

## **LEGISLATIVE COUNCIL BRIEF**

Employees Retraining Ordinance  
(Chapter 423)

### **EMPLOYEES RETRAINING ORDINANCE (AMENDMENT OF SCHEDULE 2) (No. 2) NOTICE 2011**

#### **INTRODUCTION**

In accordance with Section 31(2) of the Employees Retraining Ordinance (Chapter 423) (ERO), the Employees Retraining Board (ERB) has made the Employees Retraining Ordinance (Amendment of Schedule 2) (No. 2) Notice 2011 (Notice), at **Annex**, to amend Schedule 2 of the ERO by including one organisation as the appointed training body of the ERB and removing one training body from the schedule.

#### **JUSTIFICATIONS**

2. The ERB, in collaboration with its training bodies, now offers around 800 courses, straddling some 30 industries with employment potentials, under the “Manpower Development Scheme”. The ERB also organises training courses on personal attributes and foundation skills (vocational Chinese, English, Putonghua, numeracy and application of information technology). Through the provision of suitable training courses and services, the ERB aims to improve the competitiveness of the local labour force for sustainable employment, thereby contributing to the promotion of the economic and social development of Hong Kong. To fully implement the “Manpower Development Scheme”, the ERB needs to establish partnership with more training providers with different background and specialisation. Through its appointed “Training Bodies of General Service Areas”, the ERB offers training courses that meet the diversified training needs of different service targets.

3. The ERB is also devoted to serving people with special training needs, including the disabled, people recovered from work injuries, rehabilitated offenders, new arrivals, ethnic minorities and non-engaged youths. To help unleash their potentials, the ERB provides them with appropriate vocational training through its appointed training bodies which possess ample relevant experience and have established close networks with these quarters of the community.

4. To help the local labour force become multi-skilled through upgrading their skills level and encouraging them to pursue continuous development, as well as to provide training to employees seeking to change job, the ERB launched the “Skills Upgrading Scheme Plus” (“SUS Plus”) in July 2009. Under “SUS Plus”, the ERB offers industry-specific skills upgrading training courses pitched at levels one to four of the Qualifications Framework (QF). In support of the development of the “SUS Plus”, the ERB welcomes organisations with rich experience in industry-specific training, including those which have offered courses under the “Skills Upgrading Scheme”, to become its appointed “Training Bodies of Specific Service Areas” to provide the industry-specific courses.

5. On this occasion, the ERB amends Schedule 2 to the ERO by adding one appointed “Training Body of Specific Service Areas”. The participation of new training body will help the ERB offer more diversified training courses and services.

### **Criteria and Procedures for Vetting and Approving Applications to become Appointed Training Bodies and Quality Assurance**

6. The ERB vets and approves applications to become its appointed training bodies on the basis of the following criteria –

- (a) background and governance of the organisation;
- (b) experience in youth/adult education and vocational training;
- (c) availability of relevant employers’ networks and capability and experience in providing placement services (applicable only to training providers who offer placement-tied courses);
- (d) qualifications of instructors and quality of training facilities;

- (e) location of training centres; and
- (f) contribution to the “Manpower Development Scheme”.

7. After vetting the applications and supporting documents submitted by the training bodies, the Executive Office of the ERB will make recommendations to its “Quality Assurance and Review Committee” for approval. The Committee’s decision will have to be endorsed by the full Board of the ERB. The ERB will then, by notice in the Gazette, announce the appointment of the new training bodies by amending Schedule 2 to the ERO. Upon completion of the relevant statutory procedures, these appointed training bodies may take part in the tendering exercises for organising ERB courses.

8. To ensure the quality of courses and services, all appointed training bodies of the ERB are required to comply with a set of administrative guidelines on the proper delivery of ERB courses and services. Key performance indicators have been formulated for assessing the performance of the appointed training bodies. Quality assurance measures including on-site audits, surprise inspections, class visits by teaching advisors, observation of assessments by technical advisors, training of instructors, accreditation of courses, conduct of standardised practical skill assessments, etc. have also been put in place.

### **Appointed Training Body set out in the Notice**

9. The ERB is of the view that the Association of Professional Personnel (Hotels, Food & Beverage) possesses certain experience in adult education and vocational training in the specific industry. It has met the vetting criteria of the ERB with regard to training facilities, qualifications of instructors and quality assurance, etc.. The ERB has decided to accept it to become its appointed “Training Body of Specific Service Areas”, which may offer suitable non-placement-tied training courses of the Chinese catering industry under the “SUS Plus”.

## **Removal of Appointed Training Body**

10. Based on its business considerations, the Physical Fitness Association of Hong Kong, China Limited has requested the ERB to remove it from the list of appointed training bodies.

## **THE NOTICE**

11. The Employees Retraining Ordinance (Amendment of Schedule 2) (No. 2) Notice 2011, at **Annex**, amends Schedule 2 to the ERO by including one organisation as the appointed training body of the ERB and removing one training body from the schedule.

## **LEGISLATIVE TIMETABLE**

12. The legislative timetable is as follows –

Publication in the Gazette	24 June 2011
Tabling at the Legislative Council for negative vetting	29 June 2011

## **BACKGROUND**

13. The ERB is an independent statutory body established in 1992 under the ERO. ERB courses are market-driven and employment-oriented. To respond flexibly to changes in the job market, the ERB provides courses and services with market demand through coordinating the activities of, allocating resources to and monitoring the performance of its appointed training bodies. At present, there are 128 appointed training bodies which operate about 420 training centres across the territory to provide convenient and suitable training courses and services to the public.

14. In December 2007, the service targets of the ERB were extended to cover persons aged 15 or above with education level at

sub-degree or below. In mid-2008, the ERB re-positioned itself and launched the “Manpower Development Scheme”. The ERB incorporates elements of sustainable development in its courses. Through accreditation by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, ERB courses are recognised by the QF and uploaded onto the Qualifications Register. The ERB also offers courses leading to professional certification so as to help its trainees obtain professional qualifications for career progression.

## **ENQUIRIES**

15. For enquiries on this brief, please contact Ms Patricia Tam, Deputy Executive Director (Quality Assurance) of the ERB at 3129 1105.

**Employees Retraining Board Executive Office**  
**20 June 2011**

Employees Retraining Ordinance (Amendment of Schedule 2) (No. 2) Notice 2011

Section 1

1

## Employees Retraining Ordinance (Amendment of Schedule 2) (No. 2) Notice 2011

(Made by the Employees Retraining Board under section 31(2) of the  
Employees Retraining Ordinance (Cap. 423))

### 1. Employees Retraining Ordinance amended

The Employees Retraining Ordinance (Cap. 423) is amended as set  
out in section 2.

### 2. Schedule 2 amended

(1) Schedule 2—

**Repeal item 135.**

(2) Schedule 2, after item 150—

**Add**

“151. Association of Professional Personnel (Hotels, Food  
& Beverage)”.



Chairman,  
Employees Retraining Board

20 June 2011

Employees Retraining Ordinance (Amendment of Schedule 2) (No. 2) Notice 2011

Explanatory Note

Paragraph 1

2

### Explanatory Note

Schedule 2 to the Employees Retraining Ordinance (Cap. 423)  
contains a list of training bodies that may provide or conduct  
retraining courses for the purposes of the Ordinance. This Notice  
deletes a training body from, and also adds 1 further training body  
to, the list.