

Meeting on 24 February 2000

How did training courses provided by the Employees Retraining Board (ERB) match with the 14 678 vacancies handled by the Labour Department (LD) which required computer skills?

In 1998, the LD handled 14 678 vacancies which required computer skills on the part of the applicants. These vacancies accounted for 10.6% of the total vacancies handled by the LD during that year. In 1999, the number of such vacancies rose by 5.1% to 15 425, amounting to 10.8% of the total vacancies handled during that year. The LD observed that almost all of these vacancies require knowledge in basic computer operation (e.g. Windows, DOS). The other most common skills required are spreadsheet (e.g. MS Excel), basic word processing (e.g. MS Word, WordPerfect) and Chinese data input (e.g. Changjei). A small percentage of these vacancies require knowledge in computer design & graphics, database, accounting software or programming knowledge.

2. With the exception of accounting software and programming knowledge, the above-mentioned skills are covered by the majority of ERB courses — basic computer operation and word processing are in fact the two major categories of ERB's IT courses. However, it should be noted that since the vacancies handled by the LD require different levels of educational background and experience in computer application on the part of the applicants, not all of them were suitable for the ERB's retrainees who were mostly aged 30 or above with no more than junior secondary education level. A direct matching of the job vacancies handled by LD and the training courses provided by the ERB is therefore not possible.

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