



僱員再培訓局

Employees Retraining Board

堅守信念 創造優勢

Upholding Visions Developing Strengths

2013-14年度年報 Annual Report



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主席序言 Chairman's Message

在2013-14年度，社會及經濟環境充滿挑戰，僱員再培訓局一如既往，緊守崗位，以靈活創新的策略，把挑戰轉化為機遇。

The socio-economic environment of Hong Kong was full of challenges in 2013-14. This notwithstanding, the Employees Retraining Board (ERB) was committed to achieving its objective, and adopted flexible and innovative strategies to turn challenges into opportunities.



全球正面對人口老化的問題，香港也不例外。人口老化令勞動人口參與率下降，加上經濟在近年持續增長，令香港的失業率處於相當低的水平，不少行業都面對人手短缺的壓力。人口政策督導委員會在2013-14年度發表的《集思港益》人口政策諮詢文件，認為香港必須制訂可持續的人口政策。文件提出多項建議，包括釋放現有人口的潛力、發展多元經濟基礎、改進教育及培訓等，以應對挑戰。

年內，政府亦發表了《2012年香港貧窮情況報告》，首次設訂了貧窮線，並推算香港貧困人口達131萬人。報告認同「就業」可有效減低貧窮的風險，提出可循提升勞動人口質素和鼓勵就業等方向，應對貧窮問題。

兩份政策文件均肯定了培訓和就業的社會價值。在提供培訓及就業支援服務方面，再培訓局可以積極配合政府落實人口政策和扶貧的工作，提供適時到位的培訓課程及就業服務，提升人力資源的質素和技能水平，推動釋放潛在的勞動力，減低人力資源錯配，為就業市場開發更多機遇。

The world is facing the problem of an ageing population, and Hong Kong is no exception. The direct consequence of an ageing population is a diminishing labour force participation rate. Coupled with continuous economic growth in recent years, unemployment rate in Hong Kong has stayed at a relatively low level, and many industries are experiencing manpower shortages. The consultation document – *“Thoughts for Hong Kong”* – issued by the Steering Committee on Population Policy in 2013-14 considered that Hong Kong should develop a sustainable population policy, and recommended a host of measures to address the challenges, including unleashing the potential of existing population, building a diversified economic foundation, improving education and training, etc.

In the year, the Government also released the *“Hong Kong Poverty Situation Report 2012”* and defined a poverty line for the first time. The population in poverty in Hong Kong was estimated at around 1.31 million. The Report acknowledged that “employment” is effective in reducing the risk of poverty, and proposed to address the poverty problem by enhancing the quality of the labour force and promoting employment.

The above policy documents affirmed the social values of training and employment. Insofar as provision of training and employment services are concerned, the ERB lends its full support to the government’s population policy and initiatives in poverty alleviation. We are committed to providing timely and appropriate training courses and employment services to enhance the quality and skill level of our manpower resources, unleash the potential workforce, reduce manpower mismatch and open up more opportunities for the employment market.

主席序言

Chairman's Message

再培訓局制訂的2013-14至2015-16年度「三年策略計劃」，採用了「一個宗旨，兩個概念，三個亮點，四項優勢」的規劃框架。我們以「培訓給力」為宗旨；落實「基層工種專門化」和「就業從學校出發」兩個概念；推行「開拓潛力工種」、「支援青年事業起步」和「支援企業為基層僱員提供培訓」三項亮點工程，並以深耕細作的方式發展再培訓局在培訓服務、質素保證、支援推廣和機構管治四方面的優勢，令我們的課程和服務能緊貼就業市場的脈搏，全面配合僱主和僱員的需要。

「培訓給力」有雙重意義，一方面反映了再培訓局的課程和服務有助推動學員在社會向上流動，另一方面彰顯了培訓本身的幹勁和朝氣，激勵我們同心合力為市民構建一個有效的培訓就業支援平台，亦鼓勵市民透過持續進修，在個人和事業發展上謀求突破。

再培訓局的努力在2013-14年度得到了豐盛的回報。立法會財務委員會年內通過向「僱員再培訓基金」注資\$150億作為種子基金，為再培訓局提供穩定和持久的財政資源，有利我們作出長遠規劃和開拓新的工作範疇，亦體現了政府對再培訓局的重視和支持。

In formulating its “Three-year Strategic Plan” for 2013-14 to 2015-16, the ERB adopted the framework of “One Objective, Two Concepts, Three Highlights, Four Strengths”. Our overall objective was “Training for Empowerment”, and we upheld our belief in the concepts of “Professionalisation of front-line jobs” and “Employment starts from schools”. We implemented new initiatives along the directions of “Developing jobs with employment potentials”, “Supporting career start-up of young people” and “Motivating enterprises to provide training for front-line employees”, capitalising on our competitive advantages in training services, quality assurance, promotion and support, and corporate governance. We ensured that our courses and services keep pace with the developments of the employment market, and address the needs of employers and employees on different fronts.

The meaning of “Training for Empowerment” is two-fold. On one hand, it highlights that the courses and services of the ERB can facilitate the upward mobility of trainees in the society. On the other hand, it showcases the energy and vitality of training itself, giving further momentum to our concerted effort to build an effective platform of training and employment support for the public. It also encourages members of the public to scale new heights in personal and career development through continuous learning.

The painstaking efforts of the ERB in 2013-14 have borne fruits. The Finance Committee of the Legislative Council approved a capital injection of \$15 billion into the Employees Retraining Fund as seed money to provide stable and sustainable financial support to the ERB. This would allow us to plan on a long-term horizon and develop new service portfolio to meet the changing needs of the society. It also demonstrates the recognition and support of the government to the ERB.

為了更好控制行政開支，再培訓局辦事處於2013-14年度遷入柴灣小西灣邨的新辦公室。該建築物原為小學校舍，再培訓局只須向政府繳交象徵式的租金，大幅減省了有關開支；而新辦事處與市民為鄰，亦配合再培訓局「深入社區，面向社群」的服務理念。

人才培訓及發展是香港社會的長遠投資和承擔，而這項投資同時具備保本和增值功能，適合所有穩健或進取的市民。優質的培訓課程和服務，可以協助市民提升知識、技能、就業能力及晉升機會，肯定是回報優厚的投資。在未來的日子，再培訓局會擔當更積極的角色，全面配合市民和就業市場的需要，擴闊培訓領域，提供更多元化的培訓及就業選擇。

讓我們繼續努力，積極結合社會各界的力量，發揮培訓資源的最大效益。

僱員再培訓局
主席
梁永祥, BBS, JP

For better expenditure control, the ERB moved into its new headquarters in Siu Sai Wan Estate, Chai Wan in 2013-14. The office premises were formerly occupied by a primary school, and was leased by the government to the ERB for a nominal fee, thereby significantly relieved our rental commitments. Meanwhile, the location of our new headquarters in a residential community echoes our service philosophy of “Entering the community, facing the public”.

To Hong Kong, manpower training and development is a long-term investment and commitment, and this investment is both capital-guaranteed as well as interest-bearing, rendering it fit for people from all walks of life. Quality training courses and services can help enhance our knowledge, skills, employability and promotion opportunity, making the return of this investment particularly attractive. In the coming years, the ERB will play a more active part in addressing the needs of the public and the job market by broadening the scope of training and providing a more diversified training and employment recipe.

Let us continue our hard work, and join hands with different quarters of the community to achieve the greatest effectiveness of our training courses and services.

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

行政總監報告 Executive Director's Overview

社會及經濟的持續發展，人才往往是成敗的關鍵。建立長遠的人才庫，提供有利人才發揮創意和才能的環境，自能展現人力資源的最大效益，提升企業的競爭力，推動社會向前發展。

Talent is pivotal to the sustainable development of the society and the economy. Building a long-term talent pool and an environment conducive to the exercise of creativity and capability will help optimise the effectiveness of human resources, increase the competitiveness of enterprises, and drive the continuous development of the society.



多年來，僱員再培訓局一直致力裝備香港的勞動人口，協助他們掌握職業技能、提升個人素養，令他們能夠在職場上縱橫馳騁，在個人及事業發展上有所突破，在社會向上流動；同時為各行各業培育優秀的人才，協助香港在白熱化的競爭下保持優勢。

在2013-14年度，本局開辦800多項課程，涵蓋近30個行業範疇，為學員提供多元化的培訓選擇。在年度內完成培訓課程的學員超過103,000人次，當中就業掛鈎課程的學員佔42,000人次，畢業學員的平均就業率達82%。其他學員則修讀通用技能培訓課程和「新技能提升計劃」課程，為個人及事業發展做好準備。

在2013-14年度，本局放寬了申請報讀半日或晚間制課程的受資助入息上限，為更多較低收入人士提供學費資助，鼓勵他們報讀本局課程。在企業層面，我們推出了「包班」服務，推動培訓機構更靈活地為企業或行業商會安排「包班」，為僱員提供職業技能及通用技能培訓。我們在年度內開發的「職場通用技能單元證書」課程系列，更為企業僱員提供工作態度、溝通技巧、人際關係及領導才能等培訓選擇。

「特種警衛訓練計劃」是我們根據「基層工種專門化」的理念而開拓的試點計劃，為18至24歲的青年人提供「一條龍」式的培訓及就業支援，協助他們入職高端物業管理及保安服務。計劃廣為業界及青年人歡迎，首屆計劃的80名畢業學員已全部入職。

The Employees Retraining Board (ERB) has all along endeavoured to equip Hong Kong's labour force with vocational skills and strengthen their personal attributes. This will enhance their mobility in the employment market and help them scale new heights in terms of personal and career development. On the other hand, this will cultivate talents for various industries and help maintain the competitive edges of Hong Kong in the global market.

In 2013-14, the ERB offered some 800 courses straddling nearly 30 industries, and provided trainees with a vast variety of training options. In the year, some 103,000 trainees completed our training courses, among them 42,000 pursued placement-tied courses and their average placement rate upon graduation reached 82%. The other trainees attended our generic skills training courses and "Skills Upgrading Scheme Plus" (SUS Plus) courses to better prepare themselves for personal and career development.

In 2013-14, the ERB relaxed the income thresholds for fee subsidies for half-day or evening courses to encourage lower-income people to enrol in our courses. On the enterprise side, we launched the "Enterprise-based Training Scheme" to motivate training bodies to flexibly organise in conjunction with employers or trade associations vocational and generic skills training for employees. In this direction, we developed a series of certificate courses in "Workplace Generic Skills" to provide training options on work attitude, communication, interpersonal skills and leadership for employees.

The "Squad 3S Programme" was organised on a pilot basis with reference to the concept of "Professionalisation of front-line jobs". It provided one-stop training and employment support to help young people aged 18 to 24 land on jobs in high-end property management and security services. The programme received overwhelming support from the industry as well as young people. All the 80 trainees of the first programme were placed into employment upon graduation.

行政總監報告

Executive Director's Overview

陪月員是具豐厚就業潛力的另一項工種。在2013-14年度，我們進一步完善了陪月員課程的培訓內容，並開辦多項與陪月相關的「新技能提升計劃」課程，以提升現職陪月員的技能水平。在2013年6月，我們推出全新的「陪月一站」就業轉介平台，中央處理陪月和嬰幼照顧的職位空缺，並設有專業顧問團隊，包括註冊護士及資深陪月員，為新入職的陪月員及其僱主提供顧問服務，加強僱主聘用新畢業學員的信心，提升學員的入職機會。

為了進一步落實「就業從學校出發」的理念，我們推出「TEEN試再行動2013」及「中學巡迴講座」，協助高中同學了解自己的職志，認識工作世界及不同行業的入職要求和發展機會，及早規劃未來進修及就業方向，兩項計劃共有約8,000名中學同學參加。

本局向來重視課程及服務的質素，培訓機構須定期向我們提交工作報告，我們亦派員到培訓機構進行實地審計，檢視機構的課程行政及財務紀錄。此外，我們亦推行觀課、觀試、突擊巡查等一系列質素保證措施。

Another job type with high employment potential was post-natal care helper. In 2013-14, we improved the contents of our post-natal care helper training course and launched a number of related “SUS Plus” courses to enhance the skill level of serving post-natal care helpers. In June 2013, we introduced the “Smart Baby Care” Scheme to centrally process post-natal care and infant and child care vacancies. A consultancy team comprising a registered nurse and a veteran post-natal care helper was set up to provide professional advice to new post-natal care helpers and their employers. This would hopefully enhance the confidence of the employers in recruiting our fresh graduates, thereby increasing their likelihood to land on jobs.

To further capitalise on the concept of “Employment starts from schools”, we launched the “Learn and Leap – Teen’s Action 2013” and “Career Talks for Secondary School” to help upper secondary students understand their own career interests, the world of work, and the entry requirements and development opportunities of different industries, so as to facilitate their early planning of further studies and career pathway. Altogether 8,000 secondary students participated in these two programmes.

The quality of courses and services is always a matter of top priority to the ERB. Training bodies are required to submit periodic performance reports to us for reference. We conduct on-site audits for training bodies to examine their course administration and financial records. We also carry out a series of quality assurance measures including class visits, assessment visits and surprise inspections, etc.

在2013-14年度，我們改善了課程質素保證機制，包括推出「綜合性周年審計系統」、監察培訓機構執行期末考試的情況、修訂學員入息抽查機制及委任培訓機構機制、就統一技能評估制訂質素保證程序等。我們也設立了綜合資訊系統，整合各項與質素保證措施相關的資訊，並全面研究引進「風險及表現為本」的質素保證機制，透過「常規監察」與「個案管理」雙軌並行的模式，監察培訓機構的表現。

配合「資歷架構」的發展，本局於2013-14年度安排部份課程進行學分分配及覆審。我們亦積極鼓勵培訓機構向香港學術及職業資歷評審局申請「初步評估」資格，並向機構提供技術支援。

為了推動市民進修增值，本局加強了地區層面的宣傳推廣工作。我們在觀塘、深水埗和元朗以先導形式發展地區網絡，透過本局在區內的「ERB服務中心」，與當區的區議會、民政事務處、地區組織等建立聯繫。我們編印了三區的「ERB地區服務概覽」並廣泛向市民派發，亦舉辦一系列「向地區出發2014」活動，向市民推廣本局的課程和服務。本局的培訓顧問亦與學校和地區團體合作，共同向中學同學提供職業輔導及相關資訊。

In 2013-14, we improved our quality assurance mechanism for training courses and launched a “Comprehensive Annual Audit System”. We monitored the administration of course-end assessments by training bodies, revamped the systems for income surveillance and appointment of training bodies, introduced quality assurance procedures for standardised skills assessments, and set up an integrated information system to consolidate information pertaining to quality assurance. We also examined the feasibility of implementation of a “risk-and-performance-based” quality assurance system which aims at monitoring the performance of training bodies with a dual-track approach comprising “regular monitoring” and “case management”.

In line with the development of the “Qualifications Framework”, we arranged some of our training courses to go through the processes of credit allocation and revalidation in 2013-14. We also actively encouraged training bodies to apply for the “Initial Evaluation” status of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, and provided them with the necessary technical support.

The ERB stepped up district-based publicity and promotional efforts to advocate further study and self-enhancement. District networks were developed on a pilot basis in Kwun Tong, Sham Shui Po and Yuen Long. We cultivated working relationship with district councils, Home Affairs Department and district organisations, published “ERB District Handbooks” for public circulation, and organised a series of activities under the “ERB Heading into the Districts 2014” to introduce our courses and services to residents of the three districts. Our training consultants also worked closely with schools and district organisations to offer secondary school students with career counselling and career information.

行政總監報告

Executive Director's Overview

另一方面，本局繼續透過「培訓課程推廣計劃」，資助培訓機構在各區舉辦活動，推廣本局的培訓課程和服務；當中不少活動以特定服務對象為目標。此外，我們也在不同的屋邨商場舉行多次巡迴展覽，加大地區宣傳的力度。

在行業協作方面，我們舉辦了超過100項「行業服務計劃」活動，向市民介紹各行各業的就業前景和入職機會，並協助僱主招聘本局的畢業學員。在2013-14年度，我們舉辦了首屆「周年僱主聚會」，為僱主及培訓機構建立溝通合作的平台，進一步強化本局的培訓及招聘服務。

為了推動企業重視人才培訓及發展，我們繼續舉辦「ERB人才企業嘉許計劃」，並進一步推出專題調查、特定服務對象招聘交流會等新措施，鼓勵「人才企業」積極使用本局的服務及向有特別需要的社群提供就業機會。在2013-14年度，62間企業在通過專業認證後獲嘉許為「人才企業」，令「人才企業」的總數增加至245間。

On the other hand, the ERB continued to sponsor training bodies to organise activities to promote ERB training courses and services at the district level through the “Funding Programme for Training Courses”. Some of these activities were tailored for special service targets. We also held a number of roving exhibitions in shopping centres of public housing estates to strengthen our district promotional efforts.

On collaboration with industries, we organised over 100 activities under the “Industry Service Programme” to introduce the career prospects and job opportunities of different industries to the public, and rendered assistance to employers in recruiting our graduate trainees. In 2013-14, we held the first “Annual Employer Luncheon” to provide a platform for employers and training bodies to foster communication and cultivate partnership with a view to further enhancing the training and recruitment services of the ERB.

We continued to organise the “ERB Manpower Developer Award Scheme” to motivate enterprises to place greater emphasis on manpower training and development. We also put in place a series of new measures including thematic surveys and recruitment sharing sessions for special service targets to encourage “Manpower Developers” to make better use of our services and offer job opportunities to social groups with special needs. In 2013-14, a total of 62 organisations were awarded the status of “Manpower Developers” after professional accreditation, boosting the total number of “Manpower Developers” to 245.

2013-14年度，香港政府先後發表了《集思港益》人口政策諮詢文件和《2012年香港貧窮情況報告》兩份重要文件，提出多項建議以應對人口老化和貧窮問題，並強調培訓和就業的重大社會價值。兩份政策文件提出的方向，與再培訓局的理念不謀而合，我們將繼續按現時的方向努力向前邁進。

僱員再培訓局
行政總監
吳家光, BBS

In 2013-14, the Hong Kong Government issued two important documents, i.e. *"Thoughts for Hong Kong"* and *"Hong Kong Poverty Situation Report 2012"*. A number of recommendations to address the problem of ageing population and poverty were put forward, and the tremendous social value of training and employment was highlighted. The directions advocated by these policy documents are in line with the mission and objective of the ERB. We will forge ahead along our current direction and continue to contribute to the well-being of Hong Kong.

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



機構管治

Corporate Governance

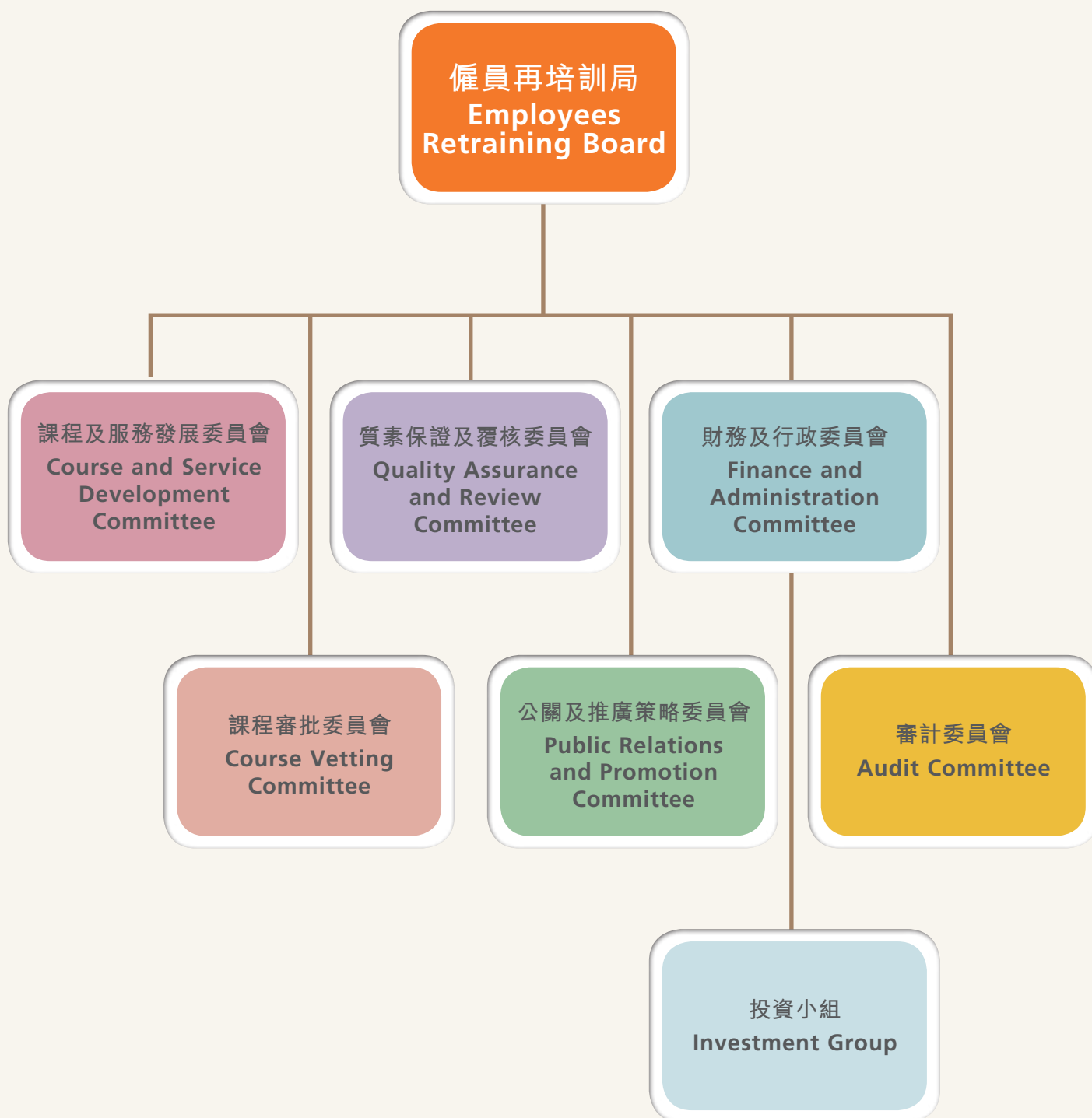
僱員再培訓局的成員由政府委任，包括僱主、僱員、與職業培訓及人力資源有關的人士和政府代表；並設各個專責委員會處理不同範疇的工作。

Members of the Employees Retraining Board (ERB) 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投資小組處理不同範疇的工作，協助局方制訂相關的培訓及服務政策，並監察行政辦事處的工作表現。

The ERB is an independent statutory body established in 1992 under the “Employees Retraining Ordinance”. Under the ERB, six Committees and an Investment Group have been established to carry out different functions, to assist in the formulation of policies for the training courses and services, and to monitor the performance of the Executive Office.



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、與職業培訓及人力資源有關的人士和政府代表共16名，並由主席領導。2013-14年度的成員包括：



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, employees, vocational training and human resources professionals and government officials. Membership of the Board in 2013-14 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
(由 2013 年 6 月 11 日起)

Employees' Representative
Ms. LAM Suk-fun
(From 11 June 2013)



與職業培訓及再培訓或
人力統籌有關的人士
黃錫楠教授

Person connected with Vocational Training and Retraining or Manpower Planning
Professor Danny WONG Shek-nam



與職業培訓及再培訓或
人力統籌有關的人士
黃小萍博士

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

備註：僱員代表李麗貞女士（至2013年6月10日）

Remarks: Employees' Representative Ms. LEE Lai-ching (Until 10 June 2013)



與職業培訓及再培訓或
人力統籌有關的人士
簡金港生女士

Person connected with
Vocational Training and
Retraining or Manpower
Planning

**Mrs. Mimi
CUNNINGHAM**



與職業培訓及再培訓或
人力統籌有關的人士
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
(由 2014 年 3 月 3 日起)

Government
Representative

**Mr. Donald TONG
Chi-keung, JP**
Commissioner for Labour
(From 3 March 2014)

備註：政府代表卓永興先生, JP (勞工處處長) (至2014年2月18日)
Remarks: Government Representative Mr. CHEUK Wing-hing, JP
(Commissioner for Labour) (Until 18 February 2014)

委員會職能及委員名單

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，制定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發展進度；
- (四) 審議現有課程及服務計劃的修改建議，使其更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	黃錫楠教授	經理（課程發展）
	吳慧儀女士, MH	
	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	Professor Danny WONG Shek-nam	Manager (Course Development)
	Ms. NG Wai-yee, MH	
	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	

委員會職能及委員名單

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定的培訓課程及計劃的發展路向和策略，向局方建議全年培訓學額及各類課程的學額分佈；
- (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培訓計劃及撥款申請，並向局方建議各培訓機構可獲得的學額分配；
- (三) 制訂及檢討課程行政政策；及
- (四) 監察辦事處審議培訓機構續辦各類課程的建議書及其預算，以及季度培訓計劃進展。

委員名單

召集人	委員	秘書
伍穎梅女士	黃錫楠教授	經理（課程行政）
	潘天賜先生	
	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	Professor Danny WONG Shek-nam	Manager (Course Administration)
	Mr. PUN Tin-chi	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	

委員會職能及委員名單

Functions and Membership of Committees

質素保證及覆核委員會

職權範圍

- (一) 審批新培訓機構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機制；
- (三) 釐訂培訓課程及服務計劃的成效指標及監察整體成績（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舉辦培訓課程的教學質素、成效及行政安排；
- (五) 監察培訓課程統一評估的工作，以及學員的評估成績；
- (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就培訓課程及服務計劃的投訴的整體情況，並在有需要時就個別投訴個案進行覆核。

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 development and implementation 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	

委員會職能及委員名單

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) 就本局公眾形象及品牌的公關工作，提供意見，並監察其成果；
- (三) 審議辦事處就大型的公關及宣傳推廣活動所擬備的方案，並批核公關及推廣活動的大型投標項目；及
- (四) 監察培訓機構就培訓課程及計劃進行的公關及宣傳推廣工作的成效。

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）
	李麗貞女士（至2013年6月10日）	
	林淑芬女士（由2013年6月11日起）	
	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 ERB;
- (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. LEE Lai-ching (Until 10 June 2013)	
	Ms. LAM Suk-fun (From 11 June 2013)	
	Representative of the Commissioner for Labour	
	Professor Leo SIN Yat-ming#	
	Mr. Chris LIU Kwok-wai#	

Co-opted Members

委員會職能及委員名單

Functions and Membership of Committees

財務及行政委員會

職權範圍

- (一) 審議辦事處職員的薪酬福利及聘用政策，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，並向全局推薦副行政總監級別人員的任免；
- (三) 審議年度財政預算草案及年度財務報告，提交全局通過；
- (四) 監察本局的收支及財務管理狀況；
- (五) 就僱員再培訓基金的投資策略及政策，向全局提交建議；並監察基金的投資活動和表現；
- (六) 制定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，以及公關推廣項目除外）；及
- (七) 制定及檢討本局的資訊科技政策，包括資訊科技保安政策，並監察其實施狀況。

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 of the Executive Office;
- (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 of the ERB;
- (4) to monitor the income, expenditure and financial position of the ERB;
- (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 of the ERB and scrutinise and approve large-scale tendering exercises (except training courses and services, and public relations and promotional projects); and
- (7) to formulate and review the IT policies of the ERB, including IT security policy, and to 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	

委員會職能及委員名單

Functions and Membership of Committees

財務及行政委員會

下設投資小組

職權範圍

- (一) 就僱員再培訓基金的投資目標、策略及指引，提供專業意見及建議；
- (二) 因應市場上的投資渠道及局方的需求，提供投資建議；及
- (三) 就其他經辦事處進行的日常投資事宜，向辦事處提供指導。

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

審計委員會

職權範圍

- (一) 監察辦事處業務的營運及財務制度及執行上有否遵從本局既定政策、程序、指引及相關法例，並檢討其是否達致應有的效益、效率及符合經濟原則；
- (二) 審閱內部審計組呈交的報告，提供改善建議；
- (三) 如有需要，或就全局交託的事宜，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效。

委員名單

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

增選委員

Financial and Administration Committee

Subsuming under the Committee is the Investment Group

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 day-to-day investment matters 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

Audit Committee

Terms of Reference

- (1) To monitor the operational and financial systems of the Executive Office to ensure compliance with the Board's policies, procedures, guidelines and relevant regulations, 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.

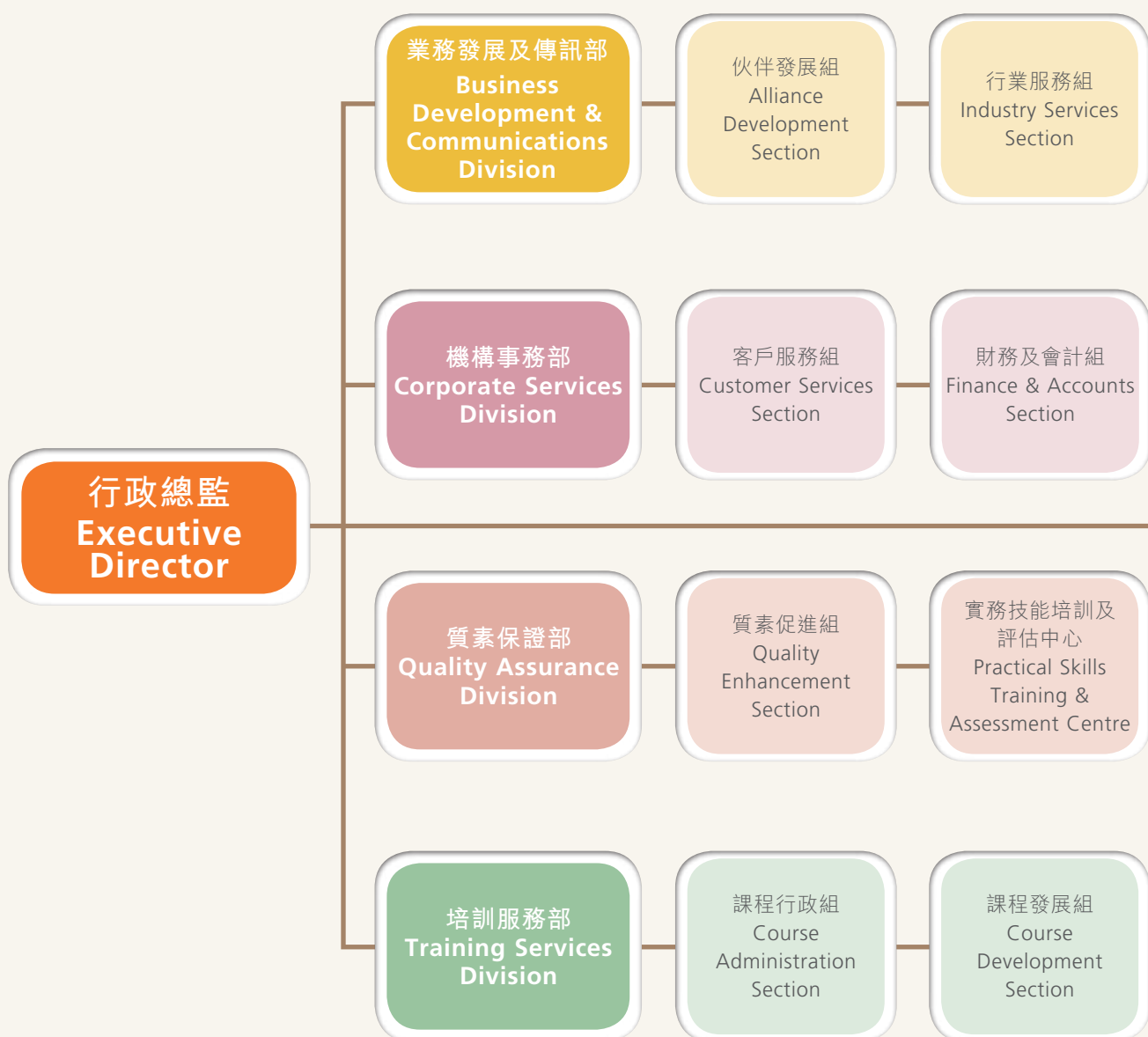
Membership

Convenor	Members	Secretary
Professor Danny WONG Shek-nam	Mr. Jason WONG Chun-tat	Internal Auditor
	Mr. CHUNG Wai-ping, MH	
	Representative of the Permanent Secretary for Labour and Welfare	
	Mr. David YU Hon-to#	

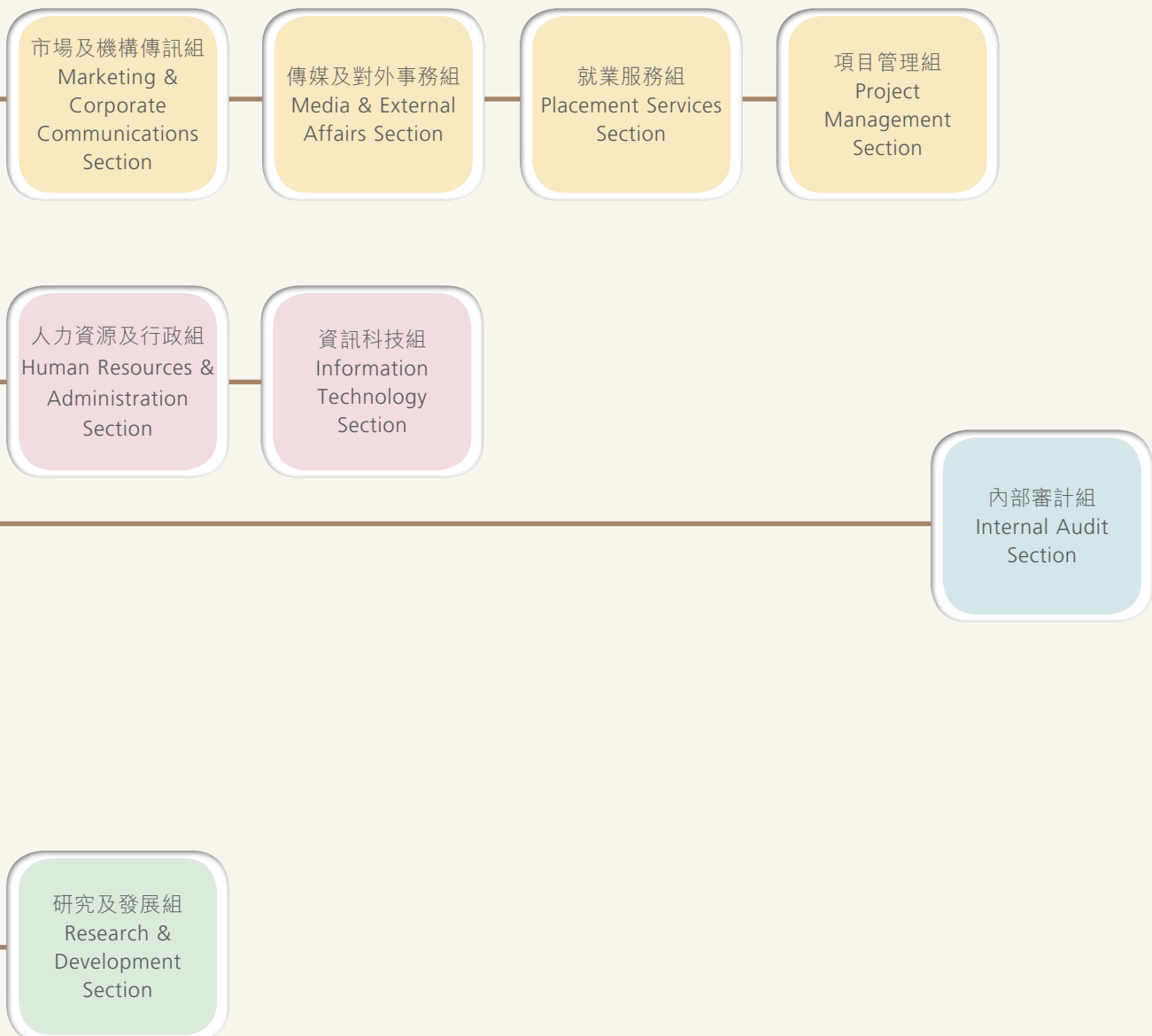
Co-opted Members

辦事處行政架構 Organisation Chart of the Executive Office

本局行政辦事處由行政總監領導，包括四個部門及獨立的內部審計組。當中，四個部門各由一名副行政總監負責統籌相關工作，而內部審計組則直接向審計委員會負責。



The Executive Office is headed by an Executive Director, who is underpinned by four Divisions and an independent Internal Audit Section. Each Division is directed by a Deputy Executive Director, who is responsible for the day-to-day operation of the Division and related issues. 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2011年1月成立，是本局專職內部審計的部門，在審計委員會的授權下行使獨立的審核職能。在2013-14年度，內部審計組繼續協助本局評估各組別的內部控制系統的效益及監察其運作，並確保各項營運及財務安排依循相關的法例及既定的政策、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工作及提交內部審計報告，並提出改善建議。內部審計組定期向審計委員會匯報審計結果。

此外，內部審計組會參考COSO委員會（即Committee of Sponsoring Organizations of the Treadway Commission）發佈的《COSO內部控制整合框架》，並就各審計項目的預期風險水平作出評估。在風險評估過程中，內部審計組會檢視辦事處在相關機制和流程中建立的內部控制系統在處理六個本局風險範疇（包括策略、機構運作、財務、法規、聲譽及外在因素）的成效。

The Internal Audit Section was established in January 2011 to carry out independent internal audits under the auspices of the Audit Committee. In 2013-14, the Internal Audit Section continued to monitor the operation of various internal control systems, evaluate their effectiveness, and ensure the compliance of the operational and financial arrangements with relevant statutory regulations and established policies, procedures and guidelines of the ERB.

The Internal Audit Section conducts internal audit exercises in accordance with approved audit plans, prepares audit reports, and recommends improvement measures. Audit findings are reported to the Audit Committee on a regular basis.

The Internal Audit Section also performs risk assessment for different audit exercises with reference 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 of the six risk categories, namely strategic, operational, financial, legal / regulatory, reputational and external risks.

監管機制

Monitoring Mechanism

本局訂有嚴謹的監管機制，並就不同監察範圍訂立成效指標。2013-14年度的成效指標如下：

評估目的	監察範圍	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 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	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

上述數據將按班別／課程／培訓機構／課程分類及整體作出評估。

* 主要成效指標

** 參考指標

The ERB has put in place stringent monitoring mechanism and introduced performance indicators for different functional areas. The performance indicators in 2013-14 were as follows:

Purpose 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 (TBs) 	Placement	Placement rate* <ul style="list-style-type: none"> Regular courses Relevancy 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	Course assessment	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 TBs 	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 would be analysed by class / course / TB / course type and as a whole.

- * Key performance indicator
 ** Reference indicator

服務承諾

Performance Pledges

本局制定了服務承諾以監察服務水平。在2013-14年度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"> 報讀就業掛鈎課程的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）。 報讀非就業掛鈎課程的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%	就業掛鈎課程：99% 非就業掛鈎課程：99%
上課安排	<ul style="list-style-type: none"> 報讀就業掛鈎課程的學員獲取錄後4個月內上課。 報讀非就業掛鈎課程的學員獲取錄後5個月內上課。 	80%	就業掛鈎課程：92% 非就業掛鈎課程：88%
發放畢業證書	<ul style="list-style-type: none"> 學員可於完班及獲知評估合格後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%	95%

The ERB has established performance pledges to monitor the quality of services rendered to the public. In 2013-14, the achievement level of the performance pledges were as follows:

Training Services			
Service	Performance Pledge	Target Level	Achievement Level
Application and admission	<ul style="list-style-type: none"> Notify applicants of placement-tied courses 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. Notify applicants of non-placement-tied courses of application results within 10 working days upon receipt of course application forms and required supporting documents. 	80%	Placement-tied course: 99% Non-placement-tied course: 99%
Commencement of training	<ul style="list-style-type: none"> Successful applicants of placement-tied courses to commence training within 4 months upon notification of admission. Successful applicants of non-placement-tied courses to commence training within 5 months upon notification of admission. 	80%	Placement-tied course: 92% Non-placement-tied course: 88%
Issue of certificate	<ul style="list-style-type: none"> Graduation certificates to be available for collection at the appointed TBs 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%	95%

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"> 有關課程完結後25個工作天內。 	90%	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	<ul style="list-style-type: none"> 於收到登記表格後2個工作天內。 	95%	100%
致電僱主跟進配對及轉介	<ul style="list-style-type: none"> 於確認登記日後的3個工作天內。 	95%	99.9%

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%	97.5%
回覆留言	<ul style="list-style-type: none"> 於工作天上午9時至下午5時的留言：即日回覆。 於其他時間內留言：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. 	90%	99%

"Smart Living" Scheme

Service	Performance Pledge	Target Level	Achievement Level
Telephone confirmation of registration with employers	<ul style="list-style-type: none"> Within 2 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 3 working days upon confirmation of registration. 	95%	99.9%

Hotline Services for Public Enquiries and Opinions

Service	Performance Pledge	Target Level	Achievement Level
Answer to calls received through the hotline 182 182	<ul style="list-style-type: none"> For enquirers who wish to speak with hotline staff: to answer within 15 seconds during office hour. 	80%	97.5%
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: to reply within the same day. For messages received otherwise than the above: to reply within the following working day. 	95%	100%

服務評價

Service Evaluation

本局委託了獨立調查機構以電話訪問形式收集僱主及學員對課程及服務的意見。在2013-14年度進行的調查，目標對象是於2012年10月至2013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	81%
工作態度／紀律良好	83%
人際溝通技巧良好	82%
技能符合工作所需	81%
能夠適應工作環境／變化	77%
工作效率高	74%

受訪學員認為本局的課程和服務能達致以下成效：	百分比
整體對就業有幫助	86%
提高職業技能	89%
引起持續進修的興趣	89%
增強自信心	87%
對就業前景及工作環境比以前了解	86%
改善軟性技巧	85%
提高適應工作的能力	85%
增強對工作的投入感	82%
增加轉業機會	78%
增強基礎技能	72%

The ERB commissions an independent research organisation to collect the opinions of employers and trainees on its training courses and services through telephone surveys. For the study conducted in 2013-14, the target respondents were trainees who had completed ERB training courses between October 2012 and September 2013 as well as employers who had engaged these trainees. Findings of the study were as follows:

Surveyed employers considered that trainees' performance was as follows:		Percentage
Overall work performance was good		81%
Good working attitude / Well-disciplined		83%
Good interpersonal skills		82%
Skills matching job requirements		81%
Adaptable to work environment / changes		77%
High work efficiency		74%
Surveyed trainees considered that ERB training courses and services could achieve the following results:		Percentage
Overall speaking beneficial to employment		86%
Enhanced vocational skills		89%
Aroused interest in continuous learning		89%
Boosted self-confidence		87%
Better understanding of career prospects and work environment		86%
Improved soft skills		85%
Enhanced adaptability to work		85%
Strengthened commitment to work		82%
Increased job mobility		78%
Improved foundation skills		72%

工作報告

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1^個
宗旨
Objective

僱員再培訓局採用「一個宗旨，兩個概念，三個亮點，四項優勢」的規劃框架，並以「培訓給力」為宗旨，透過培訓協助服務對象提升技能，在社會向上流動。在2013-14年度，本局推出多項重點工作，為各行各業造就人才。

Base on the framework of "One Objective, Two Concepts, Three Highlights, Four Strengths" and the vision of "Training for Empowerment", the Employees Retraining Board (ERB) aims to assist service targets to pursue upward mobility through skills training. By implementing various works in 2013-14, the ERB endeavors to provide a quality labour force for industries.



2^個
概念
Concepts

3^個
亮點
Highlights

4^項
優勢
Strengths

工作報告

Work Report

規劃框架：一個宗旨，兩個概念，三個亮點，四項優勢

從2012-13年度開始，僱員再培訓局按年制定「三年策略計劃」，以適時回應社會的發展和期望，並以開放及前瞻的方式規劃發展方向和服務範疇。

Planning framework: “One Objective, Two Concepts, Three Highlights, Four Strengths”

Effective from 2012-13, the ERB prepares on a rolling basis a “Three-year Strategic Plan” with a view to promptly responding to the development and expectations of the society, and setting out its strategic directions and scope of work in an open and forward-looking manner.

- 在2013-14至2015-16年度的「三年策略計劃」，本局採用「一個宗旨，兩個概念，三個亮點，四項優勢」的規劃框架：
 - 以「培訓給力」為宗旨；
 - 發揚「基層工種專門化」和「就業從學校出發」兩個概念；
 - 循「開拓具潛力工種」、「支援青年事業起步」，以及「支援企業為僱員提供培訓」三個方向開展亮點工程；及
- The ERB formulated its “Three-year Strategic Plan for 2013-14 to 2015-16” on the framework of “One Objective, Two Concepts, Three Highlights, Four Strengths”, as follows:
 - To pursue the overall objective of “Training for Empowerment”;
 - to further develop services with respect to the two concepts of “Professionalisation of front-line jobs” and “Employment starts from schools”;
 - to launch new initiatives in three areas, namely, “Developing jobs with employment potentials”, “Supporting career start-up of young people” and “Motivating enterprises to provide training for front-line employees”; and



- 以「深耕細作」的方式發展本局在「培訓服務」、「質素保證」、「就業支援」和「機構管治」四方面的優勢。
- to dedicate to reinforcing the competitive advantages of the ERB in training services, quality assurance, employment support and corporate governance.
- 「培訓給力」的宗旨，顯示了本局透過培訓協助服務對象提升技能，在社會向上流動的目標；亦強調從事培訓事業必須具備的幹勁和朝氣，激勵同事及培訓機構同工共同努力。
- The objective of “Training for Empowerment” exemplified the dedication of the ERB in assisting service targets to pursue upward mobility through skills training. At the same time, it motivated colleagues of the ERB and training bodies to join hands to foster the development of the training industry with enthusiasm and vigor.
- 在2013-14年度，本局提供130,000個培訓學額，並預留40,000個備用學額，以迅速回應就業市場可能出現的變化。
- In 2013-14, the ERB offered a total of 130,000 training places, and set aside resources for providing another 40,000 training places as necessary to promptly respond to changes in the employment market.

工作報告

Work Report

工作重點

強化陪月員培訓及就業支援

- 為配合衛生署推廣母乳育嬰，本局優化「陪月員基礎證書」課程的培訓內容，並新增多項相關的「新技能提升計劃」課程，協助受訓的陪月員持續提升技能及服務水平。
- 為回應市場對陪月服務質量要求的提升，本局於2013年6月推出「陪月一站」，以中央形式處理陪月員及嬰幼兒照顧員的職位空缺，為僱主及相關課程畢業學員提供「一條龍」的轉介服務。「陪月一站」設有陪月顧問服務，加強向新畢業學員提供就業支援，提升僱主聘用新畢業學員的信心，協助學員盡快入職。

推出「特種警衛訓練計劃」

- 為協助青年人開拓就業空間，支援他們在事業上起步，本局於2013年8月，以試點形式推出「特種警衛訓練計劃」，向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或保安服務。

Major tasks accomplished

Enhancing training and placement support for post-natal care workers

- In tandem with the promotion of breast-feeding by the Department of Health, the ERB enhanced the training contents of the “Foundation Certificate in Post-natal Care Worker Training” and developed a series of related “Skills Upgrading Scheme Plus” (SUS Plus) courses to assist trained post-natal care workers to continuously upgrade skill levels and improve service quality.
- In response to the increasing demand for quality post-natal care helpers, the ERB launched the “Smart Baby Care” Scheme in June 2013 to centrally manage post-natal care and infant and child care job vacancies, and to provide one-stop referral services for employers as well as graduate trainees of related courses. To strengthen the employment support services for fresh graduates, the ERB offers consultancy services under the “Smart Baby Care” Scheme to enhance employers’ confidence in recruiting post-natal care helpers with limited work experience. The objective is to help graduate trainees land on jobs as soon as possible.

Rolling out the “Squad 3S Programme”

- The ERB launched on a pilot basis the “Squad 3S Programme” in August 2013 to help young people embark on their career journeys in the high-end property management and security service industry. 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 venues.

- 課程課時共320小時，主要內容包括技能訓練如體能和特種訓練、人群管理、處理突發事件等，以及行業介紹、語文訓練、個人素養及求職技巧。
- 「特種警衛訓練計劃」得到勞工處和四個僱主機構的全力支持，在2013-14年度開辦了四班，超過80名青年人入讀課程，並於畢業後入職參與的僱主機構。

推出「TEEN試再行動2013」及「中學巡迴講座」

- 本局於2013年5月推出「TEEN試再行動2013」，協助中學畢業生認識工作世界，了解自己的興趣和職志，以規劃未來進修及就業計劃。活動得到教育局全力支持。
- 「TEEN試再行動2013」的內容包括「職場規劃講座」、「行業試讀班」、「面試技巧工作坊」及「職場體驗項目」。
- 本局在2013-14年度舉辦共10場「中學巡迴講座」，邀請不同行業的僱主代表向中學生講解行業發展前景、入職機會及工作要求等，本局代表亦向中學生介紹本局為年青人提供的課程和服務。

- The Programme covered 320 hours of skills training on fitness, crowd control and handling of emergency as well as generic training on industry background, workplace languages, personal attributes and job search skills.
- The “Squad 3S Programme” received the full support of the Labour Department and four participating employers. In 2013-14, four classes were organised and over 80 young people enrolled. Trainees upon graduation were engaged by the participating employers.

Launching the “Learn and Leap – Teen’s Action 2013” and “Career Talks for Secondary School”

- The ERB launched the “Learn and Leap – Teen’s Action 2013” in May 2013 with the full support of the Education Bureau. The programme assisted secondary school graduates to understand the world of work and their own interests and career aspirations, and facilitated them to plan for their further studies and career development.
- The “Learn and Leap – Teen’s Action 2013” comprised a variety of career planning seminars, industry taster courses, interviewing skills workshops and workplace experience opportunities.
- The ERB organised a total of 10 “Career Talks for Secondary School” in 2013-14. Employer representatives were invited to introduce to the secondary school students the career prospects, job opportunities and entry requirements of different industries. Representatives of the ERB also took the opportunity to brief the participants of the courses and services of the ERB for young people.

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推出企業「包班」服務

- 為支援企業為僱員提供在職培訓，本局於2012年10月推出企業「包班」服務，鼓勵培訓機構與僱主或商會合作，以「包班」形式為僱員提供以企業或行業為本的技能提升培訓。
- 在「包班」安排下，企業可按需要靈活選擇培訓時間及場地，課程的學費會由僱主支付，而學員可透過簡化程序報讀課程。
- 推出跨行業通用的「職場通用技能」證書課程系列，提供工作態度、溝通、人際關係及領導技巧等軟性技巧訓練，為企業提供更多培訓選擇。
- 在2013-14年度，18間企業為超過720名員工開辦了45班「包班」課程，涉及交通及支援服務、零售、地產代理、環境服務、商業、飲食以及美髮等行業範疇。

Launching the “Enterprise-based Training Scheme”

- To support enterprises in providing in-service training for their employees, the ERB launched the “Enterprise-based Training Scheme” in October 2012. Training bodies are encouraged to collaborate with employers or trade associations to provide enterprise- or industry-based skills upgrading training for their employees.
- Under the “Enterprise-based Training Scheme”, participating organisations may flexibly choose the time and venue of training. All course fees are payable by the employers, and the procedures for enrolment of trainees have been simplified.
- A series of certificate courses in “Generic Skills in the Workplace” have been launched to provide training on soft skills including work attitude, communication, interpersonal skills and leadership. They provide more training options for the selection of participating organisations.
- In 2013-14, 45 training classes were organised under the “Enterprise-based Training Scheme”, benefiting over 720 employees of 18 enterprises from different industries, including transportation & support services, retail, real estate agency, environmental services, business, catering and hairdressing, etc.

其他主要工作

協助推動「資歷架構」發展

- 教育局在「資歷名銜計劃」下，規定由2016年1月1日起，所有已上載資歷名冊的課程須採用符合其規定的資歷名銜。本局已因應「資歷名銜計劃」的推展，檢視及修訂現有課程名稱。修訂後的課程名稱於2014年4月1日起生效。
- 本局正分階段為課程訂定學員自修時數和總學時，以計算「資歷學分」，讓公眾人士更清晰了解課程的學習量。
- 本局已參考相關的《能力標準說明》，在美容及機電行業範疇下發展「能力為本」新課程，讓課程內容更能與業界倡議的標準接軌。

Other key areas of work

Facilitating the development of “Qualifications Framework”

- Under the “Award Titles Scheme” of the Education Bureau, effective from 1 January 2016, award titles adopted by courses listed on the Qualifications Register should adhere to stipulated rules. The ERB accordingly reviewed and revised the titles of its existing courses in tandem with the launching of the “Award Titles Scheme”. The revised titles took effect on 1 April 2014.
- To facilitate public understanding of the extent of learning of individual courses, the ERB started to delineate, by phases, the self-study hours of trainees and notional learning hours of its training courses for the calculation of the sizes of learning for its courses in terms of “Qualifications Framework Credits”.
- With reference to relevant “Specifications of Competency Standards” (SCSs), the ERB developed new “SCS-based” courses for the beauty therapy and electrical & mechanical services industries to keep training contents in line with standards advocated by the industries.

工作報告 Work Report

推出具市場需求的新課程

- 在2013-14年度，本局開辦超過800項課程，涵蓋近30個行業範疇，為學員提供多元化的培訓選擇。
- 本局緊貼就業市場變化，開發具市場需求而適合不同服務對象的課程。年度內，本局推出約80項新課程，涵蓋20個行業範疇及通用技能範疇。
- 為確保課程內容切合業界需要，本局定期進行檢討並在有需要時作出修訂，在過程中會諮詢持份者的意見。

放寬申請報讀半日或晚間制課程的受資助入息上限

- 自2013年4月1日起，本局放寬市民申請報讀半日或晚間制課程的受資助入息上限，經修訂的收費機制如下：
 - 每月入息為\$19,501或以上的學員，須支付「一般資助學費」(即未有計算本局行政費用的課程成本)；
 - 每月入息為\$9,001至\$19,500的學員，可申請繳付「高額資助學費」(即由本局資助課程成本約七成)；及
 - 沒有收入或低收入(每月入息為\$9,000或以下)的學員，可申請豁免繳費。

Launching new courses with market demand

- In 2013-14, the ERB offered over 800 courses, straddling nearly 30 industry categories, to provide trainees with diverse training options.
- The ERB endeavours to develop training courses in response to market demand and the needs of different service targets. In 2013-14, the ERB launched around 80 new courses, covering 20 industry categories and generic skills training.
- To ensure that the training contents match the demand of the industries, the ERB regularly reviews its courses and revises them as appropriate in consultation with stakeholders.

Relaxing income thresholds of course fee subsidies for half-day or evening courses

- With effect from 1 April 2013, the income thresholds of course fee subsidies for half-day or evening courses were relaxed. The revised fee charging mechanism was as follows:
 - Trainees with a monthly income of \$19,501 or above shall pay the “General Subsidised Fee” (i.e. the training costs, exclusive of the administrative cost of the ERB);
 - trainees with a monthly income between \$9,001 and \$19,500 may apply to pay the “Highly Subsidised Fee” (i.e. with the ERB subsidising about 70% of the training costs); and
 - trainees with nil or low income (monthly income of \$9,000 or below) may apply for course fee waiver.

提升課程和服務質素

- 本局推出了「風險及表現為本」的質素保證機制，透過「常規監察」與「個案管理」雙軌並行的模式，監察培訓機構的表現。
- 本局檢討和改善了多項質素保證及監察措施，包括為表現持續優良的培訓機構推出「自行評審」機制，以提升工作效率和成本效益。
- 本局持續推動及協助培訓機構向香港學術及職業資歷評審局申請「初步評估」資格。
- 為了提升課程質素，本局強化了「實務技能培訓及評估中心」的職能。

Enhancing the quality of training courses and services

- The ERB has kick-started a “Risk-and-performance-based” quality assurance system which monitors the performance of training bodies with a dual-track approach comprising “regular monitoring” and “case management”.
- The ERB reviewed and improved various quality assurance and monitoring measures, including the setting up of a “self audit” mechanism for training bodies with consistently good performance to enhance efficiency and cost-effectiveness.
- The ERB continued to encourage and assist training bodies to apply for the “Initial Evaluation” status of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.
- To improve the quality of training courses, the ERB strengthened the functions of the “Practical Skills Training and Assessment Centre”.

工作報告

Work Report

加強與持份者的聯繫

- 本局積極構建地區網絡，在三個「ERB服務中心」所在的地區派發ERB地區服務概覽，並舉辦一系列「向地區出發2014」活動，與地區團體建立合作關係。
- 本局繼續推動「ERB人才企業嘉許計劃」，鼓勵企業重視人才培訓及發展；並舉辦多項延續活動，鼓勵「人才企業」參與本局服務。
- 本局舉辦「僱主周年聚會」，提供平台讓培訓機構與僱主建立聯繫，共同發展適切的課程和服務。
- 本局加強在地區層面的宣傳和推廣活動，包括舉辦「地區行業服務計劃」和地區巡迴展覽等。

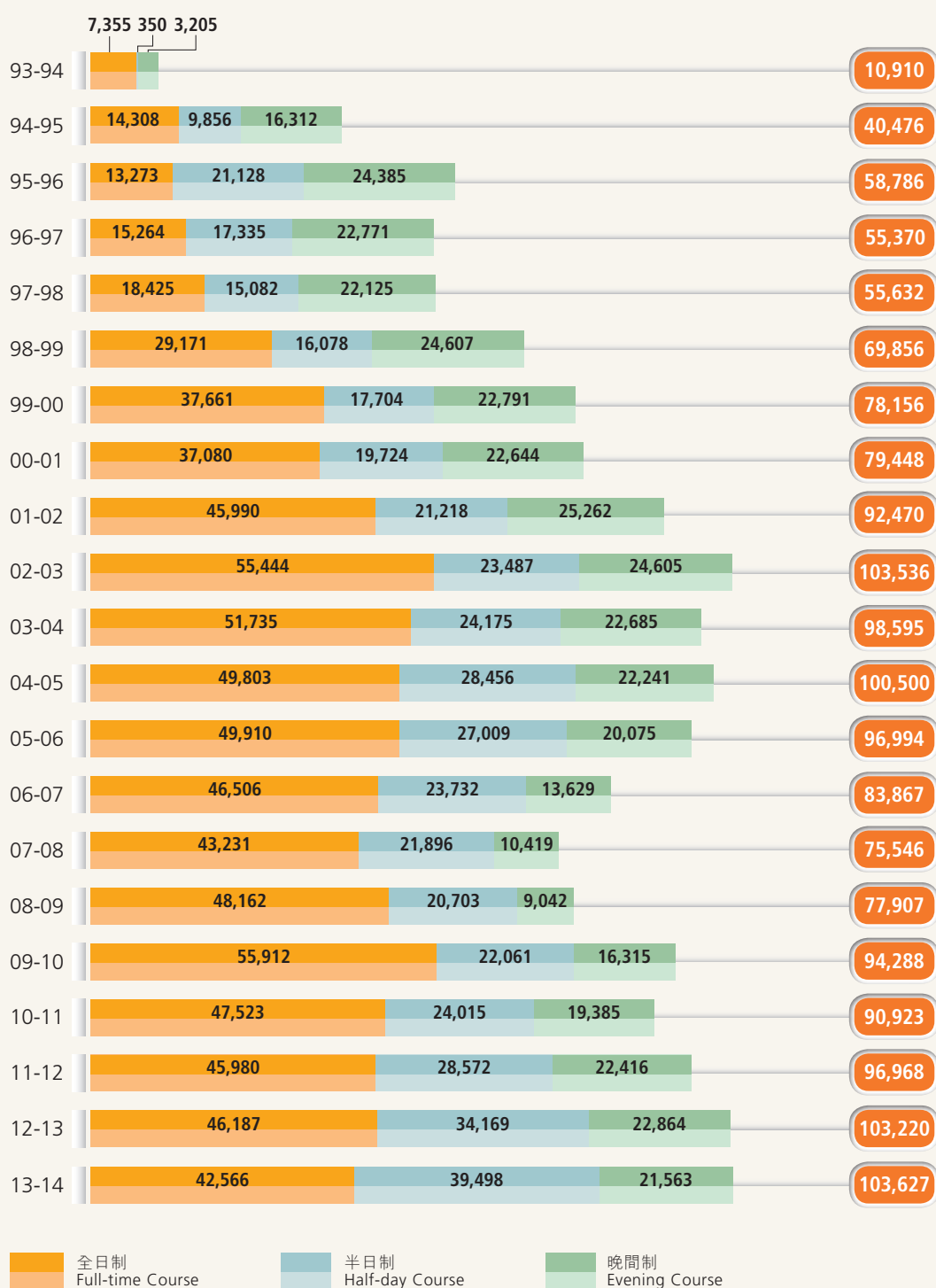
Strengthening collaborations with stakeholders

- The ERB actively developed district networks in the vicinity of the three “ERB Service Centres”. “ERB District Handbooks” were produced and distributed to residents in the districts, and a series of activities were launched under the “ERB Heading into the Districts 2014” to foster partnership with district organisations.
- The ERB continued to organise the “ERB Manpower Developer Award Scheme” to motivate enterprises to place greater emphasis on manpower training and development. A series of follow-up activities were held to encourage “Manpower Developers” to make better use of the services of the ERB.
- The ERB organised the “Annual Employer Luncheon” to provide a platform for training bodies and employers to communicate and foster rapport for concerted efforts in the development of training courses and services.
- The ERB stepped up district-based publicity and promotional efforts by organising activities including the “District-based Industry Service Programme” and district roving exhibitions.

主要統計資料

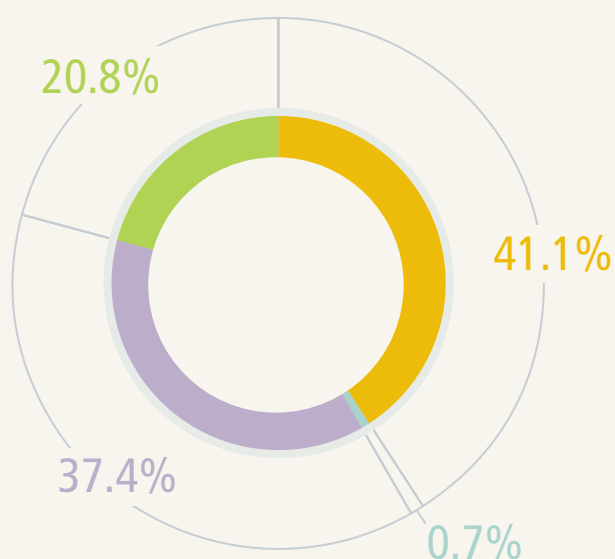
Major Statistics





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



主要統計資料 Major Statistics

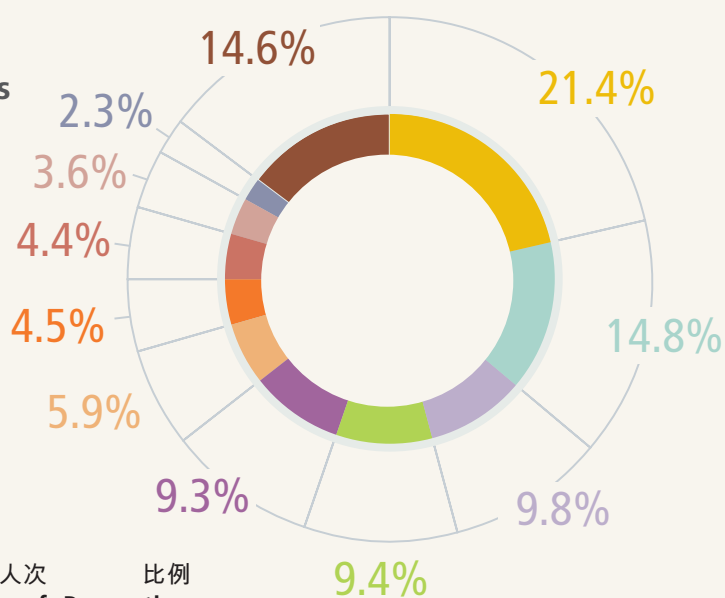
各類培訓課程畢業學員人次比例
Proportion of Graduate Trainees



課程 Course Mode	人次 No. of Trainees	比例 Proportion %
 全日制就業掛鉤課程 Full-time Placement-tied Course	42,566	41.1%
 半日制就業掛鉤課程 Half-day Placement-tied Course	718	0.7%
 半日制非就業掛鉤課程 Half-day Non-Placement-tied Course	38,780	37.4%
 晚間制非就業掛鉤課程 Evening Non-Placement-tied Course	21,563	20.8%
總數 Total	103,627	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

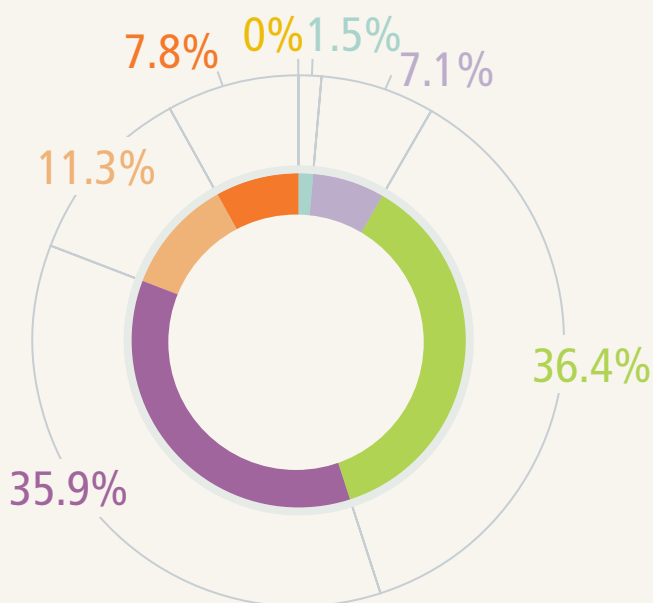









課程類別 Course Category	人次 No. of Trainees	比例 Proportion %
家居服務 Domestic Services	9,279	21.4%
物業管理及保安 Property Management & Security	6,412	14.8%
美容 Beauty Therapy	4,237	9.8%
飲食 Catering	4,084	9.4%
健康護理 Healthcare Services	4,041	9.3%
酒店 Hotel	2,528	5.9%
中醫保健 Chinese Healthcare	1,940	4.5%
商業 Business	1,898	4.4%
環境服務 Environmental Services	1,574	3.6%
零售 Retail	985	2.3%
其他 Others	6,306	14.6%
總數 Total	43,284	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.

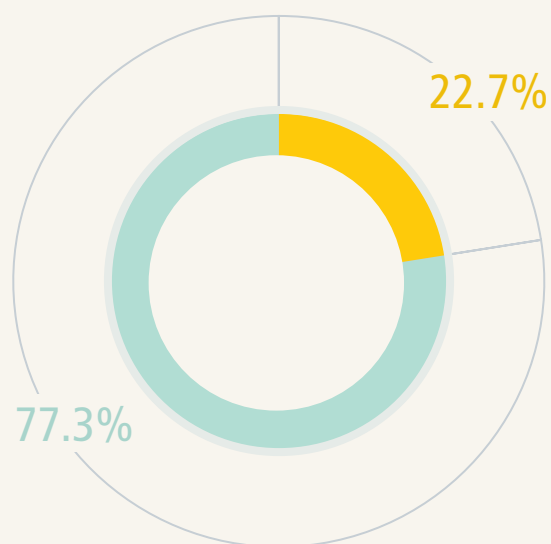
主要統計資料 Major Statistics

就業掛鈎課程畢業學員教育程度分佈
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	7	0%
 未完成小學 Not Completed Primary Education	639	1.5%
 小學畢業 Completed Primary 6	3,065	7.1%
 中一至中三 Secondary 1 to 3	15,755	36.4%
 中四至中五 Secondary 4 to 5	15,556	35.9%
 中六至中七 Secondary 6 to 7	4,903	11.3%
 高等教育 Tertiary Education	3,359	7.8%
總數 Total	43,284	100%

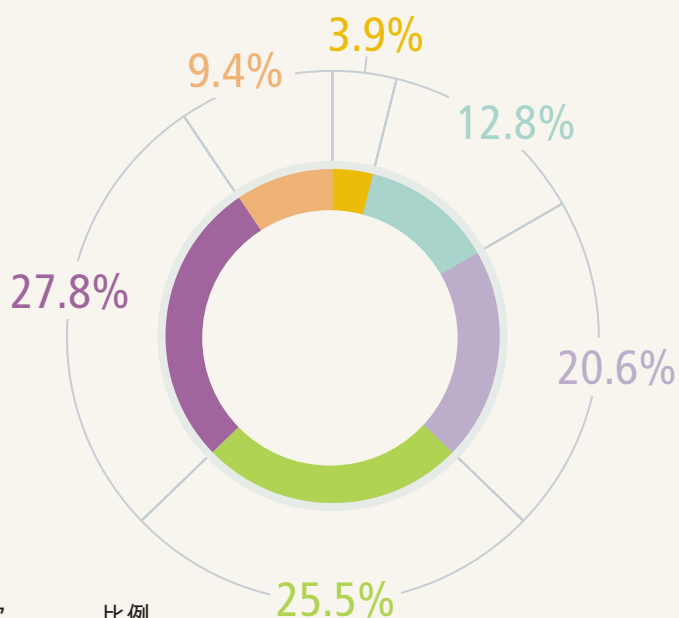
就業掛鈎課程畢業學員男女比例
Graduate Trainees of Placement-
tied Courses by Gender







性別 Gender	人次 No. of Trainees	比例 Proportion %
<div></div> <div>男性 Male</div>	9,825	22.7%
<div></div> <div>女性 Female</div>	33,459	77.3%
總數 Total	43,284	100%

主要統計資料 Major Statistics

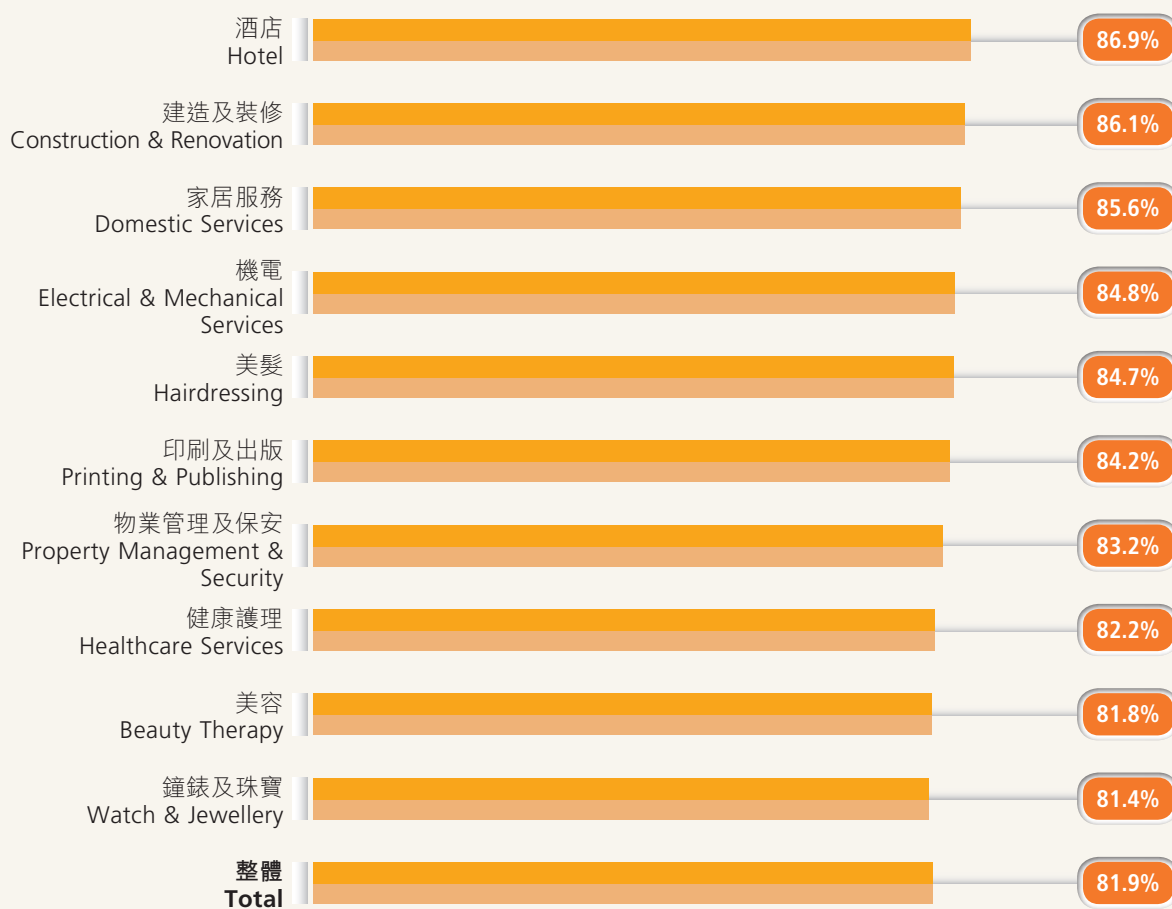
就業掛鈎課程畢業學員年齡分佈
Graduate Trainees of Placement-tied Courses by Age



年齡 Age	人次 No. of Trainees	比例 Proportion %
 15-19	1,695	3.9%
 20-29	5,539	12.8%
 30-39	8,904	20.6%
 40-49	11,039	25.5%
 50-59	12,049	27.8%
 60或以上 60 or above	4,058	9.4%
總數 Total	43,284	100%

就業掛鈎課程就業率

Placement Rate of Placement-tied Courses

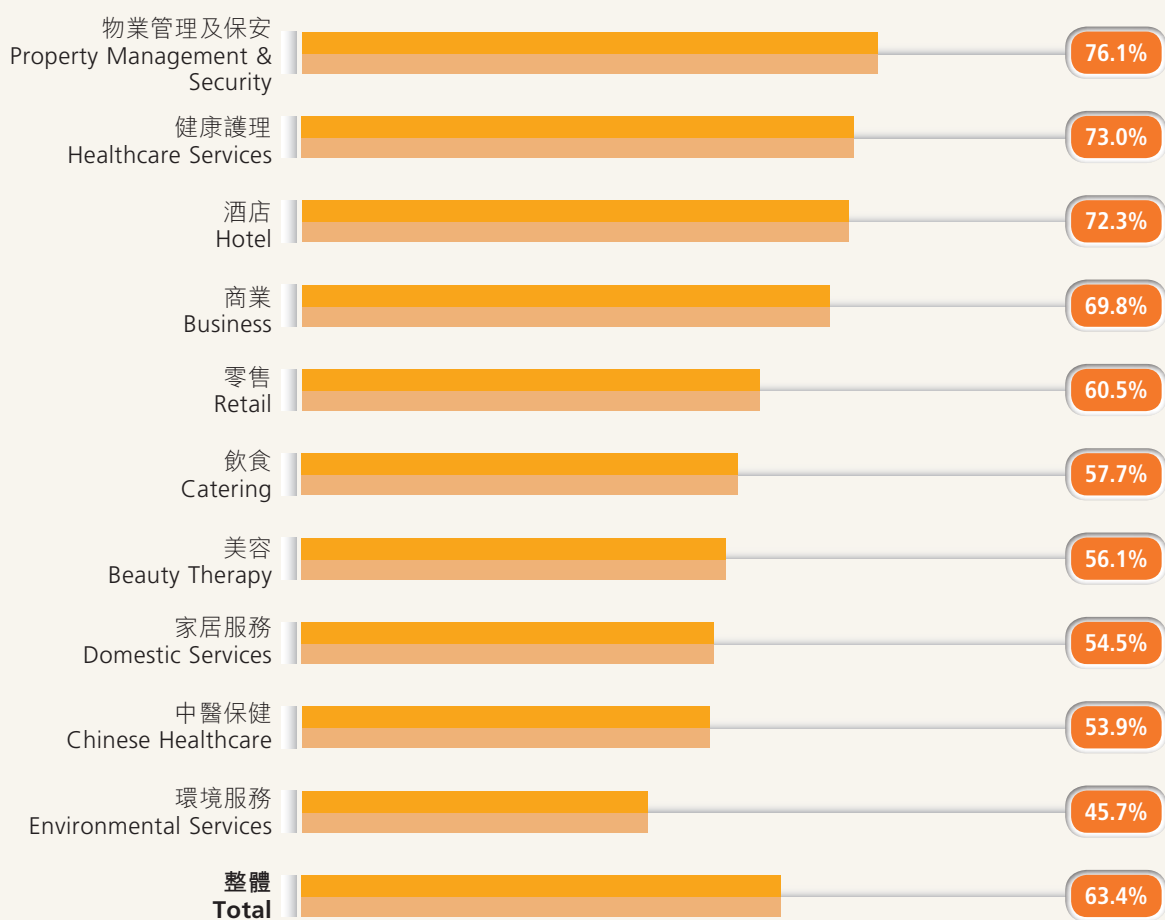


上述圖表顯示首10個最高就業率的課程類別。

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

主要統計資料 Major Statistics

就業掛鉤課程留職率 Retention Rate of Placement-tied Courses

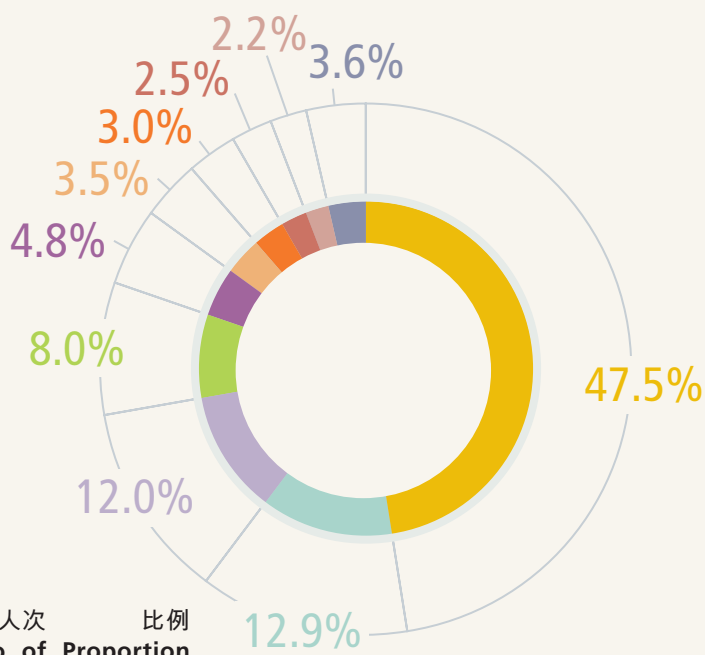












上述圖表顯示首10個最多畢業學員人次的課程類別的留職率（就業跟進期完結六個月後）。

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	16,627	47.5%
 地產、物業管理及護衛業 Real Estate, Property Management and Security Services	4,530	12.9%
 批發及零售業 Wholesale and Retail	4,194	12.0%
 飲食業 Catering	2,796	8.0%
 酒店業 Hotel	1,697	4.8%
 金融、保險及商業服務業 Finance, Insurance and Business Services	1,242	3.5%
 運輸、倉庫及通訊業 Transport, Storage and Communication	1,038	3.0%
 建造業 Construction	885	2.5%
 進出口貿易業 Import and Export	775	2.2%
 其他* Others*	1,251	3.6%
總數 Total	35,035	100%

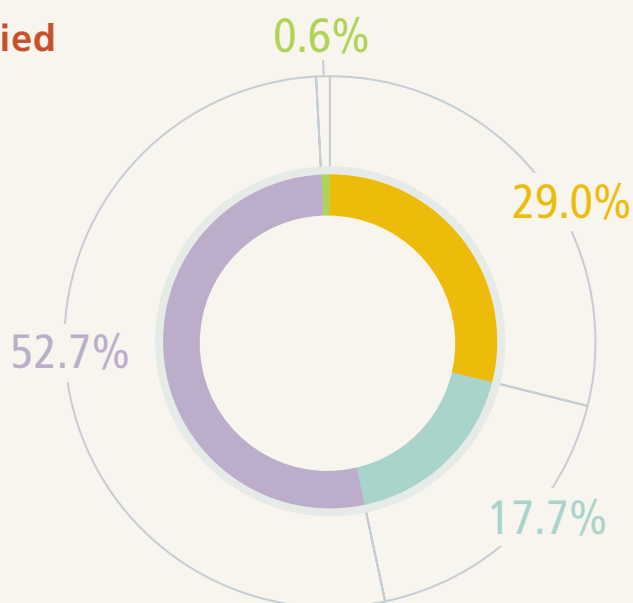
* 包括初級生產業、礦石開採業、能源業、紡織及製衣製造業，以及其他製造業。





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

主要統計資料 Major Statistics

非就業掛鉤課程統計資料 Statistics of Non-Placement-tied Courses

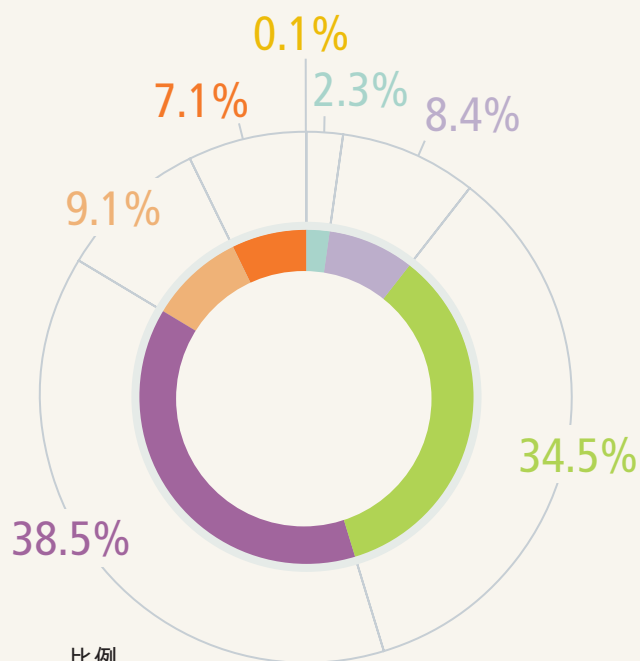
非就業掛鉤課程畢業學員人次比例
Proportion of Graduate Trainees
of Non-Placement-tied Courses










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	17,482	29.0%
 通用技能培訓課程 — 職業語文 Generic Skills Training Courses – Workplace Languages	10,709	17.7%
 「新技能提升計劃」課程 “Skills Upgrading Scheme Plus” Courses	31,809	52.7%
 其他 Others	343	0.6%
總數 Total	60,343	100%

非就業掛鈎課程畢業學員
教育程度分佈

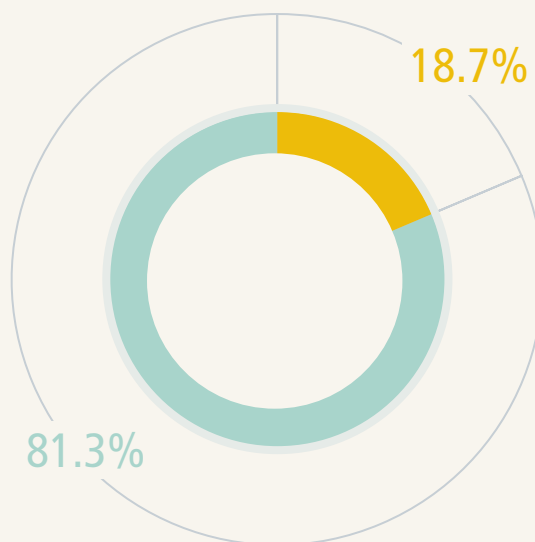
Graduate Trainees of Non-
Placement-tied Courses by
Education Level





教育程度 Education Level	人次 No. of Trainees	比例 Proportion %
 未曾入學 No Schooling	39	0.1%
 未完成小學 Not Completed Primary Education	1,403	2.3%
 小學畢業 Completed Primary 6	5,083	8.4%
 中一至中三 Secondary 1 to 3	20,813	34.5%
 中四至中五 Secondary 4 to 5	23,252	38.5%
 中六至中七 Secondary 6 to 7	5,506	9.1%
 高等教育 Tertiary Education	4,247	7.1%
總數 Total	60,343	100%

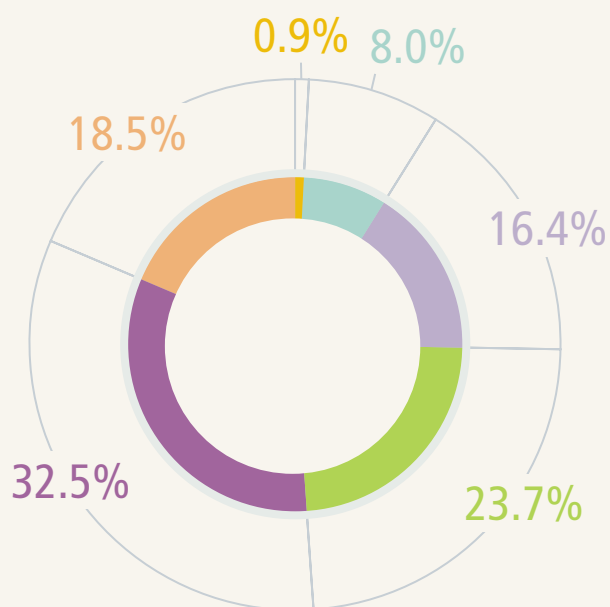
主要統計資料 Major Statistics





非就業掛鉤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	11,260	18.7%
 女性 Female	49,083	81.3%
總數 Total	60,343	100%

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



年齡 Age	人次 No. of Trainees	比例 Proportion %
 15-19	560	0.9%
 20-29	4,814	8.0%
 30-39	9,917	16.4%
 40-49	14,267	23.7%
 50-59	19,630	32.5%
 60或以上 60 or above	11,155	18.5%
總數 Total	60,343	100%



審計委員會
Audit
Committee

課程審批委員會
Course Vetting
Committee

財務及行政委員會
Finance and
Administration
Committee

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



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

工作回顧

Operational Review

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及服務，能適時回應社會及就業市場的需要。

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

The Employees Retraining Board (ERB) 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 labour market.

工作回顧

Operational Review

課程及服務發展委員會

在2013-14年度，課程及服務發展委員會舉行了四次會議。重點工作包括審批新課程及課程修訂建議、設立「學習支援服務資助金」、檢討「行業諮詢網絡」的運作，以及推出「陪月一站」服務等。

Course and Service Development Committee

In 2013-14, four meetings were held by the Course and Service Development Committee. Key tasks accomplished included scrutiny of new course and course revamp proposals, provision of subsidies for learning support services, review of the operation of “Industry Consultative Networks” (ICNs), and introduction of the “Smart Baby Care” Scheme, etc.

審批新課程建議

- 審批了約80項新課程，涵蓋20個行業範疇及通用技能範疇，當中包括遊樂船隻操作、廚餘處理、長者照顧等具特色的職業技能培訓課程。
- 在「職場通用技能」證書課程系列下發展了四項新課程，提供工作態度、人際關係、溝通及領導技巧等訓練，以倡導技能提升，支援企業為僱員提供培訓。

Scrutinising new course proposals

- Around 80 new courses straddling 20 industry categories and generic skills training were scrutinised and endorsed. Examples of new courses involving specialised vocational skills included pleasure vessel operation, food waste processing, and elderly care.
- To promote skills upgrading and support enterprises in the provision of training for their employees, four new courses on work attitude, interpersonal skills, communication and leadership were developed under the series of certificate courses in “Generic Skills in the Workplace”.



發展「能力為本」課程

- 參考教育局編制相關行業的《能力標準說明》，在美容及機電行業範疇下發展約30項「能力為本」新課程，訓練內容涵蓋相關的「能力單元」範圍，並配合「能力單元」所訂定的資歷級別。
- 新課程的技能範疇涵蓋美容護理、美甲及手足護理、美容保健、化妝、消防系統設備安裝、保養及維修等。

Developing "Specifications of Competency Standards-based" courses

- With reference to relevant "Specifications of Competency Standards" (SCSs) compiled by the Education Bureau, around 30 new "SCS-based" courses were developed for the beauty therapy and electrical & mechanical services industries. The training contents of these courses encompass relevant "units of competency" and are in line with the corresponding designated "Qualifications Framework" (QF) levels.
- Skills covered in the new courses included training on beauty treatment, manicure and pedicure, beauty healthcare, make-up, and installation and maintenance of fire engineering systems, etc.

工作回顧

Operational Review

因應「資歷名銜計劃」修訂課程名稱，以及為課程訂定「資歷學分」

- 配合教育局推行「資歷名銜計劃」，修訂了本局課程的名稱，包括約500項已上載資歷名冊的課程。
- 配合教育局推行「資歷學分」，分階段為本局課程訂定學員自修時數和總學時以計算「資歷學分」，並設定配合學員自修的活動。

設立「學習支援服務資助金」

- 「課程發展資助措施」下的「培訓設施資助金」，主要目的是資助培訓機構提供配置屬「硬件」性質的培訓設施的開支。
- 參考「殘疾及工傷康復人士培訓聚焦小組」的意見，設立「學習支援服務資助金」，將資助範圍擴展至屬「軟件」性質的學習支援服務。
- 「學習支援服務資助金」涵蓋點字教材翻譯、語音教材編製、課堂上的手語翻譯等，以支援殘疾及工傷康復人士修讀為一般人士而設的課程。

Revising course titles in accordance with the “Award Titles Scheme” and assigning “Qualifications Framework Credits” to training courses

- To dovetail with the implementation of the “Award Titles Scheme” by the Education Bureau, the titles of ERB courses, including some 500 courses which were listed on the Qualifications Register, were revised.
- In line with the implementation of the “QF Credits” by the Education Bureau, the ERB started to delineate, by phases, the self-study hours of trainees and notional learning hours of its training courses for the assessment of their “QF Credits”. Self-learning activities for trainees were formulated accordingly.

Provision of subsidies for learning support services

- Under the “Course Development Incentive Scheme”, subsidies for training facilities are provided for training bodies to acquire training facilities that are of “hardware” nature.
- Taking into account the views expressed by the “Focus Group on Training for Persons with Disabilities and Persons Recovered from Work Injuries”, subsidies for learning support services has been introduced to extend the payment of subsidies to support the provision of learning support services which are of “software” nature.
- Subsidies for learning support services are payable in respect of translation of teaching materials to Braille and audio format, in-class sign language translation services, etc. They will facilitate persons with disabilities and persons recovered from work injuries to attend training courses designed for members of the general public.

集中資源開辦具市場需求的課程

- 本局課程以市場為導向，培訓機構可按市場發展提交新課程建議，辦事處亦可在參考「行業諮詢網絡」及其他持份者的意見後自行開發新課程。
- 會考慮停辦連續三個年度未能開班的課程，以集中資源開辦具市場需求的課程。
- 視乎就業市場的變化，已停辦的課程可適時再次開辦。

檢討「行業諮詢網絡」的運作

- 檢討「行業諮詢網絡」的架構、成員組合、職權範圍以及諮詢方式，訂定「行業諮詢網絡」的發展方向，包括因應行業的關聯性及不同行業的發展趨勢，整合及精簡行業諮詢架構。
- 「行業諮詢網絡」會以課程設計及發展為工作重點，就行業的培訓需求、就業前景及技能要求等向本局提供意見。
- 重整「行業諮詢網絡」成員組合，由商會、工會及專業團體提名代表出任成員，亦按實際需要加入政府部門及公營機構的代表。

Focusing resources on provision of courses with market demand

- The ERB adopts a market-driven approach in course development. Training bodies can submit new course proposals based on the latest market developments. In consultation with the ICNs and other stakeholders, the Executive Office can also develop new courses on its own accord.
- The ERB will consider suspending courses which have not been offered for three consecutive years so as to focus resources on offering courses with market demand.
- Suspended courses will be introduced again if the changes in the employment market so warranted.

Reviewing the operations of the "Industry Consultative Networks"

- The ERB reviewed the structure, composition, terms of reference and means of consultation of the ICNs and came up with recommendation on the future direction of the ICNs. One of the recommendations of the review is to consolidate and streamline the consultation mechanism in the light of the relationship among different industries and their respective developmental prospects.
- The ICNs will focus on the design and development of training courses. They will advise the ERB on the training needs, employment prospects and skills requirements of different industries.
- The membership composition of the ICNs has been revised. Employer associations, trade unions and professional bodies will be invited to nominate representatives to join the ICNs. Representatives of government departments and public bodies will be included as appropriate.

工作回顧

Operational Review

檢討「ERB服務中心」的職能及成效

- 檢討三間分別設於天水圍、深水埗及觀塘的「ERB服務中心」的職能及成效，結果顯示各服務中心在職能上符合整體目標，而營運機構的表現亦達致既定的指標要求。
- 各「ERB服務中心」將擴闊現時課程試讀班的範圍，加大力度進行宣傳及推廣，以吸引更多市民報讀，增加會員人數及服務使用率。
- 至2014年3月，三間「ERB服務中心」的會員共35,121人，超過146萬人次曾使用中心各項服務。

推出「陪月一站」

- 委託一間培訓機構由2013年6月起營運「陪月一站」，中央處理全港陪月員及嬰幼照顧員職位空缺、登記畢業學員、配對、轉介、跟進及提供其他支援服務。
- 「陪月一站」設有兩名陪月及嬰幼照顧顧問，其中一名為認可註冊護士；另一名則為資深陪月員。顧問會向新入職的陪月員提供專業支援，包括面試準備、檢討、電話跟進、專業及情緒支援等。顧問亦會透過熱線服務解答僱主的查詢。

Reviewing the functions and effectiveness of the “ERB Service Centres”

- The ERB reviewed the functions and effectiveness of the three “ERB Service Centres” located respectively in Tin Shui Wai, Sham Shui Po and Kwun Tong. The findings revealed that the Service Centres were able to achieve their overall objectives, and the performance of the Operators was in line with the prescribed benchmarks.
- The “ERB Service Centres” will enhance the variety of taster courses and strengthen promotional efforts to attract more residents to enrol in ERB courses, expand the membership and improve the rates of utilisation of different services.
- As at March 2014, the three “ERB Service Centres” registered a total of 35,121 members. More than 1,460,000 people had made use of the facilities and services of the Service Centres.

Launching the “Smart Baby Care” Scheme

- A training body was appointed to operate the “Smart Baby Care” Scheme with effect from June 2013. The Scheme centrally manages post-natal care and infant and child care job vacancies over the territory, registers graduate trainees, and provides job-matching, referral, follow-up and other support services.
- A registered nurse and an experienced post-natal care helper are engaged as consultants of the “Smart Baby Care” Scheme. They provide professional support to post-natal care helpers newly joined the market. The services include preparation for and review of job interviews, telephone follow-up services, professional and emotional support, etc. The consultants also help address the enquires of employers through a telephone hotline.

- 至2014年3月，「陪月一站」的累積登記學員約5,200人，登記空缺約2,860個；「陪月一站」共舉辦了16個不同類型的工作坊，共有600多人參加。

開發「樂活一站」網上系統

- 完成「樂活一站」網上系統的首階段開發工作。登記的「樂活助理」可於網上搜尋及申請職位空缺，而「樂活中心」亦可使用系統處理所有登記職位空缺的配對及跟進工作。
- 網上系統將於2014-15年度全面推出。屆時，僱主可透過系統登記空缺及獲得轉介的「樂活助理」的資料。網上系統可供「陪月一站」同時使用。
- 在2013-14年度，「樂活一站」家居服務轉介平台收到超過48,000個登記空缺，成功轉介空缺超過31,000個。

課程及服務發展委員會
召集人
汪敦敬

- As at March 2014, a cumulative total of about 5,200 graduate trainees registered with the "Smart Baby Care" Scheme and around 2,860 vacancies were received. 16 workshops on different topics were organised by "Smart Baby Care" Scheme and they attracted over 600 people to attend.

Development of "Smart Living Online System"

- The first phase of the development of the "Smart Living Online System" has been completed. Registered "Smart Helpers" can search and apply for job vacancies online, and "Smart Living Regional Service Centres" can perform job matching and follow-up on vacancies using the computerised system.
- The online system will operate in full steam in 2014-15. By then, employers are able to register their vacancies and obtain information on the "Smart Helpers" referred to them through the system. The online system can concurrently support the operation of the "Smart Baby Care" Scheme.
- In 2013-14, over 48,000 job vacancies were registered under the "Smart Living" Scheme. Over 31,000 of them were subsequently filled by referral.

Lawrance Wong Dun-king

Convenor

Course and Service Development Committee

工作回顧

Operational Review

課程審批委員會

在2013-14年度，課程審批委員會舉行了四次會議。重點工作包括制定課程學額的分佈、分配課程學額、檢討企業「包班」服務的成效、半日或晚間制課程的申請限制，以及受資助入息上限等。

Course Vetting Committee

In 2013-14, four meetings were held by the Course Vetting Committee. Key tasks accomplished included the planning and allocation of training places, the respective reviews of the effectiveness of the "Enterprise-based Training Scheme", the restrictions on applications for half-day or evening courses, and the income thresholds for course fee waiver and subsidies for half-day or evening courses, etc.

制定各類課程學額的分佈

- 參考過往的學額使用情況、最新社會、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，評估年度的培訓需求和制定具體的課程學額分佈。
- 在2013-14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。

分配課程學額

- 根據年度學額規劃及分佈，並按既定的學額分配機制，分配各項課程學額。

Planning of training places

- The ERB makes reference to a variety of factors, including the utilisation of training places in the past years; the latest changes in the socio-economic circumstances and the employment market; the relevant government policies as well as the developments of different industries, in assessing training demand and planning the distribution of training places.
- In 2013-14, a total of 130,000 training places were made available. In addition, 40,000 reserved training places were set aside to provide a buffer to cope with unanticipated changes in the economy and the employment market.

Allocation of training places

- Based on the annual training plan and the distribution of training places, the ERB allocates training places with reference to an established allocation mechanism.



- 在2013-14年度，提供超過800項課程，包括全日制就業掛鉤課程、半日或晚間制「新技能提升計劃」課程，以及通用技能培訓課程，涵蓋近30個行業範疇。
- In 2013-14, the ERB offered over 800 training courses, including full-time placement-tied courses, half-day or evening "Skills Upgrading Scheme Plus" (SUS Plus) courses and generic skills training courses, straddling about 30 industries.
- 特別著重為特定服務對象（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）提供適切的課程和服務。
- The ERB also places emphasis on offering training courses and services for the special service targets (including the youths, persons with disabilities and persons recovered from work injuries, ethnic minorities, new arrivals and rehabilitated ex-offenders).

學額使用情況

- 在2013-14年度，入讀課程的學員超過112,000人次。當中，入讀就業掛鉤課程的學員約48,000人次；入讀非就業掛鉤課程的學員約64,000人次。
- 學員以女性及30歲或以上人士居多，具中三或以下學歷的學員約佔半數。

Utilisation of training places

- In 2013-14, over 112,000 trainees enrolled in ERB courses. Of them, about 48,000 enrolled in placement-tied courses and about 64,000 enrolled in non-placement-tied courses.
- The majority of trainees were female and people aged 30 or above. Around half of the trainees were of Secondary 3 educational level or below.

工作回顧

Operational Review

檢討企業「包班」服務成效

- 檢討以企業或行業為本的「包班」服務的成效，結果顯示企業普遍認同「包班」服務可有效回應企業及僱員的培訓需求，而參與的僱員亦普遍滿意課程的內容和質素。
- 企業普遍透過「包班」服務向基層僱員提供技能提升培訓，符合推行「包班」服務的目標。
- 就「包班」服務推出更多簡化措施，鼓勵培訓機構更靈活為企業或商會開辦「包班」課程。

檢討半日或晚間制課程的申請限制

- 檢討了學員報讀半日或晚間制課程的申請限制，並制定了改善措施。
- 自2014-15年度起，學員可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，方便學員因應個人時間安排進修。
- 學員可再次報讀曾於四年或以前修畢的「新技能提升計劃」課程，以協助學員溫故知新，與時並進。

Review of the effectiveness of the “Enterprise-based Training Scheme”

- A review of the effectiveness of the “Enterprise-based Training Scheme” was undertaken. The findings revealed that the participating enterprises generally agreed that the Scheme helped address the training needs of the enterprises as well as their employees. Participating employees were also satisfied with the contents and quality of the training courses.
- Participating enterprises generally made use of the Scheme to provide skills upgrading training to their front-line employees. This was in line with the objective of the “Enterprise-based Training Scheme”.
- Various streamlined measures were introduced under the “Enterprise-based Training Scheme” to encourage training bodies to exercise more flexibility in collaborating with enterprises or trade associations to organise training courses under the Scheme.

Review of the restrictions on applications for half-day or evening courses

- The ERB reviewed the restrictions on applications for half-day or evening courses and introduced a series of improvement measures.
- With effect from 2014-15, trainees are allowed to concurrently apply for and enrol in more than one half-day or evening course with the same training body. This will enable trainees to pursue continuous learning according to their own schedules.
- Trainees will be entitled to enrol again in SUS Plus courses that they completed four or more years ago. This will enable trainees to refresh their knowledge base and keep abreast of market needs.

推行「持續技能提升證書計劃」

- 以「飲食業」及「旅遊業」為試點，推行「持續技能提升證書計劃」。學員在兩年內修畢同一行業範疇下三個或以上的「新技能提升計劃」課程，可獲頒發該行業範疇的「持續技能提升證書」。
- 在試點計劃完成後會進行檢討，並考慮將計劃推展至其他行業範疇，以鼓勵在職人士持續進修及自我增值。

放寬申請報讀半日或晚間制課程的受資助入息上限

- 自2013年4月1日起，修讀半日或晚間制課程的學員可申請豁免繳費的每月入息上限，由\$7,000上調至\$9,000；可申請繳付「高額資助學費」（即由本局資助課程成本約七成）的每月入息上限則由\$15,000上調至\$19,500。
- 就學員申請學費豁免或資助提交的入息證明文件設定一年的有效期，以簡化學員報讀半日或晚間制課程的行政程序。

課程審批委員會
召集人
伍穎梅

Launching of the “Continuous Skills Upgrading Certification Scheme”

- The “Continuous Skills Upgrading Certification Scheme” was introduced in the catering and tourism industries on a pilot basis. Trainees who have successfully completed three SUS Plus courses under the same industry category within a two-year period are eligible for the award of a “Certificate for Continuous Skills Upgrading” of that particular industry category.
- A review will be undertaken upon the completion of the pilot scheme and consideration will be given to extending the Scheme to other industries for the promotion of continuous learning and self enhancement among employees.

Relaxation of the income thresholds for course fee subsidies for half-day or evening courses

- With effect from 1 April 2013, the income threshold for application of course fee waiver for trainees of half-day or evening courses has been raised from \$7,000 to \$9,000, and that for application to pay the “Highly Subsidised Fee” (i.e. with the ERB subsidising about 70% of the training costs) has been raised from \$15,000 to \$19,500.
- To simplify the administrative procedures for enrolment in half-day or evening courses, income proofs furnished by trainees for applications of course fee waiver or subsidy have been given a one-year validity period.

Winnie NG
Convenor
Course Vetting Committee

工作回顧

Operational Review

質素保證及覆核委員會

在2013-14年度，質素保證及覆核委員會舉行了四次會議。重點工作包括審批新培訓機構的申請、修訂個別培訓機構開辦課程的資格、制定「風險及表現為本」的質素保證機制、制定統一技能評估服務的質素保證程序、審議培訓機構的違規個案、檢討培訓中心的分佈情況、定期檢視課程成效，以及審核學員就業紀錄的調查結果等。

Quality Assurance and Review Committee

In 2013-14, four meetings were held by the Quality Assurance and Review Committee. Key tasks accomplished included scrutinising applications as new training bodies, adjusting individual training bodies' eligibility for organising certain courses, introducing a "Risk-and-performance-based" quality assurance system, establishing a quality assurance procedure for standardised skills assessment service, deliberating cases involving malpractices of training bodies, reviewing the distribution of training centres, examining course effectiveness and findings of placement surveys on periodic basis, etc.

審批培訓機構的申請

- 審批了兩宗申請成為委任培訓機構的個案。
- 審批了兩宗修訂培訓機構開辦課程資格的申請。

Scrutinising applications as new training bodies

- Two applications as new training bodies were scrutinised and approved.
- Two applications for adjusting training bodies' eligibility for organising courses were examined and approved.

檢討委任培訓機構機制及學員入息抽查機制

- 修訂委任培訓機構的機制，加強對新培訓機構的審批和檢視現有培訓機構的情況，並根據「風險及表現為本」的原則，透過適當的合約條款對機構作出規限。
- 在審批培訓機構續約時，對三間培訓機構加入附帶條件及對八間培訓機構加入規限其可開辦課程的行業範疇／服務對象的條款。

Review of the mechanism for the appointment of training bodies and mechanism of income surveillance

- The mechanism of appointing training bodies was revamped to enhance the vetting of new training bodies and the review of the conditions of existing training bodies. Restrictions will be incorporated into the Service Agreements as appropriate with reference to the "Risk-and-performance-based" principle.
- Supplementary requirements were applied to three training bodies and restrictions on the industry category / service targets of courses were imposed on eight training bodies, when their Service Agreements were renewed.



- 修訂就入讀半日或晚間制非就業掛鈎課程並獲學費豁免或資助的學員的入息抽查機制，提升資源運用效益，並維持抽查的個案數目。

制定「風險及表現為本」的質素保證機制

- 建立根據培訓機構的背景、往績，以及其提供課程和服務的數量，以評估其表現及風險程度的機制。
- 訂定各項「常規監察」措施的規劃原則，包括課堂突擊巡查、觀課等。

- The income surveillance mechanism on trainees who were granted course fee waivers or subsidies was revised to achieve better resource utilisation, while the number of cases sampled remained at the same level.

Introducing a “Risk-and-performance-based” quality assurance system

- A system was introduced to assess the performance and risk levels of training bodies with reference to their backgrounds, track records and number of courses and services offered.
- A guideline was formulated for planning the “regular monitoring” measures, including surprise class inspections, class visits, etc.

工作回顧

Operational Review

研究推行「課程教材質素保證機制」

- 制定「課程教材質素保證機制」，就非統一教材的編製、檢討及質素監控各方面向培訓機構提供指引。培訓機構須就由其自行編製的非統一教材建立完善的內部質素保證機制，以及就相關教材進行審批。
- 培訓機構須確保所編製的教材符合課程大綱的要求及緊貼市場的發展，並作適時更新；同時須按其內部質素保證機制定期就教材進行全面覆檢。
- 按「風險及表現為本」的原則，抽樣審查由培訓機構編製的非統一教材及相關質素保證文件。

配合「資歷架構」發展

- 制定策略及方案以配合「資歷架構」發展，包括協助21間培訓機構取得香港學術及職業資歷評審局的「初步評估」資格。
- 為2015年5月4日在「資歷名冊」上有效期屆滿的485個課程（涉及2,536個課程紀錄）的覆審安排，制定可行方案。

Implementation of a “Quality Assurance Mechanism of Course Materials”

- A “Quality Assurance Mechanism of Course Materials” has been formulated to provide guidelines to training bodies on the development, review and monitoring of the quality of non-standardised course materials. Training bodies should put in place well-structured internal quality assurance mechanisms for the development and vetting of their course materials.
- Training bodies should ensure that their course materials are in line with the requirements of the course outlines and are regularly updated to respond to market changes. Training bodies should also carry out comprehensive review of their course materials on a regular basis in accordance with the internal quality assurance mechanisms.
- The ERB will scrutinise the non-standardised course materials and the related quality assurance records of the training bodies on a sampling basis with reference to the “Risk-and-performance-based” principle.

Keeping pace with the development of the “Qualifications Framework”

- The ERB formulated strategies and measures to keep pace with the development of the QF, including rendering assistance to 21 training bodies in applying for the “Initial Evaluation” status of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.
- A viable arrangement was worked out for revalidating 485 ERB courses (involving 2,536 entries) listed on the “Qualifications Register” which would expire on 4 May 2015.

推動「知識管理」，提升培訓機構的質素

- 推動培訓機構行政人員及導師的培訓，內容包括提升學員學習動機、處理情緒及行為問題的方法、實務技能評估、投訴處理及顧客服務、防貪及機構管治、處理突發事件、平等機會、質素保證措施等。
- 在2013-14年度，參與培訓活動的培訓機構行政人員及導師接近1,100人次。

優化各項質素保證措施，以及制定培訓機構的「自行評審」機制

- 優化各項質素保證措施，以提升運作效率。優化措施包括審批靈活使用培訓中心及成為新培訓中心的申請、通報突發事件的程序、監察期末考試試卷下載情況，以及整合周年審計系統和評分制度等。
- 推出「自行評審」機制，讓表現持續優良的培訓機構進行「自行評審」，以取代本局進行的實地審計，並推動培訓機構邁向自我規管。
- 在2013-14年度，共有九間培訓機構進行「自行評審」。

Enhancing quality of training bodies through promotion of knowledge management

- The administrative staff and instructors of training bodies were provided with training of various topics raising trainees' motivation to learn, handling trainees with emotional or behavioural problems, practical skills assessments, complaint handling and customer service, anti-corruption and corporate governance, crisis management, equal opportunities, quality assurance measures, etc.
- In 2013-14, around 1,100 administrative staff and instructors of training bodies attended the training activities organised by the ERB.

Enhancing various quality assurance measures and setting up a "self audit" mechanism for training bodies

- The ERB enhanced its quality assurance measures to improve operational efficiency. The areas of enhancement included the vetting of applications for flexible use of training centres and for new training centres, procedures for report of crises, monitoring of training bodies' downloads of course-end assessment papers, consolidation of different annual audit systems and scoring schemes, etc.
- A "self audit" mechanism to replace on-site audits by the ERB was introduced to allow training bodies with consistently exemplary performance to undertake "self evaluation". This will pave the way for self-regulation on the part of training bodies in the long run.
- In 2013-14, nine training bodies undertook "self audits".

工作回顧

Operational Review

制定統一技能評估服務的質素保證程序

- 為「實務技能培訓及評估中心」的評估服務及評估員制定質素保證措施，包括評估員的利益申報制度、覆檢評估紀錄的程序、監察學員評估結果及跟進機制等。
- 訂定申請ISO 9001質量管理認證的進度規劃，並由辦事處開展相關的實務工作。

監察投訴個案，以及審議培訓機構的違規個案

- 審視辦事處處理查詢及投訴的方法，並監察及分析了72宗投訴個案的調查結果。
- 處理了一宗培訓機構的極嚴重違規事件，並決定對違規機構採取紀律行動。

檢討培訓中心分佈情況

- 檢討位於港、九、新界18個行政區約410間培訓中心的分佈情況，以配合市民的培訓需求。

Establishing a quality assurance procedure for standardised skills assessments

- The ERB introduced a quality assurance system for the skills assessment service and assessors of the PSTAC. The system comprises declaration of interests by assessors, review of assessment records, surveillance on trainees' assessment results and follow-up mechanism, etc.
- A work plan on applying for the Certificate of ISO 9001 Quality Management System was formulated for implementation by the Executive Office.

Monitoring complaint cases and examination of cases involving malpractices of training bodies

- The handling of enquiries and complaints by the Executive Office was examined and the outcomes of investigation of 72 complaint cases were monitored and analysed.
- A case involving serious malpractice of a training body was handled. The training body at issue was subject to disciplinary action.

Review of the distribution of training centres

- The distribution of around 410 training centres situated in 18 administrative districts over Hong Kong Island, Kowloon and the New Territories was reviewed to ensure that the training needs of the public could be suitably addressed.

檢視課程成效及審核學員就業紀錄的調查結果

- 按主要成效指標定期檢視培訓課程的整體成效。
- 定期審核就業掛鉤課程畢業學員就業紀錄（包括就業率及留職情況）的調查結果，監察培訓機構的服務水平和成效。

質素保證及覆核委員會
召集人
黃小萍

Examining effectiveness of courses and survey findings of trainees' placement records

- The overall effectiveness of ERB courses was periodically examined with reference to the key performance indicators.
- The findings of the placement surveys of graduate trainees (including placement rate and retention position) of placement-tied courses were periodically examined in order to monitor the service levels and effectiveness of the training bodies.

Christine WONG Siu-ping
Convenor
Quality Assurance and Review Committee

工作回顧

Operational Review

公關及推廣策略委員會

在2013-14年度，公關及推廣策略委員會舉行了四次會議。重點工作包括發展地區網絡及僱主網絡、加大力度進行中央及地區層面的宣傳推廣，以及為青年人推出「TEEN試再行動2013」及「青年五月」等。

Public Relations and Promotion Committee

In 2013-14, four meetings were held by the Public Relations and Promotion Committee. Key tasks accomplished included development of district and employer networks, strengthening central and district-based promotions, launching the “Learn and Leap – Teen’s Action 2013” and “May for Youth” programmes, etc.

發展地區網絡

- 以試點形式在元朗及天水圍、深水埗和觀塘推出「向地區出發2014」活動系列，與地區組織及社會服務團體構建合作關係。活動得到相關區議會及近400個地區團體的大力支持。
- 於元朗、深水埗及觀塘三區出版合共90,000本「ERB地區服務概覽」，透過80多個地區組織及社會服務團體派發，為居民提供當區培訓及就業資訊。

Development of district networks

- The ERB kick-started on a pilot basis a series of activities under the “ERB Heading into the Districts 2014” in Yuen Long and Tin Shui Wai, Sham Shui Po and Kwun Tong with a view to cultivating district networks and developing partnership relations with district organisations. The activities received the full support of the relevant District Councils and about 400 district organisations.
- A total of 90,000 copies of the “ERB District Handbooks” respectively for Yuen Long, Sham Shui Po and Kwun Tong were published. The Handbooks were distributed through over 80 district organisations and social service organisations to local residents, providing them with training and employment information pertaining to the districts they were residing.



強化與僱主的合作關係

- 於2013年4月舉行第四屆「ERB人才企業嘉許計劃頒授典禮」，由勞工及福利局局長張建宗先生，GBS, JP，聯同本局正、副主席及行政總監主禮。62間機構獲嘉許為「人才企業」，另52間機構獲延續嘉許為「人才企業」。
- 截至2013-14年度，共有245間私營及公營機構獲嘉許為「人才企業」，其中38間為中小企。
- 在「嘉許計劃」下推出一系列延續活動，包括「企業大獎」、中學巡迴講座、專題研討會、專題調查、僱主招聘交流會、人才企業資源庫、企業探訪、編製整體表現報告、出版專題刊物等。

Strengthening collaborations with employers

- The 4th Presentation Ceremony of the "ERB Manpower Developer Award Scheme", officiated by the Hon. Matthew CHEUNG Kin-chung, GBS, JP, and the Chairman, Vice-Chairman and Executive Director of the ERB, was held in April 2013. A total of 62 organisations were acknowledged as "Manpower Developers" and 52 organisations renewed their "Manpower Developers" status.
- By 2013-14, a total of 245 private and public organisations had been accredited as "Manpower Developers". Of them, 38 were SMEs.
- A series of follow-up activities were organised under the Award Scheme. They included the "Grand Prize Award", career talks for secondary schools, thematic seminars and surveys, recruitment sharing sessions, MD resources hub, company visits, and benchmarking and topical reports, etc.

工作回顧

Operational Review

- 於2013年7月舉辦首屆「僱主周年聚會」，向支持本局的僱主表示謝意，並促進僱主與培訓機構的聯繫和合作，共約200位嘉賓出席。

擴大地區宣傳

- 在2014年2月至3月期間在元朗及天水圍、深水埗和觀塘推出「向地區出發2014」活動系列，把本局課程和服務資訊帶進社區。活動內容包括三場「星級講座」、12場「課程試讀班」和三場「面試實操」／「企業探訪」；共有約1,000人報名參加。
- 資助了九間培訓機構於全港10區的領匯商場舉辦了合共13次「ERB地區展覽」推廣活動，加深市民對本局課程及服務的認識。活動共接觸到近6,000名市民。

加強地區推廣活動

- 在「行業服務計劃」下資助了26間培訓機構，為約230名僱主在地區層面舉辦120項行業推廣活動，包括行業展覽及招聘講座等。各項活動共有近5,800人次參與，約1,200人次獲聘，另約1,100人次報讀本局課程。
- 在「地區行業服務計劃」下資助了培訓機構聯同地區組織舉辦六項具地區特色的培訓及就業博覽，合共有290間僱主提供約24,000個空缺，近6,000人次參加。

- The first “Annual Employer Luncheon” was held in July 2013 to acknowledge the contributions and support of employers to the ERB. It also fostered communication and collaborations between employers and training bodies. About 200 guests attended the luncheon.

Intensifying district-based promotion

- In February and March 2014, the “ERB Heading into the Districts 2014” programme series was launched in Yuen Long and Tin Shui Wai, Sham Shui Po, and Kwun Tong to disseminate information on the training courses and services offered by the ERB. Among other activities, three seminars by celebrities, 12 taster courses and three workshops on interview techniques and enterprise visits were organised. About 1,000 people enrolled in the activities.
- The ERB sponsored nine training bodies to organise a total of 13 roving exhibitions in the shopping centres managed by the Link in 10 districts. These exhibitions aimed at enhancing public understanding of the training courses and services offered by the ERB. Together they reached out to around 6,000 people.

Stepping up district promotional activities

- The ERB sponsored 26 training bodies under the “Industry Service Programme” to organise 120 district-based industry promotional activities, including industry exhibitions and recruitment seminars, for about 230 employers. The activities attracted about 5,800 participants. Of them, about 1,200 were subsequently engaged by the employers and about 1,100 enrolled in ERB courses.
- Under the “District-based Industry Service Programme”, the ERB sponsored training bodies to join hands with district organisations to organise six district-based training and career expos. Altogether, 290 employers and about 24,000 job vacancies were involved. These activities attracted about 6,000 participants.

- 在「培訓課程推廣計劃」下資助培訓機構聯同地區組織舉辦了42項地區推廣活動，加深地區人士對本局的認識，並鼓勵市民報讀本局課程。各項活動共有約80,000人次參與，近3,000人次其後報讀本局課程。

推出「TEEN試再行動2013」及「青年五月」

- 在教育局全力支持下，推出「TEEN試再行動2013」，協助中學畢業生了解自己的興趣和職志，認識各行業的前景、入職要求、知識和技能，並掌握求職和面試技巧，以制定未來進修及就業計劃。
- 活動包括五場「職場規劃講座」、98班「行業試讀班」、12場「面試技巧工作坊」及約1,300個「職場體驗項目」名額，合共有超過5,100人次參加。
- 於2014年2月推出「青年五月」計劃，擴闊服務對象至涵蓋年齡為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，以協助更多青年人規劃進修及就業路向。

- Under the “Funding Programme for Training Courses”, the ERB sponsored training bodies to organise 42 district-based promotional activities jointly with district organisations. These activities aimed at raising awareness of the ERB and encourage members of the public to enrol in ERB courses. Around 80,000 people attended these activities. Of them, some 3,000 enrolled in ERB courses.

Launching the “Learn and Leap – Teen’s Action 2013” and “May for Youth” programmes

- With the full support of the Education Bureau, the “Learn and Leap – Teen’s Action 2013” was launched to assist secondary school graduates to plan ahead for their further studies and career development. The programme enabled participants to understand their own interests and career aspirations; the prospects, entry requirements, work knowledge and skills of different industries; as well as to acquire job search and interview skills.
- The programme comprised five career planning seminars, 98 classes of industry taster courses, 12 interview skills workshops and around 1,300 workplace experience opportunities. Total attendance was in excess of 5,100.
- The “May for Youth” programme was launched in February 2014. The service targets were extended to cover young people aged 15 to 24 with educational attainment at sub-degree or below, including secondary school graduates, in order to assist more young people to plan for their further studies and career pathway.

工作回顧

Operational Review

推廣「陪月一站」

- 設計品牌標誌及製作一系列全新廣告，並透過政府免費電子傳媒宣傳時段，播放「陪月一站」的電視宣傳片及電台廣告。
- 於2013年5月及8月，參加大型的嬰兒及兒童博覽，直接向服務對象介紹「陪月一站」提供的服務。

課程宣傳系列

- 以「培訓給力」為主題，推出一系列課程廣告及宣傳品，向本局服務對象，包括青年人、中年人士、新來港人士、少數族裔人士等推介本局課程。
- 推出一系列宣傳品及廣告，包括報章、網站、手機應用程式及戶外廣告，以吸引青年人報讀「特種警衛訓練計劃」課程。
- 製作宣傳單張及推出報章廣告，並透過各行業商會及專業團體進行廣泛宣傳，以推廣企業「包班」服務。

Promoting the “Smart Baby Care” Scheme

- A specially designed logo and a new series of advertisements were launched for the “Smart Baby Care” Scheme. Television and radio advertisements of “Smart Baby Care” Scheme were broadcasted free of charge in the form of Announcements in the Public Interest (APIs) of the Government.
- In May and August 2013, the ERB participated in large-scale baby and child expos to promulgate the services of the “Smart Baby Care” Scheme to the service targets direct.

Launching course promotion series

- The ERB produced a series of advertisements and promotional materials highlighting the theme of “Training for Empowerment” to promulgate ERB courses to the service targets including young people, the middle-aged, new arrivals, ethnic minorities, etc.
- A series of advertisements and promotional materials making use of print, website, mobile application and outdoor channels were launched to encourage young people to enrol in the “Squad 3S Programme”.
- To promote the “Enterprise-based Training Scheme”, the ERB produced promotional leaflets and print advertisements to widely publicise the services to trade associations and professional organisations.

舉辦大型活動

- 於2013年4月舉行「ERB人才企業嘉許計劃」第四屆頒授典禮。
- 於2013年7月舉行「特種警衛訓練計劃」新聞發佈會。
- 於2013年12月舉行新辦事處啟用儀式暨「特種警衛訓練計劃」畢業典禮。
- 於2014年1月4日舉行第六屆ERB「人才發展計劃」頒獎禮。

公關及推廣策略委員會
召集人
簡金港生

Organising large-scale promotional activities

- The 4th Presentation Ceremony of the “ERB Manpower Developer Award Scheme” was held in April 2013.
- The ERB held a press conference for the “Squad 3S Programme” in July 2013.
- The “ERB Housewarming Party cum Graduation Ceremony of Squad 3S Programme” was organised in December 2013.
- The 6th ERB “Manpower Development Scheme Award Presentation Ceremony” was organised in January 2014.

Mimi CUNNINGHAM

Convenor
Public Relations and Promotion Committee

工作回顧

Operational Review

財務及行政委員會

在2013-14年度，財務及行政委員會舉行了四次會議。重點工作包括審議辦事處僱員的2013年度薪酬調整、經審計的2012-13年度財務報告及2014-15年度建議財政預算、處理特區政府向僱員再培訓基金注資\$150億，以及成立小西灣新辦公大樓的相關事宜等。

Finance and Administration Committee

In 2013-14, four meetings were held by the Finance and Administration Committee. Key tasks accomplished included deciding on the 2013 salary adjustment for employees of the Executive Office, vetting the audited financial statements for 2012-13, examining the budget proposals for 2014-15, processing the Government injection of \$15 billion to the Employees Retraining Fund, and establishment of the new headquarters of the ERB at Siu Sai Wan.

經審計的2012-13年度財務報告

- 本局2012-13年度的收入及開支經審計後分別為\$4,157萬及\$8億2,324萬，年度赤字為\$7億8,168萬。

The audited financial statements for 2012-13

- The audited income and expenditure for 2012-13 were HK\$41.57 million and HK\$823.24 million respectively. Deficit for the year was HK\$781.68 million.

2014-15年度建議財政預算

- 本局的2014-15年度財政預算主要是按該年度的工作綱領，以及估算2014-15年度培訓學額使用情況所涉及的開支而編製。有關年度的預算收入及開支分別約為\$6億8,530萬及\$8億4,486萬。

The proposed budget for 2014-15

- The proposed budget for 2014-15 was prepared with reference to the annual plan for 2014-15 and the estimated expenditure for the utilisation of training places in 2014-15. The budgeted income and expenditure for 2014-15 were HK\$685.3 million and HK\$844.86 million respectively.



特區政府向僱員再培訓基金注資 \$150億

- 行政長官在2013年1月16日發表的2013年施政報告中，宣布撤消外傭徵款，以減輕僱用外傭家庭的負擔。其後，財政司司長於2013年2月27日發表的2013-14年度政府財政預算案中，建議向本局注資\$150億，以長期支持本局的工作。
- 立法會財務委員會於2014年1月24日通過有關注資建議後，本局於2014年2月18日收到政府的\$150億注資。在政府注資的\$150億中，\$125億已存放於香港金融管理局，賺取與外匯基金表現掛鈎的投資回報。餘下的\$25億，由本局作投資及支付營運開支之用。

Injection of HK\$15 billion into the Employees Retraining Fund by the Government

- The Chief Executive announced in his Policy Address on 16 January 2013 the abolition of the levy on employers of foreign domestic helpers to relieve their burdens. On 27 February 2013, the Financial Secretary proposed in his 2013-14 Budget the injection of \$15 billion into the Employees Retraining Fund to provide long-term support to the work of the ERB.
- The Finance Committee of the Legislative Council approved the injection on 24 January 2014. The ERB received the \$15 billion on 18 February 2014. Of the \$15 billion injected by the Government, \$12.5 billion were placed with the Hong Kong Monetary Authority to earn an investment return linked to the performance of the Exchange Fund. The remaining \$2.5 billion were kept by the ERB for investment and for meeting operational expenses.

工作回顧

Operational Review

小西灣新辦公大樓

- 本局獲教育局以象徵式租金，租賃原東華三院李志雄紀念小學3至6樓作為本局辦事處。原建築物為一所有20多年歷史的小學，需要適度改建以作為辦公室之用。改建工程於2013年8月完成，辦事處於9月遷入新辦公室。
- 新辦公室建築面積約2,300平方米，並有一個數百平方米的天台可供舉辦各種不同活動。現時本局約有180位員工於新辦公室上班。

財務及行政委員會
召集人
余鵬春, SBS, JP

Siu Sai Wan new office building

- The 3rd to 6th floor of the TWGHs Lee Chi Hung Memorial Primary School was leased by the Education Bureau to the ERB as its headquarters for a nominal fee. Since the building had been used as a primary school for over 20 years, significant renovation was required to convert the building into an accommodation suitable for office use. The renovation work was completed in August 2013 and the Executive Office of the ERB moved into the building in September 2013.
- The building has approximately 2,300 square metres for office use and a rooftop of several hundred square metres for staging different activities. There are at present about 180 staff working in this office building.

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

審計委員會

在2013-14年度，審計委員會進行了兩次會議，重點工作包括以下各項。

Audit Committee

In 2013-14, two meetings were held by the Audit Committee. The following tasks were accomplished.

- 審閱在2013-14年度提交的內部審計報告以及改善建議。已審批的內部審計報告如下：
 - 「質素保證工作」特別審計報告；
 - 「電腦系統資訊保安管理－後續審計」審計報告；
 - 「再培訓局課程撥款及再培訓津貼」審計報告；及
 - 「僱員薪酬及福利」審計報告。
- 審批及通過「2014-15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。
- Scrutinised and approved the following audit reports and their recommendations for improvement:
 - Special Review on “Quality Assurance Measures”;
 - Follow-up Audit on “Information Security Management for R-NetX”;
 - Operation Review on “Training Bodies Funding and Retraining Allowance”; and
 - Operation Review on “Human Resources Operations”.
- Considered and approved the “Annual Audit Plan for 2014-15”.
- Examined and approved the results of risk assessment for different audit exercises.

審計委員會
召集人
黃錫楠

Danny WONG Shek-nam
Convenor
Audit Committee



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

僱員再培訓局在制訂2014-15至2016-17年度的「三年策略計劃」時，以「培訓給力，就業扶貧」為目標，為有特別需要的社群提供培訓課程和服務，以協助他們自力更生，融入社會；並會循「黃金策略」(“GOLD Strategy”)的四個方向推展工作。

The Employees Retraining Board (ERB) formulates its “Three-year Strategic Plan” for 2014-15 to 2016-17 with the overall objective of “Training for Empowerment, Employment for Alleviation of Poverty”, and strives to offer training courses and services for social groups with special needs in order to assist them to become self-reliant and integrate into the society. The ERB will adopt a “GOLD Strategy” in rendering its courses and services.

工作前瞻

Corporate Outlook

2014-15至2016-17三年策略計劃

本局在制定2014-15至2016-17年度「三年策略計劃」時，採用了「一個目標，四個方向」的規劃框架。

Three-year Strategic Plan for 2014-15 to 2016-17

The ERB adopted the framework of “One Objective, Four Key Directions” in formulating its “Three-year Strategic Plan” for 2014-15 to 2016-17.

- 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。
- 循「黃金策略」(“GOLD Strategy”)的四個方向推展工作：
 - 令服務對象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**)
 - 發展具就業潛力的課程 (**Develop Courses**)
- With the overall objective of “Training for Empowerment, Employment for Alleviation of Poverty”, the ERB will focus on supporting social groups with special needs.
- The ERB will adopt a “GOLD Strategy” in rendering its courses and services:
 - **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
 - **Develop Courses** – to develop new training courses with market potential



一個目標

本局一直致力為有特別需要的社群提供培訓課程和服務，以協助他們自力更生，融入社會；並引進支援措施以鼓勵他們入讀課程。本局會持續檢討及優化現有的課程和服務，以配合有特別需要社群的需要，並會就不同服務對象的培訓需求進行調查及研究，為開發新的培訓課程和服務做好準備。

One Objective

The ERB has all along endeavoured to offer training courses and services for social groups with special needs in order to assist them to become self-reliant and integrate into the society. At the same time, the ERB has put in place support measures to motivate them to enrol in ERB courses. The existing portfolio of courses and services will be continuously reviewed and refined to gear with the needs of these social groups. The ERB will commission surveys and researches to gauge the training needs of different service targets and pave the way for the development of new courses and services.

工作前瞻 Corporate Outlook

四個方向

令服務對象對接受培訓產生興趣

本局會持續優化培訓顧問服務及進一步發展地區網絡，以更有效地在地區層面進行推廣工作，鼓勵有需要的市民入讀培訓課程。本局亦會持續透過不同途徑進行宣傳推廣，同時繼續致力提升各項僱主服務的質素，與各行業的僱主及商會組織保持緊密聯繫，推動行業合作。

提升資源效益

本局會持續檢討、整合及優化各項質素保證措施的具體運作情況，亦會在「常規監察」以外引入「個案管理」，令資源靈活運用並發揮更大效益，同時進一步提升培訓機構的整體表現。在有效運用資源的原則下，本局會檢討課程撥款機制、各項成效指標及「服務承諾」，並研究提升服務水平的措施。

Four Key Directions

To arouse people's interest to pursue training

The ERB will continuously enhance the training consultancy service and further develop district networks in order to effectively roll out its district-based promotional activities and motivate people in need to enrol in ERB courses. The publicity and promotional work of the ERB will make use of different channels. At the same time, the ERB will enhance the quality of its various support services for employers, and foster partnership and collaborative relations with employers and trade associations of different industries.

To optimise operational efficiency and effectiveness

The ERB will review, consolidate and strengthen the operation of its various quality assurance measures on a continuing basis, and establish a "case management" system on top of its "regular monitoring" mechanism for training bodies. This will be conducive to the effective and flexible utilisation of resources and improving the overall performance of training bodies. On cost-effectiveness considerations, the ERB will review the funding mechanism for training courses and the key performance indicators and performance pledges, and explore possible measures to enhance service quality.

改善課程和服務質素

本局會因應「資歷架構」的發展，持續改善課程質素保證機制，為學員構建認可的資歷階梯；並會強化「實務技能培訓及評估中心」的專業性和認受性，為培訓機構開拓新的服務領域。

發展具就業潛力的課程

本局會致力發掘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，亦會持續調查及研究不同服務對象的培訓需求，因應市場變化開發新課程。本局會優化現行的行業諮詢機制，加強與業界的溝通，令課程更能配合行業的技能需要。

To improve the quality of training courses and services

The ERB will keep pace with the development of the “Qualifications Framework” and continuously improve the quality assurance mechanism for training courses so as to establish recognised articulation ladders for trainees. The ERB will also reinforce the professional standard and public recognition of the Practical Skills Training and Assessment Centre and explore the provision of new services for training bodies.

To develop new training courses with market potential

The ERB will identify and launch skills training for job openings with market potential with a view to improving the job opportunities and career prospects of the graduate trainees. Survey and researches will be commissioned to gauge the training needs of different service targets, paving the way for the development of new courses. The existing industry consultation mechanism will be refined and strengthened to foster communication with the industries and ensure that the training courses will match the skills requirements of the industries.

財務報表

Financial Statements

報告書及財務報表

截至年2014年3月31日止年度

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104至125頁之僱員再培訓局(「再培訓局」)的財務報表,其中包括於2014年3月31日的資產負債表,及截至該日止年末的收益表、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。

Report and Financial Statements

For the year ended 31 March 2014

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 104 to 125, which comprise the balance sheet as at 31 March 2014, 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.

審計涉及執程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2014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

2014年12月10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 2014, 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

10 December 2014

財務報表

Financial Statements

收益表

INCOME AND EXPENDITURE ACCOUNT

截至2014年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2014

		附註 NOTES	二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
收入	Income			
徵款收入	Levy income		7,440,709	758,955
利息收入	Interest income		65,711,410	34,481,606
課程學費收入	Course fee income		4,890,866	5,897,814
其他收入	Other income	6	1,578,778	427,888
			79,621,763	41,566,263
支出	Expenditure			
再培訓津貼	Retraining allowances	7	(67,172,195)	(73,713,124)
培訓計劃及課程開支	Training programme and course expenses	8	(649,975,754)	(647,457,759)
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		(2,126,847)	(4,827,667)
行政開支	Administrative expenses		(109,892,876)	(96,420,874)
其他開支	Other expenses		(3,126,553)	(823,011)
			(832,294,225)	(823,242,435)
稅前年內虧損	Deficit before taxation		(752,672,462)	(781,676,172)
所得稅	Taxation	9	—	—
年內虧損	Deficit for the year	10	(752,672,462)	(781,676,172)

資產負債表 BALANCE SHEET

於2014年3月31日
AT 31 MARCH 2014

		附註 NOTES	二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
非流動資產	Non-current assets			
物業及設備	Property and equipment	12	43,662,869	4,642,893
非流動租金及公用設施按金	Rental and utility deposits	13	1,346,900	1,616,877
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	36,502,959
應收香港金融管理局之款項	Amounts due from the Hong Kong Monetary Authority	15	12,500,000,000	–
			12,545,598,445	42,762,729
流動資產	Current assets			
應收款項、按金及預付款	Receivables, deposits and prepayments	13	17,856,191	15,567,129
應收香港金融管理局之款項	Amount due from the Hong Kong Monetary Authority	15	43,150,685	–
應收入境事務處之款項	Amounts due from the Immigration Department	16	492,000	–
應收培訓機構之款項	Amounts due from training bodies	16	1,236,755	2,998,457
銀行結餘及存款	Bank balances and deposits	14		
– 現金及現金等價物	– Cash and cash equivalents		1,002,338,065	52,886,951
– 到期日超過三個月之短期銀行存款	– Bank deposits with maturity over three months		2,733,270,000	1,974,109,000
			3,798,343,696	2,045,561,537
流動負債	Current liabilities			
應付款項及其他應付款	Accrual and other payables		62,724,831	48,731,852
應付培訓機構之款項	Amounts due to training bodies	16	–	2,478,233
應付入境事務處之款項	Amounts due to the Immigration Department	16	1,596,929	4,821,338
			64,321,760	56,031,423
淨流動資產	Net current assets		3,734,021,936	1,989,530,114
淨資產	Net assets		16,279,620,381	2,032,292,843
資金	Fund			
僱員再培訓基金	Employees Retraining Fund		16,279,620,381	2,032,292,843

第104至125頁的財務報表已經過再培訓局委員審批及授權，於2014年12月10日由以下代表簽署：

The financial statements on pages 104 to 125 were approved and authorised for issue by the members of the Employees Retraining Board on 10 December 2014 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2014年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2014

		僱員再培訓基金 Employees Retraining Fund 港元HK\$
於2012年4月1日	At 1 April 2012	2,813,969,015
年內虧損	Deficit for the year	(781,676,172)
於2013年3月31日	At 31 March 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

現金流量表

STATEMENT OF CASH FLOWS

截至2014年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2014

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
經營業務	OPERATING ACTIVITIES		
年內虧損	Deficit for the year	(752,672,462)	(781,676,172)
經調整：	Adjustments for:		
物業及設備折舊	Depreciation of property and equipment	14,082,627	3,960,728
利息收入	Interest income	(65,711,410)	(34,481,606)
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	1,240,375	1,882,906
營運資金變動前之經營業務 現金流	Operating cash flows before movements in working capital	(803,060,870)	(810,314,144)
應收款項、按金及預付款 之(增加)減少	(Increase) decrease in receivables, deposits and prepayments	(774,766)	21,028,352
應收入境事務處之款項 之增加	Increase in amounts due from the Immigration Department	(492,000)	—
應收培訓機構之款項 之減少(增加)	Decrease (increase) in amounts due from training bodies	1,761,702	(1,802,401)
應付款項及其他應付款 之增加(減少)	Increase (decrease) in accrual and other payables	13,992,979	(22,561,300)
應付入境事務處之款項 之(減少)增加	(Decrease) increase in amounts due to the Immigration Department	(3,224,409)	538,138
應付培訓機構之款項 之(減少)增加	(Decrease) increase in amounts due to training bodies	(2,478,233)	46,711
用於經營業務之現金淨額	NET CASH USED IN OPERATING ACTIVITIES	(794,275,597)	(813,064,644)
投資業務	INVESTING ACTIVITIES		
已收利息	Interest received	20,076,031	41,353,382
購買物業及設備之款項	Purchase of property and equipment	(53,102,603)	(496,000)
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)減少	(Increase) decrease in short-term bank deposits with maturity over three months	(759,161,000)	196,251,000
購買設備及付樓宇改良工程 款項之減少(增加)	Decrease (increase) in deposits paid for acquisition of equipment and leasehold improvements	35,914,283	(36,502,959)
(用於)來自投資業務之 現金淨額	NET CASH (USED IN) FROM INVESTING ACTIVITIES	(13,256,273,289)	200,605,423
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	—

財務報表

Financial Statements

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
現金及現金等值物增加 (減少) 淨額	NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	949,451,114	(612,459,221)
承前現金及現金等值物	CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR	52,886,951	665,346,172
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	1,002,338,065	52,886,951
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	40,968,065	52,886,951
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	—
		1,002,338,065	52,886,951

財務報表附註

截至2014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」）是一個根據1992年《僱員再培訓條例》成立的無股本法人實體。再培訓局為一非牟利團體，旨在提供培訓課程和服務予15歲或以上、具副學位或以下教育程度的人士。再培訓局的經費來自向僱主收取聘用外來僱員的徵款。

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」而引入的外來僱員支付徵款，該徵款稱為僱員再培訓徵款（「徵款」），並須於為期兩年的合約期開始前預先繳付。徵款費用為每名外來僱員每月港元400。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，獲暫時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。

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 2014

1. ORGANISATION AND ACTIVITIES

The Employees Retraining Board (the “Board”) is a body corporate established under the Employees Retraining Ordinance (“ERO”) enacted in 1992 for the purpose of providing training courses and services for people aged 15 or above and with an education attainment at sub-degree or below. It is mainly funded by Employees Retraining Levy by employers who employ imported employees.

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 and was payable in advance for a two-year contract period. The levy was charged at a rate of HK\$400 per month for each imported employee. 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 \$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.

財務報表 Financial Statements

2. 採納新訂及經修訂香港財務報告準則

本年度，再培訓局應用下列由香港會計師公會所頒佈，並於本會計年度首次生效的修訂本。

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

The Board has applied the following new and revised HKFRSs issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") for the first time in the current year:

香港財務報告準則（修訂本） Amendments to HKFRSs	對2009年至2011年期間香港財務報告準則之年度改進 Annual Improvements to HKFRSs 2009 – 2011 Cycle
香港財務報告準則第7號（修訂本） Amendments to HKFRS 7	披露－抵銷金融資產及金融負債 Disclosures – Offsetting Financial Assets and Financial Liabilities
香港財務報告準則第10號、第11號及第12號（修訂本） Amendments to HKFRS 10, HKFRS 11 and HKFRS 12	綜合財務報表、合營安排及披露於其他實體之權益：過渡指引 Consolidated Financial Statements, Joint Arrangements and Disclosure of Interests in Other Entities: Transition Guidance
香港財務報告準則第10號 HKFRS 10	綜合財務報表 Consolidated Financial Statements
香港財務報告準則第11號 HKFRS 11	合營安排 Joint Arrangements
香港財務報告準則第12號 HKFRS 12	披露於其他實體之權益 Disclosure of Interests in Other Entities
香港財務報告準則第13號 HKFRS 13	公平值計量 Fair Value Measurement
香港會計準則第1號（修訂本） Amendments to HKAS 1	其他全面收入項目之呈列 Presentation of Items of Other Comprehensive Income
香港會計準則第19號（2011年經修訂） HKAS 19 (as revised in 2011)	僱員福利 Employee Benefits
香港會計準則第27號（2011年經修訂） HKAS 27 (as revised in 2011)	獨立財務報表 Separate Financial Statements
香港會計準則第28號（2011年經修訂） HKAS 28 (as revised in 2011)	於聯營公司及合營公司之投資 Investments in Associates and Joint Ventures
香港（國際財務報告詮釋委員會）－詮釋第20號 HK (IFRIC) – Int 20	露天礦場生產階段之剝採成本 Stripping Costs in the Production Phase of a Surface Mine

於本年度應用上述修訂本對再培訓局於本會計年度或過往會計年度的財務報表並無重大影響。

The application of the above amendments to HKFRSs in the current year has had no material effect on the Board's financial statements for the current and prior years and/or on the disclosures set out in the financial statements.

再培訓局於本財政年度並無提早採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，修訂本或詮釋：

The Board has not early applied the following new and revised standards, amendments or interpretation that have been issued but are not yet effective:

香港財務報告準則第10號、第12號及第27號（修訂本） Amendments to HKFRS 10, HKFRS 12 and HKAS 27	投資實體 ¹ Investment Entities ¹
香港財務報告準則第11號（修訂本） Amendments to HKFRS 11	收購聯合營運權益之會計 ⁶ Accounting for Acquisitions of Interests in Joint Operations ⁶
香港會計準則第10號及第28號（修訂本） Amendments to HKAS 10 and HKAS 28	投資者及其聯營或合營企業中的銷售或資產貢獻 ⁶ Sale or Contribution of Assets between an Investor and its Associate or Joint Venture ⁶
香港會計準則第16號及第38號（修訂本） Amendments to HKAS 16 and HKAS 38	可接受之折舊及攤銷法之澄清 ⁶ Clarification of Acceptable Methods of Depreciation and Amortisation ⁶
香港會計準則第16號及第41號（修訂本） Amendments to HKAS 16 and HKAS 41	農業：結果實植物 ⁶ Agriculture: Bearer Plants ⁶
香港會計準則第27號（修訂本） Amendments to HKAS 27	獨立財務報表中的權益法 ⁶ Equity Method in Separate Financial Statements ⁶
香港會計準則第19號（修訂本） Amendments to HKAS 19	界定福利計劃：僱員供款 ² Defined Benefit Plans: Employee Contributions ²
香港財務報告準則第9號及第7號（修訂本） Amendments to HKFRS 9 and HKFRS 7	香港財務報告準則第9號之強制生效日期及過渡披露 ³ Mandatory Effective Date of HKFRS 9 and Transition Disclosures ³
香港會計準則第32號（修訂本） Amendments to HKAS 32	抵銷金融資產與金融負債 ¹ Offsetting Financial Assets and Financial Liabilities ¹
香港會計準則第36號（修訂本） Amendments to HKAS 36	非金融資產之可收回款項披露 ¹ Recoverable Amount Disclosures for Non-Financial Assets ¹
香港會計準則第39號（修訂本） Amendments to HKAS 39	衍生工具之更替及對沖會計法之延續 ¹ Novation of Derivatives and Continuation of Hedge Accounting ¹
香港財務報告準則（修訂本） Amendments to HKFRSs	香港財務報告準則2010年至2012年週期之年度改進 ⁴ Annual Improvements to HKFRSs 2010 – 2012 Cycle ⁴
香港財務報告準則（修訂本） Amendments to HKFRSs	香港財務報告準則2011年至2013年週期之年度改進 ² Annual Improvements to HKFRSs 2011 – 2013 Cycle ²
香港財務報告準則（修訂本） Amendments to HKFRSs	香港財務報告準則2012年至2014年週期之年度改進 ⁶ Annual Improvements to HKFRSs 2012 – 2014 Cycle ⁶
香港財務報告準則第9號 HKFRS 9	金融工具 ³ Financial Instruments ³
香港財務報告準則第14號 HKFRS 14	管制遞延賬戶 ⁵ Regulatory Deferral Accounts ⁵
香港財務報告準則第15號 HKFRS 15	從與客戶合同的收入 ⁷ Revenue from Contracts with Customers ⁷
香港（國際財務報告詮釋委員會）— 詮釋第21號 HK(IFRIC) – Int 21	政府徵費 ¹ Levies ¹

財務報表

Financial Statements

1. 自2014年1月1日或以後開始之年度期間生效
Effective for annual periods beginning on or after 1 January 2014
2. 自2014年7月1日或以後開始之年度期間生效
Effective for annual periods beginning on or after 1 July 2014
3. 可供應用 – 於香港財務報告準則第9號完成後確定其強制性生效日期
Available for application – the mandatory effective date will be determined when the outstanding phases of HKFRS 9 are finalised
4. 自2014年7月1日或以後開始之年度期間生效，若干例外事項除外
Effective for annual periods beginning on or after 1 July 2014, with limited exceptions
5. 自2016年1月1日或以後開始之年度期間中的首份香港財務報告準則財務報表生效
Effective for first annual HKFRS financial statements beginning on or after 1 January 2016
6. 自2016年1月1日或以後開始之年度期間生效
Effective for annual periods beginning on or after 1 January 2016
7. 自2017年1月1日或以後開始之年度期間生效
Effective for annual periods beginning on or after 1 January 2017

再培訓局委員預料應用新訂及經修訂的香港財務報告準則並不會對再培訓局的業績及財務狀況造成重大影響。

The members of the Board anticipate that the application of the above new and revised HKFRSs will have no material impact on the results and the financial position of the Board.

3. 主要的會計政策

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。

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

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

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.

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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。估計年期及折舊方法乃於各報告期終檢討，估計變動之影響會按預先之基準入賬。

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淨額與賬面之差額釐定，並於收益表中確認。

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。分類視乎財務資產購入的目的及性質而定，並在初始確認時釐定其財務資產的分類。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, over their estimated useful lives, using the straight-line method. The estimated useful lives 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 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, amount 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，減值虧損於收益表中確認，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，而當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。

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。

金融負債

金融負債（包括應付款項、其他應付款及應付入境事務處及培訓機構）初始根據公平法確認及其後按實際利率法攤銷成本計算。

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。

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.

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.

Financial liabilities

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

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.

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益表確認。

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之資產之特定風險。

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益表中確認。

若其後將減值虧損撥回，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。撥回減值虧損會即時確認為收入。

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。

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 asset

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 as income immediately.

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.

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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。

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.

Provision

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 Board members 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

a. 金融工具分類

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
金融資產			
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)	16,294,802,932	2,041,170,415
金融負債			
攤銷成本計	Financial liabilities at amortised cost	53,865,870	46,055,507

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、應付款項及其他應付款、應付培訓機構之款項及應付入境事務處之款項。詳細有關上述金融工具已披露在相關附註。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上財務風險，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。

由於對方均是獲得國際信貸評級機構授予高信貸評級的銀行，因此流動資金的信貸風險有限。

5. FINANCIAL INSTRUMENTS

a. Categories of financial instruments

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
Financial assets			
Loans and receivables (including cash and cash equivalents)	Loans and receivables (including cash and cash equivalents)	16,294,802,932	2,041,170,415
Financial liabilities			
Financial liabilities at amortised cost	Financial liabilities at amortised cost	53,865,870	46,055,507

b. Financial risk management objectives and policies

The Board's major financial instruments include receivables and deposits, amount due from the Hong Kong Monetary Authority, the Immigration Department and training bodies, bank balances and deposits, accrual and other payables, amounts due to training bodies and 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 Board's members consider the amounts involved are insignificant.

The credit risk on deposits at banks is limited because the counterparties are banks with high credit ratings.

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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（見附註14）。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（2013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（2013年：50基點），而其他變量均保持不變，再培訓局截至2014年3月31日止年度之年內虧損會減少港 元18,663,000元（2013年：港元10,118,000元）。若利率下降50基點（2013年：50基點），再培訓局年內虧損會帶來相等但相反的影響。

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。

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 (see note 14). 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. The analysis is prepared assuming the bank deposits outstanding at the end of the reporting period were outstanding for the whole year. A 50 basis points (2013: 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 (2013: 50 basis points) higher and all other variables were held constant, the Board's deficit for the year ended 31 March 2014 would decrease by approximately HK\$18,663,000 (2013: HK\$10,118,000). 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 (2013: 50 basis points) lower.

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. 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。

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

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
教育局的評審資助（附註）	Accreditation grant from Education Bureau (note)	468,600	—
雜項收入	Sundry income	1,110,178	427,888
		1,578,778	427,888

附註：此項資助來自教育局根據「資歷架
構支援計劃」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 "Qualification Framework Support Schemes" 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.

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.

財務報表

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8. 培訓計劃及課程開支

8. TRAINING PROGRAMME AND COURSE EXPENSES

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
培訓課程	Training courses	588,643,074	591,156,992
ERB服務中心	ERB service centres	22,097,321	20,890,599
實務技能培訓及評估中心	Practical Skills Training and Assessment Centre	6,785,462	5,870,539
「樂活一站」及「陪月一站」	Smart Living and Smart Baby Care Scheme	13,420,268	11,181,038
宣傳及推廣計劃	Promotion and publicity programmes	10,438,103	11,994,514
課程質素保證機制	Course quality assurance programmes	1,479,447	1,091,952
其他	Others	7,112,079	5,272,125
		649,975,754	647,457,759

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

		二零一四年 2014 港元HK\$	二零一三年 2013 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	230,000	219,950
折舊（附註12）	Depreciation (note 12)	14,082,627	3,960,728
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	1,240,375	1,882,906
經營租賃租金	Operating lease payments in respect of rented premises	9,937,853	11,883,010
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	80,706,952	76,846,599
— 退休福利	— retirement benefits scheme contributions	3,995,967	3,679,342

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（2013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。以上僱員的薪酬如下：

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 (2013: 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:

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
薪酬及津貼	Salaries and allowances	8,636,051	8,008,501
退休福利	Retirement benefits scheme contributions	314,776	250,076
約滿酬金	Provision for gratuities	789,315	705,042
		9,740,142	8,963,619

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2012年4月1日	At 1 April 2012	24,661,423	6,749,290	336,000	31,746,713
增加	Additions	–	496,000	–	496,000
撇賬	Disposals	–	(107,481)	–	(107,481)
於2013年3月31日	At 31 March 2013	24,661,423	7,137,809	336,000	32,135,232
增加	Additions	49,987,135	3,115,468	–	53,102,603
撇賬	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
折舊	DEPRECIATION				
於2012年4月1日	At 1 April 2012	17,485,612	6,069,480	84,000	23,639,092
年內折舊	Provided for the year	3,397,818	478,910	84,000	3,960,728
撇賬時對銷	Eliminated on disposals	–	(107,481)	–	(107,481)
於2013年3月31日	At 31 March 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
撇賬時對銷	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
賬面值	CARRYING VALUES				
於2014年3月31日	At 31 March 2014	40,841,693	2,737,176	84,000	43,662,869
於2013年3月31日	At 31 March 2013	3,777,993	696,900	168,000	4,642,893

財務報表 Financial Statements

上述物業及設備以直線法按下列年率折舊：

租賃物業裝修	在餘下租賃期攤銷
家具及設備	25%
汽車	25%

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

Leasehold improvements	Over the remaining term of the leases
Furniture, fixtures and equipment	25%
Motor vehicle	25%

13. 應收款項、按金及預付款

13. RECEIVABLES, DEPOSITS AND PREPAYMENTS

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
租金及公用設施按金	Rental and utility deposits	3,225,547	4,165,347
應收利息	Interest receivables	8,390,730	5,906,036
應收課程學費收入	Course fee income receivables	1,431,195	1,359,209
預付款	Prepayment	4,887,664	5,719,220
其他應收款	Other receivables	1,267,955	34,194
		19,203,091	17,184,006
減：非流動租金及公用設施按金	Less: non-current rental and utility deposits	(1,346,900)	(1,616,877)
		17,856,191	15,567,129

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，包括賬面值合共港元1,135,625 (2013年3月31日：港元674,265)為逾期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港元1,240,375 (2013年：港元1,882,906)。

Included in the Boards' receivables are receivable with aggregate carrying amount of HK\$1,135,625 (31 March 2013: HK\$674,265) 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\$1,240,375 (2013: HK\$1,882,906), 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港元2,733,270,000 (2013年：港元1,974,109,000)，其年利率介乎0.01%至1.65% (2013年：0.01%至1.72%)。

14. BANK BALANCES AND DEPOSITS

Bank balances and deposits comprise bank balances and short-term deposits with an original maturity over three months HK\$2,733,270,000 (2013: HK\$1,974,109,000) and carry interest at market rates which ranged from 0.01% to 1.65% (2013: 0.01% to 1.72%) per annum.

15. 應收香港金融管理局之款項

應收香港金融管理局的港元12,500,000,000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。

港元43,150,685之應收款項為無抵押，免息及於一年內償還。

16. 應收（應付）培訓機構之款項及應收（應付）入境事務處之款項

應收（應付）培訓機構之款項及應收（應付）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。

17. 經營租約

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
一年內	Within one year	7,899,690	8,920,528
二至五年	Two to five years	1,264,509	4,740,629
		9,164,199	13,661,157

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。

18. 資本承擔

		二零一四年 2014 港元HK\$	二零一三年 2013 港元HK\$
已簽約但未計提	Contracted but not provided for	2,069,705	4,519,712

15. AMOUNT DUE FROM THE HONG KONG MONETARY AUTHORITY

The amount of 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\$43,150,685 represents interest receivables which is unsecured, interest free and repayable within one year.

16. AMOUNTS DUE FROM (TO) TRAINING BODIES AND AMOUNTS DUE FROM (TO) THE IMMIGRATION DEPARTMENT

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

Included in 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. OPERATING LEASE COMMITMENTS

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. CAPITAL COMMITMENT

企業社會責任及員工發展

Corporate Social Responsibilities and Staff Development



參與《有能者・聘之約章》及 共融機構嘉許計劃

僱員再培訓局參與由勞工及福利局聯同康復諮詢委員會、香港社會服務聯會及香港復康聯會合辦的《有能者・聘之約章》及共融機構嘉許計劃，為殘疾人士提供更多就業機會，締造無障礙工作間和關愛互助的社會。本局竭誠為殘疾及就業人士提供平等就業機會，並向聘用殘疾人士的社會企業進行採購。

Participating in the “Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme”

The Employees Retraining Board (ERB) participated in the “Talent-Wise Employment Charter and Inclusive Organisations Recognition Scheme” launched by the Labour and Welfare Bureau in collaboration with the Rehabilitation Advisory Committee, the Hong Kong Council of Social Service and the Hong Kong Joint Council for People with Disabilities. Through participating in the Scheme, the ERB helped promote the employment of persons with disabilities; build a barrier-free working environment; and foster a caring and supportive society. The ERB was committed to equal opportunity in employment for persons with disabilities; and procured products or services provided by social enterprises employing persons with disabilities.

提供實習職位

本局透過暑期實習生計劃為大學生提供學以致用的機會，擴闊他們的視野。在2013-14年度，共有三位大學生參加了本局的暑期實習生計劃，為期兩個月的計劃讓學生取得實際的工作經驗及培訓，令年青人有更多機會裝備自己，提高將來就業的競爭力。

支持有特別需要社群

- 為幫助有需要的社群，本局為慈善機構的籌款活動統籌和收集內部捐款，包括公益金活動和無國界醫生日等。
- 本局透過向社會企業進行採購，支持有特別需要的社群。本局於2013年12月舉行的新辦事處啟用儀式暨「特種警衛訓練計劃」畢業典禮中，邀請社會企業「銀杏館」提供到會及餐飲服務，以支持及鼓勵長者就業。

環保措施

- 為響應環保，本局小西灣辦公室加入不同的環保元素，例如採用節能照明裝置、光傳感器等以節約能源。
- 辦事處已設置回收箱，收集廢紙及印刷品以循環再造，並把適時更換的電腦設備捐贈慈善機構。

Offering internship

Through the summer internship programme, the ERB provides an opportunity for university students to put into practice the theories and techniques they learnt from school and to broaden their horizons. In 2013-14, three university students participated in ERB's summer internship programme. The two-month programme enabled the students to receive training and gain practical work experience. It also allowed them to better equip themselves and enhance their competitiveness in employment in future.

Supporting the community

- To help people in need, the ERB coordinated and collected donations from staff members for charity fund-raising events, including various Community Chest functions and the Medecins Sans Frontieres Day, etc.
- Through procurement from social enterprises, the ERB supported the employment of persons with special needs. To support employment of the elderly, the ERB invited the social enterprise "GingKo House" to provide catering services at the "ERB Housewarming Party cum Graduation Ceremony of Squad 3S Programme" held in December 2013.

Incorporating environmental friendly measures

- For energy conservation, various environmental friendly measures have been incorporated in the design of the Siu Sai Wan office building. The use of energy-efficient lighting and the installation of light sensors are some examples.
- To encourage the re-use and re-cycling of resources, recycle bins have been set up in the office to collect used papers and printed materials for re-cycling. Obsolete computer equipment was donated to charitable organisations.

企業社會責任及員工發展

Corporate Social Responsibilities and Staff Development

員工及培訓機構培訓項目

- 安排開辦少數族裔人士專設課程的培訓機構的管理及前線人員參加由香港大學舉辦的工作坊，以提升培訓機構向少數族裔學員提供中文教學的知識及技巧。
- 為培訓機構的就業主任定期舉辦工作坊，提升他們向本局學員提供的就業服務水平。在2013-14年度，本局共舉辦了四場「就業輔導技巧培訓工作坊」及四場「就業服務行政簡介會」。
- 舉辦了兩場「資歷架構及其質素保證機制簡介會」，以增進培訓機構前線人員和本局職員及技術顧問對「資歷架構」的認識。
- 為培訓機構前線人員安排不同主題的培訓活動，以推動「知識管理」及提升機構的管理質素。
- 舉辦內部《僱傭條例》工作坊，提升職員對僱傭保障的認識，改善職員處理投訴的技巧。

Training for staff and training bodies

- To enhance the knowledge and skills in providing Chinese language training to the ethnic minorities, managerial and frontline staff of training bodies providing dedicated training courses for the ethnic minorities were arranged to participate in relevant workshops organised by the University of Hong Kong.
- Training workshops for placement officers of training bodies are organised regularly to enhance their quality in providing placement services for trainees. In 2013-14, the ERB organised four sessions of “Career Counselling Skills Workshop” and four sessions of “Briefing on Placement Services Administration” for this purpose.
- Two briefing sessions on “Qualifications Framework and its Quality Assurance Mechanism” were organised for the enhancement of knowledge on “Qualifications Framework” for frontline staff of training bodies as well as the staff members and Technical Advisors of the ERB.
- Different training activities were organised for training bodies’ frontline staff to promote knowledge management and enhance their quality of management.
- An in-house workshop on the “Employment Ordinance” was organised to enrich the knowledge of staff members of the ERB on labour protection and enhance their skills in handling complaint.

訪問及交流

本局十分重視與不同團體的交流機會，以汲取經驗，進一步完善本身的課程和服務。

- 在2013-14年度，本局接待愛爾蘭Department of Jobs, Enterprise and Innovation秘書長Mr. John Murphy的到訪，就彼此共同面對的就業市場問題交流意見，並互相借鑑兩地的技能培訓工作經驗，期為市民推展更適切的服務。
- 本局亦分別與深圳市和佛山市人力資源和社會保障局官員，交流就業培訓經驗，加強彼此聯繫，以提升服務質素，配合社會的需要。

Receiving visits and sharing experience

The ERB values opportunities to share experience with different organisations with a view to further improving the quality of its training courses and services.

- In 2013-14, the ERB received Mr. John Murphy, the Secretary General of the Department of Jobs, Enterprise and Innovation of Ireland, and exchanged views with him on the common issues related to the employment market. The two sides also shared experience on the provision of skills training for improvement of the level of services rendered to the public.
- The ERB organised sharing sessions with officials of the Bureaux of Human Resources and Social Security of Shenzhen Municipality and of Foshan Municipality. Experience in the provision of training and employment was discussed. These exchanges have strengthened the relationship between the two sides and would help enhance service quality to address the needs of the society.

合作伙伴

Stakeholders

「行業諮詢網絡」召集人及副召集人名單

1	美容美髮業	召集人 副召集人	鄭明明教授, BBS 葉世雄先生
2	飲食業	召集人	鍾偉平先生, MH
3	中醫保健業	召集人	梁榮能教授
4	家居服務業	召集人	李家仁醫生, MH, SBStJ, JP
5	機電業	召集人	莊堅烈先生, MH
6	影藝文化業	召集人	徐小明博士
7	環境服務業	召集人 副召集人	甄瑞嫻女士 溫忠平先生
8	健康護理業	召集人	陳章明教授, BBS, JP
9	酒店及餐飲業	召集人	呂尚懷先生
10	進出口業	召集人	黃定光議員, SBS, JP
11	資訊及通訊科技業	召集人	麥鄧碧儀女士, MH, JP
12	保險業	召集人 副召集人	梁頌恩女士 陳肇賢博士
13	物流業	召集人	何志盛博士工程師, JP
14	印刷及出版業	召集人	何家鏗先生
15	物業管理及保安業	召集人 副召集人	袁靖罡（靖波）先生, MH 何照基先生
16	地產代理業	召集人	汪敦敬博士
17	康體及運動業	召集人	梁美莉教授
18	零售業	召集人	余鵬春先生, SBS, JP
19	旅遊業	召集人 副召集人	董耀中先生, JP 方培城先生
20	交通及支援服務業	召集人	李耀培博士
21	鐘錶及珠寶業	召集人 副召集人	胡鉅泉先生 李景熹先生, MH
22	服裝製品及紡織業	召集人	吳鏡波博士

以「行業諮詢網絡」英文名稱排列。

List of Convenors and Vice-Convenors of Industry Consultative Networks (ICNs)

1	Beauty Therapy & Hairdressing	Convenor Vice-Convenor	Prof. CHENG Ming-ming, BBS Mr. Nelson IP Sai-hung
2	Catering	Convenor	Mr. CHUNG Wai-ping, MH
3	Chinese Healthcare	Convenor	Prof. Albert LEUNG Wing-nang
4	Domestic Services	Convenor	Dr. David LEE Ka-yan, MH, SBStJ, JP
5	Electrical & Mechanical Services	Convenor	Mr. Paul CHONG Kin-lit, MH
6	Entertainment & Performing Arts	Convenor	Dr. TSUI Siuming
7	Environmental Services	Convenor Vice-Convenor	Ms. Catherine YAN Sui-han Mr. WAN Chung-ping
8	Healthcare Services	Convenor	Prof. Alfred CHAN Cheung-ming, BBS, JP
9	Hotel & Catering	Convenor	Mr. James LU Shien-hwai
10	Import & Export	Convenor	Hon. WONG Ting-kwong, SBS, JP
11	Information & Communications Technology	Convenor	Mrs. Agnes MAK TANG Pik-yee, MH, JP
12	Insurance	Convenor Vice-Convenor	Ms. Juan LEUNG Chung-yan Dr. Elex CHAN Shiu-yin
13	Logistics	Convenor	Ir Dr. David HO Chi-shing, JP
14	Printing & Publishing	Convenor	Mr. HO Kar-hun
15	Property Management & Security	Convenor Vice-Convenor	Mr. Stephen YUEN Ching-bor, MH Mr. Peter HO Chiu-kee
16	Real Estate Agency	Convenor	Dr. Lawrance WONG Dun-king
17	Recreation & Sports	Convenor	Prof. LEUNG Mee-lee
18	Retail	Convenor	Mr. YU Pang-chun, SBS, JP
19	Tourism	Convenor Vice-Convenor	Mr. Joseph TUNG Yao-chung, JP Mr. Paul FONG Pui-sing
20	Transportation & Support Services	Convenor	Dr. Ringo LEE Yiu-pui
21	Watch & Jewellery	Convenor Vice-Convenor	Mr. WU Ku-chuen Mr. LI King-hi, MH
22	Wearing Apparel & Textile	Convenor	Dr. Roger NG Keng-po

Listed in alphabetical order of ICNs.

合作伙伴 Stakeholders

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

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
CF	香港管理專業協會持續進修書院	HKMA College of Further Education
CH	香港護理學院	College of Nursing, Hong Kong
CL	製衣業訓練局	Clothing Industry Training Authority
CM	香港浸會大學中醫藥學院持續及專業教育部	Division of Continuing and Professional Education, School of Chinese Medicine, Hong Kong Baptist University
CN	建造業議會	Construction Industry Council
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	Hong Kong Sheng Kung Hui Welfare Council
ED	香港教育學院持續專業教育學院有限公司	HKIEd School of Continuing and Professional Education 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
HK	基督教勵行會	Christian Action
HN	醫院診所護士協會	Hospital & Clinic Nurses Association
HS	港九酒樓茶室總工會職業(日／夜)學校	Hong Kong & Kowloon Restaurant & Cafe Workers General Union Vocational (Day / Night) School
HT	香島專科學校	Heung To College of Professional Studies

合作伙伴 Stakeholders

HU	香港大學專業進修學院	School of Professional And Continuing Education, The University of Hong Kong
IC	香港理工大學工業中心	Industrial Centre, The Hong Kong Polytechnic University
IF	工業福音團契有限公司	The Industrial Evangelistic Fellowship Limited
IS	香港國際社會服務社	International Social Service (Hong Kong Branch)
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
JC	珍妮美容藝術學院	Jenny Beauty College
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	香港理工大學企業經管人才 發展中心	Management and Executive Development Centre, 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
MS	名髮廊有限公司	Ming Salon Limited
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
PC	香港生產力促進局	Hong Kong Productivity 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
RF	利民會	Richmond Fellowship of Hong Kong
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
SB	香港盲人輔導會	Hong Kong Society for the Blind

合作伙伴 Stakeholders

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
TL	天高管理發展有限公司	Tiptop Consultants Limited
TP	美亞樹藝服務有限公司	Asia Tree Preservation Limited
TS	匯智技能培訓發展中心	Reach Profession Training Skills Development Centre
TT	香港旅遊專業培訓中心有限公司	Hong Kong Travel & Tourism Training Centre Limited
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
YO	協青社	Youth Outreach
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

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 香港中文大學工商管理學院副院長（本科課程）	Prof. Dennis FAN Associate Dean (Undergraduate Studies), Faculty of Business Administration, The Chinese 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 合和實業有限公司企業事務總監及公司秘書	Mr. Richard LAW Corporate Affairs Director and Company Secretary, Hopewell Holdings Limited
李焯芬教授, SBS, JP 香港大學專業進修學院院長	Prof. CF LEE, SBS, JP Director, The School of Professional and Continuing Education, The University of Hong Kong
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
呂汝漢教授 香港公開大學李嘉誠專業進修學院院長	Prof. YH LUI Director, Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong
莫家麟先生 香港人力資源管理學會會長	Mr. Francis MOK President, Hong Kong Institute of Human Resource Management
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.

合作伙伴 Stakeholders

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
香港中小企業國際交流協會	The Hong Kong Association of International Co-operation of Small & Medium Enterprises
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	建築署	Architectural Services Department
7	快易通有限公司	Autotoll Limited
8	天職香港會計師事務所有限公司	Baker Tilly Hong Kong Limited
9	班尼路有限公司	Baleno Kingdom Limited
10	中國銀行(香港)有限公司	Bank of China (Hong Kong) Ltd
11	百麗國際控股有限公司	Belle International Holdings Limited
12	堡獅龍企業有限公司	Bossini Enterprises Limited
13	澳美製藥有限公司	Bright Future Pharmaceutical Laboratories Limited
14	大家樂集團有限公司	Café de Coral Holdings Ltd
15	卡樂B四洲有限公司	Calbee Four Seas Company Limited
16	佳能香港有限公司	Canon Hongkong Co. Ltd
17	時富投資集團有限公司	Celestial Asia Securities Holdings Limited
18	中原地產代理有限公司	Centaline Property Agency Limited
19	致富集團(香港)有限公司	Chief Holdings (H.K.) Limited
20	中信銀行國際有限公司	China CITIC Bank International Limited
21	俊和發展集團	Chun Wo Development Holdings Limited
22	OK便利店	Circle K Convenience Stores (HK) Ltd
23	中信泰富有限公司	CITIC Pacific Limited
24	中信証券國際有限公司	CITIC Securities International Company Limited
25	中信國際電訊(信息技術)有限公司	CITIC Telecom International CPC Limited

合作伙伴 Stakeholders

26	港基物業管理有限公司	Citybase Property Management Limited
27	中華電力有限公司	CLP Power Hong Kong Limited
28	消費者委員會	Consumer Council
29	皇冠汽車有限公司	Crown Motors Limited
30	香港移動通訊有限公司	CSL Limited
31	大昌行集團有限公司	Dah Chong Hong Holdings Limited
32	DFS國際集團香港店	DFS Hong Kong Limited
33	敦豪國際速遞（香港）有限公司	DHL Express (HK) Limited
34	大昌華嘉香港有限公司	DKSH Hong Kong Limited
35	德爾斯控股有限公司	DSC Holdings Ltd.
36	東瀛遊旅行社有限公司	EGL Tours Company Limited
37	益力堅實業有限公司（晶苑集團成員）	Elegance Industrial Co. Ltd. (A member of Crystal Group)
38	平等機會委員會	Equal Opportunities Commission
39	溢達企業有限公司	Esquel Enterprises Limited
40	大快活集團有限公司	Fairwood Holdings Limited
41	富臨集團有限公司	Foo Lum Holdings Limited
42	豐澤	Fortress
43	四洲集團有限公司	Four Seas Mercantile Holdings Limited
44	豐盛創建機電工程集團有限公司	FSE Engineering Group Limited
45	富邦銀行（香港）有限公司	Fubon Bank (Hong Kong) Limited
46	富士施樂（香港）有限公司	Fuji Xerox (Hong Kong) Limited
47	豐盛創建企業有限公司	Fung Seng Enterprises Limited (FSE)
48	縱橫二千有限公司	G2000 (Apparel) Limited
49	金門建築有限公司	Gammon Construction Limited
50	General Mills Hong Kong Limited	General Mills Hong Kong Limited

51	大眾安全集團	General Security Group
52	佐丹奴有限公司	Giordano Limited
53	高衛物業管理有限公司	Goodwell Property Management Ltd.
54	冠威管理有限公司	Goodwill Management Limited
55	海通國際證券集團有限公司	Haitong International Securities Group Limited
56	漢堡南美香港有限公司	Hamburg Süd Hong Kong Limited
57	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)
58	海港城置業有限公司	Harbour City Estates Limited
59	海港城置業有限公司 (港威豪庭)	Harbour City Estate Limited break to next row (Gateway Apartments)
60	惠普香港有限公司	Hewlett-Packard HK SAR Limited
61	協興建築有限公司	Hip Hing Construction Company Limited
62	協成行集團	Hip Shing Hong Group of Companies
63	香港金域假日酒店	Holiday Inn Golden Mile Hong Kong
64	漢興企業有限公司	Hon Hing Enterprises Limited
65	香港航空發動機維修服務有限公司	Hong Kong Aero Engine Services Limited
66	香港飛機工程有限公司	Hong Kong Aircraft Engineering Company Limited
67	香港航空有限公司	Hong Kong Airlines Limited
68	香港機場地勤服務有限公司	Hong Kong Airport Services Limited
69	香港浸信會醫院	Hong Kong Baptist Hospital
70	香港寬頻網絡有限公司	Hong Kong Broadband Network Limited
71	香港懲教署	Hong Kong Correctional Services
72	香港迪士尼樂園度假區	Hong Kong Disneyland Resort
73	香港快運航空有限公司	Hong Kong Express Airways Limited
74	香港小輪 (集團) 有限公司	Hong Kong Ferry (Holdings) Co. Ltd.
75	香港消防處	Hong Kong Fire Services Department

合作伙伴 Stakeholders

76	香港警務處	Hong Kong Police Force
77	香港駕駛學院	Hong Kong School of Motoring
78	香港貿易發展局	Hong Kong Trade Development Council
79	香港電車有限公司	Hong Kong Tramways, Limited
80	香港永安旅遊有限公司	Hong Kong Wing On Travel Service Limited
81	康泰旅行社有限公司	Hong Thai Travel Services Ltd.
82	康業服務有限公司	Hong Yip Service Company Limited
83	香港置地集團公司	Hongkong Land Limited
84	香港郵政	Hongkong Post
85	合和實業有限公司	Hopewell Holdings Limited
86	醫院管理局	Hospital Authority
87	新昌營造集團有限公司	Hsin Chong Construction Group Limited
88	鴻福堂集團有限公司	Hung Fook Tong Holdings Limited
89	俊思集團	IMAGINEX Group
90	官燕棧國際有限公司	Imperial Bird's Nest International Co. Ltd.
91	英之傑汽車有限公司	Inchcape Motors Limited
92	ISS Facility Services Limited	ISS Facility Services Limited
93	捷成洋行有限公司	Jebsen & Co Ltd
94	仲量聯行物業管理有限公司	Jones Lang LaSalle Management Services Limited
95	銀禧國際旅遊有限公司	Jubilee International Tour Centre Ltd
96	啟勝管理服務有限公司	Kai Shing Management Services Limited
97	嘉利國際控股有限公司	Karrie International Holdings Limited
98	凱譽香港有限公司	KCS Hong Kong Limited
99	嘉里物流	Kerry Logistics
100	嘉里建設有限公司	Kerry Properties Limited
101	僑樂服務管理有限公司	Kiu Lok Service Management Company Limited
102	三和珠寶	KTL Jewellery

103	連卡佛（香港）有限公司	Lane Crawford (Hong Kong) Limited
104	朗廷酒店集團	Langham Hospitality Group
105	史偉莎集團有限公司	LBS Corporation Limited
106	利信達集團	le saunda holdings limited
107	李錦記有限公司	Lee Kum Kee Company Limited
108	康樂及文化事務處	Leisure and Culture Services Department
109	利奧紙品集團（香港）有限公司	Leo Paper Group (Hong Kong) Ltd.
110	力佳工程有限公司	Lik Kai Engineering Company Limited
111	六福集團（國際）有限公司	Luk Fook Holdings (International) Limited
112	民亮發展有限公司	Main Shine Development Limited
113	宏利人壽保險（國際）有限公司	Manulife (International) Limited
114	祥益地產代理有限公司	Many Wells Property Agent Limited
115	美心食品有限公司	Maxim's Caterers Limited
116	麥當勞有限公司	McDonald's Restaurants (Hong Kong) Ltd.
117	美聯集團	Midland Holdings Limited
118	名唐展覽集團	Milton Exhibits Group
119	美麗華酒店企業有限公司	Miramar Hotel and Investment Company Limited
120	瑞穗實業銀行	Mizuho Corporate Bank, Limited
121	慕詩（香港）有限公司	Moiselle (Hong Kong) Limited
122	積金局	MPFA
123	MTM Lab Japan Limited	MTM Lab Japan Limited
124	香港鐵路有限公司	MTR Corporation Limited
125	新卓管理有限公司	New Charm Management Limited
126	新星飲食集團	New Star Catering Group
127	新世界發展有限公司	New World Development Company Limited
128	新世界第一巴士／城巴	New World First Bus / Citybus
129	新世界電訊有限公司	New World Telecommunications Limited
130	昂坪360有限公司	Ngong Ping 360 Limited

合作伙伴 Stakeholders

131	力新清潔有限公司	Nixon Cleaning Company Limited
132	諾基亞（香港）有限公司	Nokia (H.K.) Limited
133	新創建集團有限公司	NWS Holdings Limited
134	海洋公園	Ocean Park Corporation
135	八達通	Octopus
136	澳加光學有限公司	Okia Optical Company Limited
137	眼鏡88有限公司	Optical 88 Limited
138	奧雅納工程顧問	Ove Arup & Partners Hong Kong Ltd
139	太平洋咖啡有限公司	Pacific Coffee Company Limited
140	百樂酒店	Park Hotel International Limited
141	百佳超級市場	PARKnSHOP
142	太平道寵物診所	Peace Avenue Veterinary Clinic
143	健味堡有限公司	Perfect Combo Limited
144	美國輝瑞科研製藥有限公司	Pfizer Corporation Hong Kong Limited
145	筆克（香港）有限公司	Pico International (HK) Ltd
146	香港必勝客管理有限公司	Pizza Hut Hong Kong Management Limited
147	荷里活廣場有限公司	Plaza Hollywood Limited
148	太子珠寶鐘錶有限公司	Prince Jewellery & Watch Company
149	大眾銀行（香港）	Public Bank (Hong Kong) Limited
150	卓健醫療服務有限公司	Quality HealthCare Medical Services Limited
151	莎莎國際控股有限公司	Sa Sa International Holdings Limited
152	聖安娜餅屋	Saint Honore Cake Shop Ltd
153	三星電子香港有限公司	Samsung Electronics H.K. Company Limited
154	新輝建築有限公司	Sanfield Building Contractors Limited
155	賽諾菲安萬特香港有限公司	sanofi-aventis Hong Kong Limited
156	沙嗲王（集團）有限公司	Satay King (Holdings) Company Limited
157	第一太平戴維斯物業管理有限公司	Savills Property Management Limited
158	塞科利達保安服務（香港）有限公司	Securitas Security Services (Hong Kong) Limited

159	信興電業集團有限公司	Shun Hing Electronic Holdings Limited
160	信德中旅船務管理有限公司	Shun Tak – China Travel Ship Management Limited
161	森那美汽車集團（香港）有限公司	Sime Darby Motor Group (HK) Limited
162	信和集團	Sino Group
163	瑞安建業有限公司	SOCAM Development Limited
164	索尼香港	Sony Corporation of Hong Kong Limited
165	新鴻基地產發展有限公司	Sun Hung Kai Properties Ltd
166	鴻星集團	Super Star Group
167	力霸水泵機械工程有限公司	Superpower Pumping Engineering Co Ltd
168	太古地產有限公司	Swire Properties Limited
169	太古旅遊有限公司	Swire Travel Limited
170	新昌管理服務有限公司	Synergis Management Services Limited
171	太興飲食集團	Tai Hing Catering Group
172	稻香集團	Tao Heung Group
173	大老山隧道有限公司	Tate's Cairn Tunnel Company Limited
174	東亞銀行有限公司	The Bank of East Asia, Limited
175	三菱東京UFJ銀行	The Bank of Tokyo-Mitsubishi UFJ, LTD.
176	The Beauty Group	The Beauty Group
177	銅鑼灣利景酒店	The Charterhouse Causeway Bay
178	牛奶有限公司	The Dairy Farm Company Limited
179	鷹君物業管理有限公司－朗豪坊	The Great Eagle Properties Management Company Limited – Langham Place
180	香港中華煤氣有限公司	The Hong Kong and China Gas Company Limited
181	香港賽馬會	The Hong Kong Jockey Club
182	九龍巴士（一九三三）有限公司	The Kowloon Motor Bus Company (1933) Limited
183	土地註冊處	The Land Registry
184	天星小輪有限公司	The “Star” Ferry Company, Limited
185	庫務署	The Treasury

合作伙伴 Stakeholders

186	箭牌（香港）有限公司	The Wrigley Company (Hong Kong) Limited
187	時代廣場有限公司	Times Square Limited
188	運輸署	Transport Department
189	Triumph International (Hong Kong) Limited	Triumph International (Hong Kong) Limited
190	信基國際企業有限公司	Truth & Faith International Limited
191	翠華怡富管理有限公司	Tsui Wah Efford Management Limited
192	亞洲聯合財務有限公司	United Asia Finance Limited
193	富城集團	Urban Group
194	威富（亞洲區）有限公司	VF Asia Ltd.
195	惠保（香港）有限公司	Vibro (H.K.) Limited
196	萬寶物業管理有限公司	Vineberg Property Management Limited
197	維他奶國際集團有限公司	Vitasoy International Holdings Limited
198	惠康環境服務有限公司	Waihong Environmental Services Limited
199	水務署	Water Supplies Department
200	屈臣氏酒窖	Watson's Wine
201	屈臣氏	Watsons
202	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)
203	九龍倉中國置業有限公司	Wharf China Estates Limited
204	九龍倉置業有限公司	Wharf Estates Limited
205	環美航務	Worldwide Flight Services Holding S.A.
206	仁濟醫院社會服務部	Yan Chai Hospital Social Services Department
207	蘇黎世保險（香港）	Zurich Insurance (Hong Kong)

以機構英文名稱排列。
Listed in alphabetical order.

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

1	怡安翰威特	AON Hewitt
2	BannerSHOP Hong Kong Limited	BannerSHOP Hong Kong Limited
3	沛達管綫及專業測量有限公司	BUDA Surveying Limited
4	邱在光合伙會計師行有限公司	C K Yau & Partners CPA Limited
5	食益補(香港)有限公司	Cerebos (Hong Kong) Limited
6	樂悠遊有限公司	Charlotte Travel Limited
7	基雋環境健康有限公司	Christian Environmental Health Limited
8	泉昌有限公司	Chuan Chiong Company Limited
9	點心電視有限公司	Dim Sum Television Company Limited
10	潛水歷險會有限公司	Diving Adventure Limited
11	濠江電子科技有限公司	E.C. Fix Technology Limited
12	駿隆專業保險顧問有限公司	Gain Miles Assurance Consultants Limited
13	GIGAPrint	GIGAPrint
14	敍資有限公司	Hanville Company Limited
15	海港城管理有限公司	Harbour City Management Limited
16	夏利文物業租務有限公司	Harriman Leasing Limited
17	Headquarters Limited	Headquarters Limited
18	香港射頻有限公司	Hong Kong RFID Limited
19	香港儲物室	Hong Kong Storage
20	中國中醫藥(香港)有限公司	Hong Kong TCM Limited
21	泰美商業科技有限公司	Intimex Business Solutions Company Limited
22	嘉雯美容集團有限公司	Ka Man Beauty Group Limited
23	林淦生醫藥研究院有限公司	Lam Kam Sang Medical Research Institute Limited
24	LCX Limited	LCX Limited
25	李式帷會計師事務所	Lee Sik Wai & Co.
26	麥堅時綜合治療及復康中心有限公司	McKenzie & Associates Integrative Therapy Centre Limited
27	MEG Limited	MEG Limited

合作伙伴 Stakeholders

28	新域風險服務集團有限公司	Nova Risk Services Holdings Limited
29	紅石環球投資有限公司	Red Stone Global Investment Limited
30	利嘉國際航運有限公司	Regal World Transport System Limited
31	富安集團有限公司	Richform Holdings Limited
32	大有倉集團有限公司	Tai Yau Storage Group Limited
33	Technicolor Asia Limited	Technicolor Asia Limited
34	香港電腦商會	The Chamber of Hong Kong Computer Industry
35	道高太平洋有限公司	TOGO Pacific Limited
36	同發號建築材料有限公司	Tung Fat Ho Building Material Ltd
37	東保集團	Tunbow Group
38	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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