchai, Hong Kong	G/F, North District Government Offices, 3 Pik Fung Road, Fanling, N.T.	G/F, Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island
LG/F, Kowloon City Government Offices, 42 Bailey Street, Hung Hom, Kowloon	G/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Hang Hau, Tseung Kwan O, N.T.	1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island
G/F, The Grande Building, 398 Kwun Tong Road, Kwun Tong, Kowloon	G/F, Shatin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.	G/F, 22 San Hing Street, Cheung Chau
G/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon	G/F, Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T.	

Appendix 4: Addresses of District Offices, Social Welfare Department

7/F Harbour Building, 38 Pier Road, Central, Hong Kong	Room 503, 5/F, Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon	4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po Market, N.T.
Room 1210 – 1211, 12/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong	Unit 801, 8/F Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon	3/F, Princess Alexandra Community Centre, 60 Tai Ho Road, Tsuen Wan, N.T.
	3/F, High Block, Nam Cheong Community Centre, Nam Cheong Estate, Sham Shui Po, Kowloon	6/F, Yuen Long Government Offices & Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, N.T.
	7/F, Kowloon East Government Offices Building, 12 Lei Yue Mun Road, Kwun Tong, Kowloon	Room 204, 2/F, Tai Hing Government Offices, 16 Tsun Wen Road, Tuen Mun, N.T.
		Rm 708 - 714, 7/F, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin, N.T.

Appendix 5: – Where to Obtain “Careers Information”

For most people, career plays an important part in their lives. Apart from material rewards, a job can give you a sense of satisfaction and accomplishment. Your confidence can be assured and your potential may be further developed through applying your knowledge and skills at work and interacting with other people. Career choosing is an important matter. Do spare some time to think thoroughly before you embark on the process of job search.

To better understand your career orientation before selecting training courses, you may contact your case manager to make use of a comprehensive set of career assessment kit. The assessment helps gauge your career interest and other related potential. You may also visit the website of Youth Employment Start at www.e-start.gov.hk to have a try on the simplified version of the assessment kit. For details, please contact your case manager or call the Programme Office at 2112 9932.

Training Courses

Core Course:
Job-search and interpersonal skills training

Discipline and motivation training

Computer application training

Job-specific skills training

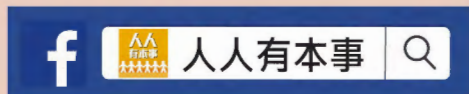


**Youth Employment and Training Programme
Labour Department**

Hotline: 2112 9932

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

Website: www.yes.labour.gov.hk



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