



僱員再培訓局

Employees Retraining Board

培訓給力 激發潛能

TRAINING FOR EMPOWERMENT

INSPIRING GREATER POTENTIAL

2014 - 15 年度

年報 Annual Report



水 - 滋養萬物，帶來生機。
知識 - 豐富人生，燃點希望。
水 - 無定形，無定性，千變萬化。
僱員再培訓局靈活變通，緊貼時代脈搏，
配合社會和經濟發展，提供多元化的課程和服務，
激發個人潛能，推動事業突破。

Water nourishes and vitalises.
Knowledge enriches and enlivens.
Water is fluid and flowing.
The Employees Retraining Board is dynamic and versatile.
We offer diversified training courses
and services in tandem with social
and economic development with a view to
unleashing individual potentials and
promoting career breakthroughs.





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主席序言

Chairman's Message



僱員再培訓局將緊守崗位，積極配合政府的政策，鼓勵不同社群投入就業市場。

The Employees Retraining Board will work in tandem with the Government and actively encourage different social groups to start their first step in the employment market.



古語有謂：「窮則變，變則通，通則久」。我聽過另一個現代版的論述：「變則通，不變則窮」，相信更能貼切地反映就業市場的實況。社會及經濟發展步伐愈快，資訊流通愈廣，知識和技能的更替周期愈見頻繁。無論甚麼行業，從業員都必須不斷提升技能和調節心態，才能應對市場的急速變化，回應各方面的訴求。

僱員再培訓局全力推動「人才發展計劃」，提供多元化的課程和服務，目的就是全面支援市民的培訓和就業需要，配合就業市場的知識和技能要求，在個人及事業發展上尋求突破。

香港人口老化問題漸趨嚴重，多個行業持續出現人手不足的情況；預期在2018年開始，勞動人口參與率將逐步下降，未來勞工短缺問題會日益嚴峻。為紓緩勞動力的供應緊張，釋放潛在勞動力是政府人口政策的一個重點方向。再培訓局將緊守崗位，積極配合政府的政策，鼓勵不同社群投入就業市場。

回應當前的挑戰，我們須靈活變通。我們要「變」，是為了做得更好，服務更加全面。在2014-15至2016-17年度的「三年策略計劃」，再培訓局訂定了「培訓給力，就業扶貧」的整體目標，並重點支援有特別需要的社群，包括婦女及料理家務者、較年長人士、青年人、新來港人士及少數族裔人士等，一方面協助他們發展事業，改善生活質素，另一方面為不同行業培訓人才，為業界添力軍。

There is an old saying, "Adversity generates changes, changes foster options, and options drive sustainability." I have come across another contemporary and more condensed version, which says, "Changes foster options, and stagnancy fuels adversity". The latter, I believe, paints a vivid picture of the prevailing circumstances of the employment market. The faster the pace of socio-economic development, the broader the dissemination of information, the shorter will be the life cycle of knowledge and skills. Irrespective of the industries concerned, practitioners must upgrade their skills and adjust their mindset on a continuous basis. This is the key for us to cope with rapid market changes and address the demands from different quarters of the community.

The Employees Retraining Board (ERB) administers the "Manpower Development Scheme" to offer diversified training courses and services. Our aim is to provide comprehensive training and employment support to the public to enable them to meet the knowledge and skills requirements of the employment market, and to scale new heights in their personal and career development ladders.

Hong Kong is facing an increasing problem with its ageing population, and some industries are already facing recruitment difficulties. The labour force participation rate is expected to decline gradually from 2018 onwards, thereby aggravating the problem of manpower shortage. To mitigate the impacts of shrinking labour supply, the Government's Population Policy has emphasised the importance of unleashing the latent workforce. In this vein, the ERB will work in tandem with the Government and actively encourage different social groups to start their first step in the employment market.

To meet the prevailing challenges, we need to stay dynamic and versatile. We must "change" for the purposes of doing better and serving wider. Our Three-year Strategic Plan for 2014-15 to 2016-17 has been formulated with the overall objective of "Training for empowerment, employment for alleviation of poverty", with an emphasis on supporting social groups with special needs, including women and homemakers, mature persons, youths, new arrivals, and ethnic minorities. We hope to be able to assist them to further their careers and improve their quality of life, while at the same time nurture more talents to provide impetus for different industries.

主席序言 Chairman's Message

在2014-15年度，有超過10萬人次完成再培訓局課程，當中修畢「新技能提升計劃」課程的學員約38,000人次，同比增幅達20%，反映在職及轉業人士對持續進修及技能提升的需求正不斷增加。在學員的年齡組別方面，50歲或以上的較年長人士佔總學員人數的比例已上升至47%，反映愈來愈多較年長人士期望重投就業市場。為了在課程和服務發展方面作更妥善的部署，我們與香港理工大學合作進行「較年長人士培訓需要研究」，收集相關數據和諮詢持分者的意見。另一方面，我們以試點形式推出「料理家務者培訓及就業計劃」，鼓勵零售業和飲食業的僱主提供家庭友善措施，吸引中年料理家務者在接受培訓後投身工作，並藉此評估有助釋放潛在勞動力的配對措施。

年內，我們致力優化課程和服務，並配合不同社群的需要，引進一系列支援措施，包括為青年人及少數族裔人士舉辦區域交流會、以外展形式為少數族裔人士開辦試讀班、為較年長人士舉辦「『後50』就業實戰系列」活動、優化報讀半日或晚間制課程的行政安排、放寬「青年培育計劃」課程的入讀資格等。此外，我們推出了「樂活一站」及「陪月一站」網上平台，為家居僱主和相關課程的學員提供一站式的轉介服務，並積極籌劃新來港學員的兼職工作轉介服務。在地區層面，我們推出了「ERB地區導賞團」活動，並加大力度發展地區網絡，令我們的課程和服務資訊可以深入社區。這些轉變，印證了本局在配合社會發展、政府施政和市民訴求各方面的努力。

In 2014-15, over 100,000 trainees completed the training courses offered by the ERB. Among them, about 38,000 trainees pursued our “Skills Upgrading Scheme Plus” courses, representing a year-on-year increase of 20%. This indicated a rising demand for continuous learning and skills upgrading from serving employees as well as people seeking career changes. As regards their age profile, the number of trainees aged 50 or above already accounted for 47% of the total number of trainees, indicating that more mature persons were willing to re-enter the employment market. To better plan for the development of courses and services in response to this trend, we joined hands with the Hong Kong Polytechnic University to conduct the “Study on the Training Needs of Older Adults” to collect relevant information and consult the opinions of stakeholders. Moreover, we pioneered the “Training and Employment Programme for Homemakers” to encourage retail and catering employers to offer family-friendly employment terms to attract middle-aged homemakers to land on jobs upon completion of training. The project also allowed us to evaluate the effectiveness of measures targeted at unleashing the latent workforce.

In the year, we continued our efforts to improve the quality of training courses and services. A host of supportive measures were introduced in this direction, including organising district symposia for young people and ethnic minorities; offering outreaching taster courses for ethnic minorities; launching the “Post-50 Employment Series” for mature persons; improving the administrative arrangements for enrolment of half-day or evening courses; and relaxing the entry requirements of the Youth Training Programme. We also launched online systems of the “Smart Living” and “Smart Baby Care” schemes to offer one-stop referral services for household employers and trainees of related courses. At the same time, we actively prepared for the provision of referral services for part-time jobs for trainees of new arrival status. At the district level, we organised “ERB District Guided Tours” and stepped up our efforts to cultivate district networks with a view to disseminating information on our courses and services to the wider community. These new initiatives borne evidence to our commitments to respond to changes in market circumstances, to support Government's policies, and to address the needs of members of the public.

不過，「改變」本身只是達致目標的工具，再培訓局會「有所變，有所不變」，而永恆不變的是我們對社會的責任和承擔。我們在2013-14年度獲政府注資\$150億作為種子基金，為本局提供長期穩定的經費來源，令我們可作出長遠規劃和開拓新的服務領域。我們會維持每年提供13萬個培訓名額，並引進更多高增值服務，以滿足就業市場對「量」的需求。我們也會持續改善服務水平，提升效率和成本效益，以回應社會對「質」的要求，確保培訓資源妥善運用。

同樣「不變」的，是再培訓局與培訓機構、僱主、工會、地區團體等社會伙伴的緊密合作關係。我們已共同構建全港最龐大的培訓、就業及支援網絡，在推動「人才發展計劃」方面相信更能得心應手，為香港市民提供更適時到位的培訓及就業服務。

最後，我要衷心感謝各位再培訓局委員的無私付出，以及辦事處和培訓機構同工在推動培訓服務上的熱誠和承擔，讓我們在2014-15年度繼續齊心協力、奮步向前，在課程和服務上進一步發展，為香港作出更大的貢獻。

僱員再培訓局
主席
梁永祥, BBS, JP

The above notwithstanding, “change” itself is only a means to an end. We know exactly what to change and what not, and our responsibilities and commitments to the society will never change. With the Government’s capital injection of \$15 billion as seed money in 2013-14, the ERB has been provided with long-term and sustainable financial resources to allow us to make forward planning and explore new service areas. To address the demand of the employment market in terms of quantity, we will continue to offer annually 130,000 training places and put in place more high value-adding services. At the same time, we will continue to uplift our service standards, and improve our efficiency and cost-effectiveness in order to meet the expectation of the community in terms of quality. We will strive our best to ensure that training resources are put to their best use.

Also what will not change is our close relationship with social partners, including training bodies, employers, trade unions and district organisations. Together we have established the most sizable training, employment and support network in Hong Kong. This will enable us to move the “Manpower Development Scheme” to new frontiers, offering more timely and suitable training and employment services to people of Hong Kong.

Last but not the least, I wish to convey my heartfelt thanks to fellow ERB Members for their sterling support and invaluable contributions, as well as to colleagues of the Executive Office and training bodies for their enthusiasm and dedication in the promotion of training services. In 2014-15, we will continue to foster our collaboration and forge ahead in the further development of our courses and services for the benefit of Hong Kong.

William LEUNG Wing-cheung, BBS, JP
Chairman
Employees Retraining Board

行政總監報告

Executive Director's Overview



任何市民，不論年齡、學歷、背景，只要抱著同樣正面的心態，努力超越自己，都可以在事業路途上昂首向前。

With a positive mindset and a dedication to excel, everyone is able to forge ahead in the career pathway, regardless of his / her age, education and background.



2014-15年度，香港就業市場平穩發展，失業率持續處於低水平，多個行業出現人手不足，僱主在招聘和挽留人才均面對挑戰。與此同時，一些有特別需要的社群，在就業上仍然遇到不少困難，社會需要給予他們更廣泛的支援。

僱員再培訓局的服務一向「以人為本」。在2014-15年度，本局除致力改善培訓課程和服務的質素外，亦積極規劃和開展新的服務領域，同步提升服務的深度和闊度。短期而言，以裝備學員的技能和心態，協助他們投身職場，紓緩勞動力供求失衡為目標；長遠則期望為學員構建進修階梯及獲取認可資歷，協助他們在工作崗位上不斷進步，達致人盡其才。

在2014-15年度，再培訓局提供13萬個培訓學額，透過100多間委任培訓機構，在全港各區開辦800多項課程，涵蓋28個行業範疇。年內完成培訓課程的學員約107,000人次，同比增加了3%。當中，就業掛鉤課程學員佔37,000人次、「新技能提升計劃」課程學員佔38,000人次、通用技能培訓課程學員佔約28,000人次、特定服務對象專設課程學員佔約4,000多人次。數據顯示，市民對在職培訓和持續進修的需求顯著增加，修讀「新技能提升計劃」課程的學員人次同比增長達20%。

In 2014-15, the Hong Kong employment market was relatively steady with the unemployment rate remained at a persistently low level. With tight manpower demand, a number of industries faced problems in recruitment and staff retention. On the other hand, some social groups with special needs still encountered difficulties in finding employment. They were in need of additional support by the society.

Training services offered by the Employees Retraining Board (ERB) have all along been people-oriented. In 2014-15, we continued our efforts to improve the quality of our courses and services, and actively formulated and implemented new initiatives to strengthen the breadth and depth of our work portfolio. In the short term, we aim at equipping our trainees with adequate skills and attitude for them to land on jobs and to relieve the problem of manpower shortage. In the longer term, we assist our trainees to map out their progression pathway and acquire recognised qualifications for continuous career development and self-actualisation.

In 2014-15, we offered 130,000 training places. Over 100 appointed training bodies over the territory offered more than 800 courses straddling 28 industries. Around 107,000 trainees completed our training courses, representing a year-on-year increase of 3%. Among them, 37,000 were trainees of placement-tied courses, 38,000 were trainees of "Skills Upgrading Scheme Plus" (SUS Plus) courses, about 28,000 were trainees of generic skills training courses, and about 4,000 were trainees of dedicated courses for special target groups. Our performance statistics indicated that the demand for on-the-job training and continuous learning increased substantially, with a year-on-year increase of 20% recorded in the number of SUS Plus trainees.

行政總監報告

Executive Director's Overview

在2014-15年度，再培訓局重點支援有特別需要的社群。本局推出「料理家務者培訓及就業計劃」，為因照顧家庭而未能全職工作的中年料理家務者（主要是婦女），開拓能配合他們家庭崗位要求的工種。透過提供職前培訓；度身訂造的工作安排，包括彈性上班時間、定更及周末定休等；入職後跟進；「互助支援小組」；以及「社區資源諮詢服務」等服務，協助學員入職零售業及飲食業工作，在不影響家庭崗位的前提下，賺取收入，亦為人手短缺的行業添加生力軍。此外，本局積極籌備以儲蓄概念推出「零存整付」證書計劃，並研究以護理業為試點推行「先聘用，後培訓」計劃，希望可以協助提高婦女的勞動參與率。

香港具工作能力的較年長人士多達15萬，他們的人生歷練及工作經驗是社會寶貴的資產，若能加以善用，應有助紓緩勞動力不足的壓力。為推動及協助較年長人士重返職場，再培訓局在2014-15年度推出「『後50』就業實戰系列」，透過求職工作坊、行業講座和企業探訪等活動，協助較年長人士掌握市場動向，強化就業準備。本局亦積極籌備開辦「職場再出發基礎證書」課程，以協助較年長學員調適心態，建立自信心和自我價值，提升溝通技巧等，為重投就業市場作好準備。

In 2014-15, the ERB focused its work on supporting social groups with special needs. We launched the “Training and Employment Programme for Homemakers” to assist middle-aged homemakers (mainly women) who were unable to take up full-time jobs due to family commitments to land on jobs that catered for their circumstances. The Programme offered pre-employment training; tailor-made work arrangements including flexible working hours, fixed duty roster and off-duty at weekends; placement follow-up services; mutual support group and community resources information services to help trainees take up retail and catering jobs, and earn incomes without upsetting their family responsibilities. The Programme also enabled industries with manpower shortage to recruit additional staff. Furthermore, the ERB actively prepared for the introduction of the “Modular Certificates Accumulation Scheme” and examined the feasibility of piloting the “First-Hire-Then-Train” programme in the healthcare industry, with a view to enhancing the labour force participation rate of women.

Over 150,000 mature persons in Hong Kong possess the ability to work, and their personal and work experiences are invaluable social assets. If these mature persons re-enter the workforce, they would help alleviate the pressure posed by insufficient manpower supply. To promote and facilitate mature persons to return to work, the ERB launched the “Post-50 Employment Series” in 2014-15. Workshops on job search skills, industry talks and enterprise visits were organised to assist mature persons to better understand the prevailing circumstances of the employment market and build up their work readiness. We also actively prepared for the introduction of the “Foundation Certificate in Workplace Re-entry” course, which aims at helping mature persons build confidence and self-esteem, enhance communication skills, and better prepare themselves to take up the challenges of the employment market.

青年人充滿創意和活力，但往往因缺乏工作理念和經驗，以致失業率較整體為高。再培訓局年內推出「青年五月」大型活動、為高中同學舉辦學校職業講座、編製《青年課程圖譜》等，協助青年人及早認識工作世界，加強職涯規劃。本局亦放寬「青年培育計劃」的入讀資格，讓更多待業、待學的青年人得以重新啟動學習及進修動機；亦再度推出「特種警衛訓練計劃」，為青年人開拓具事業前景的就業機會，並協助物業管理及保安業培育人才。

新來港人士、少數族裔人士、殘疾人士及更生人士等社群，往往基於不同原因而較難融入就業市場。再培訓局因應他們的不同需要，「度身訂造」一系列的支援措施和增值服務，包括改善新來港人士和少數族裔人士專設課程的內容、為聽障人士推出附有手語翻譯服務的「日式初級廚師基礎證書」度身訂造課程、為新來港人士籌備推出兼職工作轉介平台，以及為更生人士籌辦「朋輩輔導員基礎證書」課程等。

在2014-15年度，再培訓局以「黃金策略」（GOLD Strategy）推展工作，重點方向包括令市民對接受培訓產生興趣（Generate Interest）、提升資源效益（Organise Resources）、改善課程和服務質素（Lift Quality），以及發展具就業潛力的課程（Develop Courses）。

Young people are highly creative and energetic, but they sometimes do not possess the required work knowledge and experience such that they usually face a higher unemployment rate. In the year, the ERB launched the “May for Youth” programme, organised school career talks for upper secondary students and prepared a “Course Progression Chart for Youths”, to help young people understand the world of work and plan their career pathways. Besides, we relaxed the entry requirements of the “Youth Training Programme” to admit more non-engaged youths and help them rekindle their motivation in learning and further studies. We offered the “Squad 3S Programme” for a second time in 2014-15, providing young people a career with advancement prospects while training talents for the property management and security services industry.

Owing to different reasons, social groups including new arrivals, ethnic minorities, people with disabilities and rehabilitated ex-offenders always experience some difficulties in integrating into the employment market. To address their needs, we put in place a host of supportive measures and value-added services, which included improving the contents of the dedicated courses for new arrivals and ethnic minorities, organising a tailor-made course on “Foundation Certificate in Junior Japanese Chef Training” with sign language interpretation services for the hearing impaired, formulating the parameters of a referral platform for part-time jobs for new arrivals, and preparing for the introduction of a “Foundation Certificate in Peer Counselor Training” course for rehabilitated ex-offenders.

In 2014-15, the ERB adopted a “GOLD Strategy” in delivering its services. Our key directions included: “Generate Interest” – to arouse people’s interest to pursue training; “Organise Resources” – to optimise operational efficiency and effectiveness; “Lift Quality” – to improve the quality of training courses and services; and “Develop Courses” – to develop new training courses with market potential.

行政總監報告

Executive Director's Overview

在提升市民的培訓興趣方面，再培訓局積極深化地區網絡，鼓勵培訓機構與地區組織合作，在元朗及天水圍、深水埗和觀塘三個地區舉辦「ERB地區導賞團」活動，協助地區居民認識區內培訓及就業資源；並為青年人及少數族裔人士舉辦區域交流會，主動接觸有特別需要的社群，鼓勵他們參與本局的課程和服務。在中央層面，則透過多元化的途徑，包括舉辦大型推廣活動及特備項目、參加博覽會等，推廣本局的品牌及各項課程和服務。

在提升資源效益方面，再培訓局全面推行「風險及表現為本」的質素保證機制，按培訓機構的表現靈活調整常規監察力度，並以「個案管理」方式跟進表現有欠理想的培訓機構，以助提升整體表現。在2014-15年度，本局推出「樂活一站」及「陪月一站」網上平台；積極籌備推出全新「ERB機構網站」，藉新增的「求職」功能，配對本局學員求職與僱主的招聘需要。本局亦通過於2015-16年度為培訓服務引進新的「主要成效指標」及「參考指標」，令服務水平更能配合社會的期望。

在改善課程和服務質素方面，再培訓局繼續為合適的課程發展統一教材，並推出「課程教材質素保證機制」，提升由培訓機構自行編製教材的質素；同時安排向香港學術及職業資歷評審局提交近270個課程進行評審或覆審。本局的「實務技能培訓及評估中心」於2015年1月取得ISO 9001質量管理認證，印證本局服務質素已符合國際認可水平。

To arouse people's interest in training, we actively developed district networks and encouraged training bodies to collaborate with district organisations in launching "ERB District Guided Tours" in Yuen Long / Tin Shui Wai, Shum Shui Po and Kwun Tong, with a view to providing local residents with information of the training and employment resources in the respective districts. We also organised district symposia for young people and ethnic minorities to connect social groups with special needs and encourage them to make use of our courses and services. At the central level, we publicised the brand name of the ERB and our variety of courses and services through multiple channels, including the organisation of large-scale promotional activities and special campaigns as well as participation in expos of different nature.

To better organise our resources, we fully rolled out the "risk-and-performance-based" quality assurance system, and flexibly adjusted our regular monitoring efforts based on the performance of training bodies. In parallel, the "case management" approach was adopted to step up the monitoring work on training bodies with less-than-satisfactory performance. In 2014-15, we kickstarted the "Smart Living" and "Smart Baby Care" online systems, and actively prepared for the launching of our new corporate website which features a new "job search" function to match our trainees with the requirements of recruiting employers. We would introduce in 2015-16 a new key performance indicator and a reference indicator for our training services with a view to uplifting the service standards to better meet the aspirations of the community.

To improve the quality of training courses and services, we continued to develop standardised training materials for training courses as appropriate, and implemented a mechanism to quality assure the course materials prepared by training bodies. We submitted some 270 courses to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for learning programme accreditation and reaccreditation. We were pleased that the "ERB Practical Skills Training and Assessment Centre" was awarded the Certificate of ISO 9001 Quality Management System in January 2015, demonstrating that our service quality was at par with international standards.

在課程發展方面，再培訓局於2014-15年度推出多項具就業潛力的新課程。而為配合「資歷架構」的發展，本局參照教育局為不同行業編制的《能力標準說明》，在諮詢相關「行業諮詢網絡」的意見後，重點發展及推出近40項「能力為本」新課程。

本局於2014年2月收到政府注資「僱員再培訓基金」的\$150億，當中\$125億已存放於金融管理局，以賺取與外匯基金表現掛鈎的投資回報。注資的餘額會用作支付日常營運開支及存放銀行作定期存款賺取利息。2014-15年度本局實際開支約\$8.2億。本局會審慎運用資源，持續推展「人才發展計劃」，配合社會及就業市場的需要。

「沒有最好，只有更好」，這句話帶出的是積極進取、追求卓越、永不停步的態度。任何市民，不論年齡、學歷、背景，只要抱著同樣正面的心態，努力超越自己，都可以在事業路途上昂首向前。再培訓局亦秉持同一信念，無懼挑戰，在未來的日子致力提升課程和服務的質和量，為香港培育更多優秀人才。

僱員再培訓局
行政總監
吳家光, BBS

On the course development front, we introduced a number of new courses with market potential in 2014-15. To dovetail with the development of the Qualifications Framework, we made reference to the “Specifications of Competency Standards” (SCS) compiled for different industries by the Education Bureau and developed about 40 new “SCS-based” courses in consultation with the relevant Industry Consultative Networks.

In February 2014, the Government injected a capital funding of \$15 billion to the Employees Retraining Fund. We have deposited \$12.5 billion of the injection with the Hong Kong Monetary Authority for gaining investment returns linked with the performance of the Exchange Fund. The remaining funds would be used to cover recurrent expenditure and placed as fixed bank deposits to generate interest. The actual expenditure of the ERB in 2014-15 was around \$820 million. The ERB would adopt a prudent approach in utilising resources for the sustained development of the “Manpower Development Scheme” to address the needs of the community and the employment market.

“Till good is better, and better is best”. This saying emphasises the importance of pro-activeness, of the need to continuously strive for excellence, and of a non-complacent attitude. With a positive mindset and a dedication to excel, everyone is able to forge ahead in the career pathway, regardless of his / her age, education and background. The ERB upholds the same principles to embrace all challenges. In the years ahead, we will spare no efforts to improve our courses and services both in terms of quality and quantity, and try our very best to nurture more talents for Hong Kong.

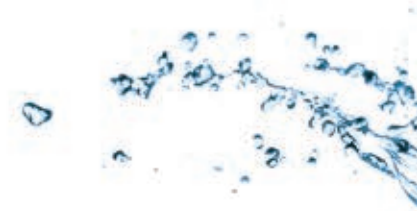
Stanley NG Ka-kwong, BBS
Executive Director
Employees Retraining Board

機構管治

CORPORATE GOVERNANCE

僱員再培訓局的成員由政府委任，包括僱主、僱員、與職業培訓及人力資源有關的人士和政府代表；並設各個專責委員會處理不同範疇的工作。

Members of the Employees Retraining Board are appointed by the Government. The Board comprises members appointed from representatives of employers, employees, vocational training and human resources professionals and government officials. Committees have been established to carry out different functions.





管治架構

Management Structure



僱員再培訓局是一個獨立法定組織，根據《僱員再培訓條例》於1992年成立。本局設有六個專責委員會及一個投資小組處理不同範疇的工作，協助局方制訂各項相關政策，並監察行政辦事處的工作表現。

The Employees Retraining Board (ERB) is an independent statutory body established in 1992 under the Employees Retraining Ordinance. The ERB has established six Committees and an Investment Group to carry out different functions, to assist in policy formulation, and to monitor the performance of the Executive Office.



僱員再培訓局
Employees
Retraining Board

課程及服務發展委員會
Course and Service
Development
Committee

質素保證及覆核委員會
Quality Assurance
and Review
Committee

財務及行政委員會
Finance and
Administration
Committee

課程審批委員會
Course Vetting
Committee

公關及推廣策略委員會
Public Relations
and Promotion
Committee

審計委員會
Audit Committee

投資小組
Investment Group

主席及委員

Chairman and Board Members

本局的成員由政府委任。成員包括僱主、僱員和政府的代表，以及與職業培訓及人力資源有關的人士共16名，並由主席領導。2014-15年度本局的成員如下：



主席
梁永祥先生, BBS, JP

Chairman
Mr. William LEUNG
Wing-cheung, BBS, JP

副主席
余鵬春先生, SBS, JP

Vice-Chairman
Mr. YU Pang-chun,
SBS, JP

僱主代表
伍穎梅女士

Employers' Representative
Ms. Winnie NG

僱主代表
鍾偉平先生, MH

Employers' Representative
Mr. CHUNG Wai-ping,
MH

Members of the ERB are appointed by the Government. Under the leadership of the Chairman, the Board comprises 16 members appointed from representatives of employers and employees, government officials, and vocational training and human resources professionals. Membership of the Board in 2014-15 was as follows:



僱主代表
汪敦敬博士

Employers' Representative
Dr. Lawrance WONG
Dun-king

僱主代表
黃進達先生

Employers' Representative
Mr. Jason WONG
Chun-tat

僱員代表
潘天賜先生

Employees' Representative
Mr. PUN Tin-chi

僱員代表
吳慧儀女士, MH

Employees' Representative
Ms. NG Wai-yee, MH

主席及委員 Chairman and Board Members



僱員代表
鄭少佳先生

Employees' Representative
Mr. Allen CHENG
Siu-kai



僱員代表
林淑芬女士, MH

Employees' Representative
Ms. LAM Suk-fun, MH



職業訓練、再培訓及
人力資源策劃專業人士
黃小萍博士

Person connected with Vocational Training and Retraining or Manpower Planning
Dr. Christine WONG
Siu-ping



職業訓練、再培訓及
人力資源策劃專業人士
簡金港生女士

Person connected with Vocational Training and Retraining or Manpower Planning
Mrs. Mimi CUNNINGHAM



職業訓練、再培訓及
人力資源策劃專業人士
呂汝漢教授

Person connected with
Vocational Training and
Retraining or Manpower
Planning

Professor LUI Yu-hon



職業訓練、再培訓及
人力資源策劃專業人士
尤曾家麗女士, GBS, JP
(職業訓練局執行幹事)

Person connected with
Vocational Training and
Retraining or Manpower
Planning

Mrs. Carrie YAU
TSANG Ka-lai, GBS, JP
(Executive Director of
Vocational Training Council)



政府代表
譚贛蘭女士, JP
(勞工及福利局常任秘書長)

Government
Representative

Ms. Annie TAM
Kam-lan, JP
(Permanent Secretary for
Labour and Welfare)



政府代表
唐智強先生, JP
(勞工處處長)

Government
Representative

Mr. Donald TONG
Chi-keung, JP
(Commissioner for Labour)

委員會職能及成員名單

Functions and Membership of Committees

課程及服務發展委員會

職權範圍

- (一) 根據本港的經濟及勞動力市場情況，發掘具市場潛力的行業和工種，制訂及定期檢討培訓課程及服務計劃的發展路向和策略；
- (二) 根據各類培訓服務對象的培訓及就業需要、行業的需求，以及「行業諮詢網絡」的意見，發展配合市場需要的培訓課程及服務計劃；
- (三) 審批新培訓課程及服務計劃的建議，以及監察新服務計劃的開展進度；
- (四) 審議修訂現有培訓課程及服務計劃的建議，以確保其貼近市場及行業需要；及
- (五) 審批與服務計劃有關的大型投標項目及其他建議。

委員名單

召集人	委員	秘書
汪敦敬博士	吳慧儀女士, MH	經理（課程發展）
	呂汝漢教授	
	勞工及福利局常任秘書長代表	
	勞工處處長代表	
	職業訓練局執行幹事代表	

Course and Service Development Committee

Terms of Reference

- (1) To explore, in light of the development of the economy and labour market of Hong Kong, industries and occupations with market potential, and to formulate and regularly review the directions and strategies for the development of training courses and services;
- (2) to develop market-oriented training courses and services according to the training and employment needs of the service targets and the demand of the industries, and pursuant to the advice of the Industry Consultative Networks;
- (3) to scrutinise proposals pertaining to new training courses and services, and to monitor the progress of implementation of new services;
- (4) to consider proposed revisions to existing training courses and services to gear with the needs of the market and industries; and
- (5) to consider and approve the outcomes of tendering exercises and other proposals in relation to the development of services.

Membership

Convenor	Members	Secretary
Dr. Lawrance WONG Dun-king	Ms. NG Wai-yee, MH	Manager (Course Development)
	Professor LUI Yu-hon	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	
	Representative of the Executive Director of the Vocational Training Council	

委員會職能及成員名單

Functions and Membership of Committees

課程審批委員會

職權範圍

- (一) 根據課程及服務發展委員會制訂的培訓課程及服務計劃的發展路向和策略，向全局建議全年培訓學額及各類課程的學額分布；
- (二) 根據學額分配機制及其他相關準則，審議各培訓機構提交的年度培訓規劃及撥款申請，並向全局建議各培訓機構可獲得分配的學額；
- (三) 制訂及檢討各項課程行政相關政策；及
- (四) 監察辦事處審議培訓機構提交的續辦課程建議書及相關預算，以及按季度審視培訓課程的開辦情況。

委員名單

召集人	委員	秘書
伍穎梅女士	潘天賜先生	經理（課程行政）
	呂汝漢教授	
	勞工及福利局常任秘書長代表	
	勞工處處長代表	

Course Vetting Committee

Terms of Reference

- (1) To recommend to the Board the annual training places and their distribution among various training courses in light of the directions and strategies pertaining to training courses and services as determined by the Course and Service Development Committee;
- (2) to consider the annual training plans and funding applications submitted by training bodies, and to recommend to the Board the allocation of training places among them in accordance with the prescribed Training Places Allocation Mechanism and other relevant criteria;
- (3) to formulate and review the course administration policy; and
- (4) to oversee the Executive Office in scrutinising the applications and funding proposals submitted by training bodies for the continued organisation of training courses, and to monitor the progress of training on a quarterly basis.

Membership

Convenor	Members	Secretary
Ms. Winnie NG	Mr. PUN Tin-chi	Manager (Course Administration)
	Professor LUI Yu-hon	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	

委員會職能及成員名單

Functions and Membership of Committees

質素保證及覆核委員會

職權範圍

- (一) 審批成為本局新培訓機構的申請及取消現有培訓機構開辦課程資格的建議；
- (二) 制訂培訓課程及服務計劃的質素保證策略和執行機制；
- (三) 釐訂培訓課程及服務計劃的成效指標及監察整體表現成效（包括學員的就業及留職情況），並按需要進行檢討；
- (四) 監察及評核培訓機構開辦培訓課程的教學質素、成本效益及行政安排；
- (五) 監察培訓課程統一評估工作的推行和發展狀況，並審視學員的評估成績；
- (六) 制訂學額分配機制及監察其成效，並按需要進行檢討；及
- (七) 監察公眾人士及學員對培訓課程及服務計劃作出的投訴，並在有需要時覆核個別投訴個案的調查結果。

委員名單

召集人	委員	秘書
黃小萍博士	鄭少佳先生	經理（質素促進）
	黃進達先生	
	勞工處處長代表	
	職業訓練局執行幹事代表	

Quality Assurance and Review Committee

Terms of Reference

- (1) To scrutinise applications as new training bodies and recommendations to repeal the provision of training courses by existing training bodies;
- (2) to develop the quality assurance strategy and enforcement mechanism for training courses and services;
- (3) to determine the key performance indicators of training courses and services, to monitor overall performance level (including the placement and retention position of trainees), and to undertake reviews as and when necessary;
- (4) to monitor and assess the training quality, cost-effectiveness, and administrative arrangements of training bodies in the delivery of training courses;
- (5) to monitor the implementation and development of standardised assessments for training courses as well as the performance of trainees in the assessments;
- (6) to develop the Training Places Allocation Mechanism, to monitor its effectiveness and undertake reviews as and when necessary; and
- (7) to monitor complaints on training courses and services lodged by members of the public and trainees, and to review the outcomes of investigation of individual cases as and when necessary.

Membership

Convenor	Members	Secretary
Dr. Christine WONG Siu-ping	Mr. Allen CHENG Siu-kai	Manager (Quality Enhancement)
	Mr. Jason WONG Chun-tat	
	Representative of the Commissioner for Labour	
	Representative of the Executive Director of the Vocational Training Council	

委員會職能及成員名單

Functions and Membership of Committees

公關及推廣策略委員會

職權範圍

- (一) 審議辦事處擬定的公關及宣傳推廣策略，以及年度工作規劃；
- (二) 就提升本局公眾形象及品牌的宣傳推廣計劃，提供意見，並監察計劃的成效；
- (三) 審議辦事處建議的大型公關及宣傳推廣活動，並批核相關的投標項目；及
- (四) 監察培訓機構就培訓課程及服務計劃推行的公關及宣傳推廣活動的成效。

委員名單

召集人	委員	秘書
簡金港生女士	汪敦敬博士	經理（傳媒及對外事務）
	林淑芬女士, MH	
	勞工處處長代表	
	冼日明教授#	
	廖國偉先生#	

增選委員

Public Relations and Promotion Committee

Terms of Reference

- (1) To scrutinise the public relations and promotion strategies and annual plan prepared by the Executive Office;
- (2) to monitor and advise on the effectiveness of promotional campaigns in enhancing the image and branding of the Board;
- (3) to consider and advise on large-scale public relations and promotional activities proposed by the Executive Office and scrutinise and approve the results of concerned tendering exercises; and
- (4) to monitor the effectiveness of public relations and promotional activities undertaken by training bodies.

Membership

Convenor	Members	Secretary
Mrs. Mimi CUNNINGHAM	Dr. Lawrance WONG Dun-king	Manager (Media and External Affairs)
	Ms. LAM Suk-fun, MH	
	Representative of the Commissioner for Labour	
	Professor Leo SIN Yat-ming#	
	Mr. Chris LIU Kwok-wai#	

Co-opted Members

委員會職能及成員名單

Functions and Membership of Committees

財務及行政委員會

職權範圍

- (一) 審議辦事處僱員的聘用和薪酬福利政策及提交全局通過，並制訂其他人事政策；
- (二) 監察辦事處的職員編制，並向全局建議副行政總監級別人員的任免；
- (三) 審議年度財政預算草案和年度財務報告及提交全局通過；
- (四) 監察本局的收支及財務狀況；
- (五) 就「僱員再培訓基金」的投資策略向全局提交建議，並監察基金的投資活動和表現；
- (六) 制訂及檢討本局的採購政策，並批核大型投標項目（培訓課程及服務計劃和公關及宣傳推廣項目除外）；及
- (七) 制訂及檢討本局的資訊科技政策，包括資訊科技保安政策，並監察其推行進度。

委員名單

召集人	委員	秘書
余鵬春先生, SBS, JP	潘天賜先生	經理（財務及會計）
	簡金港生女士	
	勞工及福利局常任秘書長代表	
	勞工處處長代表	

Finance and Administration Committee

Terms of Reference

- (1) To consider and submit to the Board for approval the appointment, compensation and benefits policies of the Executive Office, and to formulate other personnel policies;
- (2) to monitor the staff establishment of the Executive Office and recommend to the Board the appointment and termination of staff at the Deputy Executive Director level;
- (3) to scrutinise and submit to the Board for approval the annual budget and annual financial report;
- (4) to monitor the income, expenditure and financial position;
- (5) to advise the Board on the investment strategy of the Employees Retraining Fund and monitor the investment activities and performance of the Fund;
- (6) to formulate and review the procurement policy and scrutinise and approve large-scale tendering exercises (except those pertaining to training courses and services, and public relations and promotion projects); and
- (7) to formulate and review the IT policies, including IT security policies, and monitor the progress of implementation.

Membership

Convenor	Members	Secretary
Mr. YU Pang-chun, SBS, JP	Mr. PUN Tin-chi	Manager (Finance and Accounts)
	Mrs. Mimi CUNNINGHAM	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	

委員會職能及成員名單

Functions and Membership of Committees

財務及行政委員會 轄下的投資小組

職權範圍

- (一) 就「僱員再培訓基金」的投資目標、策略及指引，提供意見及按需要提交建議；
- (二) 因應投資市場的情況及本局的需求，提供投資建議；及
- (三) 就辦事處經辦的日常投資事宜，提供意見。

委員名單

召集人	委員	秘書
梁永祥先生, BBS, JP	余鵬春先生, SBS, JP	副經理 (財務及會計)
	鍾偉平先生, MH	
	俞漢度先生#	
	何柏泰先生#	

增選委員

Investment Group under Finance and Administration Committee

Terms of Reference

- (1) To advise on the investment objectives, strategies and guidelines of the Employees Retraining Fund, and to make recommendations as and when necessary;
- (2) to offer advice on investment options in accordance with the requirements of the Board and circumstances of the prevailing investment market; and
- (3) to advise on the day-to-day investment activities of the Executive Office.

Membership

Convenor	Members	Secretary
Mr. William LEUNG Wing-cheung, BBS, JP	Mr. YU Pang-chun, SBS, JP	Deputy Manager (Finance and Accounts)
	Mr. CHUNG Wai-ping, MH	
	Mr. David YU Hon-to#	
	Mr. Patrick HO Pak-tai#	

Co-opted Members

委員會職能及成員名單

Functions and Membership of Committees

審計委員會

職權範圍

- (一) 監察辦事處的營運及財務系統以確保其符合本局相關政策、程序、指引，以及相關法例的規定，並檢討辦事處在資源運用方面是否達致應有的效益、效率及符合經濟原則；
- (二) 審閱內部審計組提交的報告，並建議改善措施；
- (三) 按需要或全局的要求，指示辦事處進行特定的檢討或調查工作；及
- (四) 監察辦事處內部審計職能的成本效益。

委員名單

召集人	委員	秘書
鍾偉平先生, MH	汪敦敬博士	內部審計師
	黃進達先生	
	勞工及福利局常任秘書長代表	
	俞漢度先生#	

增選委員

Audit Committee

Terms of Reference

- (1) To monitor the operational and financial systems of the Executive Office to ensure their compliance with the policies, procedures and guidelines of the Board and relevant legislative provisions, and to review the effectiveness, efficiency and economy in the use of resources by the Executive Office;
- (2) to scrutinise reports submitted by the Internal Audit Section and recommend improvement measures;
- (3) to direct the performance of specific reviews or investigations by the Executive Office as and when necessary or as directed by the Board; and
- (4) to monitor the cost-effectiveness of the internal audit function of the Executive Office.

Membership

Convenor	Members	Secretary
Mr. CHUNG Wai-ping, MH	Dr. Lawrance WONG Dun-king	Internal Auditor
	Mr. Jason WONG Chun-tat	
	Representative of the Permanent Secretary for Labour and Welfare	
	Mr. David YU Hon-to#	

Co-opted Members

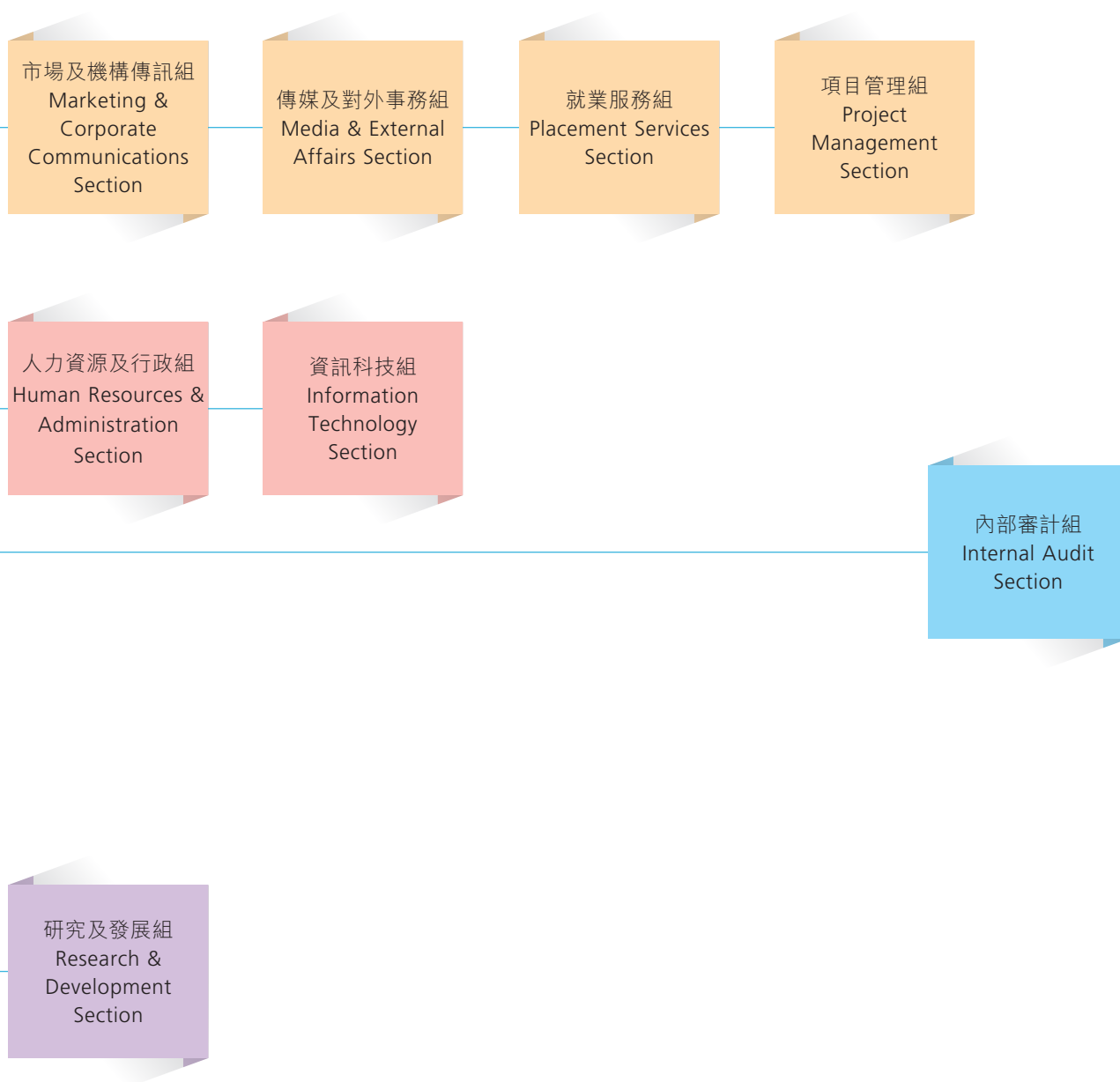
辦事處行政架構

Organisation Chart of the Executive Office

本局辦事處由行政總監領導，由四個部門及獨立的內部審計組組成。當中，四個部門各由一名副行政總監負責統籌相關工作；內部審計組直接向審計委員會負責。



The Executive Office is under the leadership of the Executive Director, who is underpinned by four Divisions and an independent Internal Audit Section. Each Division is headed by a Deputy Executive Director, who is responsible for the day-to-day operation of the Division. The Internal Audit Section reports directly to the Audit Committee of the Board.



內部審計

Internal Audit

- 內部審計組在審計委員會的授權下行使獨立的審核職能，進行各項內部審計。
- 在2014-15年度，內部審計組繼續協助本局監控各組別的內部控制系統的運作及效益，並確保各項營運及財務安排均符合相關的法例及本局既定的政策、程序和指引。
- 內部審計組按審計委員會制訂的審計計劃進行內部審計及編製審計報告，並建議改善措施。審計結果會定期向審計委員會匯報。
- 內部審計組按COSO委員會（即Committee of Sponsoring Organizations of the Treadway Commission）發布的《COSO內部控制整合框架》，評估各審計項目的預期風險水平，目的是檢視辦事處的內部控制系統在處理六個風險範疇（即策略、運作、財務、法規、聲譽及外在因素）的成效。

- The Internal Audit Section is authorised by the Audit Committee to carry out independent internal audits.
- In 2014-15, the Internal Audit Section continued to monitor the operation of various internal control systems, evaluate their effectiveness, and ensure that the operational and financial arrangements comply with relevant legislations and established policies, procedures and guidelines of the Board.
- The Internal Audit Section conducts internal audit exercises in accordance with approved audit plans, prepares audit reports, and recommends improvement measures. Audit reports are submitted to the Audit Committee for consideration on a regular basis.
- The Internal Audit Section performs risk assessment for different audit exercises by referring to the Internal Control-Integrated Framework issued by the Committee of Sponsoring Organizations of the Treadway Commission. The objective is to evaluate the effectiveness of the Executive Office's internal control system in mitigating the risks associated with six risk categories, namely strategic, operational, financial, legal / regulatory, reputational and external risks.

監管機制

Monitoring Mechanism

本局已制訂全面的監管機制，並就不同工作範疇設立成效指標。2014-15年度的成效指標如下：

監管目標	範疇	成效指標	目標水平
培訓課程成效			
<ul style="list-style-type: none"> • 衡量培訓課程的效益 • 監察培訓機構的表現 	就業情況	就業率 <ul style="list-style-type: none"> • 一般課程就業率* • 與培訓課程相關就業率** 	70% 沒有設定
	留職情況	留職率** <ul style="list-style-type: none"> • 學員在就業跟進期完結六個月後仍然在職百分比 	沒有設定
	學習成效	課程評估成績	學員必須於課程評估考獲整體合格分數，方可獲頒畢業證書
成本效益			
<ul style="list-style-type: none"> • 衡量資源運用的效率 • 衡量培訓課程的效益 • 監察培訓機構的表現 	學額使用	學額使用率*	85%
	完成培訓	課程出席率* 畢業率**	80% 沒有設定
	培訓成本	單位成本 <ul style="list-style-type: none"> • 每名學員每個課時的培訓成本 	以具競爭性的招標進行學額分配
服務對象滿意程度			
<ul style="list-style-type: none"> • 衡量使用者對培訓課程的滿意程度 	學員滿意程度	意見調查結果、投訴個案及調查結果	沒有設定
	僱主滿意程度	意見調查結果、投訴個案及調查結果	沒有設定

上述數據按整體及班別／課程／培訓機構／課程分類作出評估。

* 主要成效指標

** 參考指標

The ERB has put in place a comprehensive monitoring mechanism and introduced performance indicators for different functional areas. The performance indicators for 2014-15 were as follows:

Objective of Evaluation	Area for Monitoring	Performance Indicator	Benchmark
Effectiveness of Training Courses			
<ul style="list-style-type: none"> Measure effectiveness of training courses Monitor performance of training bodies 	Placement	Placement rate <ul style="list-style-type: none"> Placement rate* of regular courses Relevancy rate to training** 	70% Not applicable
	Retention	Retention rate** <ul style="list-style-type: none"> Trainees still in employment six months after the completion of the placement follow-up period 	Not applicable
	Learning outcome	Result of course assessments	Trainees must obtain an overall pass in the course assessments in order to be eligible for a graduation certificate
Cost Effectiveness			
<ul style="list-style-type: none"> Measure efficiency in the utilisation of resources Measure cost-effectiveness of training courses Monitor performance of training bodies 	Utilisation of training places	Capacity utilisation rate*	85%
	Completion of training	Attendance rate* Graduation rate**	80% Not applicable
	Training cost	Unit cost <ul style="list-style-type: none"> Training cost per trainee per hour 	Allocation of training places through competitive bidding
User Satisfaction			
<ul style="list-style-type: none"> Measure satisfaction of users towards training courses 	Satisfaction of trainees	Results of opinion surveys, number of complaints reported and results of investigation	Not applicable
	Satisfaction of employers	Results of opinion surveys, number of complaints reported and results of investigation	Not applicable

The above figures were analysed as a whole and by class / course / training body / course type.

* Key performance indicator

** Reference indicator

服務承諾

Performance Pledges

本局已制定服務承諾以監察服務水平。2014-15年度各項服務承諾的推行情況如下：

培訓服務			
服務項目	標準	目標水平	推行水平
報讀安排	<ul style="list-style-type: none"> 就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後20個工作天內獲通知結果（期間包括進行面試及入學試） 	80%	99%
	<ul style="list-style-type: none"> 非就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後10個工作天內獲通知結果 	80%	99%
上課安排	<ul style="list-style-type: none"> 就業掛鉤課程學員：獲取錄後四個月內上課 	80%	89%
	<ul style="list-style-type: none"> 非就業掛鉤課程學員：獲取錄後五個月內上課 	80%	80%
發放畢業證書	<ul style="list-style-type: none"> 學員可於完班及獲通知評估及格後20個工作天後到培訓機構領取畢業證書（以公開考試作為期末考核的課程除外） 	80%	94%

The ERB has introduced performance pledges to monitor the quality of service. In 2014-15, the position of achievement of performance pledges was as follows:

Training Services

Service	Performance Pledge	Target Level	Achievement Level
Application and admission	<ul style="list-style-type: none"> Applicants of placement-tied courses: to be notified of application results within 20 working days (inclusive of time for admission interview and entry test) upon receipt of course application forms and required supporting documents 	80%	99%
	<ul style="list-style-type: none"> Applicants of non-placement-tied courses: to be notified of application results within 10 working days upon receipt of course application forms and required supporting documents 	80%	99%
Commencement of training	<ul style="list-style-type: none"> Applicants of placement-tied courses: to commence training within four months upon notification of admission 	80%	89%
	<ul style="list-style-type: none"> Applicants of non-placement-tied courses: to commence training within five months upon notification of admission 	80%	80%
Issue of certificate	<ul style="list-style-type: none"> Graduation certificates to be available for collection at the appointed training bodies within 20 working days upon completion of classes and fulfillment of graduation requirements (not applicable to courses with course-end assessment in the form of public examination) 	80%	94%

服務承諾

Performance Pledges

發放再培訓津貼服務

服務項目	標準	目標水平	推行水平
向一般就業掛鈎課程的合資格學員發放再培訓津貼	<ul style="list-style-type: none"> 課程完結後25個工作天內 	95%	99%

「樂活一站」服務計劃

服務項目	標準	目標水平	推行水平
致電僱主確認登記	於收到登記表格後 兩個 工作天內	95%	100%
致電僱主跟進配對及轉介	於確認登記後的 三個 工作天內	95%	99%

熱線服務（公眾查詢及意見）

服務項目	標準	目標水平	推行水平
接聽熱線182 182	<ul style="list-style-type: none"> 於辦公時間內選擇與客戶服務代表對話：於15秒內接聽 	80%	98.5%
回覆留言	<ul style="list-style-type: none"> 於工作天上午9時至下午5時內的留言：即日回覆 於其他時間內的留言：下一個工作天回覆 	95%	100%

Disbursement of Retraining Allowance

Service	Performance Pledge	Target Level	Achievement Level
Disbursement of retraining allowance to eligible trainees of placement-tied courses	<ul style="list-style-type: none"> Within 25 working days upon completion of course 	95%	99%

“Smart Living” Scheme

Service	Performance Pledge	Target Level	Achievement Level
Telephone confirmation of registration with employers	<ul style="list-style-type: none"> Within two working days upon receipt of completed registration forms from employers 	95%	100%
Telephone follow up on matching and referral with employers	<ul style="list-style-type: none"> Within three working days upon confirmation of registration 	95%	99%

Hotline Services for Public Enquiries and Opinions

Service	Performance Pledge	Target Level	Achievement Level
Answer to calls received through hotline 182 182	<ul style="list-style-type: none"> For enquirers who wish to speak with hotline staff: answer within 15 seconds during office hour 	80%	98.5%
Reply to messages left in voice-mail	<ul style="list-style-type: none"> For messages received during 9:00am – 5:00pm of a working day: reply within the same day For messages received otherwise than above: reply in the following working day 	95%	100%

服務評價

Evaluation of Performance

- 本局委託獨立調查機構以電話訪問形式收集僱主及學員對本局課程和服務的意見。
- 在2014-15年度進行的調查，目標對象是於2013年10月至2014年9月期間完成本局課程的學員及曾聘請該等學員的僱主。調查結果如下：

受訪僱主認為學員有以下的表現：	百分比
整體工作表現良好	89%
技能符合工作所需	89%
工作態度／紀律良好	88%
人際溝通技巧良好	86%
能夠適應工作環境／變化	85%
工作效率高	79%

受訪學員認為本局的課程和服務能達致以下效果：	百分比
整體對就業有幫助	86%
提升職業技能	89%
引起持續進修的興趣	88%
增強自信心	86%
提高適應工作的能力	86%
加深對就業前景及工作環境的了解	85%
改善軟性技巧	84%
增強對工作的投入感	81%
增加轉業機會	78%
改善基礎技能	72%

- The ERB commissions independent research organisations to collect the opinions of employers and trainees on its training courses and services through telephone surveys.
- For the survey conducted in 2014-15, the target respondents were trainees who had completed training courses of the ERB between October 2013 and September 2014 as well as employers who had engaged these trainees. Findings of the survey were as follows:

Views of employers surveyed on the performance of trainees:	Percentage
Overall work performance was good	89%
Skills matching job requirements	89%
Good working attitude / well-disciplined	88%
Good interpersonal skills	86%
Adaptable to work environment / changes	85%
High work efficiency	79%

Views of trainees surveyed on the training courses and services of the ERB:	Percentage
Beneficial to employment as a whole	86%
Enhanced vocational skills	89%
Aroused interest in continuous learning	88%
Boosted self-confidence	86%
Enhanced adaptability to work	86%
Better understanding of career prospects and work environment	85%
Improved soft skills	84%
Strengthened commitment to work	81%
Increased job mobility	78%
Improved foundation skills	72%



工作報告

REPORT ON WORK UNDERTAKEN

僱員再培訓局以「培訓給力，就業扶貧」為目標，並重點支援有特別需要的社群，包括較年長人士、青年人、料理家務者、新來港人士、少數族裔人士等。

With the overall objective of “Training for empowerment, employment for alleviation of poverty”, the Employees Retraining Board puts emphasis on supporting social groups with special needs, including mature persons, youths, homemakers, new arrivals, ethnic minorities, etc.

工作報告

Report on Work Undertaken

「培訓給力，就業扶貧」，
並重點支援有特別需要的社群

“Training for empowerment, employment for alleviation of poverty”, with emphasis on supporting social groups with special needs



- 由2012-13年度起，本局按年制訂「三年策略計劃」，以適時回應社會的轉變和市民的期望，並以開放及前瞻的方式規劃發展方向和服務範疇。
- 2014-15至2016-17年度的「三年策略計劃」，本局以「培訓給力，就業扶貧」為目標，並重點支援有特別需要的社群，包括較年長人士、青年人、料理家務者、新來港人士、少數族裔人士等。
- Effective from 2012-13, the ERB prepares annually on a rolling basis a Three-year Strategic Plan to promptly respond to the changes in the society and the expectations of the public, and set out its strategic directions and scope of work in an open and forward-looking manner.
- The Three-year Strategic Plan for 2014-15 to 2016-17 has been formulated with the overall objective of “Training for empowerment, employment for alleviation of poverty”, with emphasis on supporting social groups with special needs, including mature persons, youths, homemakers, new arrivals, ethnic minorities, etc.



- 「培訓給力，就業扶貧」，彰顯本局以培訓協助服務對象提升技能，達致在社會向上流動的目標；同時強調本局按「培訓就業一條龍」的理念，協助失業、待業人士掌握新技能及投入就業市場，降低貧窮的風險。
- “Training for empowerment, employment for alleviation of poverty” acknowledges the objective of the ERB in assisting service targets to achieve upward mobility through skills training. At the same time, it reinforces the belief of the ERB in offering one-stop training and employment support to assist the unemployed to acquire new skills and re-enter the employment market, thereby reducing the risk of poverty.
- 在2014-15年度，本局提供130,000個課程學額，並已預留資源在有需要時提供額外40,000個備用學額，以迅速回應就業市場的變化。
- In 2014-15, the ERB offered a total of 130,000 training places, and set aside resources for providing another 40,000 training places when necessary to respond promptly to changes in the employment market.

工作報告

Report on Work Undertaken

青年人

開辦專設課程

- 根據青年專設課程的檢討結果，本局於2014-15年度內重點發展「青年培育計劃」，並放寬課程的入讀資格，以協助更多待業、待學青年人重新啟動學習及進修動機。
- 為協助青年人規劃進修途徑和擇業，鼓勵他們積極接受培訓，本局整合適合青年人修讀的課程資料，編製《青年課程圖譜》，上載至本局網站，並於「ERB服務中心」及各培訓中心免費派發。

發展「特種警衛訓練計劃」

- 本局於2014-15年度再度推出「特種警衛訓練計劃」，為18至24歲的青年人提供「一條龍」的培訓及就業服務，培育他們成為物業管理及保安業的「特種警衛」，就特定範疇及特定場所提供護衛及保安服務。
- 課程的培訓內容包括技能訓練（如體能和特種訓練、人群管理、緊急事件處理等）、行業介紹、語文訓練、個人素養及求職技巧等。
- 勞工處是「特種警衛訓練計劃」的協辦機構，而四個僱主機構亦全力支持。共有80名青年人入讀課程，超過九成學員於畢業後入職參與的僱主機構。

Young People

Provision of dedicated courses

- Based on findings of review of training courses dedicated for the youth, the ERB focused on developing the “Youth Training Programme” in 2014-15. In particular, the entry requirement of the Programme was relaxed to admit more non-engaged youths so as to help rekindle their motivations in learning and further studies.
- To facilitate young people to chart their training paths and careers, and motivate their interest to pursue training, the ERB collated information on courses suitable for young people and prepared a “Course Progression Chart for Youths”. The Chart was uploaded onto the ERB website. Hard copies were also available at all ERB Service Centres and training centres for free distribution to members of the public.

Fostering the “Squad 3S Programme”

- The ERB offered the “Squad 3S Programme” again in 2014-15. Through one-stop training and employment support, the Programme trained young people aged 18 to 24 to become professional security personnels who would provide property management and security services on specific occasions and at designated workplaces.
- The Programme covered training on professional skills (e.g. physical fitness, crowd control and handling of emergency situations), as well as generic skills on industry background, workplace languages, personal attributes and job search, etc.
- The Programme was organised jointly with the Labour Department and it received the full support of four participating employers. A total of 80 young people enrolled in the Programme, and over 90% of the trainees were engaged by the participating employers upon graduation.

推出「青年五月」計劃

- 本局於2014年2月至7月推出「青年五月」計劃，服務對象涵蓋15至24歲，學歷在副學位程度或以下的青年人，包括中學畢業生，以協助更多青年人認識工作世界，規劃未來進修及就業方向。活動得到教育局的全力支持。
- 「青年五月」計劃的活動包括四場「大型星級講座」；46班「課程試讀班」；以及九場「面試技巧工作坊」，共有約4,300人報名。

舉辦「學校職業講座」

- 本局在2014-15年度舉辦20場「學校職業講座」，由不同行業的僱主代表向高中同學（包括少數族裔學生）及副學位課程同學，講解行業發展前景、入職機會及工作要求等；本局代表亦向同學介紹本局為年青人提供的課程和服務。
- 共有約5,000人出席各場講座。

Launching the “May for Youth” programme

- The ERB launched the “May for Youth” programme from February to July 2014, targeting young people aged 15 to 24 with education attainment at sub-degree level or below, including secondary school graduates. Its main objective was to assist young people to understand the world of work so as to better plan for their further studies and career development. The programme received the full support of the Education Bureau.
- The “May for Youth” programme comprised four large-scale seminars, 46 classes of taster courses and nine workshops on interviewing skills. Some 4,300 people enrolled in the programme.

Organising career talk at schools

- The ERB organised 20 career talks for schools in 2014-15. Employer representatives were invited to brief upper secondary students (including students of ethnic minority origin) and sub-degree students of the career prospects, job opportunities and entry requirements of different industries. ERB staff also took the opportunities to brief the students of the courses and services of the ERB available for young people.
- Around 5,000 people attended the career talks.

工作報告

Report on Work Undertaken

婦女及料理家務者

試點推出「料理家務者培訓及就業計劃」

- 本局於2014年9月以試點形式推出「料理家務者培訓及就業計劃」，協助中年料理家務者（主要為婦女）在接受基本培訓後入職零售業及飲食業的工作。
- 培訓課程內容包括職業技能及通用技能，讓學員掌握工作的實務要求，建立信心，適應工作環境。
- 參與僱主承諾引進度身訂造的工作安排，包括彈性工作時間、「定更」、「周末定休」及留職獎金等。
- 學員可參加「互助支援小組」及利用「社區資源諮詢服務」等增值服務。

Women and Homemakers

Introducing the pilot “Training and Employment Programme for Homemakers”

- The ERB launched the “Training and Employment Programme for Homemakers” on a pilot basis in September 2014 to assist middle-aged homemakers (mainly women) to land on jobs in the retail and catering industries upon completion of basic training.
- The Programme covered training on practical skills as well as generic skills to help trainees meet the job requirements, build up confidence, and adapt to work environment.
- Participating employers committed to offer to the trainees engaged tailor-made work arrangements including flexible working hours, fixed duty roster, off-duty at weekends and retention bonus.
- The Programme also provided to the trainees value-added services including the setting up of mutual support group and provision of community resources information services.

籌備「零存整付」證書計劃

- 本局積極籌備以「陪月員基礎證書」為試點，推出「零存整付」證書計劃，以鼓勵因照顧家庭而未能修讀本局全日制課程的市民靈活安排時間進修及獲取認可資歷。
- 在試點計劃下，學員在完成數項指定的半日或晚間制課程後，可申領與「陪月員基礎證書」全日制課程具同等資歷的證書。
- 本局會安排試點計劃涉及的各项課程進行課程評審，確保其獲「資歷架構」認可。

研究「先聘用，後培訓」安排

- 本局於2014-15年度成立專責委員會，研究以「健康護理業」課程為試點，推行「先聘用，後培訓」安排的可行性。
- 根據專責委員會的意見，本局將推行試點計劃，以護理員為目標工種，並以中年婦女及料理家務者為主要目標對象。
- 參與計劃的僱主須因應學員家庭崗位的需要適度調節工作時間，並提供在職培訓和配套措施，鼓勵學員留職。

Preparing for the “Modular Certificates Accumulation Scheme”

- To encourage members of the public who are unable to pursue ERB courses on full-time basis due to family commitments to make flexible study arrangement and acquire recognised qualifications, the ERB actively prepared for the introduction of the “Modular Certificates Accumulation Scheme”. In the pilot stage, the Scheme would cover the “Foundation Certificate in Post-natal Care Worker Training” course.
- Under the Pilot Scheme, trainees on completion of a number of specified half-day or evening courses can apply for a certificate with qualification level equivalent to the full-time “Foundation Certificate in Post-natal Care Worker Training” course.
- To ensure that the courses covered by the Pilot Scheme are recognised under the “Qualifications Framework”, the ERB would arrange all these courses to undergo learning programme accreditation.

Studying the “First-Hire-Then-Train” arrangement

- In 2014-15, the ERB set up a task force to study the feasibility of piloting the “First-Hire-Then-Train” arrangement with courses under the industry category of healthcare services.
- Based on the recommendations of the task force, the ERB would introduce a pilot project to train care workers with target participants comprising middle-aged females and homemakers.
- The participating employer would be required to suitably adjust the working hours to cater for the family commitments of trainees, and to provide on-the-job training and other related measures to encourage trainees to stay in their jobs.

工作報告

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新來港人士及少數族裔人士

優化新來港人士專設課程

- 本局為新來港人士提供一項就業掛鈎及四項非就業掛鈎專設課程，內容涵蓋求職技巧、基礎廣東話及英語、資訊科技應用、認識社區資源、交通網絡及勞動市場情況等。
- 本局正持續優化新來港人士專設課程的培訓內容，包括引進「認識繁體字」的訓練，提升學員辨識及於電腦輸入繁體字的能力；以及為兩項廣東話課程發展統一教材，並加強職場溝通的語境練習。

New Arrivals and Ethnic Minorities

Enhancing the dedicated courses for new arrivals

- The ERB offered one placement-tied and four non-placement-tied courses dedicated for the new arrivals. These courses covered job search skills, basic usage of Cantonese and English, information technology applications, knowledge on community resources, transportation network and local labour market situations, etc.
- The ERB enhances the contents of these dedicated courses on a continuous basis. Enhancement measures included introduction of training on understanding traditional Chinese characters that aimed to improve the abilities of trainees to recognise traditional Chinese characters and perform computer input with the use of such characters, development of standardised training materials for two Cantonese courses, as well as extension of the contextual practices of workplace communication.

發展及推廣少數族裔人士專設課程

- 本局持續發展少數族裔人士專設課程，提供11項就業掛鈎及18項非就業掛鈎專設課程，內容涵蓋物業管理及保安、美容、美髮、酒店、商業、飲食及社會服務等行業範疇。
- 因應少數族裔人士的培訓需要及語言優勢，本局正發展更多少數族裔人士專設課程，內容包括廣東話、互聯網應用、郵輪入門及小本創業等。
- 本局與民政事務總署合作，以外展形式於「少數族裔人士支援服務中心」開辦試讀班，向少數族裔人士推廣本局的專設課程。

派發宣傳單張

- 本局整合適合新來港人士及少數族裔人士的課程和服務資料，製作宣傳單張，透過社會服務機構廣泛派發。
- 本局得到民政事務總署的協助，在「大使計劃」支援服務下的義工探訪及外展活動中，向新來港人士及少數族裔人士派發宣傳單張，加深他們對本局課程和服務的認識。

Developing and promoting the dedicated courses for ethnic minorities

- The ERB continued to develop dedicated courses for the ethnic minorities and offered 11 placement-tied and 18 non-placement-tied dedicated courses straddling industry categories of property management & security, beauty therapy, hairdressing, hotel, business, catering and social services, etc.
- Taking into account the training needs of the ethnic minorities and their relative advantage in language abilities, the ERB would launch new dedicated courses on the use of Cantonese, internet applications, foundation skills in cruise travel and small business start-up, etc.
- To promote the dedicated courses to the ethnic minority communities, the ERB collaborated with the Home Affairs Department to offer pilot taster programmes on outreach basis in the Support Service Centres for Ethnic Minorities.

Distributing promotional leaflets

- The ERB produced and distributed through social service organisations promotional leaflets introducing the training courses and services available to the new arrivals and ethnic minorities.
- With the support of the Home Affairs Department, the promotional leaflets were distributed to the new arrivals and ethnic minorities through home visits and outreach activities under its “Ambassador Scheme”. The leaflets would enhance their understanding of the training courses and services offered by the ERB.

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推動企業聘用少數族裔人士

- 本局在2014-15年度舉辦「僱主工作坊」，介紹本局為少數族裔人士提供的課程和服務，並由社會企業「對話體驗」的導師帶領僱主代表，於無聲環境下體會少數族裔人士所面對的限制，提升僱主對聘用少數族裔人士的支持。

較年長人士

舉辦「『後50』就業實戰系列」

- 在2014年7月至10月期間，本局於三間「ERB服務中心」推出「『後50』就業實戰系列」活動，透過舉辦求職工作坊、行業講座及企業探訪，協助50歲或以上的人士，掌握市場動向，強化就業能力，為求職及重投就業市場作好準備。
- 共有約900人次報名參加各項活動。

探討開發專設課程

- 本局於2014-15年度與持分者探討較年長人士的培訓及就業需要，為開發較年長人士專設課程做好準備。
- 本局積極籌備開辦「職場再出發基礎證書」課程，協助年齡40歲或以上的中年人士及較年長人士建立自信及自我價值，提升溝通技巧，調適心態以迎接重返職場的挑戰。

Promoting recruitment of ethnic minorities

- The ERB organised an “Employer Workshop” in 2014-15 to introduce the training courses and services for ethnic minorities. Trainers of the social enterprise “Dialogue Experience” helped employer representatives experience the limitations faced by ethnic minorities in an environment of silence thereby fostering their support to the employment of ethnic minorities.

Mature Persons

Organising the “Post-50 Employment Series”

- In July to October 2014, the ERB launched the “Post-50 Employment Series” at the three ERB Service Centres. Workshops on job search skills, industry talks and enterprise visits were organised to assist participants aged 50 or above to understand the prevailing circumstances of the employment market and strengthen their job skills, so as to prepare them to re-enter the world of work.
- Some 900 people enrolled in the programme.

Exploring the development of dedicated courses

- To prepare for the development of dedicated courses for mature persons, the ERB examined the training and employment needs of mature persons in consultation with relevant stakeholders in 2014-15.
- The ERB actively prepared for the introduction of the “Foundation Certificate in Workplace Re-entry” course, which aimed at assisting the middle-aged and mature persons aged 40 or above to build confidence and self-esteem, enhance their communication skills, and adapt to the challenges associated with re-entering the employment market.

進行「較年長人士培訓需要研究」

- 本局委託香港理工大學活齡學院進行「較年長人士培訓需要研究」，目標是掌握較年長人士對培訓課程和服務的需求，並同時了解僱主對聘用較年長人士的看法和取態。
- 本局會因應調查結果，與培訓機構探討支援較年長人士培訓及就業需要的措施，並開發更多適合較年長人士修讀的培訓課程。

殘疾及工傷康復人士

為聽障人士開辦度身訂造課程

- 本局於2014年10月為聽障人士推出「日式初級廚師基礎證書」度身訂造課程。
- 課程提供手語翻譯，內容涵蓋日式廚務技能及通用技能培訓，協助學員建立信心，掌握「日式初級廚師」的基本技能要求。

Conducting the “Study on the Training Needs of Older Adults”

- The ERB commissioned the services of the Institute of Active Ageing of the Hong Kong Polytechnic University to conduct the “Study on the Training Needs of Older Adults”. The study would gauge the needs of mature persons for training courses and services, and help understand the views and attitudes of employers on employing mature persons.
- Based on the findings of the study, the ERB would work in conjunction with training bodies to explore measures that would help address the training and employment needs of mature persons, and develop new training courses that they may pursue.

Persons with Disabilities and Persons Recovered from Work Injuries

Organising tailor-made course for the hearing impaired

- The ERB organised a tailor-made course on “Foundation Certificate in Junior Japanese Chef Training” for the hearing impaired in October 2014.
- Sign language interpretation was provided for trainees of the course. The course contents included training on Japanese culinary skills and generic skills, with the objective of helping trainees build confidence and command the basic skills requirements of a Japanese junior chef.

工作報告

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開辦更多專設課程

- 本局在2014-15年度為殘疾及工傷康復人士提供39項就業掛鈎及22項非就業掛鈎專設課程，內容涵蓋物業管理及保安、美容、環境服務、零售、商業及飲食等行業範疇。
- 於2014-15年度內推出的新課程包括「小本創業基礎證書(兼讀制)」、「簿記基礎證書(LCCI Level 1 Book-keeping備試課程)(兼讀制)」、「職業規劃輔導課程」及「零售業英語會話(一般行業)I基礎證書(兼讀制)」。
- 本局與「殘疾及工傷康復人士培訓聚焦小組」緊密聯繫，共同探討殘疾及工傷康復人士的就業機會及相關技能要求。

推動企業聘用殘疾及工傷康復人士

- 本局於2014-15年度進行「聘用殘疾人士的概況」主題調查，以了解僱主在招聘及培訓殘疾員工的實際經驗、考慮因素及配套安排等。
- 在年度內舉辦的「僱主招聘交流會」，介紹了本局為殘疾及工傷康復人士提供的培訓及就業服務，並由僱主代表分享聘用精神病康復者及長期病患者的經驗和心得。
- 本局舉辦了「僱主工作坊」，介紹本局為殘疾及工傷康復人士提供的課程和服務，亦讓參與的僱主代表交流聘用及管理殘疾人士的經驗。

Offering more dedicated courses

- In 2014-15, the ERB offered 39 placement-tied and 22 non-placement-tied courses dedicated for persons with disabilities and persons recovered from work injuries. These courses straddled industry categories of property management & security, beauty therapy, environmental services, retail, business and catering, etc.
- New dedicated courses launched in 2014-15 included “Foundation Certificate in Small Business Start-up (Part-time)”, “Foundation Certificate in Book-keeping (Preparatory Course for LCCI Level 1 Book-keeping Examination) (Part-time)”, “Career Planning and Counselling Programme” and “Foundation Certificate in English for Retailing (Generic)I (Part-time)”.
- The ERB worked in close collaboration with the “Focus Group on Training for Persons with Disabilities and Persons Recovered from Work Injuries” to explore suitable employment opportunities for the target clients and the related skills requirements.

Promoting recruitment of persons with disabilities and persons recovered from work injuries

- In 2014-15, the ERB conducted a survey on “Recruitment of Persons with Disabilities” to collect information on the experience, considerations and support measures of employers in recruiting and training disabled employees.
- During the year, ERB organised an “Employer Sharing Session on Recruiting the Disabled” to introduce to employers the training courses and services available for the disabled. Employer representatives were invited to experience-share on the recruitment of persons recovered from mental illness and people suffering from chronic disease.
- The ERB also organised an employer workshop to introduce the training courses and services offered by the ERB for the disabled and to facilitate participating employers to share experience in recruiting and training of disabled employees.

更生人士

開辦更多專設課程

- 本局為更生人士開辦專設課程，提供多元化的培訓選擇，協助更生人士重投就業市場，自力更生。
- 本局為在囚人士及住院式戒毒人士提供的課程，一般以半日或晚間制上課模式開辦。在2014-15年度，本局為更生人士提供14項就業掛鈎及六項非就業掛鈎專設課程，內容涵蓋九個行業及通用技能範疇。
- 本局正探討為社區成功戒毒人士開辦「朋輩輔導員基礎證書」課程，協助他們以「過來人」的身分去鼓勵及支援戒毒人士，並在完成培訓後投身朋輩輔導員或相關工作。

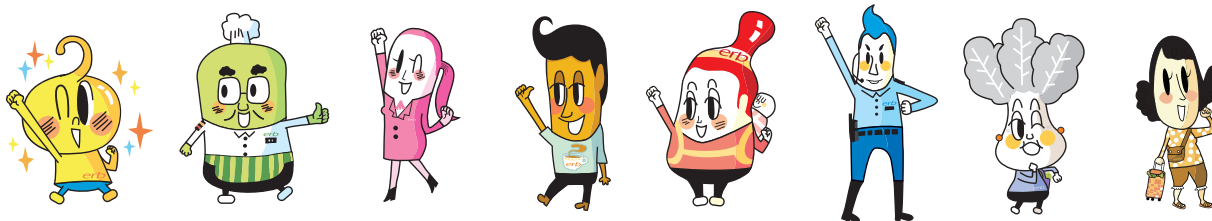
Rehabilitated Ex-offenders

Offering more dedicated courses

- The ERB offered dedicated courses for rehabilitated ex-drug abusers and ex-offenders, and provided them with diverse training options to help them re-enter the employment market and achieve self-reliance.
- Courses offered for persons in custody and persons receiving treatment in residential treatment centres were generally delivered in part-time mode. In 2014-15, the ERB offered 14 placement-tied and six non-placement-tied dedicated courses, straddling nine industry categories and generic skills training.
- The ERB was exploring the development of a new “Foundation Certificate in Peer Counselor Training” course which targeted ex-drug abusers who had received treatment other than in residential treatment centres. The course would help these ex-drug abusers make use of their experience to encourage and support other drug abusers in the capacity of peer counselors or other related posts upon completion of the course.

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「黃金策略」

- 在2014-15年度，本局以「黃金策略」持續拓展課程和服務，重點工作包括：
 - 令市民對接受培訓產生興趣；
 - 提升資源效益；
 - 改善課程和服務質素；以及
 - 發展具就業潛力的課程。

令市民對接受培訓產生興趣

加強中央宣傳及推廣

- 本局與著名插畫家蘇敏怡合作，創作一系列以「金仔的色彩人生」為主題的卡通人物，以宣傳及推廣本局為不同服務對象提供的課程和服務。

GOLD Strategy

- In 2014-15, the ERB adopted a “GOLD Strategy” in the continuous development of its training courses and services. Key areas of work included:
 - “Generate Interest”: to arouse people's interest to pursue training;
 - “Organise Resources”: to optimise operational efficiency and effectiveness;
 - “Lift Quality”: to improve the quality of training courses and services; and
 - “Develop Courses”: to develop new training courses with market potential.

Generate Interest

Stepping up central promotion

- The ERB collaborated with Stella So, a popular illustrator, to create a series of ERB cartoon characters under the theme of “The Colourful Life of Goldie” for the promotion of the training courses and services offered for different service targets.

深化地區網絡工作

- 本局鼓勵培訓機構與地區組織合作，在元朗及天水圍、深水埗和觀塘三個地區舉辦「ERB地區導賞團」活動，讓市民更全面掌握區內的培訓及就業資訊。
- 本局為青年人及少數族裔人士舉辦區域交流會，一方面介紹本局的課程和服務，另一方面加強本局與地區組織的連繫，構建支援網絡，共同協助有特別需要的社群。
- 本局按需要派員出席區議會轄下相關委員會及工作小組會議，並參與區議會舉辦的地區活動，加強在地區層面聯繫市民。

提升資源效益

推行「風險及表現為本」的質素保證機制

- 本局全力推行「風險及表現為本」的質素保證機制，透過持續分析培訓機構各方面的表現及資源配置，靈活訂定「常規監察」的優先次序和監察力度，並以「個案管理」方式跟進表現較為遜色的個案，以提升資源效益及培訓機構的整體表現。

Strengthening district networking efforts

- The ERB actively encouraged training bodies to organise jointly with district organisations “ERB District Guided Tours” in Yuen Long / Tin Shui Wai, Shum Shui Po and Kwun Tong. The objective was to enhance the understanding of local residents of the training and employment opportunities in the respective districts.
- The ERB organised district symposia for young people and ethnic minorities. These symposia highlighted the courses and services of the ERB, and helped strengthen the partnership between the ERB and district organisations in building up a support network to provide services to social groups with special needs.
- Representatives of the ERB attended on a need basis meetings of the relevant committees of the District Councils, and participated in district activities organised by the District Councils, with a view to furthering the connections with residents at the district level.

Organise Resources

Implementing the “risk-and-performance-based” quality assurance system

- The ERB implemented the “risk-and-performance-based” quality assurance system in full steam through continuous assessment of training bodies' performance and resource allocation, flexible adjustment of the enforcement priorities and strength of the “regular monitoring measures”, as well as the use of the “case management” approach to follow-up on remedial work to be undertaken by training bodies with less-than-satisfactory performance. The objectives were to optimise resource utilisation and enhance the overall performance of training bodies.

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善用資訊科技

- 本局在2014-15年度全面推出「樂活一站」及「陪月一站」網上平台。「樂活助理」可於網上搜尋及申請職位空缺和報名參加工作坊，僱主可透過系統登記空缺及獲得轉介的「樂活助理」的資料，與「樂活助理」直接聯絡。「樂活中心」及「陪月一站」可使用系統處理職位空缺的配對及跟進工作。
- 本局為「實務技能培訓及評估中心」(「評估中心」) 建立預約實務技能評估服務的電子平台，並以互動方式編排評估日期，縮短學員輪候服務的時間。
- 本局透過電腦程式監察培訓機構有否按規定下載試題以進行期末考試，並正研發自動提示系統，以電郵提醒培訓機構須適時下載試卷供考核用途。

籌備推出全新「ERB機構網站」

- 本局積極籌備於2015-16年度推出全新機構網站，為學員提供一站式培訓及就業平台，亦方便市民瀏覽本局課程和活動資訊。學員可透過網站搜尋培訓課程、查閱空缺及提交申請；僱主亦可登記空缺及搜尋適合的學員。

Making better use of information technology

- The ERB launched the online systems for “Smart Living” and “Smart Baby Care” in 2014-15. “Smart Helpers” could search and apply for job vacancies, and enroll in workshops online. Employers could register job vacancies and obtain information on “Smart Helpers” referred for direct contact. The “Smart Living Regional Service Centres” and “Smart Baby Care Service Centre” could perform job matching and follow-up on vacancies through the system.
- The ERB established an electronic platform for reservation of the skills assessment services of the “Practical Skills Training and Assessment Centre” (PSTAC). Assessment time-slots were arranged on an interactive basis to shorten the waiting time of trainees.
- The ERB monitored through the use of a computer programme the compliance of training bodies with the requirement of downloading examination papers for course-end assessments. An automated alert system was being developed to remind training bodies of the requirement.

Developing new corporate website

- The ERB actively prepared for the launching of a new corporate website in 2015-16. The website would serve as a one-stop training and employment platform for trainees and facilitate the public to browse information of the training courses and activities of the ERB. Trainees would be able to search training courses and job vacancies and submit online applications. Employers would be able to register job vacancies and search for suitable candidates.

修訂服務及表現指標

- 本局於2014年7月改善發放再培訓津貼的「服務承諾」，把「在課程完結後25個工作天內向合資格學員發放再培訓津貼」的目標水平由90%提升至95%。
- 本局亦會於2015-16年度起推行以下改善措施：
 - 引進「畢業率」及「持續就業率」作為新的「主要成效指標」及「參考指標」，目標水平分別訂為80%及60%；
 - 提升「報讀安排」及「發放畢業證書」兩項「服務承諾」的目標水平至85%；以及
 - 提升「上課安排」（適用於「標準保安及物業管理基礎證書」、「陪月員基礎證書」及「家務助理基礎證書」）的「服務承諾」的目標水平至85%。

Revising performance pledges and performance indicators

- In July 2014, the ERB raised the target performance level for the performance pledge on “disbursement of retraining allowance to eligible trainees within 25 working days” from 90% to 95%.
- The ERB would implement the following improvement measures in 2015-16:
 - include “graduation rate” as a new key performance indicator and “continuous employment rate” as a new reference indicator, with respective target performance level set at 80% and 60%;
 - increase the target performance level of two performance pledges, i.e. “application and admission” and “issue of certificate”, to 85%; and
 - raise the target performance level of the performance pledge on “commencement of training” for three courses, i.e. “Foundation Certificate in Standard Security & Property Management”, “Foundation Certificate in Post-natal Care Worker Training” and “Foundation Certificate in Domestic Helper Training”, to 85%.

工作報告

Report on Work Undertaken

改善課程和服務質素

持續提升課程教材質素

- 本局推行「課程教材質素保證機制」，就培訓機構自行編製的教材提供指引，確保教材內容符合課程大綱的要求及緊貼市場的發展，並作適時更新。培訓機構亦須建立內部機制以審批及檢討教材。
- 本局會於2015-16年度起，按「風險及表現為本」的原則抽樣審查由培訓機構自行編製的教材及相關質素保證工作紀錄，以確保機制的有效實施。本局亦會於年度內為更多課程編製或修訂統一教材。

放寬半日或晚間制課程的申請限制

- 為鼓勵市民善用餘暇進修，本局於2014-15年度內放寬了報讀半日或晚間制課程的限制，包括容許申請人：
 - 在同一培訓機構同時報讀及入讀多於一項半日或晚間制課程；以及
 - 再次報讀曾於四年或以前修讀的「新技能提升計劃」課程，包括在前「技能提升計劃」下修讀的課程。

Lift Quality

Improving the quality of course materials on a continuous basis

- The ERB put in place a quality assurance mechanism for course materials and provided guidelines to training bodies to ensure that the course materials they developed were in line with the requirements stipulated in the course outlines and were periodically updated to cater for market circumstances. Training bodies were also required to implement internal quality assurance mechanisms for the vetting and review of course materials.
- With effect from 2015-16, the ERB would scrutinise on a sampling basis course materials developed by the training bodies in accordance with the “risk-and-performance-based” principle. The related quality assurance records would be examined to ensure that the mechanism was effectively administered. The ERB would also arrange for the development and revision of standardised training materials for more training courses during the year.

Relaxing restrictions on applications for half-day or evening courses

- To encourage people to make better use of their spare time for continuous learning, the ERB relaxed the restrictions on applications for half-day or evening courses in 2014-15. Applicants were allowed to:
 - concurrently apply for and attend more than one half-day or evening course with the same training body; and
 - apply for “Skills Upgrading Scheme Plus” courses they completed four or more years ago, including courses offered under the former “Skills Upgrading Scheme”.

安排課程評審及覆審

- 本局在2014-15年度向香港學術及職業資歷評審局（「評審局」）提交共263個課程（涉及28個行業範疇及1,810個課程紀錄）進行覆審，以及六個新課程（涉及一個行業範疇及56個課程紀錄）進行評審。

推動培訓機構申請「初步評估」資格

- 本局自2013-14年度起與「評審局」協調，推動和協助合共40間培訓機構以簡化流程向「評審局」申請「初步評估」資格。
- 截至2015年3月，32間培訓機構已透過有關安排取得「初步評估」資格。

「評估中心」得到ISO 9001質量管理認證

- 在2014-15年度，「評估中心」按照ISO 9001質量管理認證的要求，完成重整業務流程，訂立表現指標和監察措施，以及編寫《品質手冊》及《運作程序手冊》。
- 「評估中心」於2014年12月通過認證機構的評核，並於2015年1月正式取得ISO 9001質量管理認證。

Arranging Learning Programme Accreditation and Reaccreditation

- In 2014-15, the ERB submitted 263 courses (entailing 1,810 course entries and straddling 28 industry categories) to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for Learning Programme Reaccreditation. Six new courses (entailing 56 course entries and involving one industry category) were also submitted for Learning Programme Accreditation.

Encouraging training bodies to apply for “Initial Evaluation” status

- Since 2013-14, the ERB had collaborated with the HKCAAVQ to encourage and assist a total of 40 training bodies to apply for the Initial Evaluation (IE) status through a streamlined approach.
- As at March 2015, 32 training bodies already obtained the IE status through the streamlined approach.

Award of the Certificate of ISO 9001 Quality Management System

- In 2014-15, the PSTAC satisfied the requirements of the ISO 9001 Quality Management System by re-engineering its operational procedures, introducing performance indicators and monitoring measures, and compiling a quality manual and an operating procedure manual.
- The PSTAC passed the assessment of the accreditation authority in December 2014 and was formally awarded the Certificate of ISO 9001 Quality Management System in January 2015.

工作報告

Report on Work Undertaken

發展新課程

- 本局於2014-15年度推出多項具就業潛力的新課程，包括「職業治療助理基礎證書」、「物理治療助理基礎證書」、「有機耕作技巧基礎證書(兼讀制)」，以及「物業管理禮賓服務基礎證書(兼讀制)」。
- 為配合「資歷架構」的發展，本局參照教育局為不同行業編製的《能力標準說明》，在諮詢相關「行業諮詢網絡」的意見後，重點發展「能力為本」新課程。
- 本局已在美容、機電、零售、物流，以及交通及支援服務五個行業範疇下，推出近40項「能力為本」新課程。

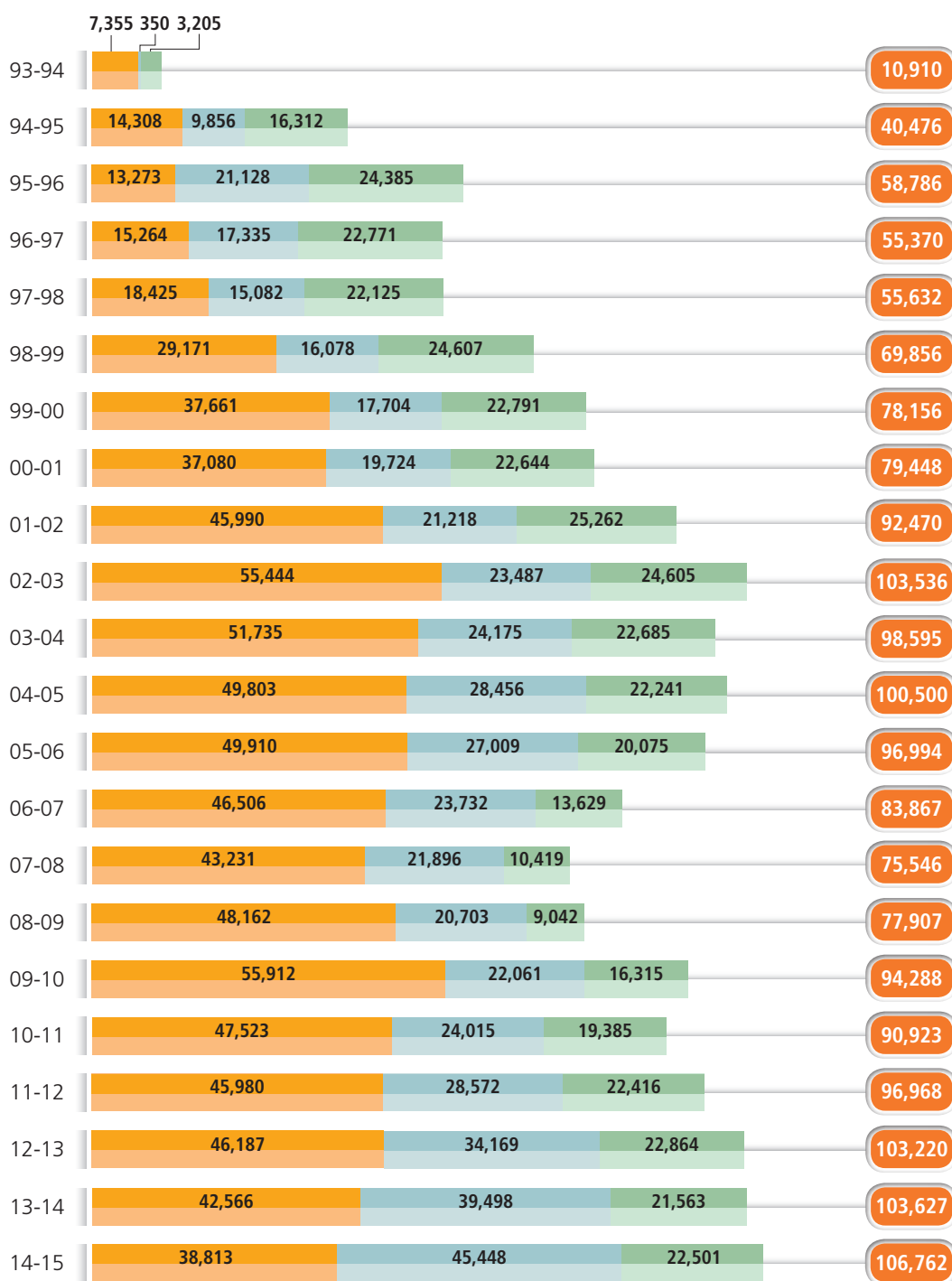
Develop Courses

- In 2014-15, the ERB launched a number of new courses with market potential. They included “Foundation Certificate in Occupational Therapist Assistant Training”, “Foundation Certificate in Physiotherapist Assistant Training”, “Foundation Certificate in Organic Farming Skills (Part-time)” and “Foundation Certificate in Concierge Service in Property Management (Part-time)”.
- To dovetail with the development of the Qualifications Framework, the ERB made reference to the Specifications of Competency Standards (SCS) compiled for different industries by the Education Bureau and developed new “SCS-based” courses in consultation with the relevant Industry Consultative Networks.
- The ERB already developed about 40 new “SCS-based” courses under five industry categories, i.e. beauty therapy, electrical & mechanical services, retail, logistics and transportation & support services.

主要統計資料

Major Statistics

各類培訓課程畢業學員人次
Number of Graduate Trainees



■ 全日制 Full-time Course
 ■ 半日制 Half-day Course
 ■ 晚間制 Evening Course

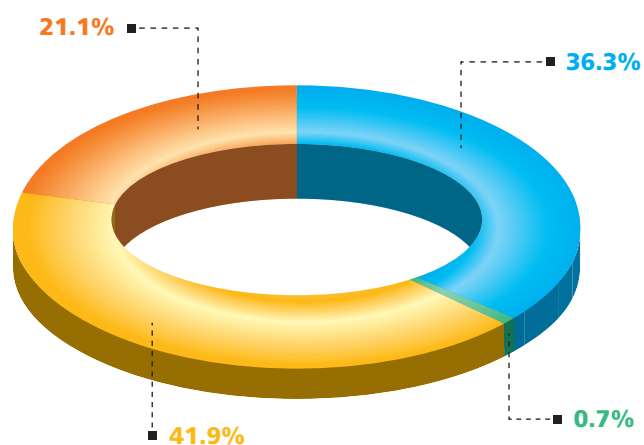
主要統計資料

Major Statistics

各類培訓課程畢業學員人次比例

Proportion of Graduate Trainees

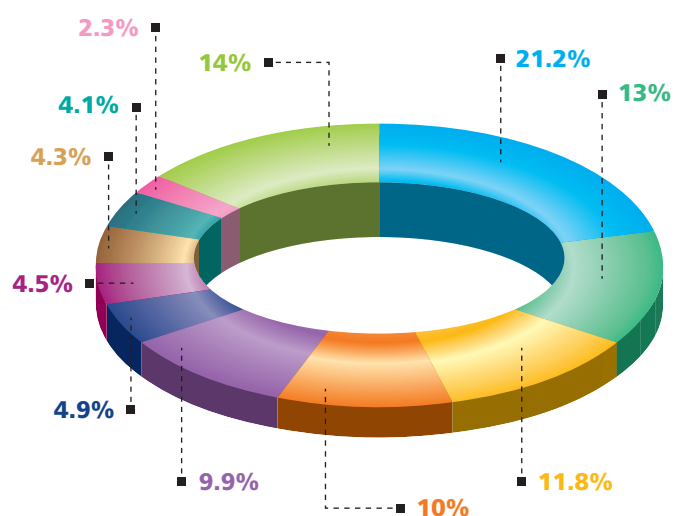
課程 Course Mode	人次 No. of Trainees	比例 Proportion %
■ 全日制就業掛鈎課程 Full-time Placement-tied Course	38,813	36.3%
■ 半日制就業掛鈎課程 Half-day Placement-tied Course	762	0.7%
■ 半日制非就業掛鈎課程 Half-day Non-Placement-tied Course	44,686	41.9%
■ 晚間制非就業掛鈎課程 Evening Non-Placement-tied Course	22,501	21.1%
總數 Total	106,762	100%



就業掛鈎課程統計資料 Statistics of Placement-tied Courses

就業掛鈎課程畢業學員人次比例 Proportion of Graduate Trainees of Placement-tied Courses

課程類別 Course Category	人次 No. of Trainees	比例 Proportion %
家居服務 Domestic Services	8,394	21.2%
物業管理及保安 Property Management & Security	5,132	13.0%
飲食 Catering	4,662	11.8%
美容 Beauty Therapy	3,947	10.0%
健康護理 Healthcare Services	3,899	9.9%
中醫保健 Chinese Healthcare	1,948	4.9%
酒店 Hotel	1,788	4.5%
商業 Business	1,682	4.3%
環境服務 Environmental Services	1,640	4.1%
零售 Retail	930	2.3%
其他 Others	5,553	14.0%
總數 Total	39,575	100%



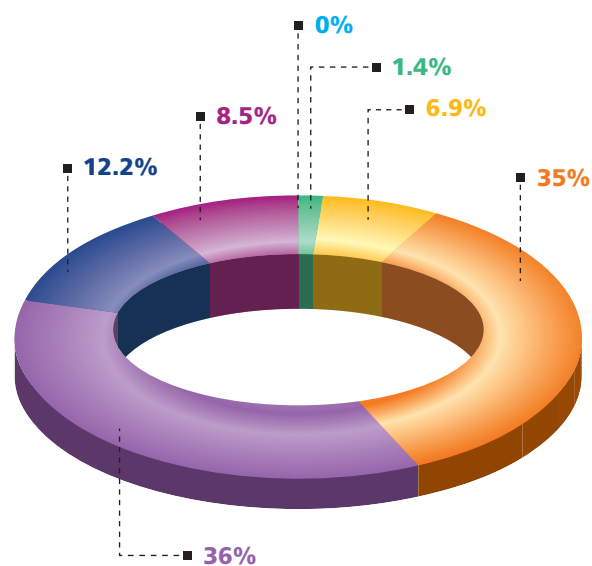
上述圖表顯示首 10 個最多畢業學員人次的課程類別。

The above chart lists the top 10 course categories according to the number of graduate trainees.

主要統計資料 Major Statistics

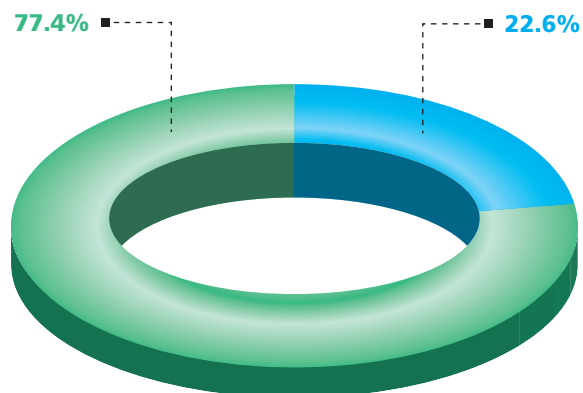
就業掛鈎課程畢業學員教育程度分布 Graduate Trainees of Placement-tied Courses by Education Level

教育程度 Education Level	人次 No. of Trainees	比例 Proportion %
■ 未曾入學 No Schooling	12	0%
■ 未完成小學 Not Completed Primary Education	556	1.4%
■ 小學畢業 Completed Primary 6	2,740	6.9%
■ 中一至中三 Secondary 1 to 3	13,851	35.0%
■ 中四至中五 Secondary 4 to 5	14,243	36.0%
■ 中六至中七 Secondary 6 to 7	4,802	12.2%
■ 高等教育 Tertiary Education	3,371	8.5%
總數 Total	39,575	100%



就業掛鈎課程畢業學員男女比例 Graduate Trainees of Placement-tied Courses by Gender

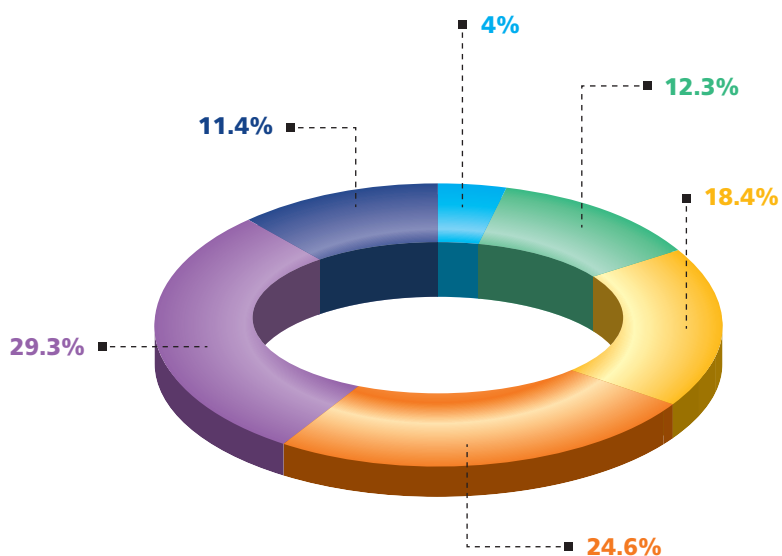
性別 Gender	人次 No. of Trainees	比例 Proportion %
■ 男性 Male	8,950	22.6%
■ 女性 Female	30,625	77.4%
總數 Total	39,575	100%



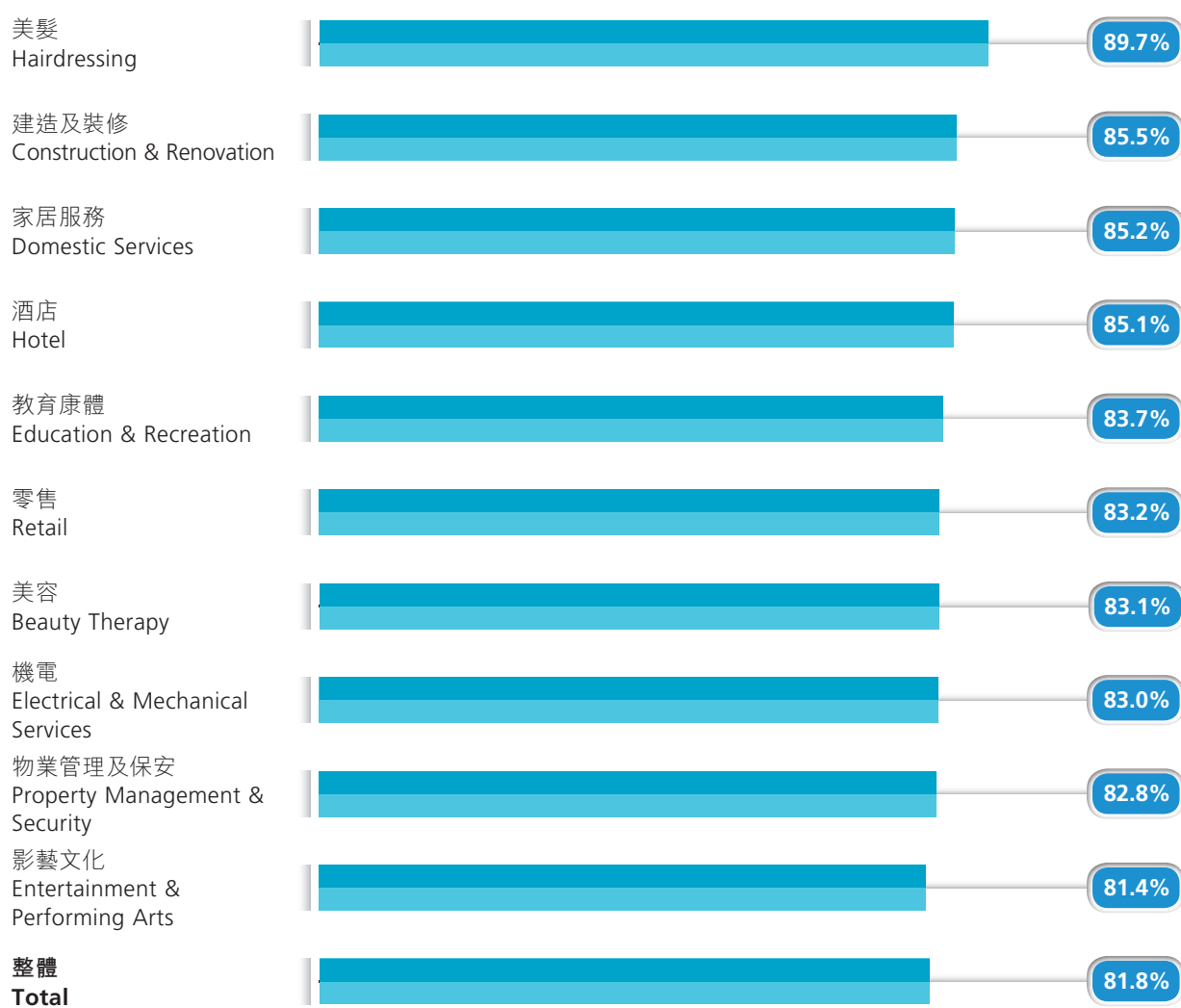
主要統計資料 Major Statistics

就業掛鈎課程畢業學員年齡分布 Graduate Trainees of Placement-tied Courses by Age

年齡 Age	人次 No. of Trainees	比例 Proportion %
15-19	1,568	4.0%
20-29	4,877	12.3%
30-39	7,296	18.4%
40-49	9,718	24.6%
50-59	11,586	29.3%
60 或以上 60 or above	4,530	11.4%
總數 Total	39,575	100%



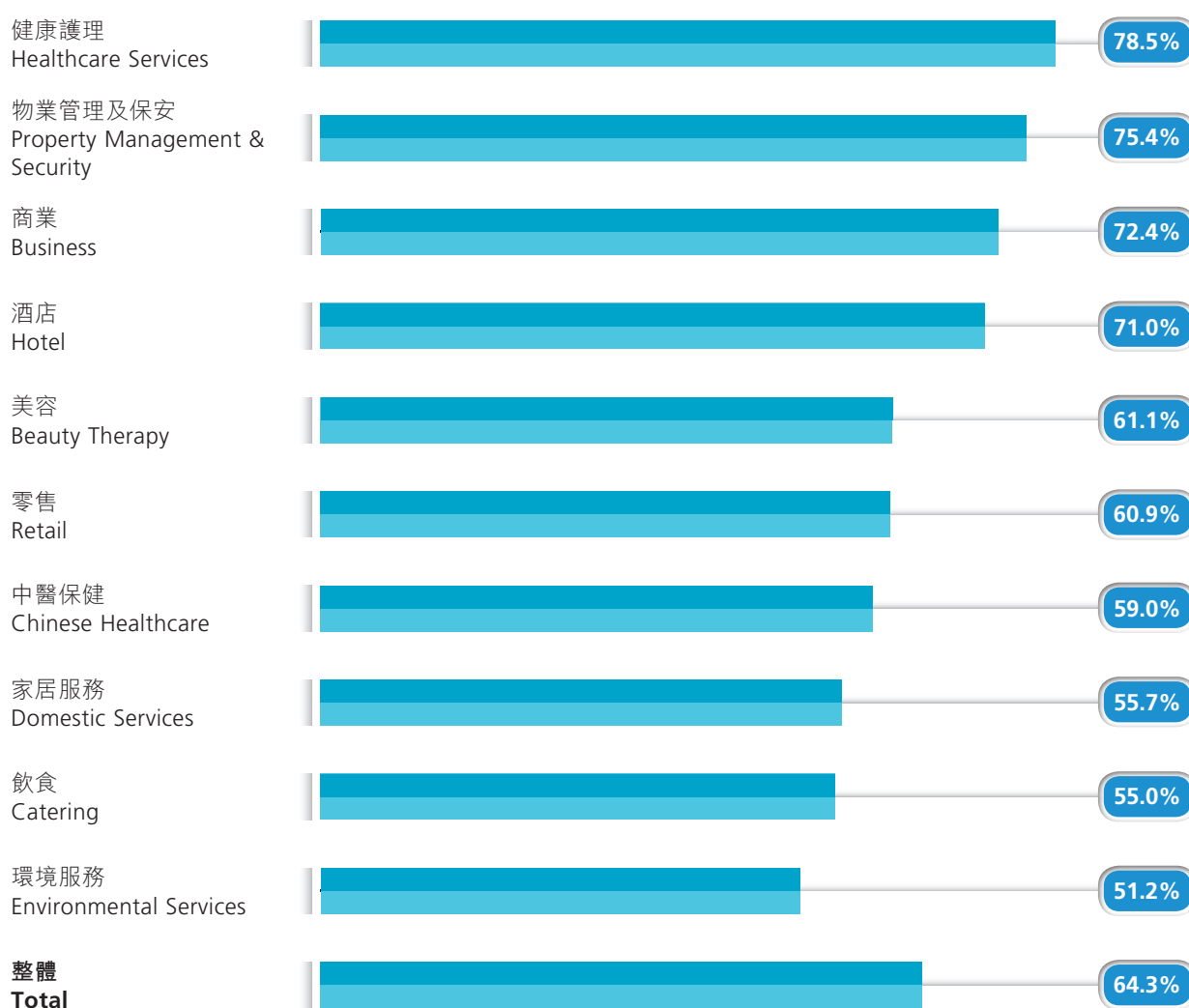
就業掛鈎課程就業率 Placement Rate of Placement-tied Courses



上述圖表顯示首10個最高就業率的課程類別。

The above chart lists the top 10 course categories according to the placement rate.

就業掛鈎課程留職率
Retention Rate of Placement-tied Courses

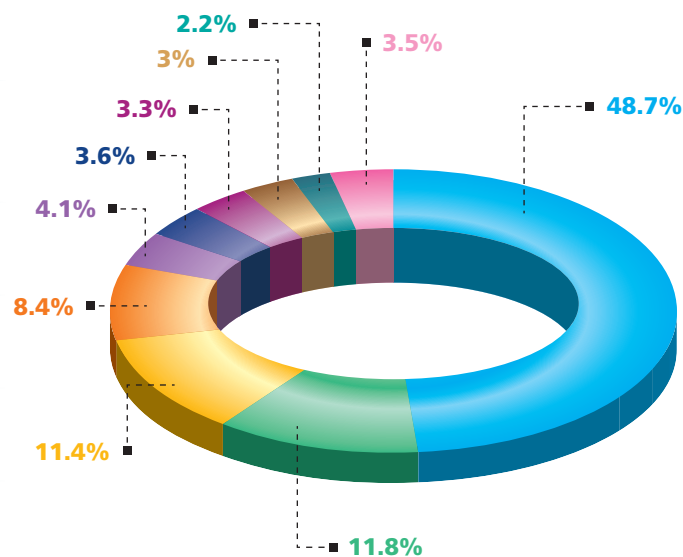


上述圖表顯示首10個最多畢業學員人次的課程類別的留職率（就業跟進期完結六個月後）。

The above chart lists the retention rate (after six months upon placement follow-up period) of the top 10 course categories according to the number of graduate trainees.

就業掛鈎課程受聘畢業學員行業組別劃分 Industry Sector Profile of Graduate Trainees of Placement-tied Courses

行業組別 Industry Sector	人次 No. of Trainees	比例 Proportion %
■ 社區、社會及個人服務業 Community, Social and Personal Services	15,572	48.7%
■ 批發及零售業 Wholesale and Retail	3,775	11.8%
■ 地產、物業管理及護衛業 Real Estate, Property Management and Security Services	3,657	11.4%
■ 飲食業 Catering	2,698	8.4%
■ 酒店業 Hotel	1,305	4.1%
■ 金融、保險及商業服務業 Finance, Insurance and Business Services	1,161	3.6%
■ 運輸、倉庫及通訊業 Transport, Storage and Communication	1,040	3.3%
■ 建造業 Construction	947	3.0%
■ 進出口貿易業 Import and Export	697	2.2%
■ 其他* Others*	1,135	3.5%
總數 Total	31,987	100%



* 包括初級生產業、礦石開採業、能源業、紡織及製衣製造業，以及其他製造業。

* Includes Primary Production, Mining and Quarrying, Power, Textiles and Garments Manufacturing, and other Manufacturing Industries.

主要統計資料

Major Statistics

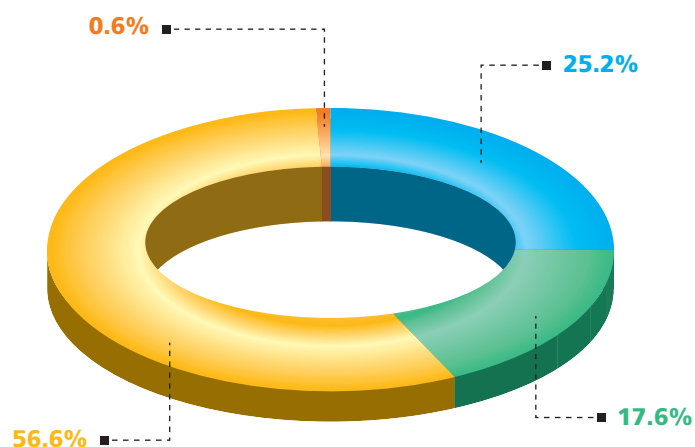
非就業掛鈎課程統計資料

Statistics of Non-Placement-tied Courses

非就業掛鈎課程畢業學員人次比例

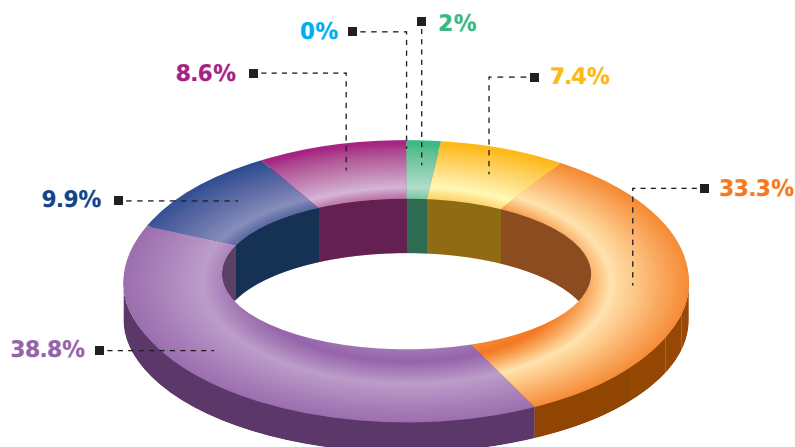
Proportion of Graduate Trainees of Non-Placement-tied Courses

課程類別 Course Type	人次 No. of Trainees	比例 Proportion %
通用技能培訓課程 — 資訊科技應用 Generic Skills Training Courses – IT Applications	16,953	25.2%
通用技能培訓課程 — 職業語文 Generic Skills Training Courses – Workplace Languages	11,805	17.6%
「新技能提升計劃」課程 “Skills Upgrading Scheme Plus” Courses	38,003	56.6%
其他 Others	426	0.6%
總數 Total	67,187	100%



非就業掛鈎課程畢業學員教育程度分布 Graduate Trainees of Non-Placement-tied Courses by Education Level

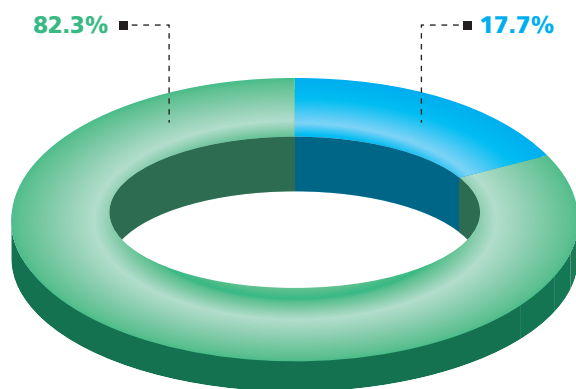
教育程度 Education Level	人次 No. of Trainees	比例 Proportion %
■ 未曾入學 No Schooling	26	0%
■ 未完成小學 Not Completed Primary Education	1,349	2.0%
■ 小學畢業 Completed Primary 6	5,000	7.4%
■ 中一至中三 Secondary 1 to 3	22,343	33.3%
■ 中四至中五 Secondary 4 to 5	26,057	38.8%
■ 中六至中七 Secondary 6 to 7	6,655	9.9%
■ 高等教育 Tertiary Education	5,757	8.6%
總數 Total	67,187	100%



主要統計資料 Major Statistics

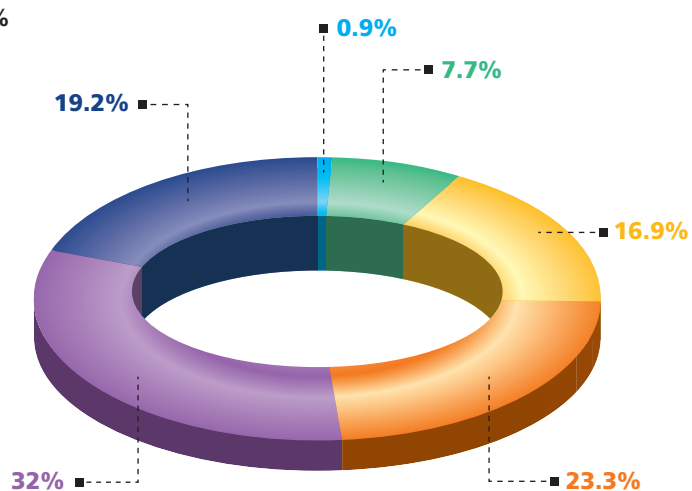
非就業掛鈎課程畢業學員男女比例 Graduate Trainees of Non-Placement-tied Courses by Gender

性別 Gender	人次 No. of Trainees	比例 Proportion %
■ 男性 Male	11,890	17.7%
■ 女性 Female	55,297	82.3%
總數 Total	67,187	100%



非就業掛鈎課程畢業學員年齡分布 Graduate Trainees of Non-Placement-tied Courses by Age

年齡 Age	人次 No. of Trainees	比例 Proportion %
15-19	627	0.9%
20-29	5,158	7.7%
30-39	11,358	16.9%
40-49	15,621	23.3%
50-59	21,516	32.0%
60 或以上 60 or above	12,907	19.2%
總數 Total	67,187	100%



課程及服務發展委員會
Course and Service
Development Committee

課程審批委員會
Course Vetting
Committee

質素保證及
覆核委員會
Quality Assurance
and Review
Committee



公關及推廣策略委員會
Public Relations and
Promotion Committee

財務及行政
委員會
Finance and
Administration
Committee

審計委員會
Audit Committee

委員會工作回顧

OPERATIONAL REVIEW OF COMMITTEES

僱員再培訓局設有六個專責委員會處理不同範疇的工作，包括課程及服務發展、課程審批、質素保證及覆核、公關及推廣策略、財務及行政，以及審計，確保本局提供的課程和服務，能適時回應社會及就業市場的需要。

The Employees Retraining Board establishes six Committees to carry out different functions, including course and service development, course vetting, quality assurance and review, public relations and promotion, finance and administration, and audit. This is to ensure that the courses and services provided by the ERB gear towards the needs of community and employment market.

委員會工作回顧

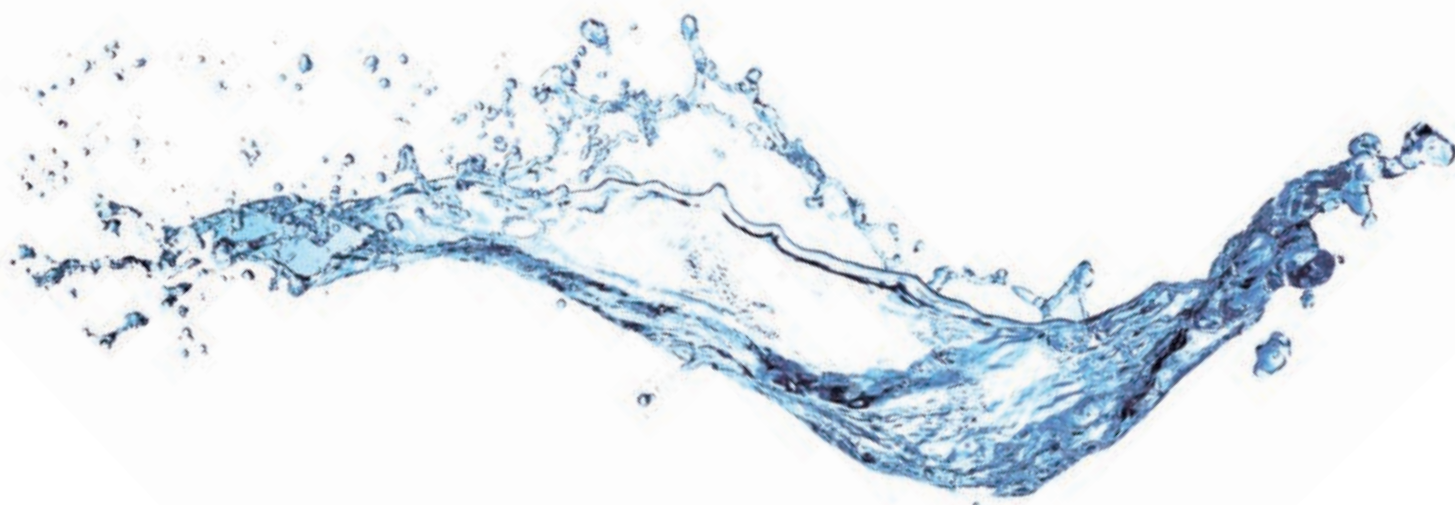
Operational Review of Committees

課程及服務發展委員會

課程及服務發展委員會於2014-15年度舉行了四次會議，重點工作包括審批新課程及課程修訂建議、審視「內地新來港人士培訓需要研究」結果、審議技術顧問的委任及續任，以及籌備推行「零存整付」證書計劃。

Course and Service Development Committee

In 2014-15, four meetings were held by the Course and Service Development Committee. Key tasks completed included scrutiny of new course and course revamp proposals, examination of the findings of the "Study on the Training Needs of New Arrivals from the Mainland", appointment and re-appointment of Technical Advisors, and preparation for the introduction of the "Modular Certificates Accumulation Scheme".



審批新課程及課程修訂建議

- 審批了約20項新課程，包括職業治療助理、物理治療助理、有機耕作技巧、機場地勤旅客服務等，內容涵蓋11個行業範疇及通用技能範疇。
- 通過按需要修訂現有課程的設計和培訓內容，以適時回應業界的訴求。

Scrutinising new course and course revamp proposals

- Around 20 new courses, covering training of occupational therapist assistant, physiotherapist assistant, organic farming skills and airport passenger services were scrutinised. These new courses straddled 11 industry categories and generic skills training.
- Recommendations to revamp the design and training contents of existing courses were approved in order to respond timely to the needs of the industries.



籌備推行「零存整付」證書計劃

- 通過以「陪月員基礎證書」為試點，推出「零存整付」證書計劃。
- 在試點計劃下，學員在完成數項指定的半日或晚間制課程後，可申領與「陪月員基礎證書」全日制課程具同等資歷的證書。

檢討「提升就業服務方案」

- 同意在2015-16年度探討改善「提升就業服務方案」的可行措施，包括為檢視「適用課程」名單制訂客觀準則及引入檢討機制；適度修訂服務內容、成效指標、行政程序等；以及為就業掛鉤課程設定統一的就業跟進期。

檢討「特種警衛訓練計劃」

- 通過在2015-16年度繼續推行「特種警衛訓練計劃」，招收80名年齡為18至24歲、具中學畢業或同等學歷程度的學員，並繼續與勞工處「展翅青見計劃」合作。

Preparing for the introduction of the “Modular Certificates Accumulation Scheme”

- The “Modular Certificates Accumulation Scheme” would be launched with the use of the “Foundation Certificate in Post-natal Care Worker Training” course as a pilot.
- Under the Pilot Scheme, trainees on completion of a number of specified half-day or evening courses may apply for a certificate bearing a qualification equivalent to “Foundation Certificate in Post-natal Care Worker Training” which is offered in full-time mode.

Reviewing the “Enhanced Placement Service Model”

- Possible improvement measures would be further explored upon review of the “Enhanced Placement Service Model” in 2015-16. They included introduction of objective criteria and review mechanism for the determination of “Relevant Courses”; revision of the service contents, performance indicators and operational procedures; and standardisation of the duration of the placement follow-up period for placement-tied training courses.

Reviewing the “Squad 3S Programme”

- The “Squad 3S Programme” would be offered again in 2015-16 in collaboration with the Youth Employment and Training Programme of the Labour Department. Training would be offered to 80 young people aged 18 to 24 with secondary education level or equivalent qualification.

委員會工作回顧

Operational Review of Committees

- 議決以局部招標方式，委託不多於兩間培訓機構開辦課程。
- 同意引入兩間新的僱主機構，並邀請於第二屆計劃其中兩間僱主機構繼續合作。

探討設立「ERB服務點」

- 同意在2015-16年度探討設立「ERB服務點」的可行性，以更靈活及更具成本效益的方式，在地區層面推廣本局的課程和服務。

審議「ERB服務中心」營運合約招標及租約安排

- 同意就「ERB服務中心(九龍東)」及「ERB服務站(天水圍)」的營運合約進行招標，合約期為兩年。
- 通過「ERB服務站(天水圍)」及「ERB服務中心(九龍西)」在原址續租三年。

檢討「陪月一站」運作及營運合約安排

- 檢討「陪月一站」首年的運作成效，通過以現有營運模式，繼續提供陪月員及嬰幼照顧員的職位轉介服務。
- 同意與「陪月一站」的營運機構續約至2016年3月，並在續約期內提升各主要成效指標的目標水平，以及在合約引進獎勵制度及與表現掛鈎的撥款機制。

審議技術顧問的委任及續任

- 考慮「技術顧問評審小組」就委任及續任技術顧問的建議。

- Not more than two training bodies would be invited to organise the Programme through restricted tendering.
- Two new employers and two participating employers of the Programme in 2014-15 would be invited to join the Programme in 2015-16.

Exploring the feasibility of “ERB Service Spots”

- The feasibility of setting up “ERB Service Spots” to promote the courses and services of the ERB at the district level in a more flexible and cost-effective manner would be further explored in 2015-16.

Vetting the tender exercises of service contracts and leases of the “ERB Service Centres”

- The service contracts for the “ERB Service Centre (Kowloon East)” and “ERB Service Centre (Tin Shui Wai)” would be determined with reference to the outcome of the tender exercises. The duration of the service contracts would be two years.
- The leases for the existing premises of the “ERB Service Centre (Tin Shui Wai)” and “ERB Service Centre (Kowloon West)” were renewed for another three years.

Reviewing the performance and service contract of the “Smart Baby Care” scheme

- The performance of the “Smart Baby Care” scheme in the first year of operation was reviewed. Provision of vacancy referral services for post-natal care and infant and child care jobs under the current operation model would be maintained.
- The service contract with the operator of the “Smart Baby Care” scheme was renewed until March 2016. The target levels of key performance indicators were raised, and a bonus system for exemplary performance as well as a performance-based funding mechanism were introduced under the renewed contract.

Scrutinising the appointment and re-appointment of Technical Advisors

- Recommendations on the appointment and re-appointment of Technical Advisors were scrutinised by the “Technical Advisor Assessment Panel” formed under the Committee.

- 在2014-15年度，本局共有117名技術顧問，涵蓋28個行業範疇及通用技能課程範疇，協助審視課程的內容、教材、試題及視察教學設備。

審議「內地新來港人士培訓需要研究」的結果

- 審議獨立調查機構為本局進行的「內地新來港人士培訓需要研究」的結果。
- 同意持續優化新來港人士專設課程的訓練內容，包括加強書寫繁體字的訓練、強化廣東話和英語語境練習，以及引進認識兩地就業文化差異和本地就業市場概況等。
- 通過繼續開發涵蓋不同行業範疇的專業認證或行業認可資歷的課程，協助新來港人士獲取認可資歷。

審議「起步站」試點計劃

- 通過於2015-16年度推出「起步站」試點計劃，為完成本局課程的新來港人士提供兼職空缺的登記、轉介及跟進服務，並提供一系列增值服務。

課程及服務發展委員會
召集人
汪敦敬博士

- In 2014-15, the ERB had a total of 117 Technical Advisors covering 28 industry categories and generic skills training. They rendered advice and assistance to the ERB in reviewing curriculum design, training materials, examination papers and inspection of training facilities.

Examining the findings of the “Study on the Training Needs of New Arrivals from the Mainland”

- The findings of the “Study on the Training Needs of New Arrivals from the Mainland” undertaken by an independent research organisation were examined.
- The training contents of dedicated courses for new arrivals would be enriched. Training in traditional Chinese character writing skills would be enhanced. Contextual practices of Cantonese and English would be strengthened. The training would encompass differences in work culture between the Mainland and Hong Kong and an overview of the local employment market.
- To assist new arrivals to attain recognised qualifications, courses associated with professional recognition and industry certification of different industry categories would continue to be organised.

Scrutinising the “Smart Starter” pilot scheme

- The “Smart Starter” scheme would be launched on a pilot basis to provide part-time job vacancy registration, referral and follow-up service as well as a series of value-added services for trainees of new arrival status.

Dr. Lawrance Wong Dun-king
Convenor
Course and Service Development Committee

委員會工作回顧

Operational Review of Committees



課程審批委員會

課程審批委員會於2014-15年度舉行了四次會議，重點工作包括制訂培訓學額的分布、分配課程學額、監控新課程的成本、檢討培訓課程撥款機制、檢視就業掛鈎課程的上課模式、以及檢討半日或晚間制課程收費機制的受資助入息上限等。

Course Vetting Committee

In 2014-15, four meetings were held by the Course Vetting Committee. Key tasks completed included planning and allocation of training places, monitoring of training costs of new courses, and reviews of various policy and operational issues including the funding mechanism for training courses, the delivery mode of placement-tied training courses, and the income thresholds for course fee waiver and subsidies for half-day or evening courses.

制訂培訓課程學額的分布

- 參考過往的學額使用情況；社會、經濟和就業市場的變化；政府的相關政策；以及行業發展趨勢等因素，評估培訓需求，規劃整體課程學額和制訂具體的學額分布。
- 在2014-15年度提供130,000個培訓課程學額，另額外預留40,000個備用學額，以應對經濟及就業市場的轉變。

Planning of training places

- Overall training demand was assessed and distribution of training places among different industries was determined with reference to the utilisation of training places in the past, socio-economic situation and employment market conditions, relevant government policies, as well as the up-to-date development of different industry sectors.
- In 2014-15, the ERB offered a total of 130,000 training places. Another 40,000 reserved training places were set aside to provide a buffer to cope with unanticipated changes in the economy and the employment market.



分配課程學額

- 以年度學額規劃及分布為基礎，根據既定的學額分配機制，分配各項課程學額。
- 在2014-15年度提供超過800項課程，涵蓋近30個行業範疇。
- 加大力度為特定服務對象（包括青年人、殘疾及工傷康復人士、少數族裔人士、新來港人士及更生人士）提供適切的培訓課程。

監察學額使用情況

- 按季度檢視課程學額使用進度及學員的背景資料。
- 在2014-15年度入讀課程的學員超過110,000人次。學員以女性及30歲或以上人士居多，具中三或以下學歷程度的人士約佔學員總數四成。

Allocation of training places

- Based on the annual training plan and master distribution of training places, the allocation of training places among different courses were determined with the use of an established allocation mechanism.
- In 2014-15, the ERB offered over 800 training courses straddling about 30 industry categories.
- Efforts in offering training courses for the special service targets (including young people, persons with disabilities and persons recovered from work injuries, ethnic minorities, new arrivals and rehabilitated ex-offenders) were strengthened.

Monitoring the utilisation of training places

- The progress of utilisation of training places and the profile of trainees were reviewed on a quarterly basis.
- In 2014-15, over 110,000 trainees enrolled in training courses offered by the ERB. The majority of trainees were female and people aged 30 or above. Around 40% of the trainees were of Secondary 3 educational level or below.

委員會工作回顧

Operational Review of Committees

監控新課程的成本

- 通過在評估新課程建議時，須考慮培訓機構開發新課程的動機；培訓機構背景和成本架構的差異；以及新課程的內容及單位成本與現有課程的比較等一系列因素。

檢討培訓課程撥款機制

- 檢視培訓課程撥款機制的運作情況及資源效益，並同意繼續推行現時的撥款機制。
- 繼續留意培訓機構的開班進度及學員的輪候情況，並在有需要時再次檢討撥款機制。

檢視就業掛鉤課程的上課模式

- 同意檢視全日制就業掛鉤課程的混合制上課模式。現時，就業掛鉤課程學員一般每週上課五天，當中三天為全日上課及兩天為半日上課。
- 成立專責小組探討改善方案，並邀請培訓機構的代表加入。

Monitoring of training costs of new courses

- A variety of factors to be considered in assessing new course proposals were endorsed. They included the motivation of training bodies to propose new courses, differences in backgrounds and cost structures of training bodies, and the training contents and unit costs of new courses vis-a-vis those of existing courses.

Review of funding mechanism for training courses

- Upon review of the operation and cost-effectiveness of the funding mechanism for training courses, it was decided that the current system would be maintained.
- The progress of class commencement and waiting time of trainees were closely monitored. The funding mechanism would be reviewed again as situation warranted.

Review of the delivery mode of placement-tied training courses

- A review of the delivery mode of placement-tied training courses would be undertaken. Currently, trainees of placement-tied training courses would attend classes five days per week, of which three days would be for full-day classes while two days would be for half-day classes.
- A task force would be set up to explore possible improvement measures. Representatives of training bodies would be invited to join the task force.

檢視半日或晚間制課程收費機制的受資助入息上限

- 參考2013年全港就業人士每月入息數據；經濟及就業市場的變化；本局的培訓開支；本局課程報讀政策的發展；培訓機構意見等多項因素後，決定維持現行半日或晚間制課程的兩項受資助入息上限。
- 可申請豁免繳付學費的每月入息上限維持為\$9,000；可申請繳付「高額資助學費」的每月入息上限維持為\$19,500。

課程審批委員會
召集人
伍穎梅女士

Review of the income thresholds for course fee waiver and subsidies for half-day or evening courses

- In consideration of relevant factors including the monthly employment earnings of employed persons in 2013, the economic and employment market situations, the amount of training expenditures, the enrolment policies, and the views of training bodies, it was decided that the current income thresholds for course fee waivers and subsidies for half-day or evening courses would be maintained.
- The income threshold for course fee waiver remained at \$9,000, and that for the “highly subsidised fee” was maintained at \$19,500.

Ms. Winnie NG
Convenor
Course Vetting Committee

委員會工作回顧

Operational Review of Committees



質素保證及覆核委員會

質素保證及覆核委員會於2014-15年度舉行了四次會議，重點工作包括制訂2015-16年度的質素保證工作計劃、檢討「樂活一站」及「陪月一站」的質素保證機制、檢討「表現指標」及「服務承諾」、審批新培訓機構、監察質素保證工作進度、處理涉嫌嚴重違規培訓機構及導師的個案、檢視課程成效等。

Quality Assurance and Review Committee

In 2014-15, four meetings were held by the Quality Assurance and Review Committee. Key tasks completed included formulation of quality assurance workplan for 2015-16, review of the quality assurance mechanisms of the “Smart Living” and the “Smart Baby Care” schemes, examination of current performance indicators and performance pledges, vetting of applications as new training bodies, monitoring the progress of implementation of quality assurance measures, handling of cases involving malpractices of training bodies and trainers, and evaluation of the effectiveness of training courses.

制訂2015-16年度的質素保證工作計劃

- 同意全面推行「風險及表現為本」的質素保證機制，以提升資源運用效益及服務質素。
- 通過在委任新培訓機構及處理培訓機構續約事宜時，按「風險及表現為本」的原則加入適當的合約條款，保障本局及學員的利益。

Formulating Quality Assurance Workplan for 2015-16

- Full implementation of the “risk-and-performance-based” quality assurance system was approved with a view to optimising resource utilisation and enhancing service quality.
- The “risk-and-performance-based” principle would be observed in the appointment of new training bodies and renewal of the service agreements of existing training bodies. Appropriate contract terms would be incorporated to protect the interests of the ERB and the trainees.



檢討「樂活一站」及「陪月一站」的質素保證機制

- 通過為「樂活一站」及「陪月一站」推行統一的質素保證機制。
- 制訂包括定期抽查、突擊巡查、抽樣訪問僱主及「樂活助理」、「神秘顧客」等監察方案，並於2015-16年度全面實施。

檢討「表現指標」及「服務承諾」

- 同意引進「畢業率」作為新的「主要成效指標」，以及就「提升就業服務」引進「持續就業率」作為「參考指標」，並於2015-16年度實行。
- 提升「報讀安排」、「發放畢業證書」，以及三項就業掛鉤課程的「上課安排」的「服務承諾」的目標水平至85%。
- 提升本局熱線182 182的「服務承諾」的目標水平。

Review of the quality assurance mechanisms of the “Smart Living” and “Smart Baby Care” schemes

- A quality assurance mechanism was approved for consistent application to the “Smart Living” and “Smart Baby Care” schemes.
- Monitoring measures to be implemented with effect from 2015-16 would include regular sample checks, surprise inspections, interviews with employers and Smart Helpers on a sampling basis, and covert customer surveys.

Review of performance indicators and performance pledges

- “Graduation rate” would be adopted as a new key performance indicator and “continuous placement rate” as a new reference indicator of the “enhanced placement services” in 2015-16.
- The target performance levels of the performance pledges in respect of “application and admission” and “issue of certificates”, as well as the performance pledge on “commencement of training” of three placement-tied training courses were increased to 85%.
- The target performance level of the performance pledge for the ERB Hotline 182 182 was also raised.

委員會工作回顧

Operational Review of Committees

審批新培訓機構申請及與培訓機構續約的安排

- 審批了四宗申請成為本局培訓機構的個案。
- 審批了26間培訓機構的續約個案，對在其中七份服務合約加入了附帶條款以規限其可開辦課程的行業範疇及／或服務對象。
- 審批了一宗培訓機構提出修訂服務合約條款的個案。

監察課程質素保證工作進度

- 按季檢視各項課程質素保證措施的進度和成效，包括周年審計、培訓機構的「自行評審」、課程及期末考試突擊巡查、監察培訓機構下載期末考試試題、觀課、觀試、統一實務技能評估等。
- 推動「實務技能培訓及評估中心」（「評估中心」）成功通過ISO 9001 質量管理認證。
- 監察在「資歷架構」下進行課程評審及覆審的工作進度。
- 制訂強化培訓機構管理的策略，推出「知識管理」措施以提升培訓機構服務質素，包括舉辦「質素保證資訊日」及機構主管／行政人員主題工作坊等。

Vetting applications as new training bodies and renewal of service agreements with existing training bodies

- Four applications as new training bodies were scrutinised and approved.
- Renewal of service agreements with 26 existing training bodies were approved. Among them, seven training bodies were required to observe new restrictions on industry categories and / or service targets in the organisation of training courses.
- An application by a training body to revise the terms of the service agreement was approved.

Monitoring the progress of implementation of quality assurance measures

- The progress of implementation and effectiveness of quality assurance measures were reviewed on a quarterly basis. These measures included on-site annual audits, “self-evaluations” undertaken by training bodies, class and course-end assessment surprise inspections, downloading of course-end assessment papers by training bodies, class visits, assessment observations, standardised practical skills assessments, etc.
- Guidance and support were rendered to the “Practical Skills Training and Assessment Centre” (PSTAC) in obtaining the Certificate of ISO 9001 Quality Management System.
- The progress of Learning Programme Accreditation and Reaccreditation under the “Qualifications Framework” was closely monitored.
- Strategies to strengthen organisational governance of training bodies were formulated. Measures to promote “knowledge management” of training bodies were introduced to enhance their quality of service. They included a “QA Information Day” and a series of thematic workshops organised for agency heads / administrative staff of training bodies, etc.

監察課程成效、學員申請「豁免課程入讀要求」個案及審核學員就業紀錄的調查結果

- 按季根據各項「主要成效指標」檢視本局各類別課程的成效，以及監察學員申請「豁免課程入讀要求」的個案。
- 審核學員就業紀錄的調查結果，以及學員對就業服務的滿意度。

監察、處理及分析投訴及查詢個案

- 監察辦事處處理查詢及投訴的進度和成效，並審視63宗投訴個案的調查結果和處理方法。

審視培訓機構及導師涉嫌嚴重違規的個案

- 審視辦事處處理一宗涉及培訓機構嚴重違規的個案，並確認辦事處建議的紀律及跟進行動。

審批「評估中心」的續租安排

- 審議「評估中心」的續租安排，並通過辦事處與業主議價的結果，續租原址三年。

質素保證及覆核委員會
召集人
黃小萍博士

Monitoring the effectiveness of training courses and applications for waiver of admission requirements, and examining the findings of surveys of trainees' placement records

- The effectiveness of various types of ERB courses was reviewed on a quarterly basis by reference to the key performance indicators. Cases involving applications by trainees for waiver of admission requirements were monitored.
- Findings of surveys of trainees' placement records and satisfaction rates of trainees with respect to placement services were examined.

Monitoring, handling and analysing cases of enquiries and complaints

- The progress and effectiveness of the Executive Office in handling enquiries and complaints were monitored. The outcomes of investigation and processing procedures of 63 complaint cases were examined.

Monitoring cases involving serious malpractices of training bodies and trainers

- The handling of a case by the Executive Office involving serious malpractice of a training body was examined. The disciplinary and follow-up actions recommended by the Executive Office were endorsed.

Approving the renewal of the tenancy contract of the PSTAC

- The proposed arrangements for tenancy renewal of the PSTAC were approved. The outcome of rental negotiation between the Executive Office and the landlord was endorsed, and the tenancy contract of the PSTAC was renewed for three years.

Dr. Christine WONG Siu-ping
Convenor
Quality Assurance and Review Committee

委員會工作回顧

Operational Review of Committees



公關及推廣策略委員會

公關及推廣策略委員會於2014-15年度舉行了四次會議，重點工作包括發展地區網絡及僱主網絡、強化中央及地區層面的宣傳推廣工作、舉辦第七屆ERB「人才發展計劃」頒獎禮暨「ERB博覽2015」開展禮，以及推出「青年五月」計劃等。

Public Relations and Promotion Committee

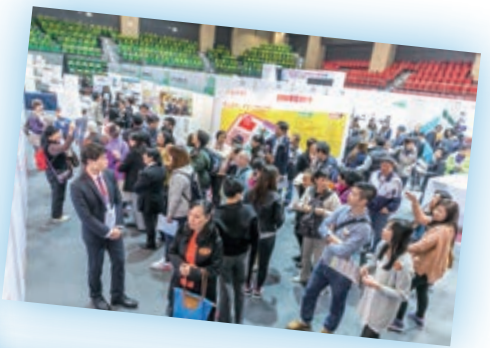
In 2014-15, four meetings were held by the Public Relations and Promotion Committee. Key tasks completed included developing district and employer networks, strengthening central and district-based promotion, and organising the 7th ERB “Manpower Development Scheme” Award Presentation Ceremony cum “ERB Expo 2015” Opening Ceremony and the “May for Youth” programme.

發展地區網絡

- 通過加強與地區組織的聯繫和合作，舉辦地區活動，加深市民對本局課程和服務的認識；並檢討以下各項活動的成效，包括：
 - 「向地區出發2014」及「ERB地區展覽」；
 - 在元朗及天水圍、深水埗和觀塘三個地區舉辦的17個「ERB地區導賞團」；以及
 - 在青衣、荃灣及九龍灣港鐵站舉辦的「ERB增值加油站」地區巡迴展覽。

Developing district networks

- Coordination and collaboration with district organisations in organising district activities were stepped up, and the awareness of local residents of the training courses and services offered by the ERB was enhanced. The effectiveness of the following activities was reviewed:
 - “ERB Heading into the Districts 2014” and “ERB Roving Exhibitions”;
 - 17 “ERB District Guided Tours” organised in Yuen Long / Tin Shui Wai, Shum Shui Po and Kwun Tong; and
 - “ERB Power-up Stations” district roving exhibitions at Tsing Yi, Tsuen Wan and Kowloon Bay MTR stations.



強化僱主及行業協作

- 通過第五屆「ERB人才企業嘉許計劃」嘉許名單；46間機構獲嘉許為「人才企業」；129間機構獲延續嘉許為「人才企業」，並於2014年4月舉行第五屆頒授典禮。
- 審視辦事處為僱主機構舉辦的研討會、招聘交流會、工作坊等的成效。
- 通過於2014年9月舉辦「僱主周年聚會」，向積極支持本局的僱主表示謝意，並倡導僱主與培訓機構加強溝通和合作。

加強地區推廣活動

- 通過在「行業服務計劃」下資助培訓機構舉辦行業推廣活動和大型培訓及就業博覽。在2014-15年度，24間培訓機構舉辦了83項行業推廣活動和八項大型培訓及就業博覽。各項活動共有超過10,000人次參加。

Strengthening collaboration with employers and industries

- The award list of the 5th “ERB Manpower Developer Award Scheme” was approved. 46 organisations were newly acknowledged as “Manpower Developer” and 129 organisations renewed their “Manpower Developer” status. The 5th Presentation Ceremony was held in April 2014.
- The effectiveness of seminars, sharing sessions and workshops organised by the Executive Office for employers was evaluated.
- The organisation of the “Annual Employer Luncheon” in September 2014 was approved. The function aimed at thanking employers for their unfailing support to the ERB, and fostering communication and collaboration between employers and training bodies.

Stepping up district promotional activities

- Sponsorship for training bodies to organise industry promotional activities as well as large-scale training and career expos under the “Industry Service Programme” was approved. In 2014-15, 83 industry promotional activities and eight expos were organised by 24 training bodies. More than 10,000 people participated in these activities.

委員會工作回顧

Operational Review of Committees

- 同意在「培訓課程推廣計劃」下資助培訓機構聯同地區組織舉辦地區推廣活動。在2014-15年度，共舉辦37項地區推廣活動，當中25項以有特別需要的社群為目標對象。各項活動共有約65,000人次參加。

推廣各項支援服務

- 通過於2014年8月參加大型的嬰兒及兒童博覽，設置「樂活一站」及「陪月一站」宣傳攤位。
- 同意推出報章廣告，宣傳「ERB服務中心」舉辦的「『後50』就業實戰系列」活動，協助50歲或以上的人士，掌握市場動向，強化就業能力，為重投就業市場作好準備。

加強公關及推廣工作

- 通過以「『三贏』啟泰迎羊年」為主題，推出「樂活一站」農曆新年服務，並引入企業社會責任的元素，由新鴻基地產贊助388名獨居長者得到免費清潔家居服務。
- 同意出版《培訓顧問服務個案選錄》，輯錄22個培訓顧問服務個案。
- 監察辦事處出版兩期本局通訊《活亮人生》及六期電子通訊《LOOK@erb》，並增加發行量及派發點。
- 同意舉辦「學校職業講座」，邀請不同行業的僱主代表向學生講解行業發展前景、入職機會及工作要求等。在2014-15年度，共舉辦20場講座，約5,000名高中學生（包括少數族裔學生）及副學位課程學生參加。

- Training bodies were encouraged to organise district-based promotional activities jointly with district organisations under the “Funding Programme for Training Courses”. In 2014-15, 25 out of the 37 sponsored activities held targeted social groups with special needs. Around 65,000 people attended these activities.

Promoting the range of support services

- Participation in the large-scale baby expo held in August 2014 was approved, and a promotional booth for the “Smart Living” and “Smart Baby Care” schemes was set up.
- The “Post-50 Employment Series” organised by the ERB Service Centres was publicised through print advertisements. The programme assisted people aged 50 or above to understand the circumstances of the employment market and strengthen their job skills, with a view to preparing them to re-enter the world of work.

Stepping up efforts in public relations and promotions

- The launching of the Chinese New Year Service of the “Smart Living” scheme riding on the theme of “Triple-win in the Year of Goat” was approved. An element of corporate social responsibility was introduced with Sun Hung Kai Properties sponsoring 388 elderly persons living alone to enjoy free domestic cleaning service.
- Publication of the “Case Book on Training Consultancy Service” covering 22 cases was given the green light.
- Two issues of 《活亮人生》newsletters and six issues of “LOOK@erb” electronic bulletin were published. Circulation was expanded and delivery network extended.
- A series of “Career Talks for School” were organised. Employer representatives of different industries were invited to introduce to the students the career prospects, job opportunities and entry requirements of their respective industries. In 2014-15, 20 talks were organised with participation of around 5,000 upper-secondary students (including ethnic minority students) and students of sub-degree programmes.

推出課程宣傳系列

- 通過以「金仔的色彩人生」為主題，創作一系列卡通人物，並製作宣傳品、紀念品、動畫及推出宣傳廣告，以推廣本局為不同服務對象提供的課程和服務，以及本局2014-15至2016-17年度的「三年策略計劃」。
- 同意推出一系列宣傳品及廣告，向市民推介「特種警衛訓練計劃」及「料理家務者培訓及就業計劃」。
- 支持製作新來港人士及少數族裔人士宣傳單張，並透過社會服務機構及民政事務總署的「大使計劃」支援服務派發。

舉辦大型活動

- 監察辦事處舉辦各項大型活動的成效，包括：
 - 於2014年2月至7月推出的「青年五月」計劃，活動包括「大型星級講座」、「課程試讀班」及「面試技巧工作坊」，共有約4,300人報名；
 - 於2014年4月舉行的「ERB人才企業嘉許計劃」第五屆頒獎典禮；
 - 於2015年1月舉行的第七屆ERB「人才發展計劃」頒獎禮暨「ERB博覽2015」開展禮；以及
 - 於2015年1月舉行的「ERB博覽2015」。

Launching course promotion series

- A series of ERB cartoon characters were created and related promotional materials, souvenirs, animations and advertisements were developed along the theme of “The Colourful Life of Goldie”. The objective was to promote the courses and services of the ERB for different service targets and its Three-year Strategic Plan for 2014-15 to 2016-17.
- Promotional materials and advertisements for promoting the “Squad 3S Programme” and the “Training and Employment Programme for Homemakers” were approved.
- Production of promotional leaflets for new arrivals and ethnic minorities for distribution through social service organisations and the “Ambassador Scheme” of Home Affairs Department was authorised.

Organising large-scale promotional activities

- The effectiveness of various large-scale promotional activities organised by the Executive Office was monitored, including:
 - the “May for Youth” programme launched from February to July 2014, comprising large-scale seminars, taster courses and workshops on interviewing skills, with some 4,300 people enrolled;
 - the 5th Presentation Ceremony of the “ERB Manpower Developer Award Scheme” held in April 2014;
 - the 7th ERB “Manpower Development Scheme” Award Presentation Ceremony cum “ERB Expo 2015” Opening Ceremony held in January 2015; and
 - the “ERB Expo 2015” organised in January 2015.

委員會工作回顧

Operational Review of Committees

舉辦傳媒活動

- 審議辦事處舉辦各項傳媒活動的成效，包括：
 - 配合第二屆「特種警衛訓練計劃」招生，安排傳媒專訪第一屆畢業學員；
 - 舉辦農曆新年服務啟動禮，並邀請傳媒參加探訪獨居長者的活動；
 - 本局主席和行政總監與傳媒茶聚，回顧2014-15年度的工作成果及介紹2015-16年度的重點工作；
 - 「陪月一站」顧問接受電台、報章及雜誌訪問，介紹陪月市場概況、陪月服務範疇、家居安全及照顧嬰兒技巧等；以及
 - 安排傳媒採訪四名獲頒發第28屆「尤德爵士紀念基金在職人士自我增值獎」的學員，分享他們的奮鬥經歷。

制訂2015-16年度的公關及推廣工作規劃

- 審議及通過2015-16年度公關及推廣工作規劃，重點包括向特定服務對象進行推廣、推出全新機構網站及社交媒體的宣傳、舉辦大型推廣項目、擴展地區網絡及加強行業協作等。

公關及推廣策略委員會
召集人
簡金港生女士

Organising media activities

- The effectiveness of various media activities organised by the Executive Office was reviewed, including:
 - press interview was arranged for a graduate of the first class of the “Squad 3S Programme” to promote enrolment for the second Programme;
 - a kick-off ceremony of the Chinese New Year Service was organised. The press was invited to join the visit to an elderly person living alone;
 - an annual media gathering for the Chairman and Executive Director was organised to review the work undertaken in 2014-15 and introduce the new initiatives for 2015-16;
 - interviews with the post-natal care consultant of the “Smart Baby Care” scheme were arranged in radio, newspaper and magazine to give an overview of the post-natal care market, the scope of post-natal care services, household safety and infant care skills, etc.; and
 - press interviews with the four ERB awardees of the 28th Sir Edward Youde Memorial Awards for Self-improvement for Working Adult were arranged to share their experience in overcoming difficulties and achieving successes.

Formulating the 2015-16 public relations and promotion workplan

- The public relations and promotion plan for 2015-16 was scrutinised and approved. The plan placed particular emphasis on the work for the special service targets, the new corporate website and social media, large-scale promotional events, district networks, and collaborations with industries.

Mrs. Mimi CUNNINGHAM
Convenor
Public Relations and Promotion Committee

財務及行政委員會

財務及行政委員會於2014-15年度舉行了四次會議，重點工作包括檢討向合資格學員發放再培訓津貼的「服務承諾」、審議經審計的2013-14年度財務報告及2015-16年度收支預算建議等。

Finance and Administration Committee

In 2014-15, four meetings were held by the Finance and Administration Committee. Key tasks completed included reviewing the performance pledge for disbursement of retraining allowance to eligible trainees, vetting the audited financial statements for 2013-14, and examining the budget proposals for 2015-16.

檢討向合資格學員發放再培訓津貼的「服務承諾」

- 通過修訂發放再培訓津貼的「服務承諾」，將在課程完結後25個工作天內向合資格學員發放再培訓津貼的目標水平由90%提升至95%。

審議經審計的2013-14年度財務報告

- 審議及通過經審計的2013-14年度財務報告。本局在年度內的收入及開支分別為\$7,962萬及\$8億3,229萬，年度赤字為\$7億5,267萬。

Reviewing the performance pledge for disbursement of retraining allowance to eligible trainees

- Revision of the performance pledge for disbursement of retraining allowance was approved. The target level for disbursement of retraining allowance to eligible trainees within 25 working days was raised from 90% to 95%.

Scrutinising the financial statements for 2013-14

- The audited financial statements for 2013-14 was scrutinised and approved. The audited income and expenditure for 2013-14 were HK\$79.62 million and HK\$832.29 million respectively. Deficit for the year was HK\$752.67 million.

委員會工作回顧

Operational Review of Committees

審議2015-16年度建議財政預算

- 審議及通過本局2015-16年度收支預算。該預算主要按年度的工作綱領及培訓學額規劃涉及的預算開支而編制。2015-16年度的預算收入及開支分別為\$6億7,637萬及\$9億1,613萬。
- 按本局與勞工及福利局共同簽署的《行政安排備忘錄》規定，本局已在2015-16年度開始前，向勞工及福利局局長提交該年度的工作綱領及收支預算，並獲得批准。

財務及行政委員會
召集人
余鵬春先生, SBS, JP

Approving the proposed budget for 2015-16

- The proposed budget for 2015-16 was scrutinised and approved. The proposed budget for 2015-16 was prepared with reference to the annual plan for 2015-16 in general and the training places planned for 2015-16 in particular. The budgeted income and expenditure for 2015-16 were HK\$676.37 million and HK\$916.13 million respectively.
- As stipulated in the Memorandum of Administrative Arrangements signed between the Labour and Welfare Bureau and the ERB, the ERB submitted, before the commencement of the financial year 2015-16, the proposed annual plan and budget for 2015-16 to the Secretary for Labour and Welfare for consideration. They were subsequently approved by the Secretary for Labour and Welfare.

Mr. YU Pang-chun, SBS, JP
Convenor
Finance and Administration Committee

審計委員會

審計委員會於2014-15年度舉行了兩次會議，重點工作包括以下各項。

Audit Committee

In 2014-15, two meetings were held by the Audit Committee. The following major tasks were completed.



- 審閱在2014-15年度提交的內部審計報告以及改善建議，包括：
 - 「支援培訓計劃」審計報告；
 - 「課程開辦申請及審批」審計報告；以及
 - 「審批導師資歷及發放畢業證書」審計報告。
- 審批及通過「2015-16年度審計工作計劃」。
- 審批及通過各審計項目的預期風險水平評估結果。
- Scrutinising and approving the following audit reports and their recommendations for improvement:
 - “Funding Programme for Training Courses, Industry Services Programme / District-based Industry Services Programme and ERB Manpower Developer Award Scheme”;
 - “New Training Course Development Processing”;
 - “Vetting of Trainers' Qualifications and Issuance of Certificates to Graduated Trainees”;
- Examining and approving the “Annual Audit Plan for 2015-16”.
- Scrutinising and approving the outcomes of risk assessment for different audit exercises.

審計委員會
召集人
鍾偉平先生, MH

Mr. CHUNG Wai-ping, MH
Convenor
Audit Committee

工作前瞻 CORPORATE OUTLOOK

僱員再培訓局 2015-16 至 2017-18 年度的「三年策略計劃」，將繼續以「培訓給力，就業扶貧」為整體目標，重點支援有特別需要的社群；並繼續按「黃金策略」(GOLD Strategy) 推展各方面的工作。

The Employees Retraining Board would continue to adopt the overall objective of "Training for empowerment, employment for the alleviation of poverty" in the Three-year Strategic Plan for 2015-16 to 2017-18, with emphasis on supporting social groups with special needs. In 2015-16, the ERB would continue to adopt the "GOLD Strategy" in its work.

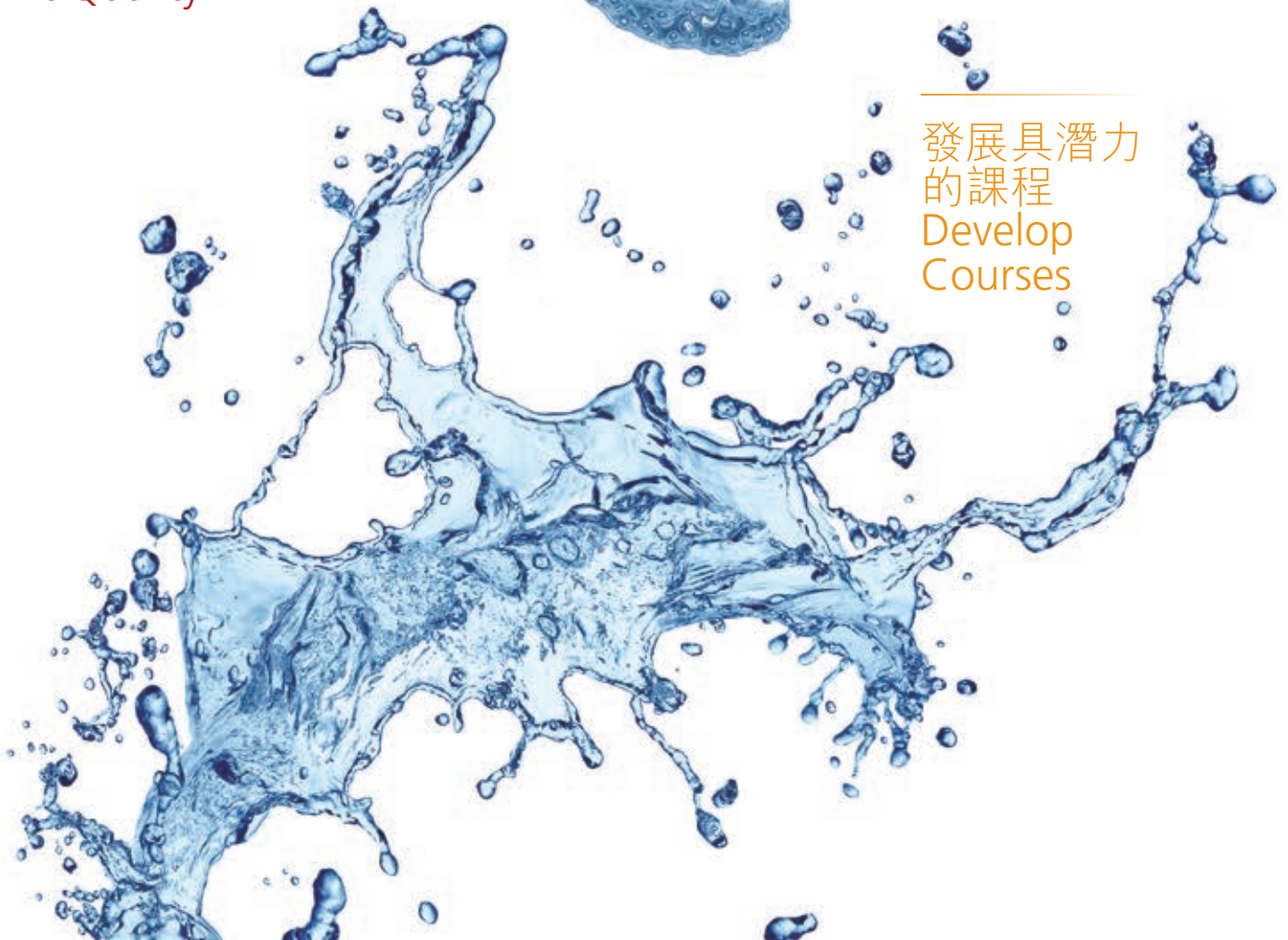
對培訓產生興趣
Generate Interest

提升資源效益
Organise
Resources



改善課程和服務質素
Lift Quality

發展具潛力的課程
Develop
Courses



工作前瞻

Corporate Outlook



僱員再培訓局2015-16至2017-18年度的「三年策略計劃」，將繼續以「培訓給力，就業扶貧」為整體目標，並重點支援有特別需要的社群。

The Employees Retraining Board (ERB) would continue to adopt the overall objective of “Training for empowerment, employment for the alleviation of poverty” in the Three-year Strategic Plan for 2015-16 to 2017-18, with emphasis on supporting social groups with special needs.

- 在2015-16年度，本局會以「愛家·愛工作」為主題，以釋放潛在勞動力和建立共融社會為目標，加大力度為有特別需要的社群提供培訓和就業支援，包括推出以下四項試點計劃：
 - 以外展方式於「少數族裔人士支援服務中心」為少數族裔人士開辦課程；
 - 推出「先聘用，後培訓」試點計劃，協助中年及較年長人士入職安老院舍護理員的工作，再以「日間給假」方式接受培訓；
 - 推出「零存整付」證書計劃，讓未能以全日制形式修讀本局課程的婦女及料理家務者，在完成修讀數個指定的半日或晚間制課程後，可換取與全日制課程具同等資歷的證書；以及
 - 為完成本局課程的新來港人士，推出「起步站」兼職轉介平台，並引進一系列增值服務。
- The ERB would adopt the theme of “Love Your Family, Love Your Work” for 2015-16, and would pilot the following four new programmes to step up the training and employment support for social groups with special needs, so as to unleash the latent workforce and establish a society that embraces diversity and inclusiveness:
 - to adopt an outreaching approach in offering ERB courses at the “Support Service Centres for Ethnic Minorities”;
 - to launch a “First-Hire-Then-Train” pilot programme to assist the middle-aged and mature persons to work as care workers for elderly homes, and attend training courses on a day-release basis afterwards;
 - to introduce a “Modular Certificates Accumulation Scheme” to facilitate women and homemakers who are unable to attend full-time training courses to apply for a certificate with qualifications comparable to a corresponding full-time course upon completion of a number of specified half-day or evening courses; and
 - to launch the “Smart Starter” part-time job vacancy referral platform with value-added services for new arrivals who have completed training courses of the ERB.

- 在2015-16年度，本局將繼續按「黃金策略」推展各方面的工作，包括：

令市民對接受培訓產生興趣

- 在中央和地區層面持續加強宣傳力度；推出全新網站及社交媒體專頁；深化與僱主和商會的聯繫和協作；加強向有特別需要的社群進行推廣；並擴大地區網絡及籌辦更多地區推廣活動。

提升資源效益

- 檢討及改善各項課程行政和相關措施；監察課程成效表現；探討設立「ERB服務點」；並制訂與地區組織協作及在地區層面推廣本局課程和服務的長遠策略。

改善課程和服務質素

- 因應「資歷架構」的發展，持續改善課程質素保證機制，為學員構建資歷階梯；並與商會、專業團體等商討，認可「實務技能培訓及評估中心」(「評估中心」)為相關專業的實務試考場，以提升「評估中心」的專業地位。

發展具就業潛力的課程

- 開拓及推展具就業潛力工種的技能培訓，以改善畢業學員的入職機會及事業前途。

- In 2015-16, the ERB would continue to adopt the “GOLD Strategy” in its work, including:

To arouse people’s interest to pursue training

- to continue to strengthen efforts in central and district-based promotion; to launch a new corporate website and a social media fan page; to foster partnership and collaborations with employers and trade associations; to step up promotion to social groups with special needs; to expand district networks; and to organise more district-based promotional activities.

To optimise operational efficiency and effectiveness

- to review and improve course administration and related measures; to monitor course effectiveness and performance; to explore the feasibility of setting up “ERB Service Spots”; and to formulate long-term strategy for collaboration with district organisations and promotion of our training courses and services on district level.

To improve the quality of training courses and services

- to keep pace with the development of the “Qualifications Framework”; to continue to improve the quality assurance mechanism for training courses with a view to establishing recognised articulation ladders for trainees; and to liaise with trade associations and professional bodies for recognising the “Practical Skills Training and Assessment Centre” (PSTAC) as an assessment centre for practical examinations of related professions for elevating the professional status of the PSTAC.

To develop new training courses with market potential

- to develop and launch skills training for job openings with market potential with a view to improving the employment opportunities and career prospects of the graduate trainees.

財務報表

Financial Statements

獨立核數師報告

致僱員再培訓局各委員

(根據《僱員再培訓條例》於香港成立)

本核數師(以下簡稱「我們」)已審核列載於第110至130頁之僱員再培訓局(「再培訓局」)的財務報表,其中包括於2015年3月31日的資產負債表,及截至該日止年末的收支表、資金變動表及現金流量表,以及主要會計政策概要和其他附註說明。

再培訓局委員就財務報表須承擔的責任

再培訓局委員須負責根據香港會計師公會頒佈的香港財務報告準則編製財務報表,以令財務報表作出真實而公平的反映,並落實其認為編製財務報表所必要的內部控制,以使財務報表不存在由於欺詐或錯誤而導致的重大錯誤陳述。

核數師之責任

我們的責任是根據我們的審計工作的結果,對該等財務報表作出意見,並按照《僱員再培訓條例》第11(2)條之規定,向再培訓局各委員報告,而不作其他用途。我們不會就本報告的內容向任何其他人士負上或承擔任何責任。我們乃根據香港會計師公會頒佈的香港審計準則進行審計。該等準則規定,本行須根據道德操守規劃進行審計工作,以合理確定財務報表是否不存在任何重大錯誤陳述。

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EMPLOYEES RETRAINING BOARD

(Established in Hong Kong under the Employees Retraining Ordinance)

We have audited the financial statements of Employees Retraining Board (the "Board") set out on pages 110 to 130, which comprise the balance sheet as at 31 March 2015, and the income and expenditure account, statement of changes in fund and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Responsibilities of the Members of the Board for the Financial Statements

The members of the Board are responsible for the preparation of financial statements that give a true and fair view in accordance with Hong Kong Financial Reporting Standards issued by the Hong Kong Institute of Certified Public Accountants, and for such internal control as the members of the Board determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit and to report our opinion solely to you, as a body, in accordance with section 11(2) of the Employees Retraining Ordinance and for no other purpose. We do not assume responsibility towards or accept liability to any other person for the contents of this report. We conducted our audit in accordance with Hong Kong Standards on Auditing issued by the Hong Kong Institute of Certified Public Accountants. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

審計涉及執行情序以獲取有關財務報表所載金額及披露資料的審計憑證。所選定的程序取決於核數師的判斷，包括評估由於欺詐或錯誤而導致財務報表存在重大錯誤陳述的風險。在評估該等風險時，核數師考慮與該機構編製財務報表以作出真實而公平的反映相關的內部控制，以設計適當的審計程序，但並非對機構內部控制的有效性發表意見。審計亦包括評價再培訓局委員所採用會計政策的合適性及作出會計估計的合理性，以及評價財務報表的整體列報方式。

我們相信我們所獲得的審計憑證能充足和適當地為我們的審計意見提供基礎。

意見

我們認為該等財務報表已根據香港財務報告準則真實而公平地反映再培訓局於2015年3月31日的財務狀況及再培訓局截至該日止年度的虧損及現金流量。

德勤 • 關黃陳方會計師行
執業會計師
香港

2015年12月11日

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation of financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Board, as well as evaluating the overall presentation of financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the Board's affairs as at 31 March 2015, and of its deficit and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

Deloitte Touche Tohmatsu
Certified Public Accountants
Hong Kong

11 December 2015

財務報表

Financial Statements

收支表

INCOME AND EXPENDITURE ACCOUNT

截至2015年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2015

		附註 NOTES	二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
收入	Income			
徵款收入	Levy income		21,008,173	7,440,709
利息收入	Interest income		560,819,163	65,711,410
課程學費收入	Course fee income		5,569,592	4,890,866
其他收入	Other income	6	2,237,145	1,578,778
			589,634,073	79,621,763
支出	Expenditure			
再培訓津貼	Retraining allowances	7	(60,160,340)	(67,172,195)
培訓課程及計劃開支	Training courses and programme expenses	8	(642,365,729)	(649,975,754)
向入境事務處就收取徵費 而繳交的行政費	Administrative fees charged by the Immigration Department for the collection of levy		(854,930)	(2,126,847)
行政開支	Administrative expenses		(116,721,680)	(109,892,876)
其他開支	Other expenses		-	(3,126,553)
			(820,102,679)	(832,294,225)
稅前年內虧損	Deficit before taxation		(230,468,606)	(752,672,462)
所得稅	Taxation	9	-	-
年內虧損	Deficit for the year	10	(230,468,606)	(752,672,462)

資產負債表 BALANCE SHEET

於2015年3月31日
AT 31 MARCH 2015

		附註 NOTES	二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
非流動資產	Non-current assets			
物業及設備	Property and equipment	12	29,533,916	43,662,869
非流動租金及公用設施按金	Rental and utility deposits	13	1,694,745	1,346,900
購買物業及付樓宇改良 工程按金	Deposits paid for acquisition of equipment and leasehold improvements		–	588,676
應收香港金融管理局 之款項	Amount due from the Hong Kong Monetary Authority	15	12,500,000,000	12,500,000,000
			12,531,228,661	12,545,598,445
流動資產	Current assets			
應收款項、按金及預付款	Receivables, deposits and prepayments	13	17,429,992	17,856,191
應收香港金融管理局 之款項	Amount due from the Hong Kong Monetary Authority	15	556,895,478	43,150,685
應收入境事務處之款項	Amount due from the Immigration Department	16	441,600	492,000
應收培訓機構之款項	Amounts due from training bodies	16	932,959	1,236,755
銀行結餘及存款	Bank balances and deposits	14		
– 現金及現金等價物	– Cash and cash equivalents		45,172,240	1,002,338,065
– 到期日超過三個月 之短期銀行存款	– Bank deposits with maturity over three months		2,954,875,900	2,733,270,000
			3,575,748,169	3,798,343,696
流動負債	Current liabilities			
應計費用及其他應付款	Accrual and other payables		57,825,055	62,724,831
應付入境事務處 之款項	Amount due to the Immigration Department	16	–	1,596,929
			57,825,055	64,321,760
淨流動資產	Net current assets		3,517,923,114	3,734,021,936
淨資產	Net assets		16,049,151,775	16,279,620,381
資金	Fund			
僱員再培訓基金	Employees Retraining Fund		16,049,151,775	16,279,620,381

第110至130頁的財務報表已經過僱員再培訓局委員審批及授權，於2015年12月11日由以下代表簽署：

The financial statements on pages 110 to 130 were approved and authorised for issue by the members of the Employees Retraining Board on 11 December 2015 and are signed on its behalf by:

梁永祥 William LEUNG Wing-cheung
主席 Chairman

吳家光 Stanley NG Ka-kwong
行政總監 Executive Director

財務報表 Financial Statements

資金變動表 STATEMENT OF CHANGES IN FUND

截至2015年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2015

		僱員再培訓基金 Employees Retraining Fund 港元HK\$
於2013年4月1日	At 1 April 2013	2,032,292,843
香港特別行政區政府的注資	Funding injection by the Government of the HKSAR	15,000,000,000
年內虧損	Deficit for the year	(752,672,462)
於2014年3月31日	At 31 March 2014	16,279,620,381
年內虧損	Deficit for the year	(230,468,606)
於2015年3月31日	At 31 March 2015	16,049,151,775

現金流量表 STATEMENT OF CASH FLOWS

截至2015年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2015

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
經營業務	OPERATING ACTIVITIES		
年內虧損	Deficit for the year	(230,468,606)	(752,672,462)
經調整：	Adjustments for:		
物業及設備折舊	Depreciation of property and equipment	19,256,068	14,082,627
利息收入	Interest income	(560,819,163)	(65,711,410)
應收課程收入及其他 應收款減值虧損	Impairment losses recognised in respect of course fee income receivables and other receivables	2,231,272	1,240,375
營運資金變動前之經營 業務現金流	Operating cash flows before movements in working capital	(769,800,429)	(803,060,870)
應收款項、按金及預付款 之增加	Increase in receivables, deposits and prepayments	(2,076,919)	(774,766)
應收入境事務處之款項 之減少(增加)	Decrease (increase) in amount due from the Immigration Department	50,400	(492,000)
應收培訓機構之款項之減少	Decrease in amounts due from training bodies	303,796	1,761,702
應付款項及其他應付款 之(減少)增加	(Decrease) increase in accrual and other payables	(4,899,775)	13,992,979
應付入境事務處之款項之減少	Decrease in amount due to the Immigration Department	(1,596,929)	(3,224,409)
應付培訓機構之款項之減少	Decrease in amounts due to training bodies	-	(2,478,233)
用於經營業務之現金淨額	NET CASH USED IN OPERATING ACTIVITIES	(778,019,856)	(794,275,597)
投資業務	INVESTING ACTIVITIES		
已收利息	Interest received	47,074,370	20,076,031
購買物業及設備之款項	Purchase of property and equipment	(4,614,439)	(17,188,320)
存放於香港金融管理局 之款項	Placement of funds at the Hong Kong Monetary Authority	-	(12,500,000,000)
到期日超過三個月之短期銀行 存款之增加	Increase in short-term bank deposits with maturity over three months	(221,605,900)	(759,161,000)
用於投資業務之現金淨額	NET CASH USED IN INVESTING ACTIVITIES	(179,145,969)	(13,256,273,289)
來自融資業務之現金淨額	CASH FROM FINANCING ACTIVITY		
香港特別行政區政府的注資	Funding injection by the Government of HKSAR	-	15,000,000,000
現金及現金等值物(減少) 增加淨額	NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(957,165,825)	949,451,114
承前現金及現金等值物	CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR	1,002,338,065	52,886,951
現金及現金等值物結轉	CASH AND CASH EQUIVALENTS AT END OF THE YEAR		
銀行結餘及現金	Represented by bank balances and cash	45,172,240	1,002,338,065
現金及現金等值物分析：	Analysis of cash and cash equivalents:		
銀行結餘及現金	Bank balances and cash	45,172,240	40,968,065
到期日等於或少於三個月之 銀行存款	Bank deposits with maturity of three months or less	-	961,370,000
		45,172,240	1,002,338,065

財務報表附註

截至2015年3月31日止年度

1. 機構組織與事務

僱員再培訓局（「再培訓局」）是一個獨立法定組織，根據《僱員再培訓條例》於1992年成立。再培訓局提供的培訓課程及服務是以市場為導向，就業為本，靈活配合市場變化。再培訓局在2007年12月擴大服務對象範疇，涵蓋15歲或以上、具副學位或以下教育程度的人士。

根據《僱員再培訓條例》第14(1)條、第14(2)條及附表三，僱主須為透過「輸入僱員計劃」而引入的外來僱員繳付一項名為「僱員再培訓徵款」（「徵款」）的款項，僱主就輸入每名僱員預先繳付徵款，金額為400港元乘以僱傭合約期內的月數（以24個月為上限）計算。由2003年10月1日起，僱用外籍家庭傭工或與外籍家庭傭工續約的僱主，也須繳付此項徵款。然而，由2008年8月1日起，僱用外來僱員的僱主在簽訂新合約或續訂合約時，獲豁免繳付徵款的責任，為期5年至2013年7月31日止。在豁免徵款期屆滿後，外籍家庭傭工的僱主繳付徵款的責任獲取消。本年已收取或應收取的徵款乃為在2008年8月1日之前簽訂的合約及於2013年8月1日起於補充勞工計劃下所輸入勞工的徵款。

為提供持續及穩定的資金用作提升本地工人的生產力，香港特別行政區政府於2014年2月向再培訓局注資150億港元。

再培訓局的辦事處地址為香港柴灣小西灣道10號3樓至6樓。

再培訓局的財務報表以港元呈列，而港元亦為本局的功能貨幣。

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

1. ORGANISATION AND ACTIVITIES

The Employees Retraining Board (the "Board") is an independent statutory body established in 1992 under the Employees Retraining Ordinance ("ERO"). The Board provides training courses and services that are market-driven and employment-oriented so as to meet the changing needs of the employment market. In December 2007, the Board extended its service to cover people aged 15 or above and with an education attainment at sub-degree or below.

In accordance with Section 14(1), Section 14(2) and Schedule 3 of the ERO, a specified levy known as Employees Retraining Levy (the "levy") was imposed on those employers importing employees under the Labour Importation Scheme. The levy payable for each imported employee is HK\$400 multiplied by the number of months covered by the employment contract up to a maximum of 24 months. From 1 October 2003 onwards, employers who employ, or renew a contract with, a foreign domestic helper, would also have to pay the levy. However, effective from 1 August 2008, the obligation on employers of imported employees to pay the levy for new and renewed contracts has been suspended for a period of five years up to 31 July 2013. The levy on employers of foreign domestic helpers was subsequently abolished when the suspension expired. The levy received or receivable in the current period relates to the contracts entered into before 1 August 2008 and the levy on employers of imported employees under the Supplementary Labour Scheme from 1 August 2013 onwards.

To provide sustained and stable financial support for the Board so that it can continue to enhance the productivity of local workers, Government injected HK\$15 billion into the Board in February 2014.

The address of registered office of the Board is 3/F to 6/F, 10 Siu Sai Wan Road, Chai Wan, Hong Kong.

The financial statements are presented in Hong Kong dollars, which is same as the functional currency of the Board.

2. 採納新訂及經修訂香港財務報告準則

採納新訂及經修訂香港財務報告準則

本年度，再培訓局首次應用下列由香港會計師公會所頒佈之經修訂香港財務準則及一項詮釋：

香港財務報告準則第10號， 香港財務報告準則第12號及 香港會計準則第27號（修訂本） Amendments to HKFRS 10, HKFRS 12 and HKAS 27	投資實體 Investment Entities
香港會計準則第32號（修訂本） Amendments to HKAS 32	金融資產及金融負債的互相抵銷 Offsetting Financial Assets and Financial Liabilities
香港會計準則第36號（修訂本） Amendments to HKAS 36	非金融資產可收回金額之披露 Recoverable Amount Disclosures for Non-Financial Assets
香港會計準則第39號（修訂本） Amendments to HKAS 39	衍生工具替代及對沖會計法之延續 Novation of Derivatives and Continuation of Hedge Accounting
香港（國際財務報告詮釋委員會） － 詮釋第21號 HK(IFRIC) – Int 21	徵費 Levies

於本年度首次採納之香港財務報告準則修訂本及詮釋並無對再培訓局於本會計年度或過往會計年度的財務表現及狀況及／或財務報表所載之披露產生重大影響。

2. APPLICATION OF NEW AND REVISED HONG KONG FINANCIAL REPORTING STANDARDS (“HKFRSs”)

Application of new and revised HKFRSs

The Board has applied for the first time in the current year the following amendments to HKFRSs and a new Interpretation issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”).

The application of the amendments to HKFRSs and the new Interpretation in the current year has had no material impact on the Board’s financial performance and positions for the current and prior years and/or on the disclosures set out in these financial statements.

財務報表

Financial Statements

已頒佈但尚未生效之新訂及經修訂香港財務報告準則

再培訓局並未提早應用以下已頒佈但尚未生效之新訂及經修訂香港財務報告準則：

香港財務報告準則第9號 HKFRS 9	金融工具 ¹ Financial Instruments ¹
香港財務報告準則第14號 HKFRS 14	監管遞延賬項 ² Regulatory Deferral Accounts ²
香港財務報告準則第15號 HKFRS 15	客戶合同收益 ¹ Revenue from Contracts with Customers ¹
香港財務報告準則第11號(修訂本) Amendments to HKFRS 11	收購共同營運權益之入賬方法 ³ Accounting for Acquisitions of Interests in Joint Operations ³
香港會計準則第1號(修訂本) Amendments to HKAS 1	披露主動性 ³ Disclosure Initiative ³
香港會計準則第16號及香港會計準則第38號(修訂本) Amendments to HKAS 16 and HKAS 38	釐清可接納之折舊及攤銷方法 ³ Clarification of Acceptable Methods of Depreciation and Amortisation ³
香港財務報告準則(修訂本) Amendments to HKFRSs	2012年至2014年週期香港財務報告準則之年度改進 ³ Annual Improvements to HKFRSs 2012-2014 Cycle ³
香港會計準則第16號及香港會計準則第41號(修訂本) Amendments to HKAS 16 and HKAS 41	農業：生產性植物 ³ Agriculture: Bearer Plants ³
香港會計準則第27號(修訂本) Amendments to HKAS 27	獨立財務報表內之權益法 ³ Equity Method in Separate Financial Statements ³
香港財務報告準則第10號及香港會計準則第28號(修訂本) Amendments to HKFRS 10 and HKAS 28	投資者與其聯營公司或合營企業之間出售或香港注入資產 ³ Sale or Contribution of Assets between an Investor and its Associate or Joint Venture ³
香港財務報告準則第10號、香港財務報告準則第12號及香港會計準則第28號(修訂本) Amendments to HKFRS 10, HKFRS 12 and HKAS 28	投資實體：應用綜合入賬例外情況 ³ Investment Entities: Applying the Consolidation Exception ³

¹ 於二零一八年一月一日或其後開始之年度期間生效。

² 二零一六年一月一日開始之年度或其後首份香港財務報告準則年度財務報表生效。

³ 於二零一六年一月一日或其後開始之年度期間生效。

再培訓局委員預期採納這些已頒佈但尚未生效之新及經修訂香港財務報告準則對再培訓局之財務表現及財務狀況及／或於財務報表之披露並無重大影響。

New and revised HKFRSs in issue but not yet effective

The Board has not early applied the following new and revised HKFRSs that have been issued but are not yet effective:

¹ Effective for annual periods beginning on or after 1 January 2018

² Effective for first annual HKFRS financial statements beginning on or after 1 January 2016

³ Effective for annual periods beginning on or after 1 January 2016

The Board's members anticipate that the application of new and revised HKFRSs in issue but not yet effective has no material impact on the Board's financial performance and positions and/or on the disclosures set out in these financial statements.

3. 主要的會計政策

遵例聲明

再培訓局的財務報表是按照香港會計師公會所頒佈的香港財務報告準則編制而成。

編制基準

財務報表乃根據歷史成本基準於每報告期終而編制。

歷史成本基礎是根據交換物品的代價之公允價值所定。

主要的會計政策列載如下。

收益確認

收入按已收款項或應收款項的公允價值計量，及代表正常業務過程中提供服務的應收款項。

- 徵款收入乃於收到入境事務處有關僱主就外來僱員繳費通知時確認入賬。
- 課程學費在課程期間內按比例基準確認。
- 教育局的評審資助在收取款項的權利確定時入賬。

金融資產之利息收入於經濟利益可能流入再培訓局及收益金額能夠可靠地計量時確認。金融資產之利息收入按時間比例基準，參考尚餘及適用之實際利率計算，該利率為按金融資產之預計年期準確折現估計未來現金收入在該資產於初始確認時之賬面淨值之利率。

3. SIGNIFICANT ACCOUNTING POLICIES

Statement of compliance

The financial statements have been prepared in accordance with HKFRSs issued by the HKICPA.

Basis of preparation

The financial statements have been prepared on the historical cost basis at the end of each reporting period.

Historical cost is generally based on the fair value of the consideration given in exchange for goods and services.

The principal accounting policies are set out below.

Income recognition

Income is measured at the fair value of the consideration received or receivable and represents amounts receivable for services provided in the normal course of business.

- Levy income is recognised upon notification from the Immigration Department of its receipt from employers of imported labour.
- Course fee income is recognised by reference to the stage of completion of the course, determined as the proportion of the total time expected to complete the course at the end of the reporting period.
- Accreditation grant from Education Bureau is recognised when the right to receive payment is established.

Interest income from a financial asset is recognised when it is probable that the economic benefits will flow to the Board and the amount of income can be measured reliably. Interest income is accrued on a time basis, by reference to the principal outstanding and at the effective interest rate applicable, which is the rate that exactly discounts the estimated future cash receipts through the expected life of the financial asset to the asset's net carrying amount on initial recognition.

財務報表

Financial Statements

物業及設備

於資產負債表中的物業及設備按歷史成本減累積折舊和減值虧損（如有）列賬。

物業及設備之折舊乃於其估計使用年內以直線方法確認以撇銷成本減殘值。估計年期、殘值及折舊方法乃於各報告期終檢討，估計變動之影響則預先入賬。

物業及設備項目於出售時或預計持續使用資產而不會產生未來經濟效益時終止確認。出售或停用物業及設備項目所產生之任何收益或虧損，按資產之出售所得款項與賬面之差額釐定，並於收支表中確認。

金融工具

當再培訓局成為金融工具合約條款之一方，金融資產及金融負債會於資產負債表中確認。

金融資產及金融負債初始乃按公平值計算。於收購或發行金融資產及金融負債直接產生之交易成本於初始確認時適當地自金融資產或金融負債之公平值中加入或扣除。

金融資產

再培訓局將其財務資產分類為貸款及應收款項。分類視乎金融資產購入的目的及性質而定，並在初始確認時釐定其金融資產的分類。所有購買及出售金融資產按交易日基準而確認及撇銷。正常買賣指須找規定或市場慣例規定的時限內交付資產的金融資產買賣。

Property and equipment

Property and equipment are stated in the balance sheet at cost less subsequent accumulated depreciation and subsequent accumulated impairment losses, if any.

Depreciation is recognised so as to write off the cost of assets, less their residual values over their estimated useful lives, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each reporting period, with the effect of any changes in estimate accounted for on a prospective basis.

An item of property and equipment is derecognised upon disposal or when no future economic benefits are expected to arise from the continued use of the asset. Any gain or loss arising on the disposal or retirement of an item of property and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the income and expenditure account.

Financial instruments

Financial assets and financial liabilities are recognised when the Board becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition.

Financial assets

The Board's financial assets are classified as loan and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

實際利率法

實際利率法乃計算債務工具之攤銷成本，以及於相關期間攤分利息收入之方法。實際利率指按債務工具之預期年期或較短期間內（如適用）準確折現估計未來現金付款（包括構成實際利率不可或缺部分之一切已付或已收費用、交易成本及其他溢價或折讓）至初始確認時賬面淨值之利率。

債務工具之利息收入按實際利率基準確認。

貸款及應收款項

貸款及應收款項為有固定或可釐定付款款額但並無於活躍市場內報價之非衍生金融資產。於初始確認後，貸款及應收款項（包括應收款項及按金、應收香港金融管理局、入境事務處及培訓機構之款項，以及銀行結餘及存款）採用實際利率法按攤銷成本減任何已識別減值虧損列賬（參見下文有關金融資產減值虧損之會計政策）。

金融資產減值虧損

金融資產於報告期終時評估減值跡象。若金融資產於初始確認後發生一項或多項事件而導致有客觀證據顯示金融資產之未來現金流量估算受到影響，則視為出現減值虧損。

減值虧損之客觀證據可包括：

- 發行人或對方遇到嚴重財務困難；或
- 違約，例如逾期或拖欠支付利息或本金；或
- 借款人有可能破產或進行財務重組。

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts (including all fees and points paid or received that form an integral part of the effective interest rate, transaction costs and other premiums or discounts) through the expected life of the debt instrument, or where appropriate, a shorter period to the net carrying amount on initial recognition.

Interest income is recognised on an effective basis for debt instruments.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Subsequent to initial recognition, loans and receivables (including receivables and deposits, amounts due from the Hong Kong Monetary Authority, the Immigration Department and training bodies, and bank balances and deposits) are measured at amortised cost using the effective interest method, less any impairment losses (see accounting policy on impairment loss on financial assets below).

Impairment on financial assets

Financial assets are assessed for indicators of impairment at the end of each reporting period. Financial assets are considered to be impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the financial assets have been affected.

Objective evidence of impairment could include:

- significant financial difficulty of the issuer or counterparty; or
- breach of contract, default or delinquency in interest or principal payments; or
- it becoming probable that the borrower will enter bankruptcy or financial re-organisation.

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倘具備客觀證據顯示資產減值，減值虧損於收支表中確認，並按資產賬面值與根據原實際利率折現估計未來現金流量之現值之差額計量。倘於其後，減值虧損之金額出現減少，該等減值虧損將透過損益撥回，惟該項資產於撥回當日之賬面值不得超出倘沒有確認減值之攤銷成本。

金融負債

金融負債是按照合約內容及定義而分類。

金融負債

金融負債（包括應計費用、其他應付款，及應付入境事務處之款項）初始根據公平法確認及其後按實際利率法攤銷成本計算。

實際利率法

實際利率法乃計算金融負債之攤銷成本，以及於相關期間攤分利息支出之方法。實際利率指按金融負債之預期年期或較短期間內（如適用）準確折現估計未來現金付款（包括構成實際利率不可或缺部分之一切已付或已收費用、交易成本及其他溢價或折讓）至初始確認時賬面淨值之利率。

金融負債之利息支出按實際利率基準確認。

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the financial asset's original effective interest rate. If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through income and expenditure account to the extent that the carrying amount of the asset at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

Financial liabilities

Debts are classified in accordance with the substance of the contractual arrangements and the definitions of a financial liability.

Financial liabilities

Financial liabilities (including accrual and other payables, and amount due from the Immigration Department) are initially measured at fair value and subsequently measured at amortised cost, using the effective interest method.

Effective interest method

The effective interest method is a method of calculating the amortised cost of a financial liability and of allocating interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments (including all fee and points paid or received that form an integral part of the effective interest rate, transaction costs and other premium or discounts) through the expected life of the financial liability, or where appropriate, a shorter period, to the net carrying amount on initial recognition.

Interest expense is recognised on an effective interest basis.

終止確認

若資產收取現金流之權利已屆滿，或金融資產已轉讓及本公司已將其於金融資產擁有權之絕大部分風險及回報轉移，則金融資產將被取消。

金融負債相關之特定責任獲解除、取消或到期時可以被終止確認。終止確認之金融負債賬面值與已付及應付代價之差額乃於收支表確認。

資產減值虧損

再培訓局於每個報告期末審閱資產之賬面值，判斷是否有任何跡象顯示該等資產出現減值虧損。倘存在減值跡象，則對資產之可回收金額進行估計，以釐定減值虧損（如有）之程度。

可收回之金額乃公平值減銷售成本與使用價值之間之較高者。在評估使用價值時，估計未來現金流按貼現率貼現至其現值，以反映現時市場對金錢時間價值之評估及未來現金流估計，未予調整資產之特定風險。

倘估計一項資產的可回收金額少於其賬面值時，則將該資產之賬面值減至其可回收金額。該資產減值虧損即時於收支表中確認。

若其後減值虧損撥回，資產之賬面值將增至其可回收金額之經修估計值，但該增加後之賬面值不會超過假設在過往年度沒有就該資產確認減值虧損而釐定之賬面值。減值虧損撥回於損益中即時確認。

Derecognition

The Board derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity.

The Board derecognises financial liabilities when, and only when, the Board's obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability derecognised and the consideration paid and payable is recognised in the income and expenditure account.

Impairment of tangible assets

At the end of the reporting period, the Board reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of an asset is estimated in order to determine the extent of the impairment loss, if any.

Recoverable amount is the higher of fair value less costs of disposal and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in the income and expenditure account.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately in the income and expenditure statement.

租賃

若租賃條款實質上將所有權之所有風險及回報均轉讓予承租人，則租賃分類為融資租賃。所有其他租賃分類為經營租賃。

再培訓局為承租人

經營租賃付款以直線法於有關租賃期內確認為支出，除非有另一種系統化基準更能代表從租賃資產產生的經營利益消耗的時間模式。

退休福利成本

向退休福利計劃所作之供款於僱員已提供可獲授供款之服務時列作開支扣除。

撥備

再培訓局因已發生的事件而產生現有的責任（法律或推定），很有可能需要資源流出以償付責任，以及金額已被可靠估算時，即須確認撥備。於報告期終時，撥備包括服務合約中特定之責任於交收時需維持或恢復基礎設備以最佳估計償付的代價計算。根據需要資源流出以償付責任計算的撥備之賬面值為其現金流的現金之公平值。

4. 資本風險管理

再培訓局的資本主要由僱員再培訓徵款及香港特別行政區政府注資維持。再培訓局的資本管理目標是保障再培訓局能夠持續經營。再培訓局的整體策略與上年度比較維持不變。

Leasing

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

The Board as lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

Retirement benefit costs

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provisions

Provisions are recognised when the Board has a present obligation (legal or constructive) as a result of a past event, it is probable that the Board will be required to settle that obligation, and a reliable estimate can be made of the amount of the obligation. The amount recognised as a provision, including those arising from the contractual obligation specified in the service concession arrangement to maintain or restore the infrastructure before it is handed over to the grantors, is the best estimate of the consideration required to settle the present obligation at the end of the reporting period, taking into account the risks and uncertainties surrounding the obligation. When a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows.

4. CAPITAL RISK MANAGEMENT

The Board is funded mainly by Employees Retraining Levy and funding injection by the Government of the HKSAR. The members of the Board manage its funds to ensure that the Board will be able to continue as a going concern. The Board's overall strategy remains unchanged from prior year.

5. 金融工具

5. FINANCIAL INSTRUMENTS

a. 金融工具分類

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
金融資產	Financial assets		
貸款及應收款項 (包括現金及現金等值物)	Loans and receivables (including cash and cash equivalents)	16,072,613,649	16,294,802,932
金融負債	Financial liabilities		
攤銷成本計	Amortised cost	46,674,382	53,865,870

a. Categories of financial instruments

b. 財務風險管理目標及政策

再培訓局的金融工具包括應收款項及按金、應收香港金融管理局、入境事務處及培訓機構之款項、銀行結餘及存款、應計費用及其他應付款、及應付入境事務處之款項。有關上述金融工具的詳細資料已披露在相關附註。再培訓局就減輕上述金融工具風險的政策載於下文。再培訓局委員管理及監督以下財務風險，確保適當之措施得以及時和有效地執行。

信貸風險

再培訓局在應收課程學費收入方面並沒有重大集中的信貸風險。信貸風險主要來自存放在銀行的存款及應收香港金融管理局之款項。

由於相關銀行均是獲得國際信貸評級機構授予高信貸評級的銀行及香港金融管理局及政府機構，因此流動資金的信貸風險有限。

b. Financial risk management objectives and policies

The Board's major financial instruments include receivables and deposits, amounts due from the Hong Kong Monetary Authority, the Immigration Department and training bodies, and bank balances and deposits, accrual and other payables and amount due to the Immigration Department. Details of these financial instruments are disclosed in respective notes. The risks associated with these financial instruments and the policies on how to mitigate these risks are set out below. The members of the Board manage and monitor these exposures to ensure appropriate measures are implemented on a timely and effective manner.

Credit risk

The Board has no significant concentration of credit risk on course fee receivables as the members of the Board consider the amounts involved are insignificant. The credit risk on deposits at banks is limited because the counterparties are banks with high credit ratings.

The credit risk on amount due from the Hong Kong Monetary Authority is limited because the counterparty is a government authority.

市場風險

利率風險

再培訓局之現金流量利率風險主要來自浮動市場利率的銀行存款及應收香港金融管理局之款項(見附註14及15)。再培訓局並沒有透過衍生工具合約來對沖現金流量利率風險。但若有重大的現金流量風險，再培訓局委員會及時和有效地採取適當之措施以降低現金流量利率風險。

敏感度分析

以下敏感度分析乃以再培訓局之浮動銀行存款及應收香港金融管理局之款項的利率風險為基準釐定。此敏感度分析之編制乃假設報告期終未結算之資產及負債金額於整個年度均未結算。50基點(2014年：50基點)之增減指再培訓局委員就利率之可能合理變動而作出之評估。

若利率上升50基點(2014年：50基點)，而其他變量均保持不變，再培訓局截至2015年3月31日止年度之年內虧損會減少80,260,000港元(2014年：81,378,000港元)。若利率下降50基點(2014年：50基點)，再培訓局年內虧損會帶來相等但相反的影響。

Market risk

Interest rate risk

The Board is exposed to cash flow interest rate risk in relation to variable-rate bank deposits which carried at market interest rate and amount due from the Hong Kong Monetary Authority which carried interest at higher of the average investment return of the Exchange Fund's Investment Portfolio for the past six years and the average annual yield of three-year Exchange Fund Notes for the previous year (see notes 14 and 15 respectively). The Board currently does not use any derivative contracts to hedge its exposure to interest rate risk. However, the members of the Board will consider appropriate measures to manage and monitor interest rate exposure should the need arise.

Sensitivity analysis

The sensitivity analysis has been determined based on the exposure to interest rate from the Board's variable-rate bank deposits and amount due from the Hong Kong Monetary Authority. The analysis is prepared assuming the bank deposits and amount due from Hong Kong Monetary Authority outstanding at the end of the reporting period were outstanding for the whole year. A 50 basis points (2014: 50 basis points) increase or decrease is used, which represents members' assessment of the reasonable possible change in interest rates.

If interest rates had been 50 basis points (2014: 50 basis points) higher and all other variables were held constant, the Board's deficit for the year ended 31 March 2015 would decrease by approximately HK\$80,260,000 (2014: HK\$81,378,000). An equal but opposite impact on the Board's deficit for the year would be resulted if the interest rates had been 50 basis points (2014: 50 basis points) lower.

流動資金風險

對於流動資金風險管理，再培訓局管理和監控及維持充足的資金，藉以減少現金流浮動的影響。

金融負債的賬面值是指再培訓局須於一年內付和須於要求時償還的金融負債的未貼現現金流量。再培訓局的所有金融負債都是免息的。

c. 公平值非在持續基礎上以公允值計量的金融資產和金融負債的公允值（但要求作出公允值披露）

金融資產及金融負債之公平值乃根據公認之定價模型，以根據市場交易的貼現現金流分析釐定。

再培訓局委員認為財務報表按攤銷成本記錄之金融資產及金融負債之賬面值與其公平值相若。

Liquidity risk

In the management of the liquidity risk, the Board monitors and maintains a level of cash and cash equivalents deemed adequate by the management to finance the Board's operations and mitigate the effects of fluctuations in cash flows.

The carrying amounts of the Board's financial liabilities represent the undiscounted cash flows of the financial liabilities which are repayable on demand or within one year. All the financial liabilities are non-interest bearing.

c. Fair value of financial assets and financial liabilities that are not measured at fair value on a recurring basis (but fair value disclosures are required)

The fair values of financial assets and financial liabilities are determined in accordance with generally accepted pricing models based on discounted cash flow analysis using prices from observable current market transactions.

The members of the Board consider that the carrying values of financial assets and financial liabilities recorded at amortised cost in the financial statements approximate to their corresponding fair values.

6. 其他收入

6. OTHER INCOME

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
教育局的評審資助（附註）	Accreditation grant from Education Bureau (note)	892,242	468,600
雜項收入	Sundry income	1,344,903	1,110,178
		2,237,145	1,578,778

附註：此項資助來自教育局根據「支援資歷架構的指定計劃」下就再培訓局的培訓課程成功通過香港學術及職業資歷評審局的評審後，以發還款項形式發放。

Note: The amount is granted by the Education Bureau to the Board, under the "Designated Support Schemes for Qualifications Framework" upon successful accreditation on the Board's training courses by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, on a reimbursement basis.

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7. 再培訓津貼

根據《僱員再培訓條例》第21(4)條，有關參與再培訓局課程的學員，在符合《僱員再培訓條例》第20(1)條所列條件，均可獲發再培訓津貼。

7. RETRAINING ALLOWANCES

In accordance with Section 21(4) of the ERO, a specified retraining allowance is payable to the trainees in respect of their attendance of training courses, subject to their eligibility as set out in Section 20(1) of the ERO.

8. 培訓課程及計劃開支

8. TRAINING COURSES AND PROGRAMME EXPENSES

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
培訓課程	Training courses	572,861,403	588,643,074
ERB服務中心	ERB service centres	22,405,670	22,097,321
實務技能培訓及評估中心	Practical Skills Training and Assessment Centre	7,155,286	6,785,462
「樂活一站」及「陪月一站」	Smart Living and Smart Baby Care Scheme	13,552,316	13,420,268
宣傳及推廣計劃	Promotion and publicity programmes	10,625,353	10,438,103
課程質素保證機制	Course quality assurance programmes	10,493,735	1,479,447
其他	Others	5,271,966	7,112,079
		642,365,729	649,975,754

9. 所得稅

根據《稅務條例》第88條，再培訓局獲豁免繳付該條例下的所有稅項。

9. TAXATION

The Board is exempted from profits tax under the provision of Section 88 of the Inland Revenue Ordinance.

10. 年內虧損

10. DEFICIT FOR THE YEAR

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
年內虧損已扣除下列各項：	Deficit for the year has been arrived at after charging:		
核數師酬金	Auditor's remuneration	225,000	230,000
折舊（附註12）	Depreciation (note 12)	19,256,068	14,082,627
應收課程學費收入及其他 應收款減值虧損	Impairment losses recognised in respect of course fee income and other receivables	2,231,272	1,240,375
經營租賃租金	Operating lease payments in respect of rented premises	8,945,830	9,937,853
員工成本，包括主要管理層 人員薪酬	Staff costs, including key management personnel compensation		
— 薪金及其他福利	— salaries and other benefits costs	84,706,648	80,706,952
— 退休福利	— retirement benefits scheme contributions	4,444,563	3,995,967

11. 再培訓局委員會及主要管理層人員薪酬

再培訓局委員沒有收到任何薪酬。再培訓局的主要管理層乃負責策劃、執行及監控再培訓局事務的5位（2014年：5位）總監級管理人員。他們的薪酬已包括在以上附註10內。以上總監級管理人員的薪酬如下：

11. MEMBERS AND KEY MANAGEMENT PERSONNEL COMPENSATION

No remuneration were received by the members of the Board. The key management of the Board refers to the five directorate officers (2014: five directorate officers) of the Board having authority and responsibility for planning, implementing and controlling the activities of the Board. The key management personnel's emoluments are included in note 10 above. The emoluments of these individuals were as follows:

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
薪酬及津貼	Salaries and allowances	9,092,893	8,636,051
退休福利	Retirement benefits scheme contributions	369,827	314,776
約滿酬金	Provision for gratuities	832,117	789,315
		10,294,837	9,740,142

12. 物業及設備

12. PROPERTY AND EQUIPMENT

		租賃物業裝修 Leasehold improvements 港元HK\$	家具及設備 Furniture, fixtures and equipment 港元HK\$	汽車 Motor vehicle 港元HK\$	合共 Total 港元HK\$
成本	COST				
於2013年4月1日	At 1 April 2013	24,661,423	7,137,809	336,000	32,135,232
增加	Additions	49,987,135	3,115,468	-	53,102,603
出售	Disposals	-	(2,825,359)	-	(2,825,359)
於2014年3月31日	At 31 March 2014	74,648,558	7,427,918	336,000	82,412,476
增加	Additions	-	5,127,115	-	5,127,115
出售	Disposals	-	(37,850)	-	(37,850)
於2015年3月31日	At 31 March 2015	74,648,558	12,517,183	336,000	87,501,741
折舊	DEPRECIATION				
於2013年4月1日	At 1 April 2013	20,883,430	6,440,909	168,000	27,492,339
年內折舊	Provided for the year	12,923,435	1,075,192	84,000	14,082,627
於出售時對銷	Eliminated on disposals	-	(2,825,359)	-	(2,825,359)
於2014年3月31日	At 31 March 2014	33,806,865	4,690,742	252,000	38,749,607
年內折舊	Provided for the year	17,211,418	1,960,650	84,000	19,256,068
於出售時對銷	Eliminated on disposals	-	(37,850)	-	(37,850)
於2015年3月31日	At 31 March 2015	51,018,283	6,613,542	336,000	57,967,825
賬面值	CARRYING VALUES				
於2015年3月31日	At 31 March 2015	23,630,275	5,903,641	-	29,533,916
於2014年3月31日	At 31 March 2014	40,841,693	2,737,176	84,000	43,662,869

財務報表

Financial Statements

上述物業及設備以直線法按下列年率折舊：

The above items of property and equipment are depreciated over their useful lives using the straight-line method, at the following rates per annum:

租賃物業裝修 Leasehold improvements	在餘下租賃期攤銷 Over the remaining term of the leases
家具及設備 Furniture, fixtures and equipment	25%
汽車 Motor vehicle	25%

物業及設備的增加中包含了512,676港元(2014: 35,914,283港元)轉撥自購買設備及繳付租賃樓宇改良工程的按金。

Included in the additions of property and equipment was amount of HK\$512,676 (2014: HK\$35,914,283) transferred from deposits paid for acquisition of equipment and leasehold improvements.

13. 應收款項、按金及預付款

13. RECEIVABLES, DEPOSITS AND PREPAYMENTS

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
租金及公用設施按金	Rental and utility deposits	2,721,400	3,225,547
應收利息	Interest receivables	8,704,931	8,390,730
應收課程學費收入	Course fee income receivables	1,628,312	1,431,195
預付款	Prepayment	4,753,266	4,887,664
其他應收款及按金	Other receivables and deposits	1,316,828	1,267,955
		19,124,737	19,203,091
減：非流動租金及公用設施按金	Less: non-current rental and utility deposits	(1,694,745)	(1,346,900)
		17,429,992	17,856,191

上述的應收款項、按金及預付款為無抵押、免息及於須於要求時償還。

The amounts of receivables, deposits and prepayments are unsecured, interest-free and repayable on demand.

於再培訓局的期終報告的應收款項中，包括賬面值合共1,363,525港元(2014年：1,135,625港元)為逾期少於一年但無減值的應收款項。再培訓局並無就此應收款項持有任何抵押。再培訓局基於以往償還經驗，已撇銷逾期超過一年的應收款項合共2,231,272港元(2014年：1,240,375港元)。

Included in the Board's receivables are receivable with aggregate carrying amount of HK\$1,363,525 (2014: HK\$1,135,625) which are past due within one year as at the reporting date, and the Board has not provided for impairment loss. The Board does not hold any collateral over these balances. The Board has provided fully for all receivables overdue more than one year, amounting to HK\$2,231,272 (2014: HK\$1,240,375), because historical experience is such that receivables that are past due beyond one year are generally not recoverable.

14. 銀行結餘及存款

銀行結餘及存款包括銀行餘額及到期日超過三個月之短期銀行存款合共2,954,875,900港元(2014年: 2,733,270,000港元),其年利率介乎0.01%至1.54%(2014年: 0.01%至1.65%)。

15. 應收香港金融管理局之款項

應收香港金融管理局的12,500,000,000港元(2014: 12,500,000,000港元)為無抵押、按年利率取過往六年外匯基金投資組合的平均投資回報率及上一年度三年期外匯基金債券的平均年化收益之較高者,並將於2020年2月償還。

包含在應收款中556,895,478港元(2014: 43,150,685港元)之應收香港金融管理局利息款項為無抵押及於一年內償還,其中382,191,781港元(2014: 無)為按年利率取過往六年外匯基金投資組合的平均投資回報率及上一年度三年期外匯基金債券的平均年化收益之較高者,其餘金額為免息。

16. 應收培訓機構之款項及應收入境事務處之款項

應收培訓機構之款項及應收入境事務處之款項為無抵押、免息及須於要求時償還。

於再培訓局的期終報告的應收培訓機構之款項中,並無包括已逾期但無減值的款項。再培訓局並無就此應收款項持有任何抵押。

14. BANK BALANCES AND DEPOSITS

Bank balances and deposits comprise bank balances and short-term deposits with an original maturity over three months HK\$2,954,875,900 (2014: HK\$2,733,270,000) and carry interest at market rates which ranged from 0.01% to 1.54% (2014: 0.01% to 1.65%) per annum.

15. AMOUNT DUE FROM THE HONG KONG MONETARY AUTHORITY

The amount of HK\$12,500,000,000 (2014: HK\$12,500,000,000) due from the Hong Kong Monetary Authority is unsecured, bear interest at the higher of the average investment return of the Exchange Fund's Investment Portfolio for the past six years and the average annual yield of three-year Exchange Fund Notes for the previous year, and repayable in February 2020.

The amount of HK\$556,895,478 (2014: HK\$43,150,685) represents interest receivables which is unsecured and repayable within one year, of which HK\$382,191,781 (2014: nil) bear interest at the higher of the average investment return of the Exchange Fund's Investment Portfolio for the past six years and the average annual yield of three year Exchange Fund Notes for the previous year, and the remaining amount is interest free.

16. AMOUNTS DUE FROM TRAINING BODIES AND AMOUNT DUE FROM THE IMMIGRATION DEPARTMENT

The amounts due from training bodies and the amount due from the Immigration Department are unsecured, interest-free and repayable on demand.

The Board's amounts due from training bodies do not contain balance with past due as at the reporting date, and the Board has not provided for impairment loss. The Board does not hold any collateral over these balances.

17. 經營租約

17. OPERATING LEASE COMMITMENTS

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
一年內	Within one year	5,308,504	7,899,690
二至五年	Two to five years	6,390,005	1,264,509
		11,698,509	9,164,199

經營租賃租金代表再培訓局為其若干辦公室及服務中心應付的租金。議定的租賃年限為一年至五年不等。

Operating lease payments represent rental payable by the Board for certain of its office premises and service centres. Leases are negotiated for lease terms ranging from one to five years.

18. 資本承擔

18. CAPITAL COMMITMENT

		二零一五年 2015 港元HK\$	二零一四年 2014 港元HK\$
已簽約但未計提	Contracted but not provided for	1,555,920	2,069,705

企業社會責任及員工發展

Corporate Social Responsibilities and Staff Development

提供實習職位

- 本局推行暑期實習生計劃，為大學本科生提供在職培訓機會，協助他們累積經驗及擴闊視野，為日後投身職場作好準備。
- 在2014-15年度，共有三名大學本科生獲安排到本局不同部門參與為期兩個月的實習工作。本局並派出經理級或以上的職員擔任導師，為實習生提供在職指導，並與大學共同檢討實習進度，在有需要時引進改善措施。

支援有特別需要的社群

- 在2015年的「樂活一站」農曆新年服務，本局引入企業社會責任的元素，邀請合作伙伴贊助獨居長者得到免費清潔家居服務。
- 於2015年1月舉行的第七屆ERB「人才發展計劃」頒獎禮暨「ERB博覽2015」開展禮中，本局邀請一間支援長者就業的社會企業提供到會及餐飲服務。
- 在2014-15年度，本局為慈善機構的籌款活動統籌和收集內部捐款，並向多間社會企業採購花藝服務及清潔服務。

Offering internships

- The ERB offered summer internship positions for university undergraduate students. On-the-job training was provided to facilitate their acquisition of experience and broadening their horizons to prepare for future employment.
- In 2014-15, three university students were arranged to work in different divisions of the ERB during their two months' internship. Staff members of the ERB at manager rank or above were assigned as trainers to provide on-the-job guidance. The ERB reviewed the progress of internship in conjunction with the partnering universities and introduced improvement measures as appropriate.

Supporting the community

- The ERB incorporated an element of corporate social responsibility into the Chinese New Year Service of the "Smart Living" scheme in 2015 through inviting the partnering employer to sponsor free domestic cleaning service for elderly persons living alone.
- The ERB invited a social enterprise in support of elderly employment to provide catering services at the 7th ERB "Manpower Development Scheme" Award Presentation Ceremony cum "ERB Expo 2015" Opening Ceremony held in January 2015.
- In 2014-15, the ERB helped collect donations from staff members for charity fund-raising events, and procured floral and cleaning services from social enterprises.

企業社會責任及員工發展

Corporate Social Responsibilities and Staff Development

環保措施

- 在2014-15年度，本局以環保紙印製本局通訊《活亮人生》，並應用環保物料製作課程宣傳品。
- 辦事處已設置回收箱，收集廢紙及印刷品以循環再造，並把更換的電腦設備捐贈慈善機構。

培訓項目

員工培訓

- 安排職員參加各專項培訓課程和活動，主題包括外判服務合約管理、溝通技巧、運用「神秘顧客」提升服務質素、推展「資歷架構」等。
- 為職員舉辦「公共管治監管機構及調解技巧應用工作坊」，並安排職員接受使用自動體外心臟除顫器的培訓。
- 「實務技能培訓及評估中心」為職員提供ISO 9001質量管理認證的相關培訓及防止貪污講座。
- 與香港融樂會及香港大學教育學院中文教育研究中心合辦「認識及培訓少數族裔人士工作坊」，以加強本局及培訓機構員工對少數族裔文化及培訓需要的認識。

Incorporating environmental friendly measures

- In 2014-15, the ERB published its 《活亮人生》 newsletter in recycled paper and used environmental-friendly substances in producing course promotion materials.
- To encourage the re-use and re-cycling of resources, recycle bins were placed in the office to collect used papers and printed materials for re-cycling. Obsolete computer equipment was donated to charitable organisations.

Training programmes

Staff training

- The ERB arranged staff members to attend various training courses and programmes on topics including service contract management, communication skills, enhancing service quality through “covert customers”, promotion of the “Qualifications Framework”, etc.
- A workshop was organised for staff members on “Checks and Balances on Public Administration and Mediation as a Means of Conflict Resolution”. Employees also received training on the use of Automatic External Defibrillator.
- The “Practical Skills Training and Assessment Centre” organised for its employees training on ISO 9001 quality management certification and anti-corruption.
- In collaboration with the Hong Kong Unison Limited and the Centre for Advancement of Chinese Language Education and Research of the Faculty of Education of the University of Hong Kong, a workshop on “Understanding & Training of Ethnic Minorities” was organised for employees of the ERB and the training bodies with a view to enhancing their knowledge on the culture and training needs of the ethnic minorities.

培訓機構職員和導師培訓

- 為培訓機構的行政人員舉辦了一系列的主題工作坊及講座，以推動「知識管理」，內容包括各項歧視條例、個人資料及私隱的保障、建立公平及具公信力的考評程序等。
- 為培訓機構舉辦「質素保證資訊日」，分享課程質素保證方面的良好措施，並為新獲委任培訓機構的主管舉辦「迎新日」，解釋本局各項運作指引及監管機制。
- 為任教家務助理、酒店房務、保健按摩及陪月／醫護／照顧相關課程的培訓導師舉辦「導師體驗計劃」，加深他們對實務技能評估程序和準則的認識。
- 為培訓導師舉辦工作坊及經驗分享會，安排教學顧問與導師分享提升教學技巧的方法。
- 為培訓機構的就業主任安排培訓工作坊，以提升他們為本局學員提供就業服務的技巧。

Training for administrative staff and trainers of training bodies

- The ERB organised a series of thematic workshops and seminars for the administrative staff of training bodies to promote “knowledge management”, the contents of which included various anti-discrimination ordinances, personal data (privacy) protection, fair and credible assessment procedure, etc.
- A “QA Information Day” was organised for training bodies during which good practices on course quality assurance were shared. An “Orientation Day” was also organised to brief newly-appointed training bodies on the various operational guidelines and monitoring mechanisms of the ERB.
- The ERB launched a “Trainer Immersion Programme” for trainers of courses on domestic helper training, hotel room attendant training, healthcare massage, post-natal care worker training, and care-related support worker / care worker training to enhance their understanding of the procedures and criteria of practical skills assessment.
- The ERB arranged workshops and experience-sharing sessions for trainers, in which Teaching Advisors of the ERB shared effective practices on enhancing teaching skills.
- The ERB organised training workshops for placement officers of training bodies to enhance their skills in providing placement services for trainees.

企業社會責任及員工發展

Corporate Social Responsibilities and Staff Development

訪問及交流

- 本局於年度內分別接待了新加坡 The Employment and Employability Institute 及 Lifelong Learning Council 訪問團，介紹本局的服務理念及工作，並就兩地推動人力資源發展及終身學習交流經驗。
- 本局與國家專責人力資源及技能鑒定的部門加強交流及聯繫，包括與深圳市人力資源和社會保障局、深圳市職業技能鑒定指導辦公室等管理人員分享經驗，以交流意見及發展合作關係。

Receiving visits and sharing experience

- In 2014-15, the ERB received delegations from the Employment and Employability Institute and Lifelong Learning Council of Singapore and introduced to the visitors our service philosophy and portfolio of work. Experience in promoting human resources development and life-long learning were shared.
- The ERB strengthened communication and contacts with counterparts responsible for human resources and skills assessment in the Mainland. Meetings with delegates from the Bureau of Human Resources and Social Security of Shenzhen Municipality and the Occupational Skill Testing Authority of Shenzhen were held for sharing of opinions and developments of collaborative relationship.

合作夥伴 Stakeholders

行業諮詢網絡名單 List of Industry Consultative Networks

美容美髮業 Beauty Therapy and Hairdressing

召集人	Convenor
鄭明明教授, BBS	Prof. CHENG Ming-ming, BBS
副召集人	Vice-Convenor
葉世雄先生	Mr. Nelson IP Sai-hung
委員	Members
香港美髮美容業商會代表	Representative of Hong Kong Hair & Beauty Merchants Association
香港化粧品同業協會代表	Representative of The Cosmetic & Perfumery Association of Hong Kong Ltd.
香港美容業總會代表	Representative of Federation of Beauty Industry (H.K.)
國際斯佳美容協會代表	Representative of International CICA Association of Esthetics
香港國際專業美容師協會代表	Representative of Association of Professional Aestheticians International
國際專業化粧品師協會(香港)代表	Representative of International Professional Make Up Artists Federation (Hong Kong)
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

合作夥伴

Stakeholders

飲食業 Catering

召集人	Convenor
鍾偉平先生, MH	Mr. CHUNG Wai-ping, MH
委員	Members
香港餐飲聯業協會代表	Representative of Hong Kong Federation of Restaurants & Related Trades
香港飲食業總商會代表	Representative of Hong Kong Restaurant and Eating House Merchants General Association
現代管理(飲食)專業協會代表	Representative of Association of Restaurant Managers
稻苗學會代表	Representative of Institution of Dining Art
香港餐務管理協會代表	Representative of The Association For Hong Kong Catering Services Management Ltd.
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

創意產業 Creative Industries

召集人	Convenor
卓伯棠教授	Prof. CHEUK Pak-tong
委員	Members
香港戲院商會有限公司代表	Representative of Hong Kong Theatres Association Limited
香港八和會館代表	Representative of The Chinese Artists Association of Hong Kong
香港電影後期專業人員協會代表	Representative of Hong Kong Association of Motion Picture Post Production Professionals
國際創意及科技總會代表	Representative of International Federation of Creativity and Technology
香港電影工作者總會代表	Representative of Federation of Hong Kong Film Makers
香港設計師協會代表	Representative of The Hong Kong Designers Association
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions

合作夥伴

Stakeholders

機電業 Electrical and Mechanical Services

召集人	Convenor
莊堅烈先生, MH	Mr. Paul CHONG Kin-lit, MH
委員	Members
香港機電工程商聯會代表	Representative of The Hong Kong Federation of Electrical and Mechanical Contractors
電業承辦商協會代表	Representative of Association of Electrical Contractors
香港註冊通風系統承建商協會代表	Representative of Hong Kong Registered Ventilation Contractors Association
香港工程師學會代表	Representative of The Hong Kong Institution of Engineers
英國特許水務學會 – 香港分會代表	Representative of The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch
屋宇設備運行及維修行政人員學會代表	Representative of Building Services Operation and Maintenance Executives Society
建造業議會代表	Representative of Construction Industry Council
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

環境服務業 Environmental Services

召集人	Convenor
甄瑞嫻女士	Ms. Catherine YAN Sui-han
副召集人	Vice-Convenor
溫忠平先生	Mr. WAN Chung-ping
委員	Members
環保工程商會代表	Representative of Environmental Contractors Management Association
香港清潔商會代表	Representative of Hong Kong Cleaning Association
香港環境衛生業界大聯盟代表	Representative of Environmental Services Contractors Alliance (Hong Kong)
香港鮮花零售業協會代表	Representative of Hong Kong Flower Retailers Association
中國樹藝專業學會代表	Representative of The Professional Arboriculture Society of China
康樂及文化事務署代表	Representative of Leisure and Cultural Services Department
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

合作夥伴

Stakeholders

健康護理業 Healthcare Services

召集人	Convenor
陳章明教授, SBS, JP	Prof. Alfred CHAN Cheung-ming, SBS, JP
委員	Members
香港社會服務聯會代表	Representative of The Hong Kong Council of Social Service
香港安老服務協會代表	Representative of The Elderly Services Association of Hong Kong
全港私營安老院同業會代表	Representative of Hong Kong Private Nursing Home Owners Association
香港醫學會代表	Representative of The Hong Kong Medical Association
香港老年學會代表	Representative of Hong Kong Association of Gerontology
香港浸信會醫院代表	Representative of Hong Kong Baptist Hospital
醫院管理局代表	Representative of Hospital Authority
衛生署代表	Representative of Department of Health
社會福利署代表	Representative of Social Welfare Department
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

進出口業 Import and Export

召集人	Convenor
黃定光議員, SBS, JP	Hon. WONG Ting-kwong, SBS, JP
委員	Members
香港中華出入口商會代表	Representative of The Hong Kong Chinese Importers' and Exporters' Association
香港中小型企業總商會代表	Representative of The Hong Kong General Chamber of Small and Medium Business
香港出口商會代表	Representative of The Hong Kong Exporters' Association
香港物流協會代表	Representative of Hong Kong Logistics Association
香港物資採購與供銷學會代表	Representative of The Institute of Purchasing and Supply of Hong Kong
香港物流管理人員協會代表	Representative of Hong Kong Logistics Management Staff Association
香港貿易發展局代表	Representative of The Hong Kong Trade Development Council
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions

合作夥伴

Stakeholders

資訊及通訊科技業 Information and Communications Technology

召集人	Convenor
麥鄧碧儀女士, MH, JP	Mrs. Agnes MAK TANG Pik-yee, MH, JP
委員	Members
香港無線科技商會代表	Representative of Hong Kong Wireless Technology Industry Association
香港資訊科技商會代表	Representative of Hong Kong Information Technology Federation
香港互聯網供應商協會代表	Representative of Hong Kong Internet Service Providers Association
香港電腦學會代表	Representative of Hong Kong Computer Society
香港通訊業聯會代表	Representative of Communications Association of Hong Kong
專業資訊保安協會代表	Representative of Professional Information Security Association
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

保險業 Insurance

召集人	Convenor
梁頌恩女士	Ms. Juan LEUNG Chung-yan
委員	Members
香港保險業聯會代表	Representative of The Hong Kong Federation of Insurers
香港保險顧問聯會代表	Representative of The Hong Kong Confederation of Insurance Brokers
香港專業保險經紀協會代表	Representative of Professional Insurance Brokers Association
香港保險師公會代表	Representative of Hong Kong Society of Certified Insurance Practitioners
香港財務策劃師學會代表	Representative of Institute of Financial Planners of Hong Kong
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

合作夥伴

Stakeholders

個人保健及家居服務業 **Personal Healthcare and Domestic Services**

召集人	Convenor
梁榮能教授	Prof. Albert LEUNG Wing-nang
委員	Members
東華三院代表	Representative of Tung Wah Group of Hospitals
長者安居協會代表	Representative of Senior Citizen Home Safety Association
保良局代表	Representative of Po Leung Kuk
香港中文大學中醫學院代表	Representative of School of Chinese Medicine – The Chinese University of Hong Kong
香港助產士會代表	Representative of Hong Kong Midwives Association
香港家庭福利會代表	Representative of Hong Kong Family Welfare Society
衛生署代表	Representative of Department of Health
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

物業管理及保安業 **Property Management and Security**

召集人	Convenor
袁靖罡 (靖波) 先生, MH	Mr. Stephen YUEN Ching-bor, MH
委員	Members
香港物業管理公司協會代表	Representative of The Hong Kong Association of Property Management Companies
英國特許房屋經理學會亞太分會代表	Representative of Chartered Institute of Housing Asian Pacific Branch
香港房屋經理學會代表	Representative of The Hong Kong Institute of Housing
香港地產行政師學會代表	Representative of Hong Kong Institute of Real Estate Administrators
保安及護衛業管理委員會代表	Representative of Security and Guarding Services Industry Authority
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

合作夥伴

Stakeholders

地產代理業 Real Estate Agency

召集人	Convenor
汪敦敬博士	Dr. Lawrance WONG Dun-king
委員	Members
香港專業地產顧問商會代表	Representative of Hong Kong Chamber of Professional Property Consultants Limited
香港地產代理聯會代表	Representative of Property Agencies Association
香港地產代理商總會代表	Representative of Hong Kong Real Estate Agencies General Association
香港新界地產代理商聯會代表	Representative of Hong Kong & New Territories Estate Agents & Merchants Association
香港測量師學會代表	Representative of The Hong Kong Institute of Surveyors
香港地產代理專業協會代表	Representative of Society of Hong Kong Real Estate Agents
地產代理管理協會代表	Representative of Estate Agents Management Association
地產代理監管局代表	Representative of Estate Agents Authority
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions

零售業 Retail

召集人	Convenor
余鵬春先生, SBS, JP	Mr. YU Pang-chun, SBS, JP
委員	Members
香港總商會 零售及旅遊業委員會代表	Representative of The Hong Kong General Chamber of Commerce (Retail & Tourism Committee)
香港中華總商會代表	Representative of The Chinese General Chamber of Commerce
港九百貨業商會有限公司代表	Representative of The Hong Kong & Kowloon General Merchandise Merchants' Association Limited
香港零售管理協會代表	Representative of The Hong Kong Retail Management Association
香港商業專業評審中心代表	Representative of The Professional Validation Centre of Hong Kong Business Sector
優質旅遊服務協會代表	Representative of Quality Tourism Services Association
香港工會聯合會代表	Representative of The Hong Kong Federation of Trade Unions
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

合作夥伴

Stakeholders

旅遊及酒店業 Tourism and Hotel

召集人	Convenor
黃進達先生	Mr. Jason WONG Chun-tat
委員	Members
香港旅行社協會代表	Representative of Hong Kong Association of Travel Agents
香港旅遊業議會代表	Representative of Travel Industry Council of Hong Kong
香港註冊導遊協會代表	Representative of Hong Kong Association of Registered Tour Co-ordinators
香港理工大學酒店及旅遊業管理學院代表	Representative of School of Hotel and Tourism Management, The Hong Kong Polytechnic University
旅行代理商註冊處代表	Representative of Travel Agents Registry
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions

交通及物流業 Transportation and Logistics

召集人	Convenor
李耀培博士	Dr. LEE Yiu-pui
副召集人	Vice-Convenor
何志盛博士工程師, JP	Ir Dr. David HO Chi-shing, JP
委員	Members
香港汽車服務業聯會代表	Representative of Federation of Automobile Services Industry Hong Kong
汽車維修管理協會代表	Representative of Service Managers Association
香港貨櫃碼頭商會代表	Representative of Hong Kong Container Terminal Operators Association
香港貨運物流業協會代表	Representative of Hong Kong Association of Freight Forwarding and Logistics
香港航空業協會代表	Representative of Hong Kong Aviation Industry Association
香港運輸物流學會代表	Representative of The Chartered Institute of Logistics and Transport in Hong Kong
香港汽車工業學會代表	Representative of The Institute of The Motor Industry Hong Kong
機電工程署代表	Representative of Electrical and Mechanical Services Department
運輸署代表	Representative of Transport Department
港九勞工社團聯會代表	Representative of The Federation of Hong Kong and Kowloon Labour Unions
香港職工會聯盟代表	Representative of The Hong Kong Confederation of Trade Unions

以「行業諮詢網絡」英文名稱排列。
Listed in alphabetical order of ICNs.

委任培訓機構名單 List of Appointed Training Bodies

AA	香港理工大學活齡學院	Institute of Active Ageing, The Hong Kong Polytechnic University
AE	機電工程協會（香港）有限公司	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited
AG	香港老年學會	Hong Kong Association of Gerontology
AH	香港髮型協會	The Hong Kong Association of Hair Design
AI	嶺南大學亞太老年學研究中心	Asia-Pacific Institute of Ageing Studies, Lingnan University
AK	香港仔街坊福利會有限公司	Aberdeen Kai-fong Welfare Association Limited
AP	香港民主民生協進會	Hong Kong Association for Democracy and People's Livelihood
AT	印刷科技研究中心有限公司	Advanced Printing Technology Centre Limited
BD	香港標準舞總會有限公司	Hong Kong Ballroom Dancing Council Limited
BK	浸信會愛羣社會服務處	Baptist Oi Kwan Social Service
CA	香港明愛	Caritas – Hong Kong
CH	香港護理學院	College of Nursing, Hong Kong
CL	製衣業訓練局	Clothing Industry Training Authority
CR	香港空調製冷業職工總會	Hong Kong Air-conditioning and Refrigerating Trades Workers General Union
CS	香港職業發展服務處有限公司	Hong Kong Employment Development Service Limited
CT	港專機構有限公司	HKCT Group Limited
CU	香港職工會聯盟	The Hong Kong Confederation of Trade Unions
DW	香港聖公會福利協會有限公司	Hong Kong Sheng Kung Hui Welfare Council Limited
EE	港九電器工程電業器材職工會	Hong Kong and Kowloon Electrical Engineering and Appliances Trade Workers Union
EG	飲食業職工總會	Eating Establishment Employees General Union

EL	基督教香港信義會	The Evangelical Lutheran Church of Hongkong
EM	工程及醫療義務工作協會	Association for Engineering and Medical Volunteer Services
ET	電子通訊技術人員協會	Electronic Communication Technical Staff Union
FC	香港婦女中心協會	Hong Kong Federation of Women's Centres
FE	消防保安工程從業員協會	Fire and Security Engineering Employees Association
FH	胡芬妮髮型美容教育中心	Farida Hair & Beauty Education Centre
FL	港九勞工社團聯會	The Federation of Hong Kong and Kowloon Labour Unions
FS	香港童軍總會童軍知友社	The Scout Association of Hong Kong – The Friends of Scouting
FT	扶康會培訓部	Fu Hong Society Training Department
FU	香港工會聯合會	The Hong Kong Federation of Trade Unions
FW	香港各界婦女聯合協進會有限公司	Hong Kong Federation of Women Limited
FY	香港傷殘青年協會	Hong Kong Federation of Handicapped Youth
GO	港九金飾珠寶業職工會	Hong Kong and Kowloon Gold Ornaments and Jewellery Trade Workers' Union
HB	酒店及飲食專業人員協會	Association of Professional Personnel (Hotels, Food & Beverage)
HC	聖公會聖匠堂社區中心	S. K. H. Holy Carpenter Church Community Centre
HE	香港商業專科學校	Hongkong School of Commerce
HH	基督教靈實協會	Haven of Hope Christian Service
HK	基督教勵行會	Christian Action
HN	醫院診所護士協會	Hospital & Clinic Nurses Association
HS	星廚管理學校有限公司營辦的 星廚管理學校	Star Chef Management School operated by Star Chef Management School Company Limited
HT	香島專科學校	Heung To College of Professional Studies
IF	工業福音團契有限公司	The Industrial Evangelistic Fellowship Limited

合作伙 Stakeholders

IT	香港科技專上書院	Hong Kong Institute of Technology
IW	離島婦聯有限公司	OIWA Limited
KA	葵協社區教育拓展中心有限公司	KCRA Community Education Enhancement Center Limited
KC	葵涌醫院 – 醫院管理局	Kwai Chung Hospital – Hospital Authority
KE	香港機電專業學校 (夜校)	Hong Kong Electrical & Mechanical College (Evening School)
KN	紐魯詩教育中心	Knowledge Education Centre
KS	群生飲食技術人員協會	Kwan Sang Catering Professional Employees Association
LA	物流理貨職工會	Logistics Cargo Supervisors Association
LC	麗奧美髮美容訓練中心	Leo Hair & Beauty Training Centre
LF	李暉武術文化中心	Li Fai Centre of Wushu
LI	香港公開大學李嘉誠專業進修學院	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong
LN	嶺南大學持續進修學院	Lingnan Institute of Further Education
MC	循道衛理中心	Methodist Centre
MD	香港人才培訓中心有限公司	Hong Kong Manpower Development Centre Limited
ME	香港理工大學企業發展院	Institute for Entrepreneurship, The Hong Kong Polytechnic University
MG	香港雲石商會有限公司	The Hong Kong Marble & Granite Merchants Association, Limited
MI	香港機電業工會聯合會	The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions
MK	香港心理衛生會	The Mental Health Association of Hong Kong
ML	香港駕駛學院有限公司	The Hong Kong School of Motoring Limited
MO	蒙妮坦美髮美容學院	Monita Hair & Beauty Academy
NA	鄰舍輔導會	The Neighbourhood Advice-Action Council
NH	新家園協會有限公司	New Home Association Limited
NL	新生精神康復會	New Life Psychiatric Rehabilitation Association
NT	新界社團聯會再培訓中心有限公司	New Territories Association Retraining Centre Limited

NW	街坊工友服務處	Neighbourhood & Worker's Service Centre
OS	職業安全健康局	Occupational Safety and Health Council
PE	香港城市大學專業進修學院	School of Continuing and Professional Education, City University of Hong Kong
PG	培正專業書院	Pui Ching Academy
PM	瑪嘉烈醫院	Princess Margaret Hospital
PP	標榜髮型美容教育學院	Pivot Point College ... Hong Kong
PY	香港普通話研習社	Xianggang Putonghua Yanxishe
QE	伊利沙伯醫院 – 醫院管理局	Queen Elizabeth Hospital – Hospital Authority
RC	香港紅十字會	Hong Kong Red Cross
RE	香港復康力量	Hong Kong Rehabilitation Power
RI	皇家國際教育學院	Royal International College
RP	香港善導會	The Society of Rehabilitation and Crime Prevention, Hong Kong
RT	香港註冊導遊協會有限公司	Hong Kong Association of Registered Tour Co-ordinators Limited
SA	香港聖約翰救護機構	Hong Kong St. John Ambulance
SC	香港中文大學專業進修學院	School of Continuing and Professional Studies, The Chinese University of Hong Kong
SF	亞洲運動及體適能專業學院有限公司	Asian Academy for Sports and Fitness Professionals Limited
SJ	聖雅各福群會	St. James' Settlement
SK	香港聖公會麥理浩夫人中心	Hong Kong Sheng Kung Hui Lady MacLehose Centre
SL	龍耳有限公司	Silence Limited
SR	香港復康會	The Hong Kong Society for Rehabilitation
ST	香港倉庫運輸物流員工協會	Hong Kong Storehouses, Transportation & Logistics Staff Association
TC	香港旅遊業議會	Travel Industry Council of Hong Kong
TG	香港導遊總工會	Hong Kong Tour Guides General Union
TP	美亞樹藝服務有限公司	Asia Tree Preservation Limited
TT	香港旅遊專業培訓中心有限公司	Hong Kong Travel & Tourism Training Centre Limited

合作伙伴 Stakeholders

UE	香港機電工程助理人員工會	Union of Hong Kong Electrical and Mechanical Engineering Assistants
VM	華夏國際中醫學會有限公司	Vassar International Chinese Medical Society Limited
VT	職業訓練局	Vocational Training Council
WH	香港工人健康中心有限公司	Hong Kong Workers' Health Centre Limited
YC	青年會專業書院	YMCA College of Careers
YG	香港青年協會	The Hong Kong Federation of Youth Groups
YH	香港基督教青年會	The Young Men's Christian Association of Hong Kong
YM	循道衛理楊震社會服務處	Yang Memorial Methodist Social Service
YT	仁愛堂有限公司	Yan Oi Tong Limited
YW	香港基督教女青年會	Hong Kong Young Women's Christian Association

以機構編號排列。

Listed according to organisation code.

「ERB人才企業嘉許計劃」 "ERB Manpower Developer Award Scheme"

榮譽顧問名單 List of Honorary Advisors

陳珊珊女士 惠普香港有限公司董事總經理	Ms. Cally CHAN Managing Director, Hewlett-Packard HK SAR Limited
張少華先生 香港鐵路有限公司人力資源總監	Mr. Morris CHEUNG Human Resources Director, MTR Corporation
趙其琨教授, MH 香港浸會大學人力資源策略及發展研究中心主任	Prof. Randy CHIU, MH Director, Centre for Human Resources Strategy and Development, Hong Kong Baptist University
蔡惠琴女士, JP 持續專業進修聯盟主席	Ms. Virginia CHOI, JP Chairperson, Continuing Professional Development Alliance
范建強教授 香港中文大學商學院副院長 (本科生課程)	Prof. Dennis FAN Associate Dean (Undergraduate Studies), CUHK Business School, The Chinese University of Hong Kong
林寶茵博士 香港公開大學李嘉誠專業進修學院 課程總監	Dr. Pamela LAM Programme Director, Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong
羅香儀女士 渣打銀行(香港)有限公司 人力資源主管(東北亞洲區)	Ms. Nita LAW Regional Head of Human Resources, North East Asia, Standard Chartered Bank (Hong Kong) Limited
羅左華先生 Robinson's Legal Training Limited 首席顧問 – 企業管治	Mr. Richard LAW Principal Consultant – Corporate Governance Robinson's Legal Training Limited
李焯芬教授, GBS, SBS, JP 香港大學專業進修學院院長	Prof. CF LEE, GBS, SBS, JP Director, The School of Professional and Continuing Education, The University of Hong Kong
李志明先生 香港人力資源管理學會會長	Mr. David LI President, Hong Kong Institute of Human Resource Management
羅啟勝先生 大昌行集團有限公司高級董事及企業管理 總裁	Mr. Paul LO Senior Corporate Director and Chief Corporate Officer, Dah Chong Hong Holdings Limited

合作伙伴 Stakeholders

黃志漢博士
香港浸會大學持續教育學院院長

Dr. Simon WONG
Dean, School of Continuing Education,
Hong Kong Baptist University

阮博文教授
香港理工大學專業及持續教育學院院長

Prof. Peter YUEN
Dean, College of Professional and Continuing
Education, The Hong Kong Polytechnic University

以英文姓氏排列。
Listed in alphabetical order.

支持機構名單 List of Supporting Organisations

持續專業進修聯盟	Continuing Professional Development Alliance
香港僱主聯合會	Employers' Federation of Hong Kong
香港工業總會	Federation of Hong Kong Industries
香港優質顧客服務協會	Hong Kong Association for Customer Service Excellence
香港人力資源管理學會	Hong Kong Institute of Human Resource Management
香港市務學會	Hong Kong Institute of Marketing
香港人才管理協會	Hong Kong People Management Association
香港零售管理協會	Hong Kong Retail Management Association
優質旅遊服務協會	Quality Tourism Services Association
香港中華總商會	The Chinese General Chamber of Commerce
香港中華廠商聯合會	The Chinese Manufacturers' Association of Hong Kong
香港中小型企業總商會	The Hong Kong General Chamber of Small and Medium Business
香港銀行學會	The Hong Kong Institute of Bankers
香港董事學會	The Hong Kong Institute of Directors

以機構英文名稱排列。

Listed in alphabetical order.

「人才企業」名單 List of Manpower Developers

1	3M香港有限公司	3M Hong Kong Limited
2	屈臣氏集團	A.S. Watson Group
3	安達人壽保險有限公司	ACE Life Insurance Company Limited
4	AEON信貸財務(亞洲)有限公司	AEON Credit Service (Asia) Company Limited
5	富通保險(亞洲)有限公司	Ageas Insurance Company (Asia) Limited
6	味千拉麵	Ajisen Ramen
7	建築署	Architectural Services Department
8	奧雅納工程顧問	Arup
9	快易通有限公司	Autotoll Limited
10	安富利科技香港有限公司	Avnet Technology Hong Kong Limited
11	碧瑤清潔服務有限公司	Baguio Cleaning Services Company Limited
12	天職香港會計師事務所有限公司	Baker Tilly Hong Kong Limited
13	班尼路有限公司	Baleno Kingdom Limited
14	中國銀行(香港)有限公司	Bank of China (Hong Kong) Limited
15	百麗國際控股有限公司	Belle International Holdings Limited
16	堡獅龍企業有限公司	Bossini Enterprises Limited
17	澳美製藥廠有限公司	Bright Future Pharmaceutical Laboratories Limited
18	漢堡王®	BURGER KING ®
19	大家樂集團有限公司	Café de Coral Holdings Limited
20	卡樂B四洲有限公司	Calbee Four Seas Company Limited
21	佳能香港有限公司	Canon Hongkong Company Limited
22	時富投資集團有限公司	Celestial Asia Securities Holdings Limited
23	中原地產代理有限公司	Centaline Property Agency Limited
24	致富集團(香港)有限公司	Chief Holdings (H.K.) Limited
25	中信銀行(國際)有限公司	China CITIC Bank International Limited
26	俊和發展集團	Chun Wo Development Holdings Limited
27	OK便利店有限公司	Circle K Convenience Stores (HK) Ltd
28	中信泰富有限公司	CITIC Pacific Limited
29	中信証券國際有限公司	CITIC Securities International Company Limited
30	中信國際電訊(信息技術)有限公司	CITIC Telecom International CPC Limited

31	港基物業管理有限公司	Citybase Property Management Ltd
32	民航處	Civil Aviation Department
33	中華電力有限公司	CLP Power Hong Kong Limited
34	公司註冊處	Companies Registry
35	港麗酒店	Conrad Hong Kong
36	消費者委員會	Consumer Council
37	皇冠汽車有限公司	Crown Motors Limited
38	香港九龍東皇冠假日酒店	Crowne Plaza Hong Kong Kowloon East
39	香港移動通訊有限公司	CSL Limited
40	大昌行集團有限公司	Dah Chong Hong Holdings Limited
41	DFS Group Limited	DFS Group Limited
42	敦豪國際速遞(香港)有限公司	DHL Express (HK) Limited
43	大昌華嘉香港有限公司	DKSH Hong Kong Limited
44	Dr. Kong Footcare Limited	Dr. Kong Footcare Limited
45	德爾斯	DSC
46	濠江電子科技有限公司	E.C. Fix Technology Limited
47	東瀛遊旅行社有限公司	EGL Tours Company Limited
48	益力堅實業有限公司 (晶苑集團成員)	Elegance Industrial Co. Ltd. (A member of Crystal Group)
49	平等機會委員會	Equal Opportunities Commission
50	溢達企業有限公司	Esquel Enterprises Limited
51	Esri中國(香港)有限公司	Esri China (Hong Kong) Limited
52	大快活集團有限公司	Fairwood Holdings Limited
53	富臨集團有限公司	Foo Lum Holdings Limited
54	豐澤	Fortress
55	四洲集團有限公司	Four Seas Mercantile Holdings Limited
56	豐盛創建機電工程集團有限公司	FSE Engineering Group Limited
57	富邦銀行(香港)有限公司	Fubon Bank (Hong Kong) Limited
58	富士施樂(香港)有限公司	Fuji Xerox (Hong Kong) Limited
59	浪漫滿屋特色餐飲有限公司	Fullhouse Theme Café Limited
60	豐盛創建企業有限公司	Fung Seng Enterprises Limited (FSE)

合作伙 Stakeholders

61	縱橫二千有限公司	G2000 (Apparel) Limited
62	金門建築有限公司	Gammon Construction Limited
63	General Mills Hong Kong Limited	General Mills Hong Kong Limited
64	大眾安全集團	General Security Group
65	佐丹奴有限公司	Giordano Limited
66	高衛物業管理有限公司	Goodwell Property Management Ltd.
67	冠威管理有限公司 (恒基兆業地產集團成員公司)	Goodwill Management Limited (A Member of Henderson Land Group)
68	青洲英坭有限公司	Green Island Cement Company Limited
69	佳定物業管理有限公司	Guardian Property Management Limited
70	海通國際證券集團有限公司	Haitong International Securities Group Limited
71	漢堡南美香港有限公司	Hamburg Süd Hong Kong Limited
72	恒隆地產	Hang Lung Properties Limited
73	恒益物業管理有限公司 (恒基兆業地產集團成員公司)	Hang Yick Properties Management Limited (A Member of Henderson Land Group)
74	海港城置業有限公司	Harbour City Estates Limited
75	海港城置業有限公司 (港威豪庭)	Harbour City Estates Limited (Gateway Apartments)
76	惠普香港公司	Hewlett-Packard HK SAR Limited
77	協興建築有限公司	Hip Hing Construction Company Limited
78	協成行集團	Hip Shing Hong Group of Companies
79	香港金域假日酒店	Holiday Inn Golden Mile Hong Kong
80	香港航空發動機維修服務有限公司	Hong Kong Aero Engine Services Limited
81	香港飛機工程有限公司	Hong Kong Aircraft Engineering Company Limited
82	香港航空有限公司	Hong Kong Airlines Limited
83	香港機場地勤服務有限公司	Hong Kong Airport Services Limited
84	香港浸信會醫院	Hong Kong Baptist Hospital
85	香港寬頻網絡有限公司	Hong Kong Broadband Network Limited
86	香港懲教署	Hong Kong Correctional Services
87	香港迪士尼樂園度假區	Hong Kong Disneyland Resort
88	香港快運航空有限公司	Hong Kong Express Airways Limited
89	香港小輪(集團)有限公司	Hong Kong Ferry (Holdings) Co. Ltd.
90	香港消防處	Hong Kong Fire Services Department

91	香港警務處	Hong Kong Police Force
92	香港駕駛學院	Hong Kong School of Motoring
93	香港貿易發展局	Hong Kong Trade Development Council
94	香港電車有限公司	Hong Kong Tramways, Limited
95	香港永安旅遊有限公司	Hong Kong Wing On Travel Service Limited
96	康泰旅行社有限公司	Hong Thai Travel Services Limited
97	康業服務有限公司	Hong Yip Service Company Limited
98	香港置地集團公司	Hongkong Land Limited
99	香港郵政	Hongkong Post
100	合和實業有限公司	Hopewell Holdings Limited
101	醫院管理局	Hospital Authority
102	新昌營造集團有限公司	Hsin Chong Construction Group Limited
103	盈健醫療	Human Health
104	鴻福堂集團有限公司	Hung Fook Tong Holdings Limited
105	俊思集團	IMAGINEX GROUP
106	入境事務處	Immigration Department
107	官燕棧	Imperial Bird's Nest
108	英之傑汽車有限公司	Inchcape Motors Limited
109	海景嘉福酒店	InterContinental Grand Stanford Hong Kong
110	ISG Asia (Hong Kong) Ltd	ISG Asia (Hong Kong) Ltd
111	ISS Facility Services Limited	ISS Facility Services Limited
112	捷成洋行有限公司	Jebsen & Co Ltd
113	仲量聯行物業管理有限公司	Jones Lang LaSalle Management Services Limited
114	銀禧國際旅遊有限公司	Jubilee International Tour Centre Limited
115	嘉華國際集團有限公司	K. Wah International Holdings Limited
116	啟勝管理服務有限公司	Kai Shing Management Services Limited
117	嘉利國際控股有限公司	Karrie International Holdings Limited
118	凱譽香港有限公司	KCS Hong Kong Limited
119	嘉里物流	Kerry Logistics
120	嘉里建設有限公司	Kerry Properties Limited

合作伙 Stakeholders

121	毅力醫護健康集團有限公司	Kinetics Medical & Health Group Co. Ltd
122	僑樂服務管理有限公司	Kiu Lok Service Management Company Limited
123	三和珠寶	KTL Jewellery
124	金城營造集團	Kum Shing Group
125	連卡佛(香港)有限公司	Lane Crawford (Hong Kong) Limited
126	朗廷酒店集團	Langham Hospitality Group
127	史偉莎集團有限公司	LBS Corporation Limited
128	利信達集團有限公司	le saunda holdings limited
129	李錦記有限公司	Lee Kum Kee Company Limited
130	康樂及文化事務署	Leisure and Cultural Services Department
131	利奧紙品集團(香港)有限公司	Leo Paper Group (Hong Kong) Ltd.
132	如心酒店管理有限公司	L'hotel Management Company Limited
133	力佳工程有限公司	Lik Kai Engineering Company Limited
134	六福集團(國際)有限公司	Luk Fook Holdings (International) Limited
135	強制性公積金計劃管理局	Mandatory Provident Fund Schemes Authority
136	宏利人壽保險(國際)有限公司	Manulife (International) Limited
137	祥益地產代理有限公司	Many Wells Property Agent Limited
138	美心食品有限公司	Maxim's Caterers Limited
139	麥當勞有限公司	McDonald's Restaurants (Hong Kong) Ltd.
140	宏力保安服務有限公司	Megastrength Security Services Company Limited
141	美聯集團	Midland Holdings Limited
142	名唐展覽集團	Milton Exhibits Group
143	美麗華酒店企業有限公司	Miramar Hotel and Investment Company, Limited
144	瑞穗實業銀行	Mizuho Corporate Bank, Limited
145	現代貨箱碼頭有限公司	Modern Terminals Ltd
146	慕詩(香港)有限公司	Moiselle (Hong Kong) Limited
147	MTM Lab Japan Limited	MTM Lab Japan Limited
148	港鐵公司	MTR Corporation
149	囍悅策劃有限公司	myAFFECTION Limited
150	南豐集團－漢興企業有限公司	Nan Fung Group – Hon Hing Enterprises Limited
151	南豐集團－民亮發展有限公司	Nan Fung Group – Main Shine Development Limited
152	南豐集團－新卓管理有限公司	Nan Fung Group – New Charm Management Limited

153	南豐集團－萬寶物業管理有限公司	Nan Fung Group – Vineberg Property Management Limited
154	新星飲食集團	New Star Catering Group
155	新世界發展有限公司	New World Development Company Limited
156	新世界第一巴士／城巴	New World First Bus / Citybus
157	新世界電訊有限公司	New World Telecommunications Limited
158	昂坪360有限公司	Ngong Ping 360 Limited
159	力新清潔有限公司	Nixon Cleaning Company Limited
160	新創建集團有限公司	NWS Holdings Limited
161	海洋公園	Ocean Park Corporation
162	八達通	Octopus
163	澳加光學有限公司	Okia Optical Company Limited
164	眼鏡88有限公司	Optical 88 Limited
165	太平洋咖啡有限公司	Pacific Coffee Company Limited
166	百樂酒店	Park Hotel International Limited
167	百佳超級市場	PARKnSHOP
168	太平道寵物診所	Peace Avenue Veterinary Clinic
169	美國輝瑞科研製藥有限公司	Pfizer Corporation Hong Kong Limited
170	筆克(香港)有限公司	Pico International (HK) Ltd
171	香港必勝客管理有限公司	Pizza Hut Hong Kong Management Limited
172	規劃署	Planning Department
173	荷里活廣場有限公司	Plaza Hollywood Limited
174	大眾控股有限公司	Popular Holdings Limited
175	太子珠寶鐘錶公司	Prince Jewellery and Watch Company
176	大眾銀行(香港)	Public Bank (Hong Kong) Limited
177	卓健醫療服務有限公司	Quality HealthCare Medical Services Limited
178	差餉物業估價署	Rating and Valuation Department
179	莎莎國際控股有限公司	Sa Sa International Holdings Limited
180	聖安娜餅屋有限公司	Saint Honore Cake Shop Ltd
181	三星電子香港有限公司	Samsung Electronics H.K. Company Limited
182	新輝建築有限公司	Sanfield Building Contractors Limited
183	賽諾菲安萬特香港有限公司	sanofi-aventis Hong Kong Limited

合作伙 Stakeholders

184	沙嗲王(集團)有限公司	Satay King (Holdings) Company Limited
185	第一太平戴維斯物業管理有限公司	Savills Property Management Limited
186	塞科利達保安服務(香港)有限公司	Securitas Security Services (Hong Kong) Limited
187	證券及期貨事務監察委員會	Securities and Futures Commission
188	信興電業集團有限公司	Shun Hing Electronic Holdings Limited
189	信德中旅船務管理有限公司	Shun Tak-China Travel Ship Management Limited
190	森那美汽車集團(香港)有限公司	Sime Darby Motor Group (HK) Limited
191	信和集團	Sino Group
192	信和集團旗下酒店	Sino Group of Hotels
193	瑞安建業有限公司	SOCAM Development Limited
194	索尼香港	Sony Corporation of Hong Kong Limited
195	Starbucks Hong Kong	Starbucks Hong Kong
196	新鴻基地產發展有限公司	Sun Hung Kai Properties Ltd
197	鴻星集團	Super Star Group
198	力霸水泵機械工程有限公司	Superpower Pumping Engineering Co Ltd
199	太古地產有限公司	Swire Properties Limited
200	太古旅遊有限公司	Swire Travel Limited
201	新昌管理服務有限公司	Synergis Management Services Limited
202	太興飲食集團	Tai Hing Catering Group
203	稻香集團	Tao Heung Group
204	亞洲國際餐飲集團有限公司	Taste of Asia Group Limited
205	大老山隧道有限公司	Tate's Cairn Tunnel Company Limited
206	天星小輪有限公司	The "Star" Ferry Company, Limited
207	東亞銀行有限公司	The Bank of East Asia, Limited
208	三菱東京UFJ銀行	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
209	The Beauty Group	The Beauty Group
210	銅鑼灣利景酒店	The Charterhouse Causeway Bay
211	城景國際	The Cityview
212	牛奶有限公司	The Dairy Farm Company Limited
213	鷹君物業管理有限公司－朗豪坊	The Great Eagle Properties Management Company Limited – Langham Place

214	香港中華煤氣有限公司	The Hong Kong and China Gas Company Limited
215	香港賽馬會	The Hong Kong Jockey Club
216	九龍巴士（一九三三）有限公司	The Kowloon Motor Bus Company (1933) Limited
217	土地註冊處	The Land Registry
218	領匯管理有限公司	The Link Management Limited
219	庫務署	The Treasury
220	時代廣場有限公司	Times Square Limited
221	運輸署	Transport Department
222	Triumph International (Hong Kong) Limited	Triumph International (Hong Kong) Limited
223	信基國際企業有限公司	Truth & Faith International Limited
224	翠華餐廳	Tsui Wah Restaurant
225	東華三院	Tung Wah Group of Hospitals
226	亞洲聯合財務有限公司	United Asia Finance Limited
227	富城集團	Urban Group
228	威富（亞洲區）有限公司	VF Asia Limited
229	惠保（香港）有限公司	Vibro (H.K.) Limited
230	維他奶國際集團有限公司	Vitasoy International Holdings Limited
231	惠康環境服務有限公司	Waihong Environmental Services Limited
232	水務署	Water Supplies Department
233	屈臣氏	Watsons
234	屈臣氏酒窖	Watson's Wine
235	偉邦物業管理有限公司 （恒基兆業地產集團成員公司）	Well Born Real Estate Management Ltd. (A Member of Henderson Land Group)
236	九龍倉中國置業有限公司	Wharf China Estates Limited
237	九龍倉置業有限公司	Wharf Estates Limited
238	環美航務	Worldwide Flight Services Holding S.A.
239	惠氏營養品	Wyeth Nutrition Hong Kong
240	仁濟醫院社會服務部	Yan Chai Hospital Social Services Department
241	楊氏電子有限公司	YEL Electronics Hong Kong Ltd
242	蘇黎世保險（香港）	Zurich Insurance (Hong Kong)

「人才企業 – 中小企」名單 List of Manpower Developers (SME)

1	現時設計有限公司	Aims Design Limited
2	AON Hewitt	AON Hewitt
3	蘋果迷你倉	Apple Storage
4	BannerSHOP Hong Kong Limited	BannerSHOP Hong Kong Limited
5	沛達管線及專業測量有限公司	BUDA Surveying Limited
6	邱在光合伙會計師行有限公司	C K Yau & Partners CPA Limited
7	食益補(香港)有限公司	Cerebos (Hong Kong) Limited
8	樂悠遊有限公司	Charlotte Travel Limited
9	基雋環境健康有限公司	Christian Environmental Health Limited
10	泉昌有限公司	Chuan Chiong Company Limited
11	點心衛視	Dim Sum TV
12	潛水歷險會有限公司	Diving Adventure Limited
13	駿隆專業保險顧問有限公司	Gain Miles Assurance Consultants Limited
14	GIGAPrint	GIGAPrint
15	絨資有限公司	Hanville Company Limited
16	海港城管理有限公司	Harbour City Management Limited
17	夏利文物業租務有限公司	Harriman Leasing Limited
18	Headquarters Limited	Headquarters Limited
19	富山地產有限公司	Hilltop Property Agency Ltd
20	香港射頻有限公司	Hong Kong RFID Limited
21	香港儲物室	Hong Kong Storage
22	中國中醫藥(香港)有限公司	Hong Kong TCM Limited
23	恒信貴金屬有限公司	HXPM Limited
24	國際康體專才培訓學院	International Personal Trainers & Fitness Academy
25	泰美商業科技有限公司	Intimex Business Solutions Company Limited
26	嘉雯美容集團有限公司	Ka Man Beauty Group Limited
27	Kelly Services Hong Kong Limited	Kelly Services Hong Kong Limited
28	林淦生醫藥研究院有限公司	Lam Kam Sang Medical Research Institute Limited
29	LCX Limited	LCX Limited

30	李式帷會計師事務所	Lee Sik Wai & Co.
31	麥堅時綜合治療及復康中心有限公司	McKenzie & Associates Integrative Therapy Centre Limited
32	MEG Limited	MEG Limited
33	新域風險服務集團有限公司	Nova Risk Services Holdings Limited
34	創元集團(國際)有限公司	OWNA Group International Limited
35	筆克主建集團有限公司	Pico IES Group Limited
36	紅石環球投資有限公司	Red Stone Global Investment Limited
37	利嘉國際航運有限公司	Regal World Transport System Limited
38	富安集團有限公司	Richform Holdings Limited
39	新達化工有限公司	Sunta Chemical Limited
40	Technicolor Asia Limited	Technicolor Asia Limited
41	香港電腦商會	The Chamber of Hong Kong Computer Industry
42	香港工程網絡資料(集團)有限公司	The UtilityINFO Group
43	道高太平洋有限公司	TOGO Pacific Limited
44	東保集團	Tunbow Group
45	同發號建築材料有限公司	Tung Fat Ho Building Material Ltd
46	通域存網有限公司	UDomain Web Hosting Company Limited
47	黃波記有限公司	Wong Po Kee Ltd

以機構英文名稱排列。

Listed in alphabetical order.

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