**Content**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Page |  |  |  | Page |
| **Introduction** | 2 |  | *(17)* | *Nail art* | 40 |
| **Application** | 4 |  | *(18)* | *General health care or care services for the elderly* | 41 |
| **Service Flow Chart** | 5 |  | *(19)* | *Tourism* | 42 |
| **Points to note**  | 6 |  | *(20)* | *Hotel* | 43 |
| **Training courses** |  |  | *(21)* | *Cookery – Chinese and others* | 45 |
| Core CourseCourse Type (1) Job-search and interpersonal skills training | 7 |  | *(22)* | *Hairdressing* | 46 |
|  | *(23)* | *Technical training* | 47 |
|  | *(24)* | *Performing arts* | 48 |
| Elective Course |  |  | *(26)* | *Design training* | 49 |
| Elective I:Elective II:Elective III: | Course Type (2) Discipline and motivation trainingCourse Type (3) Computer application trainingJob-specific skills training | 172023 |  | *(27)* | *Fitness training and physical trainer* | 51 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |
| *Course Type* |  |  | **Appendices** |  |
|  | *(4)* | *Clerical training* | 24 |  | (1)(2)(3)(4)(5) | Addresses of Youth Employment and Training Programme Offices, Job Centres, Employment in One-stop, Industry-based Recruitment Centres and Youth Employment Start of Labour DepartmentAddresses of Service Providers for Obtaining or Submitting Application FormsAddresses of Home Affairs Enquiry Centres, Home Affairs Department Addresses of District Offices, Social Welfare DepartmentWhere to Obtain “Careers Information” | 5253585859 |
|   | *(5)* | *Beverage or catering personnel*  | 25 |  |
|  | *(6)* | *Beauty culture – General* | 26 |  |
|  | *(7)* | *Make-up and styling* | 27 |  |
|  | *(8)* | *Wedding services training*  | 28 |  |
|  | *(9)* | *Cookery – Western* | 29 |  |
|  | *(10)* | *Cookery – Japanese or Korean* | 30 |  |
|  | *(11)* | *Bakery* | 31 |  |
|  | *(12)* | *Pet grooming* | 34 |  |
|  | *(13)* | *Programme assistant*  | 35 |  |
|  | *(15)* | *IT technical assistant* | 36 |  |
|  | *(16)* | *Multi-media design and application* | 38 |  |  |  |  |

**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.

 Young people joining YETP will receive a series of free and customised training and employment support services including:

**⯎ 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’ basic case management services (basic service period), including peronalised career guidance, job search assistance, employment support, etc. Upon expiry of the basic service period, trainees who are receiving on-the-job training under YETP or have secured employment may receive an extended case management services for another 12 months, so as to better assist them to settle in their jobs, overcome problems at workplaces, and pursue further learning and skills upgrading opportunities.

**⯎ 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 who have participated in 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’ basice 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 potentials and explore employment opportunities.

**⯎ On-the-job Training**

Trainees are engaged as employees under on-the-job training of 6 to 12 months with pay. Employers appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work. Trainees with good performance may be offerred further employment 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.

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

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

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.

The 2018/19 Programme accepts applications year-round with effect from 1 September 2018.

**Application**

**Application Details**

|  |
| --- |
| Application forms can be obtained 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), or downloaded from the Programme website(www.yes.labour.gov.hk). |

|  |
| --- |
| 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 (Hong Kong 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). |

**Enquiries**

Hotline: 2112 9932

Website: www.yes.labour.gov.hk

Email: enquiry@yes.labour.gov.hk

**Service Flow Chart for 2018/19 Programme**

**Stage Two**

**Initial Assessment**

**Stage Three**

**Training / Employment**

**Stage One**

**Application**

**Stage Four**

**Review and Extended Service**

Core Course - Job-search and interpersonal skills (May first undergo Workplace Attachment Training and / or enrol on two Elective Courses)

Type I Trainees

Aged 15 - 19 who have never participated in the Programme before

Further Study

Elective Course

Year-round Application

Employment

Type II Trainees

Aged 20 - 24 or

Aged 15 - 19 who have participated in the Programme before (and completed a Core Course with 80% or above attendance rate)

Case review in one month prior to the end of the basic service period

Core Course - Job-search and interpersonal skills

Workplace Attachment Training

Initial Screening by Case Managers

Recommended by Case Managers

Enrol on

the Programme

On-the-job

Training

TCTM

Training Course

Extended Service

Type III Trainees

Targeted Career Training Mission (TCTM) Trainees

Tailor-made Training- cum-employment Project

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 leaversaged 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. Trainees aged 15 to 19 who join the Programme for the first time, upon completion of the initial screening, may enrol on workplace attachment training and/ or not more than two Elective Courses before they attend a Core Course. They are required to complete a Core Course with 80% or above attendance rate before they are allowed to enrol on on-the-job training and/ or the third Elective Course. Trainees aged 20 to 24 or those have participated in the Programme before may enrol on training courses, participate in workplace attachment training or on-the-job training after completion of the initial screening. 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 2019 to August 2019)** of the 2018/19 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 enroled.

Youth Employment and Training Programme

Labour Department

February 2019

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

**Course Objective:**

To equip trainees with basic knowledge on career planning, interpersonal skills and job search methods through training in the Core Course.

**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 | 2018CCHB01 | 4 |
| Wanchai | 2018CCHD01 | 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 | 2018CCWL01 | 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 | 2018CCWL04 | 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 | 2018CCTN01 | 3 |
| Hung Hom | 2018CCKH01 | 4 |
| Yuen Long  | 2018CCTP02 | 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\*** |
| Lam Tin | 2018CCKF04 | 3 |
| Kwun Tong | 2018CCKF05 | 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\*** |
| Tung Chung | 2018CCWY01 | 3 |
| Tuen Mun | 2018CCTN06 | 3 |
| Tuen Mun | 2018CCTN07 | 4 |
| Tsing Yi | 2018CCWQ06 | 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\*** |
| Tin Shui Wai | 2018CCTP05 | 4 |
| Tai Po | 2018CCNT02 | 4 |
| Jordan | 2018CCWK01 | 3, 4 |
| Kwai Chung | 2018CCWQ01 | 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 | 2018CCWK02 | 3 |
| Kwun Tong | 2018CCKF01 | 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\*** |
| Ngau Tau Kok | 2018CCKF06 | 3 |
| Tiu Keng Leng | 2018CCNG01 | 3 |
| Tsing Yi | 2018CCWQ07 | 3 |
| Tin Shui Wai | 2018CCTP10 | 4 |

**10.**

|  |  |
| --- | --- |
| **Course Name** | Job-search and Interpersonal Skills Training |
| **Service Provider** | H.K.S.K.H. 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 | 2018CCWQ02 | 3 |
| Tsing Yi | 2018CCWQ03 | 4 |
| Tsuen Wan | 2018CCWR02 | 3, 4 |

**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 | 2018CCKE04 | 3 |
| Wong Tai Sin | 2018CCKE08 | 4 |
| Yuen Long | 2018CCTP06 | 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 | 2018CCKE07 | 3 |
| Tin Shui Wai | 2018CCTP08 | 3 |
| Yau Ma Tei | 2018CCWK03 | 4 |
| Yuen Long | 2018CCTP07 | 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\*** |
| Shatin  | 2018CCNS01 | 3 |
| Tuen Mun  | 2018CCTN03 | 3 |
| Kwai Chung | 2018CCWQ04 | 3 |
| Tuen Mun | 2018CCTN04 | 4 |
| Chai Wan  | 2018CCHB02 | 3, 4 |
| Wanchai | 2018CCHD02 | 3, 4 |
| Wong Tai Sin  | 2018CCKE05 | 3, 4 |
| Yau Ma Tei | 2018CCWK04 | 3, 4 |
| Tai Po | 2018CCNT03 | 3, 4 |

**14.**

|  |  |
| --- | --- |
| **Course Name** | Job-search and Interpersonal Skills Training |
| **Service Provider** | Hong Kong Children and 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** | N/A | **Other Venue(s)** | N/A |

|  |  |  |
| --- | --- | --- |
| **Venue** | **Course Code** | **Quarter\*** |
| Hung Hom | 2018CCKH03 | 3 |
| Tai Po | 2018CCNT04 | 3 |
| Fanling | 2018CCNV02 | 4 |
| Tsuen Wan | 2018CCWR03 | 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\*** |
| Wanchai | 2018CCHD03 | 3 |
| Cheung Sha Wan | 2018CCWL03 | 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 | 2018CCTN05 | 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 | 2018CCKE06 | 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  | 2018CCWK05 | 3 |
| Tuen Mun | 2018CCTN08 | 4 |
| Tai Po | 2018CCNT05 | 4 |
| Kwai Fong | 2018CCWQ05 | 4 |

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

**Course Objective:**

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

**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 | 2018EA0001 | 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 | 2018EA0002 | 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** | Day camp (1 day)  | **Other Venue(s)** | Pok Fu Lam (7.5 hours) |

|  |  |  |
| --- | --- | --- |
| **Venue** | **Course Code** | **Quarter\*** |
| Chai Wan | 2018EA0004 | 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 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\*** |
| Tsing Yi | 2018EB0006 | 3 |
| Tsuen Wan | 2018EB0007 | 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 | 2018EB0003 | 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 | 2018EB0004 | 3 |
| Yau Ma Tei | 2018EB0005 | 4 |

**Elective III Courses: Course Type (4) – (27) Job-specific skills training**

**Course Objective:**

To enhance the job skills of trainees 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\*** |
| Sheung Shui | 2018ECBA05 | 3 |
| Tsuen Wan | 2018ECBA06 | 4 |
| Tsing Yi | 2018ECBA07 | 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 | 2018ECBA08 | 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 | 2018ECPF04 | 3 |
| Tai Po | 2018ECPF01 | 4 |
| Kwai Chung | 2018ECPF03 | 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 | 2018ECPF05 | 3 |
| Wong Tai Sin | 2018ECPF06 | 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 | 2018ECJA03 | 3 |
| Mong Kok | 2018ECJA01 | 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 | 2018ECJD02 | 3 |
| Mong Kok | 2018ECJD04 | 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)** | Kwun Tong (3 hours) |

|  |  |  |
| --- | --- | --- |
| **Venue** | **Course Code** | **Quarter\*** |
| Wanchai | 2018ECJD03 | 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 | 2018ECYG01 | 3 |
| Wong Tai Sin | 2018ECYG02 | 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 | 2018ECYG04 | 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\*** |
| Tin Shui Wai | 2018ECPB06 | 3 |
| Tseung Kwan O | 2018ECPB07 | 3 |
| Tsing Yi | 2018ECPB02 | 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 | 2018ECPB04 | 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\*** |
| Tseung Kwan O | 2018ECPC05 | 3 |
| Tin Shui Wai | 2018ECPC06 | 4 |
| Tsing Yi | 2018ECPC03 | 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 | 2018ECPC07 | 3 |
| Wong Tai Sin | 2018ECPC04 | 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 | 2018ECPE01 | 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 | 2018ECPE02 | 3 |
| Wong Tai Sin | 2018ECPE08 | 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 | 2018ECPE03 | 3, 4 |
| Yuen Long | 2018ECPE04 | 3, 4 |

**4.**

|  |  |
| --- | --- |
| **Course Name** | Bakery Training |
| **Service Provider** | Hong Kong Children and 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 | 2018ECPE05 | 3 |
| Fanling | 2018ECPE06 | 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 | 2018ECPE07 | 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 | 2018ECUA06 | 3 |
| Tin Shui Wai | 2018ECUA07 | 3 |
| Sheung Shui | 2018ECUA08 | 4 |
| Tuen Mun | 2018ECUA05 | 4 |
| Tsing Yi | 2018ECUA01 | 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 | 2018ECLA04 | 3 |
| Wong Tai Sin | 2018ECLA02 | 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 | 2018ECLA03 | 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 | 2018ECDA01 | 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 | 2018ECDA04 | 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 | 2018ECDA03 | 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\*** |
| Ma On Shan | 2018ECDB04 | 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 | 2018ECDB02 | 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 | 2018ECDB05 | 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** | ITEC Certificate in Manicure and Pedicure |
| **Training Camp** | N/A | **Other Venue(s)** | Tsim Sha Tsui (7 hours) |

|  |  |  |
| --- | --- | --- |
| **Venue** | **Course Code** | **Quarter\*** |
| Wong Tai Sin | 2018ECJC01 | 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 | 2018ECYD03 | 3 |
| Yuen Long | 2018ECYD04 | 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 | 2018ECYD05 | 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 | 2018ECMA02 | 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 | 2018ECOA04 | 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 | 2018ECOA02 | 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 | 2018ECOA05 | 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 | 2018ECPA03 | 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 | 2018ECPA02 | 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 (3 hours) |

|  |  |  |
| --- | --- | --- |
| **Venue** | **Course Code** | **Quarter\*** |
| Fanling | 2018ECHA05 | 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 | 2018ECHA06 | 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 | 2018ECSA01 | 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 | 2018ECSA03 | 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 | 2018ECXA01 | 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 | 2018ECXA02 | 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, design software applications, 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 | 2018ECYE01 | 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 | 2018ECYE02 | 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 | 2018ECYE04 | 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 | 2018ECLC02 | 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 | Kowloon Office |
| 16/F, Southorn Centre,130 Hennessy Road, Wanchai, Hong Kong | 9/F, Kowloon East Government Offices,12 Lei Yue Mun Road,Kowloon |
| **Job Centres:** |
| Hong Kong | Kowloon | New Territories |
| 34/F, Revenue Tower, 5 Gloucester Road,Wanchai, Hong Kong | 1/F, Trade and Industry Tower, 3 Concorde Road, Kowloon | 2/F, Tsuen Wan Government Offices,38 Sai Lau Kok Road,Tsuen Wan, N.T. |
| 4/F, Western Magistracy Building,2A Pokfulam Road,Sai Ying Pun, Hong Kong | 9/F, Cheung Sha Wan Government Offices,303 Cheung Sha Wan Road, Kowloon  | G/F, Victory Building, 3 Tsing Min Path, Tuen Mun, N.T.  |
| 12/F, North Point Government Offices, 333 Java Road,North Point, Hong Kong | 10/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon | 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, HKIC - Kowloon Bay Campus,44 Tai Yip Street, Kowloon Bay, Kowloon**Youth Employment Start:** |
| Suite 8-11, Level 42, Office Tower, Langham Place, 8 Argyle Street, Mong Kok, KowloonUnit 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 Women Development ProjectRoom 7-8, 1/F, Lee Ga Building, 131 Sai Wan Ho Street, Shaukiwan, Hong Kong | 2567 7544 |
| 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. | 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 63882146 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. |
| 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. |
| 4. | New Territories Association Retraining Centre (Continued) | G/F, 21-27 Wu Tsui House, Wu King Estate, Tuen Mun, 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 |
| 5. | Hong Kong Confederation of Trade Unions | Unit 02-03, 1/F, Fourseas Building, 208-212 Nathan Road, Kowloon | 2332 9368 |
| G/F, Tsui Wo House, Tai Wo Estate, Tai Po, N.T. | 2651 9833 |
| Unit 403, 4/F, Tin Ching Amenity & Community Building, Tin Kwai Road, Area 104, Tin Shui Wai, N.T. | 3758 5174 |
| 3/F, Len Shing Mansion, 162-168 Castle Peak Road, Yuen Long, N.T. | 2478 0883 |
| G/F, 18 Shek Lei Street, Kwai Chung, N.T. | 3758 5421 |
| 6. | Hong Kong College of Technology | 8/F, Wong Tze Building, 71 Hoi Yuen Road, Kwun Tong, Kowloon | 3129 2508 |
| Room 1101-05, 11/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon | 2783 7611 |
| 2/F, Heya Star, 368 Castle Peak Road, Cheung Sha Wan, Kowloon | 3194 6016 |
| 7. | Hong Kong Young Women's Christian Association | Flat A, 1/F, Block 1, Centenary Mansion, No. 9-15 Victoria Road, Western District, Hong Kong | 2818 8356 |
| 5/F & 6/F, Un Chau Street Municipal Services Building, No. 59-63 Un Chau Street, Shamshuipo, Kowloon | 2720 4318 |
| 1/F, Podium, Wong Tai Sin Plaza, Kowloon | 2326 0192 |
| 2/F-4/F, Lok Wah Estate Community Centre, Ngau Tau Kok, Kowloon | 2750 2521 |
| G/F, Tip Chui House, Butterfly Estate, Tuen Mun, N.T. | 2466 0136 |
| G/F, Oi Lim House, Yau Oi Estate, Tuen Mun, N.T. | 2451 0311 |
| G/F, 1, 2, 4/F, Tin Shui Community Centre, Tin Shui Estate, Tin Shui Wai, Yuen Long, N.T. | 2447 9228 |
| LG3, Tower 17, Ocean Shores, No. 88 O King Road, Tiu Keng Leng, Tseung Kwan O, N.T. | 2709 3388 |
| L4, Podium, Shatin Plaza, No. 21-27 Shatin Centre Street, Shatin, N.T. | 2691 9170 |
| 2/F-4/F, Cheung Ching Estate Community Centre, Cheung Ching Estate, Tsing Yi, N.T. | 2497 3030 |
| 8. | H.K.S.K.H. 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 |
| 9. | 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 |
| 4A&B, 5A&B, 14/F, Chow Shing Kee Commercial Building, 25 Tong Mi Road, Mongkok, 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 |
| 10. | 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, Landwide 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 Chatharn Road South, Tsim Sha Tsui, Kowloon |
| UG27, Shopping Centre, 18 Pui Sing Road, Maritime Bay, Tseung Kwan O, N.T. |
| 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. |
| 11. | 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 |
| 12. | 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 |
| 13. | The Hong Kong Federation of Youth Groups  | Units 7-10, G/F, Wing Lok House, Fuk Loi Estate, Tsuen Wan, N.T.  | 3113 7999 |
| 14. | Hong Kong Children and Youth Services | 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 |
| 15. | 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 |
| 16. | 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 |
| 17. | Hong Kong PHAB Association | Room 104 – 105, Shing Tsui House, Wan Tsui Estate, Chai Wan, Hong Kong | 2551 4226 |
| Unit 5 -12, G/F, Sui Yick House, Siu Sai Wan Estate, Chai Wan, Hong Kong | 2557 1631 |
| Flat 116 & 113, Kam Peng House, Kam Peng Estate, Peng Chau, Hong Kong | 2983 2200 |
| G/F, Block 34, 2 Hang Shing Street, City One, Shatin, N.T. | 2637 2266 |
| 18. | 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 |
| 18. | The Federation of Hong Kong & Kowloon Labour Unions (Continued) | 4/F, Tai Po Commercial Centre, 152-172 Kwong Fuk Road, Tai Po, N.T. | 2638 0896 |
| Room 1601, 16/F, Kwai Fong Commercial Centre, 7 Shing Fong Street, Kwai Fong, N.T. | 2610 2633 |

**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 potentials. 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.