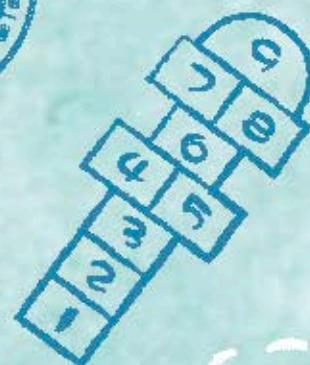


# 展翅青見

Course Brochure  
Youth Employment and Training Programme  
From March 2020 to August 2020



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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.

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 personalised 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' basic service period, trainees may enrol at most five Elective Courses, including

Elective I Course - Discipline and motivation training

Elective II Course - Computer software training

Elective III Courses - Job-specific skills training

Elective IV Course - Vocational language 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 offered 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.

## Application

The 2019/20 Programme accepts applications year-round with effect from 1 September 2019.

### Application Details

Application forms can be obtained from the Youth Employment and Training Programme Offices, Job Centres, 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](http://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, 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](http://www.yes.labour.gov.hk)).

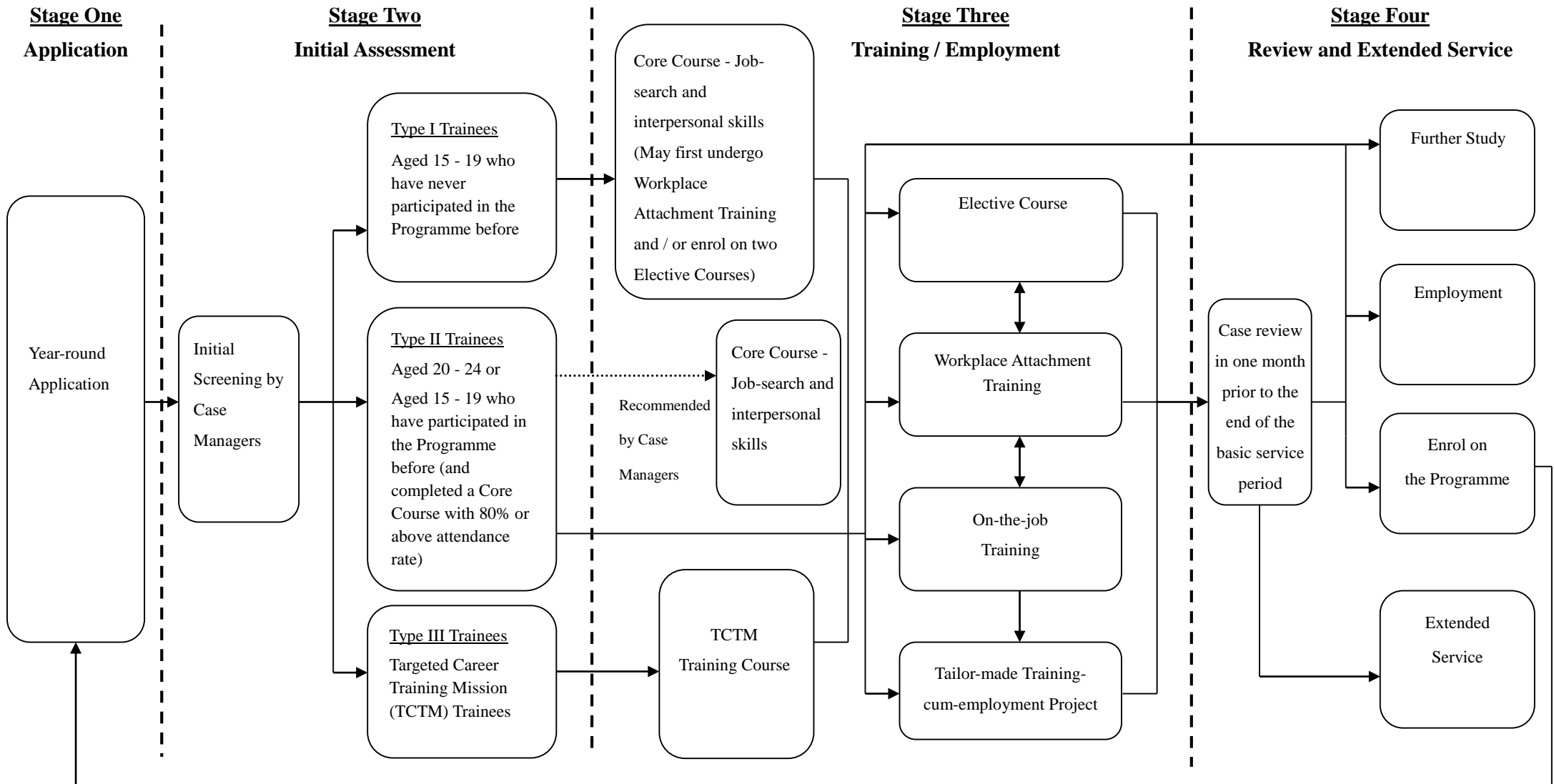
### Enquiries

Hotline: 2112 9932

Website: [www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)

Email: [enquiry@yes.labour.gov.hk](mailto:enquiry@yes.labour.gov.hk)

# Service Flow Chart for 2019/20 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. 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 3<sup>rd</sup> and 4<sup>th</sup> Quarter-period (i.e. March to August 2020)** of the 2019/20 Programme 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](http://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.

Youth Employment and Training Programme  
Labour Department  
February 2020

# 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, as well as to 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.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	Methodist Centre		
<b>Course Content</b>	Self-understanding, career planning, personal development, EQ, good work ethics, interpersonal communication skills, job search methods and interview skills, labour law, occupational safety and health.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wanchai, Mong Kok (4 hours)

Venue	Course Code	Quarter*
Wanchai	2019CCHD01	3
Chai Wan	2019CCHB01	4

2.

<b>Course Name</b>	Core Course - Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Self-understanding and career planning, good work ethics, interpersonal communication, job search methods, job interview skills.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tin Shui Wai (4 hours)

Venue	Course Code	Quarter*
Tung Chung	2019CCWY01	3
Tai Po	2019CCNT04	3
Tuen Mun	2019CCTN06	3
Yuen Long	2019CCTP04	3
Tsuen Wan	2019CCWR03	4
Fanling	2019CCNV02	4
Ma On Shan	2019CCNS03	4
Tin Shui Wai	2019CCTP05	4

## 3.

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

Venue	Course Code	Quarter*
Kwun Tong	2019CCKF01	3
Cheung Sha Wan	2019CCWL01	4
Jordan	2019CCWK01	3, 4

## 4.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	Hong Kong Young Women's Christian Association		
<b>Course Content</b>	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 career planning abilities.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok/ Kwai Fong (2 hours)

Venue	Course Code	Quarter*
Sai Wan	2019CCHA02	3
Wong Tai Sin	2019CCKE04	3
Sham Shui Po	2019CCWL02	3
Tiu Keng Leng	2019CCNJ02	3
Tsing Yi	2019CCWQ06	3
Shatin	2019CCNS04	3
Ho Man Tin	2019CCKH02	4
Ngau Tau Kok	2019CCKF04	4
Tuen Mun	2019CCTN08	4
Tin Shui Wai	2019CCTP06	4
Sai Ying Pun	2019CCHA01	3, 4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

5.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	H.K.S.K.H. Lady MacLehose Centre		
<b>Course Content</b>	Self-understanding and career planning, good work ethics, interpersonal communication, job search methods and interview skills, negotiation skills and creativity training.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok/ Kwai Fong (3 hours)

Venue	Course Code	Quarter*
Tsing Yi	2019CCWQ02	3, 4
Kwai Chung	2019CCWQ01	3, 4
Tsuen Wan	2019CCWR01	3, 4

6.

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

Venue	Course Code	Quarter*
Wong Tai Sin	2019CCKE05	3
Wong Tai Sin	2019CCKE02	4
Yuen Long	2019CCTP01	4

## 7.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	Self-understanding and career planning, good work ethics, interpersonal communication, job search methods, interview skills, site-visits.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok/Kwai Fong (3 hours)

Venue	Course Code	Quarter*
Wanchai	2019CCHD02	3
San Po Kong	2019CCKE06	3
Yau Ma Tei	2019CCWK02	4
Yuen Long	2019CCTP03	4
Tin Shui Wai	2019CCTP02	3, 4

## 8.

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

Venue	Course Code	Quarter*
Kwai Chung	2019CCWQ03	3
Shatin	2019CCNS01	3
Tuen Mun	2019CCTN02	3
Tuen Mun	2019CCTN01	4
Chai Wan	2019CCHB02	3, 4
Wanchai	2019CCHD03	3, 4
Wong Tai Sin	2019CCKE03	3, 4
Yau Ma Tei	2019CCWK03	3, 4
Tai Po	2019CCNT01	3, 4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

9.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	The Hong Kong Federation of Youth Groups		
<b>Course Content</b>	Self-understanding and career planning, good work ethics, interpersonal communication, job search methods and job interview skills.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Tsuen Wan	2019CCWR02	3, 4

10.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	Hong Kong Children and Youth Services		
<b>Course Content</b>	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.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin/Tai Po/Sheung Shui, Mong Kok/Kwai Fong (4 hours)

Venue	Course Code	Quarter*
Sheung Shui	2019CCNV03	3
Tai Po	2019CCNT02	4

11.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	The Evangelical Lutheran Church Social Service - Hong Kong		
<b>Course Content</b>	Career 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.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	Day camp (1 day)	<b>Other Venue(s)</b>	Ma On Shan (7 hours)

Venue	Course Code	Quarter*
Tuen Mun	2019CCTN05	3, 4

12.

<b>Course Name</b>	Job-search and Interpersonal Skills Training		
<b>Service Provider</b>	Hong Kong PHAB Association		
<b>Course Content</b>	Basic knowledge on career planning, good work ethics, interpersonal skills, job search methods and interview skills.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Chai Wan	2019CCHB03	3

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

13.

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

Venue	Course Code	Quarter*
To Kwa Wan	2019CCKH01	3
Prince Edward	2019CCWK04	3
Mong Kok	2019CCWK05	3
Kwun Tong	2019CCKF03	4
Kwai Fong	2019CCWQ04	4
Tai Po	2019CCNT03	4
Tuen Mun	2019CCTN03	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, and 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.

<b>Course Name</b>	Discipline and Motivation Training		
<b>Service Provider</b>	YMCA of Hong Kong		
<b>Course Content</b>	Adventure-based training, mountain craft training, sport climbing, enhancing self-understanding, self-confidence, leadership, positive thinking and problem solving skills.		
<b>Training Hour</b>	80	<b>Exam</b>	(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
<b>Training Camp</b>	Residential camp (3 days and 2 nights)	<b>Other Venue(s)</b>	Tsuen Wan, Jordan (34 hours)

Venue	Course Code	Quarter*
Cheung Sha Wan	2019EA0001	3, 4

2.

<b>Course Name</b>	Team Building Training		
<b>Service Provider</b>	The Salvation Army		
<b>Course Content</b>	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.		
<b>Training Hour</b>	80	<b>Exam</b>	China Hong Kong Mountaineering and Climbing Union - Level 1 Sport Climbing Training
<b>Training Camp</b>	Day camp (1 day), wild camp (3 days and 2 nights), and residential camp (2 days and 1 night)	<b>Other Venue(s)</b>	Wanchai, Yuen Long, Kwun Tong and Sai Kung (66 hours)

Venue	Course Code	Quarter*
Wanchai	2019EA0002	3, 4

3.

<b>Course Name</b>	Discipline and Motivation Training		
<b>Service Provider</b>	Hong Kong PHAB Association		
<b>Course Content</b>	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.		
<b>Training Hour</b>	80	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Chai Wan	2019EA0003	4

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\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

## **Elective II Course: Course Type (3) Computer software training**

### **Course Objective:**

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

### **Modules include:**

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

### **Course Duration:**

60 to 80 hours or above

# Elective II Course: Computer software training

1.

<b>Course Name</b>	Computer Advanced Training		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	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.		
<b>Training Hour</b>	80	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Kwun Tong (4 hours)

Venue	Course Code	Quarter*
Tseung Kwan O	2019EB0006	3
Tsing Yi	2019EB0002	3
Tsuen Wan	2019EB0008	4
Yuen Long	2019EB0007	4

2.

<b>Course Name</b>	Advanced Computer Application Skills Training		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	80	<b>Exam</b>	MOS - Word 2016
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2019EB0001	3, 4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

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

### **Course Objective:**

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

### **Course Duration:**

90 to 160 hours or above (including 3 to 30 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 work

1.

<b>Course Name</b>	Administrative Assistant Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, business administrative structure and operating systems, office equipment and application of computer, business documents and mail handling, e-business, visitor reception, preparation for business activities, telephone etiquette and techniques, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wanchai, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Tsing Yi	2019ECBA02	3
Tai Po	2019ECBA06	3
Tuen Mun	2019ECBA09	4
Fanling	2019ECBA08	4

2.

<b>Course Name</b>	Junior Clerk Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	MOS - Word 2016
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wong Tai Sin (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECBA01	3
Wong Tai Sin	2019ECBA07	4

(5) Beverage or catering services

1.

<b>Course Name</b>	Coffee and Beverage Modulation Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, making of coffee and trendy drinks, basic knowledge of catering services and operation, food hygiene and safety, customer services, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Tsueng Kwan O	2019ECPF11	3
Tin Shui Wai	2019ECPF10	3
Tsing Yi	2019ECPF08	4
Fanling	2019ECPF12	4

2.

<b>Course Name</b>	Barista and Drinks Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	City & Guilds Exam. - International Award in Barista Skills
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Kwun Tong (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECPF02	3
Wong Tai Sin	2019ECPF01	4

3.

<b>Course Name</b>	Barista Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	Culture and history of coffee, coffee shop management and the role of Barista, skills of making coffee, coffee dessert making, food hygiene and safety, vocational English and Putonghua.		
<b>Training Hour</b>	96	<b>Exam</b>	City & Guilds Exam. - International Award in Barista Skills
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tsim Sha Tsui (4 hours)

Venue	Course Code	Quarter*
To Kwa Wan	2019ECPF04	3
Tin Hau	2019ECPF03	4
Tin Shui Wai	2019ECPF05	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020



(6) Design work

1.

<b>Course Name</b>	Assistant for Animation and Comic Book Production Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Chai Wan (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECYE01	3
Tai Kok Tsui	2019ECYE05	4

2.

<b>Course Name</b>	Graphic and Fashion Design Training Course		
<b>Service Provider</b>	Hong Kong Communication Art Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	120	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Wanchai	2019ECYE03	3
Yau Ma Tei	2019ECYE04	4

(7) Make-up and styling

1.

<b>Course Name</b>	Korean and Japanese Make-up and Styling Training		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Introduction of beauty industry, basic Korean and Japanese make-up skills and styling, use of make-up products and tools, basic skills of eyelash perming and manicure, basic knowledge of skin care, vocational English and Putonghua.		
<b>Training Hour</b>	160	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok, Kwun Tong (16 hours)

Venue	Course Code	Quarter*
Tsing Yi	2019ECJD04	3
Ma On Shan	2019ECJD10	3
Tsuen Wan	2019ECJD13	4
Fanling	2019ECJD12	4
Yuen Long	2019ECJD11	4

2.

<b>Course Name</b>	Make Up Stylist Programme		
<b>Service Provider</b>	Hong Kong Young Women's Christian Association		
<b>Course Content</b>	Industry overview, basic make-up techniques, fashion make-up, day and night make-up, bridal make-up and hair styling, knowledge of cosmetics and cosmetic tools, basic knowledge of skin care, vocational English and Putonghua.		
<b>Training Hour</b>	90	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Ho Man Tin	2019ECJD03	3, 4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

3.

<b>Course Name</b>	Professional Make-up Stylist Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	Introduction of make-up and styling industry, basic skills and knowledge of make-up artists and stylists, different make-up and hair styling, knowledge of cosmetic tools and skin care, work ethics and customer service, vocational English and Putonghua.		
<b>Training Hour</b>	140	<b>Exam</b>	ITEC Level 2 Certificate in Make-up
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok (7 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECJD09	3
Wong Tai Sin	2019ECJD01	4

(8) Wedding services

1.

<b>Course Name</b>	Wedding Planner and Management Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Sheung Wan (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECYG03	3
Wong Tai Sin	2019ECYG02	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

## (9) Cookery – Western

## 1.

<b>Course Name</b>	Professional Catering Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, recipes, basic cooking skills, fusion cooking, menu design, introduction of professional cooking techniques, kitchen safety and food hygiene, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Ma On Shan	2019ECPB10	3
Tin Shui Wai	2019ECPB11	3
Tsing Yi	2019ECPB08	4
Fanling	2019ECPB12	4

## 2.

<b>Course Name</b>	Western Food Cooking Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wanchai (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECPB01	3, 4

3.

<b>Course Name</b>	Junior Chef of Western Food Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	Different cooking methods and skills, cold food preparation, basic pastry techniques, kitchen safety and food hygiene, usage of kitchen utensils and equipment, storage and care of ingredients, cost control, vocational English and Putonghua.		
<b>Training Hour</b>	120	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Jordan	2019ECPB03	3
Tin Hau	2019ECPB04	4
To Kwa Wan	2019ECPB05	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

(10) Cookery – Japanese or Korean

1.

<b>Course Name</b>	Professional Japanese Cookery Training		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, ingredients and food preparation, Japanese cooking skills, usage of cooking utensils and kitchenware, kitchen safety and food hygiene, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Tseung Kwan O	2019ECPC10	3
Sheung Shui	2019ECPC11	4
Tin Shui Wai	2019ECPC12	4
Tsing Yi	2019ECPC05	3, 4

2.

<b>Course Name</b>	Korean and Japanese Food Cooking Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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 Putonghua.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Hung Hom (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECPC08	3
Wong Tai Sin	2019ECPC01	4

3.

<b>Course Name</b>	Japanese and Korean Food Cooking Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	Industry overview, knowledge of food ingredients, different Japanese and Korean cooking methods, usage of kitchen utensils, kitchen safety and food hygiene, vocational English and Putonghua.		
<b>Training Hour</b>	120	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
To Kwa Wan	2019ECPC09	3
Tin Hau	2019ECPC02	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020



(11) Bakery

1.

<b>Course Name</b>	Professional Cake and Dessert Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, basic baking skills and use of baking tools, dessert and confection production skills, menu design, kitchen safety and food hygiene, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Ma On Shan	2019ECPE12	3
Tin Shui Wai	2019ECPE10	3
Fanling	2019ECPE05	4
Tuen Mun	2019ECPE07	4
Tsing Yi	2019ECPE06	3, 4

2.

<b>Course Name</b>	Bakery, Cake and Dessert Production Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	San Po Kong (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECPE01	3
Wong Tai Sin	2019ECPE13	4

3.

<b>Course Name</b>	Junior Baker Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	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.		
<b>Training Hour</b>	120	<b>Exam</b>	City & Guilds Exam. - Diploma in Patisserie (MC & Practice)
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tuen Mun (4 hours)

Venue	Course Code	Quarter*
Kwun Tong	2019ECPE11	3
Yuen Long	2019ECPE04	4
Tin Hau	2019ECPE02	3, 4

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\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

(12) Pet grooming

1.

<b>Course Name</b>	Professional Pet Beautician Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	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.		
<b>Training Hour</b>	160	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tuen Mun, Kwun Tong (80 hours)

Venue	Course Code	Quarter*
Tsing Yi	2019ECUA02	3
Sheung Shui	2019ECUA06	3
Fanling	2019ECUA08	4
Tin Shui Wai	2019ECUA07	4

2.

<b>Course Name</b>	Pet Groomer Programme		
<b>Service Provider</b>	Hong Kong Young Women's Christian Association		
<b>Course Content</b>	Industry overview, basic knowledge of pet shop daily operations, skills of shampooing, styling and coat clipping, vocational English.		
<b>Training Hour</b>	90	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok (1 hour)

Venue	Course Code	Quarter*
Ho Man Tin	2019ECUA01	3, 4

**(13) Social service assistant training**

**1.**

<b>Course Name</b>	Recreational Activity Assistant Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, skills of planning and managing recreational activities, design of promotional materials and promotional skills, crisis management and first aid training, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Lai Chi Kok/Shatin/Tsuen Wan, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Tai Po	2019ECLA07	3
Tsuen Wan	2019ECLA09	4
Tuen Mun	2019ECLA08	4

**2.**

<b>Course Name</b>	Programme Worker and Programme Assistant Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	(1) China Hong Kong Mountaineering and Climbing Union - Level 1 Mountain Craft Training; (2) Hong Kong Red Cross - Standard First-aid Certificate
<b>Training Camp</b>	Residential camp (2 days and 1 night)	<b>Other Venue(s)</b>	Wanchai, Sai Kung (28.5 hours)

Venue	Course Code	Quarter*
Tai Kok Tsui	2019ECLA06	3
Wong Tai Sin	2019ECLA02	4

## (14) Nail art

**1.**

<b>Course Name</b>	Nail Art and Manicure Training		
<b>Service Provider</b>	H.K.S.K.H. Lady MacLehose Centre		
<b>Course Content</b>	Industry overview, manicure and massage, skills of nail art, gel nail and acrylic nail, knowledge of nail tools and equipment, hygiene in manicure industry, visit and practicum session, vocational English.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Kwai Chung (36 hours)

Venue	Course Code	Quarter*
Kwai Chung	2019ECJC01	3, 4

**2.**

<b>Course Name</b>	Professional Nail Making Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	ITEC Level 2 Certificate in Manicure and Pedicure
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok (7 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECJC02	3
Tai Kok Tsui	2019ECJC04	4

(15) IT technical assistant training

1.

<b>Course Name</b>	Assistant for Office Computer Technical Support Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	MOS - Word 2016
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wanhcai (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECDA01	3

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

## (16) Multi-media design and application

**1.**

<b>Course Name</b>	Webpage Design and Photo Editing Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	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.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tin Shui Wai, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Tuen Mun	2019ECDB04	3
Tsuen Wan	2019ECDB05	4

**2.**

<b>Course Name</b>	Assistant for Smartphone Game and Program Design Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	MOS - Word 2016
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Wanchai (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECDB01	4

**(17) Finance, wealth management and e-commerce**

**1.**

<b>Course Name</b>	Online Digital Marketing and E-commerce Training Course		
<b>Service Provider</b>	Hong Kong College of Technology		
<b>Course Content</b>	Industry overview, general knowledge on business and financial management, basic concepts of digital marketing, marketing methods of Hong Kong and China online platforms, related legal responsibilities and the use of Big Data, introduction to common financial and investment scams, vocational English and Putonghua.		
<b>Training Hour</b>	160	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Kowloon Tong (4 hours)

<b>Venue</b>	<b>Course Code</b>	<b>Quarter*</b>
Kwun Tong	2019ECBF02	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020



## (18) General health care

## 1.

<b>Course Name</b>	Physiotherapist Assistant Programme		
<b>Service Provider</b>	Hong Kong Young Women's Christian Association		
<b>Course Content</b>	Industry overview, basic knowledge and practical skills of physiotherapy-related work, use of physiotherapy instruments, customer communication skills, vocational English.		
<b>Training Hour</b>	92	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Ho Man Tin/Sham Shui Po (2 hours)

Venue	Course Code	Quarter*
Ho Man Tin	2019ECYD02	4

## 2.

<b>Course Name</b>	Clinic Assistant Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	Hong Kong Red Cross - Standard First-aid Certificate
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tseung Kwan O (3.5 hours)

Venue	Course Code	Quarter*
Yuen Long	2019ECYD03	3

(20) Hotel and tourist related services

1.

<b>Course Name</b>	Hospitality Housekeeping Programme		
<b>Service Provider</b>	Hong Kong Young Women's Christian Association		
<b>Course Content</b>	Industry overview, basic housekeeping knowledge and practical skills, understanding of cleaning principles, laundry delivery procedures and the operation of various cleaning appliances and equipment, hotel security, customer services and communication skills, vocational English and Putonghua.		
<b>Training Hour</b>	90	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Ho Man Tin (60 hours)

Venue	Course Code	Quarter*
Ho Man Tin	2019ECO A02	4

2.

<b>Course Name</b>	Hotel Front Desk Service and Housekeeping Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	North Point (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECO A01	3

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

(21) Cookery – Chinese and others

1.

<b>Course Name</b>	Professional Fusion Cookery Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, basic cooking skills, fusion cooking, menu design, usage of kitchen utensils and equipment, kitchen safety and food hygiene, vocational English and Putonghua.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Shatin, Kwun Tong (8 hours)

Venue	Course Code	Quarter*
Fanling	2019ECPA04	3
Tuen Mun	2019ECPA05	4

2.

<b>Course Name</b>	Integrated Cooking Skills Training		
<b>Service Provider</b>	H.K.S.K.H. Lady MacLehose Centre		
<b>Course Content</b>	Industry overview, knowledge of ingredients, food preparation and healthy cooking, practical cooking skills, usage of kitchen utensils and equipment, kitchen safety and food hygiene, visit and practicum session, vocational English.		
<b>Training Hour</b>	120	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Kwai Chung (21 hours)

Venue	Course Code	Quarter*
Kwai Chung	2019ECPA01	4

## (22) Hairdressing

**1.**

<b>Course Name</b>	Professional Hair Styling Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	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.		
<b>Training Hour</b>	126	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Tsim Sha Tsui, Kwun Tong (7 hours)

Venue	Course Code	Quarter*
Ma On Shan	2019ECHA07	3
Yuen Long	2019ECHA08	3
Tsing Yi	2019ECHA10	4
Tin Shui Wai	2019ECHA09	4

**2.**

<b>Course Name</b>	Professional Hair Dressing Training Course		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	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.		
<b>Training Hour</b>	140	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Prince Edward (3.5 hours)

Venue	Course Code	Quarter*
Wong Tai Sin	2019ECHA06	3

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

## (26) Beauty culture – General

## 1.

<b>Course Name</b>	Professional Beauty and Skin Care Training		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Industry overview, skin analysis, facial treatments and massage techniques, knowledge of skin care products, tools and equipment, hygiene in beauty industry, basic make-up skills, basic skills of eyelash perming and manicure, vocational English and Putonghua.		
<b>Training Hour</b>	160	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	Mong Kok, Kwun Tong (16 hours)

Venue	Course Code	Quarter*
Sheung Shui	2019ECJA04	3
Tuen Mun	2019ECJA05	4

## 2.

<b>Course Name</b>	Professional Beauty Training		
<b>Service Provider</b>	Grand Aesthetic Academy		
<b>Course Content</b>	Basic knowledge and skills for a beautician, industry culture and requirements, knowledge of skin care products, tools and equipment, hygiene in beauty industry, facial treatments and massage, basic make-up skills, vocational Putonghua.		
<b>Training Hour</b>	160	<b>Exam</b>	Training Qualifications UK - Diploma for Beauty Professionals - Beauty Therapists (Level 2)
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Cheung Sha Wan	2019ECJA01	4

(27) Recreation, wellness and fitness training

1.

<b>Course Name</b>	Professional Exercise and Fitness Instructor Training		
<b>Service Provider</b>	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre		
<b>Course Content</b>	Industry overview, sports anatomy and exercise physiology, basic concepts of physical fitness, operation of fitness equipment, yoga exercise, nutrition and health, weight management, exercise safety and sports injury management, first-aid training, vocational English and Putonghua.		
<b>Training Hour</b>	120	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	To Kwa Wan/Shau Kei Wan (6 hours)

Venue	Course Code	Quarter*
Sai Wan Ho	2019ECLC01	3
To Kwa Wan	2019ECLC02	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020

# **Elective IV Course: Course Type (28) Vocational language usage**

## **Course Objective:**

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

## **Modules include:**

1. application of vocational language
2. language review, word choices or useful phrases and expressions
3. oral and/or written communication skills in workplaces
4. listening practices
5. language practices or situational conversation

## **Course Duration:**

45 to 60 hours or above

# Elective IV Course: Vocational language usage

1.

<b>Course Name</b>	Vocational English Training Course		
<b>Service Provider</b>	New Territories Association Retraining Centre		
<b>Course Content</b>	Commonly used phrases and sentences in workplaces, application of vocational English, oral communication skills in workplaces, situational conversation.		
<b>Training Hour</b>	45	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Tseung Kwan O	2019ED0009	3
Tin Shui Wai	2019ED0007	3
Tsing Yi	2019ED0005	4
Sheung Shui	2019ED0010	4

2.

<b>Course Name</b>	Basic Training of Workplace English		
<b>Service Provider</b>	Hong Kong Employment Development Service Limited		
<b>Course Content</b>	Knowledge of word choices, sentence structure, useful phrases and expressions, job-searching and work-related English, oral or written communication skills in workplaces, listening practices, situational conversation.		
<b>Training Hour</b>	60	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Wong Tai Sin	2019ED0001	4

\* Quarter 3: March to May 2020  
 Quarter 4: June to August 2020



3.

<b>Course Name</b>	English Communication Skills Training		
<b>Service Provider</b>	Hong Kong Communication Art Limited		
<b>Course Content</b>	English grammar, sentence structure, use of vocabularies and phrases, reading skills, situational conversation, writing and presentation skills, listening and oral practices, application of vocational English.		
<b>Training Hour</b>	48	<b>Exam</b>	N/A
<b>Training Camp</b>	N/A	<b>Other Venue(s)</b>	N/A

Venue	Course Code	Quarter*
Wanchai	2019ED0008	3

## **Appendix 1: Addresses of Youth Employment and Training Programme Offices, Job Centres, 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.

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

### **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, 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	Shop No. 3A, Tsui Wan Shopping Centre, Tsui Wan Estate, Chai Wan, Hong Kong	2534 8134
		B1, 22 Hennessy Road, Wanchai, Hong Kong	2527 2250
		20/F, Congregation House, 119 Leighton Road, Causeway Bay, Hong Kong	2806 0062
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 Project Room 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
		Shop 9, G/F, Aster Court, 8 Hung Tai Road, Hung Shui Kiu, Yuen Long	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 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, 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.	
		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			

Service Providers		Address	Telephone No.
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
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	

	Service Providers	Address	Telephone No.
10.	The Hong Kong Federation Of Trade Unions Occupational Retraining Centre (Continued)	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 Chatham 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.	2715 6671
11.	The Salvation Army	6 Salvation Army Street, Wanchai, Hong Kong Podium Level Market Building, Wan Tsui Estate, Chai Wan, Hong Kong 1/F, Block 4, Prosperous Garden, 3 Public Square Street, Yau Ma Tei, Kowloon	2572 6718 2898 9750 2770 8933

Service Providers		Address	Telephone No.
11.	The Salvation Army (Continued)	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, 9-10, 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
		Room 317, 3/F, Youth Square, 238 Chai Wan Road, Hong Kong	3689 1613
		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
		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, 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](http://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

## Elective Course:

Discipline and motivation training

Computer software training

Job-specific skills training

Vocational language training

**Labour Department**  
**Youth Employment and Training programme**

Hotline :2112 9932

E-mail :[enquiry@yes.labour.gov.hk](mailto:enquiry@yes.labour.gov.hk)

Website :[www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)



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