



僱員再培訓局

Employees Retraining Board

擴展潛能 •  
應對挑戰

GEAR UP  
AND RIDE  
THE STORM

2015-16

年度年報 ANNUAL REPORT



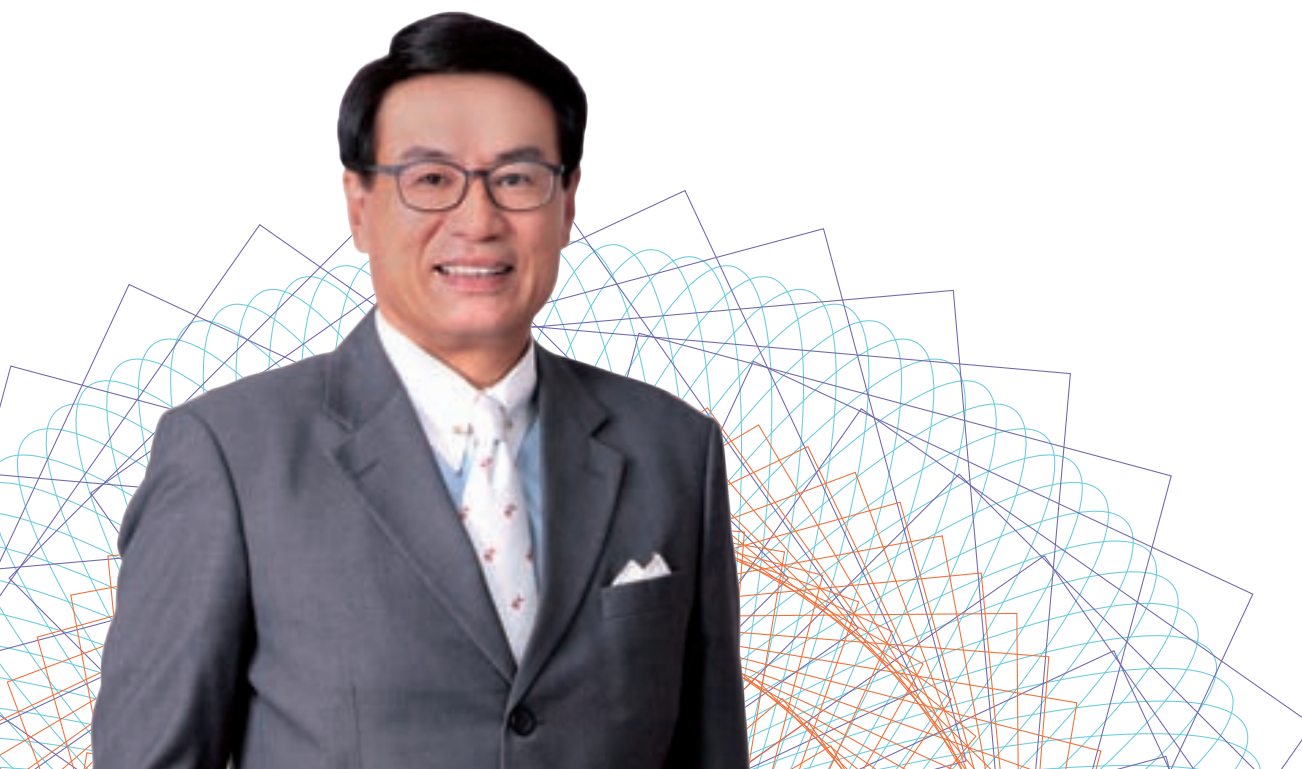
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# 主席序言

## CHAIRMAN'S MESSAGE



培訓對個人與社會同樣重要。在個人層面，培訓強化能力和素養，是自我提升的不二法門；在社會層面，培訓是人力資本的投資，是經濟發展和社會進步的基石。

僱員再培訓局於2015-16年度以「培訓給力，就業扶貧」為政策目標，並以協助有特別需要社群為工作重點，協助他們投入就業市場、改善家庭收入及在社會向上流動。我們鼓勵市民懷抱正向心態，不懈學習，在事業尋求突破。我們亦倡導釋放潛在勞動力，為各行各業培育人才，支援個人、企業和社會的持續發展。

Training is of utmost importance both to personal as well as societal development. At the individual level, training uplifts abilities and fosters personal attributes. On the societal front, training is an investment in human capital which is instrumental to economic growth and the well-being of the society.

In 2015-16, the Employees Retraining Board (ERB) adopted the policy objective of “Training for empowerment, employment for alleviation of poverty”, with a work focus on assisting social groups with special needs to enter the employment market, improve family income, and enhance upward social mobility. We encouraged members of the public to cultivate a positive attitude and a commitment to life-long learning with a view to continuously scaling new heights in careers. We strove to unleash latent workforce and nurture talents for different industries, and believed that this would be conducive to the sustainable development of individuals, enterprises, and the society at large.

僱員再培訓局鼓勵市民懷抱正向心態，不懈學習，在事業尋求突破。我們亦倡導釋放潛在勞動力，為各行各業培育人才，支援個人、企業和社會的持續發展。

The Employees Retraining Board encouraged members of the public to cultivate a positive attitude and a commitment to life-long learning with a view to continuously scaling new heights in careers. We strove to unleash latent workforce and nurture talents for different industries, and believed that this would be conducive to the sustainable development of individuals, enterprises, and the society at large.

2016年施政報告的《施政綱領》中，在「人口政策」範疇下展示了再培訓局在「建立共融社會」方面的以下職能：

“僱員再培訓局會以有特別需要的社群為目標對象，重點發展相應的課程和服務，包括開發更多專為較年長人士、婦女及少數族裔人士而設的新課程，並以試點形式推出「起步站」兼職空缺轉介平台，為完成課程的新來港學員提供登記、職位轉介及跟進服務。”

再培訓局相信，社會上有大量的潛在勞動力，關鍵是提供支援和誘因以有效釋放，從而增加人手供應，並同時為個人、家庭和社會增值。在2015-16年度，再培訓局推出多項課程和服務，裝備婦女和較年長人士投入就業市場，並支援青年人的職業及生涯規劃和技能提升，都是因應這項信念而引進的措施。

In the 2016 Policy Agenda, the role of the ERB in “building an inclusive society” was highlighted under the part on “Population Policy”, as follows:

“Focus on social groups with special needs in the development of courses and services by the Employees Retraining Board, including the development of more dedicated courses for mature persons, women and ethnic minorities. The ERB will also launch a pilot part-time job referral platform known as “Smart Starter” to provide registration, vacancy referral and follow-up services for new arrivals who have completed ERB courses.”

We understand that the size of the latent workforce is substantial, and it is up to us to provide support and incentives to unleash its potentials. This would help increase manpower supply on the one hand, and add values to individuals, families and community on the other. In this vein, we offered in 2015-16 an array of courses and services to equip women and mature persons to enter the employment market, and to assist young people in life planning and skills upgrading.

## 主席序言

### CHAIRMAN'S MESSAGE

在2015-16年度推出的「零存整付」證書計劃，以「陪月員基礎證書」課程為試點，目標是協助婦女及料理家務者在照顧家庭之餘，善用時間進修，獲取認可資歷。「先聘用，後培訓」試點計劃則以度身訂造的培訓和就業安排，協助中年婦女及料理家務者成為具認可資歷的安老院舍護理員。我們會於2016-17年度檢討兩項試點計劃的成效，並探討進一步擴展計劃涵蓋範圍的可行性。

較年長人士具備豐富的社會及人生經驗，我們會加大力度鼓勵他們重投就業市場，繼續在社會發熱發光。在2015-16年度，我們推出了「職場再出發基礎證書」課程，協助中年及較年長人士建立自信，改善溝通技巧，為重新入職做好準備。我們也舉辦了「『後50』就業實戰系列」活動，令較年長人士可以認識不同行業的工作和發展機會，更好把握市場動向。

為了探討較年長人士對再培訓局課程和服務的需求，以及僱主對聘用較年長人士的看法和取態，我們委託了香港理工大學活齡學院進行「較年長人士培訓需要研究」。我們會參考調查結果，發展切合較年長人士需要的培訓及支援服務，強化他們的技能、心態和對就業市場的認知，裝備他們在職場重新出發。

The “Modular Certificates Accumulation Scheme” was introduced in 2015-16 with the use of the “Foundation Certificate in Post-natal Care Worker Training” course as a pilot. It aimed at facilitating women and homemakers to pursue training and acquire recognised qualifications while fulfilling their family commitments at the same time. On another front, the “First-Hire-Then-Train” Pilot Programme was rolled out. It offered training and work arrangements tailor-made for middle-aged women and homemakers to encourage them to work as care workers for elderly homes. The outcomes of these two pilot programmes will be reviewed in 2016-17, and we shall examine the feasibility of extending their coverage to benefit more people than.

Mature persons possess rich experience. The ERB will step up its efforts to motivate them to return to the workplace and contribute to the society. In 2015-16, we introduced the “Foundation Certificate in Workplace Re-entry” course to help the middle-aged and mature persons restore self-confidence, enhance communication skills, and gear up for employment. We also organised the “Post-50 Employment Series” to assist mature persons to better understand the employment market in general and the job opportunities and career prospects of different industries in particular.

We commissioned the services of the Institute of Active Ageing of the Hong Kong Polytechnic University to undertake a “Study on the Training Needs of Mature Persons”. The objectives were to assess the needs of mature persons pertaining to the training courses and services of the ERB, and understand the views and attitudes of employers towards the employment of mature persons. With the benefit of the survey findings, we shall develop suitable courses and support services to address the needs of the mature persons and improve their skills, attitude and understanding of the employment market, so as to equip them to return to work.

在青年培訓和就業方面，我們全力推展「青年培育計劃」和「特種警衛訓練計劃」，為青年人提供更多培訓選擇。另一方面，我們與「香港輔導教師協會」合作，為高中及副學位學生舉辦「學校職業講座」，並參與教育局的「商校合作計劃」，為青年人提供行業及就業資訊，協助他們規劃進修及就業方向。

在努力當下之餘，我們亦要構建將來的發展方向。在2015-16年度，我們完成了兩項新服務的工作規劃。再培訓局會在2016-17年度以試點形式在葵青及荃灣區設立10個「ERB服務點」，為區內市民提供課程查詢及報讀服務、舉辦行業講座及試讀班，以及預約培訓顧問服務等。此外，我們會推出「起步站」兼職空缺轉介平台，為完成再培訓局課程的新來港學員，提供「一站式」的登記、職位轉介及跟進服務，包括舉辦專題工作坊及成立互助支援小組等，讓新來港人士可以選擇以兼職作為踏進本港就業市場的橋樑。

就業市場向來都是瞬息萬變。隨著國際政治經濟情況的變化，本地就業前景存在相當變數。再培訓局必須未雨綢繆，為可能出現的變化及早作好準備，靈活調整我們的課程和服務。無論經濟順逆，再培訓局都會與香港市民並肩同行，共迎挑戰。

僱員再培訓局  
主席  
梁永祥, SBS, JP

On training and employment support for young people, we continued to administer in full steam the “Youth Training Programme” and “Squad 3S Programme” so as to provide them with more training options. We also joined hands with the “Hong Kong Association of Careers Masters and Guidance Masters” to organise a series of career talks for upper secondary and sub-degree students, and participated in the “Business-School Partnership Programme” spearheaded by the Education Bureau to provide industry knowledge and career information to help young people chart their learning and career pathways.

While working hard on various fronts, we did not lose sight of our future development. In 2015-16, we formulated the framework and modus operandi of two new initiatives to be launched in 2016-17. First, 10 “ERB Service Spots” will be set up in Kwai Tsing and Tsuen Wan on a pilot basis to provide course enquiry and enrolment services, organise industry seminars and taster courses, and offer advance booking of training consultancy service, etc. Second, a “Smart Starter” part-time job referral platform will be established for our graduates of new arrival status. It will offer one-stop registration, referral and follow-up services as well as a host of support measures including thematic workshops and mutual support groups to assist new arrivals to land on the local employment market through taking up part-time jobs in the first instance.

The employment market is dynamic and volatile, loaded with uncertainties posed by various factors including the global political and economic circumstances. The ERB must always prepare to live up to these changes, and adjust our course and service recipes with a high degree of proactiveness and flexibility. Economic ups and downs notwithstanding, the ERB will stay close with Hong Kong people to embrace future challenges and make new breakthroughs.

**William LEUNG Wing-cheung, SBS, JP**  
Chairman  
Employees Retraining Board

# 行政總監報告

## EXECUTIVE DIRECTOR'S OVERVIEW

僱員再培訓局與各持份者加強合作，積極拓展培訓和就業服務，以支援有特別需要的社群。

The Employees Retraining Board continued to strengthen its collaboration with various stakeholders in the development of training courses and support services geared towards the requirements of social groups with special needs.

在2015-16年度，僱員再培訓局與各持份者加強合作，積極拓展培訓和就業服務，以支援有特別需要的社群，並同時協助釋放潛在勞動力，為就業市場增添生力軍。

政府於2014年向「僱員再培訓基金」注資\$150億作為種子基金，提供投資收益以長遠支持再培訓局的運作。在2015-16年度，再培訓局的財政狀況穩健，「僱員再培訓基金」在年度終結時的結餘約\$159億，當中包括存放於香港金融管理局以投資於外匯基金的約\$136億。

In 2015-16, the Employees Retraining Board (ERB) continued to strengthen its collaboration with various stakeholders in the development of training courses and support services geared towards the requirements of social groups with special needs. It also endeavored to help unleash the latent workforce to provide new impetus to different industries.

Earlier in 2014, the Government made a capital injection of \$15 billion into the Employees Retraining Fund in the form of seed money to generate investment return to support the operation of the ERB in the long run. The financial position of the ERB in 2015-16 was sound and stable, with a balance of \$15.9 billion at the end of the financial year. Of this balance, \$13.6 billion was placed with the Hong Kong Monetary Authority for investment in the Exchange Fund.



在2015-16年度，再培訓局運用了126,000個學額以提供722項課程，包括232項為失業或待業人士而設的就業掛鈎課程；405項提升在職人士本業技能的「新技能提升計劃」課程；以及85項跨行業適用的通用技能培訓課程。超過108,000人次完成了以上課程，當中44,000人次修讀「新技能提升計劃」課程，較2014-15年度增加達17%，反映在職人士更普遍認識持續進修及提升技能對個人及事業發展的重要性。在總學員人數中，女性學員佔81%；50歲或以上的較年長學員佔50%。由於這兩個群組的培訓需求持續上升，我們在規劃工作時加強了對婦女及較年長人士的支援。

In 2015-16, the ERB provided 126,000 training places to offer 722 training courses, including 232 placement-tied courses for the unemployed, 405 “Skills Upgrading Scheme Plus” (SUS Plus) courses for serving employees, and 85 generic skills training courses. Over 108,000 trainees completed these training courses in the year. Among them, 44,000 trainees pursued SUS Plus courses, representing a year-on-year increase of 17%. This showcased the enhanced awareness of serving employees towards the importance of continuous training and skills upgrading to their personal and career development. The respective proportions of women and mature persons aged 50 or above in the overall trainee population were 81% and 50%, demonstrating the increasing training needs of these two social strata. We would certainly step up our support services for them when we formulate our future work plans.



在2015-16年度，再培訓局開展了三項新的試點計劃，包括：

#### (一)「零存整付」證書計劃

以儲蓄的概念，讓婦女及料理家務者可以彈性安排時間修讀數項指定的半日或晚間制課程，並於完成後換取等同於全日制課程的證書，藉此獲取認可資歷，提升入職機會。

#### (二)「先聘用，後培訓」試點計劃

由參與的僱主機構提供「家庭友善」的工作安排，協助婦女及料理家務者在入職安老院舍後接受系統性的在職培訓，於完成課程後成為具認可資歷的護理員。

#### (三)以外展形式開辦培訓課程

以外展方式在「少數族裔人士支援服務中心」試點開辦再培訓局課程，鼓勵和協助少數族裔人士接受培訓，提升他們的就業能力。

我們會適時檢討以上試點計劃的運作成效，並制定長遠發展方向。

The ERB pioneered three new initiatives in 2015-16. They were:

#### (1) “Modular Certificates Accumulation Scheme”

Based on the concept of “saving account”, the Scheme allowed women and homemakers to make flexible study arrangements, complete a number of specified half-day or evening courses, and obtain a certificate of a corresponding full-time course with a recognised qualification, thereby enhancing their employment opportunities.

#### (2) “First-Hire-Then-Train” Pilot Programme

The participating employer provided family-friendly work arrangements to facilitate women and homemakers to attend structured training whilst in employment in elderly homes, and gain recognised qualification as care workers upon completion of training.

#### (3) “Outreaching Training Services”

Training courses were offered on an outreaching basis at the Support Service Centres for Ethnic Minorities in the form of a pilot programme. The objective was to encourage and assist ethnic minorities to receive training with a view to uplifting their employability.

We shall review the effectiveness of these pilot programmes and formulate our long-term development plans in due course.

在2015-16年度，我們加大力度倡導行業協作，包括推出「ERB中小企服務」，以加強對中小企在招聘及培訓員工各方面的支援。我們進行了一系列「主題調查」及舉辦「僱主招聘交流會」，以了解企業在招聘、培訓及管理有特別需要社群的情況，並推介僱主聘用相關的畢業學員。我們出版了「僱主通訊」電子季刊，向商會及企業發放本局最新的培訓及就業資訊，同時在全新機構網站設立「網上招聘服務」，方便僱主於網上選擇及聯絡學員接受面試。

另一方面，我們也積極發展地區網絡，向市民推廣再培訓局的課程和服務。除了三間分別開設於觀塘、深水埗及天水圍的「ERB服務中心」提供的多元化支援服務外，我們也資助培訓機構在全港各區舉辦超過150項地區推廣活動，包括培訓嘉年華、課程及行業展覽、招聘會、地區導賞團等。在年度內，我們完成了「ERB服務點」的可行性研究，並落實於2016-17年度在葵青及荃灣區10個地點設立「ERB服務點」，與地區組織協作提升服務市民的質素。我們也檢討了資助地區推廣活動的機制，並會於2016-17年度推行經整合的「課程及行業推廣計劃」，鼓勵培訓機構在活動中同時推廣再培訓局課程和相關行業的就業機會，達致協同效應。

Strengthening our collaboration with industries was one of our work focuses in 2015-16. We kick-started the “ERB Services for Small and Medium Enterprises” to step up our support to SMEs in the areas of hiring and training. We conducted thematic surveys and organised “Employer Sharing Sessions” to collect up-to-date information on the employment market pertaining to recruitment, training, and management of social groups with special needs, and to promote the employment of ERB graduates with such social backgrounds. We published electronically our “Employer Newsletter” on a quarterly basis to disseminate latest information on the training and employment services of the ERB to trade associations and enterprises. We also launched an “Online Recruitment Service” in our new corporate website for employers to shortlist suitable candidates through the web and contact them direct for job interviews.

In another vein, we actively fostered our district networks to promote our training courses and services to members of the public. A wide array of support services were offered by the three “ERB Service Centres” located respectively in Kwun Tong, Sham Shui Po and Tin Shui Wai. We sponsored training bodies to organise altogether over 150 district-based promotional activities held in different areas throughout the territory. These activities took the form of training carnivals, course and career expos, job fairs, and district guided tours. To further enhance our quality of services for district residents, we concluded a feasibility study and decided to establish 10 “ERB Service Spots” in Kwai Tsing and Tsuen Wan in 2016-17 in collaboration with social organisations. Upon a review of the funding mechanism of district-based promotional activities undertaken in the year, we would consolidate these activities under one common roof of “Funding Programme for Courses and Industry” in 2016-17. Training bodies would be encouraged to promote the training courses of the ERB and job opportunities of corresponding industries concurrently to achieve synergy effect.

在家居、健康、護理、陪月、嬰幼兒照顧等範疇，我們繼續拓展「樂活一站」和「陪月一站」的服務，為相關課程畢業學員及僱主提供免費的職位配對及轉介服務。再培訓局已決定於2016-17年度分別在九龍東及九龍西以試點形式設立兩間「起步站」，為完成本局課程的新來港學員提供各行各業兼職空缺的登記、轉介、跟進及支援服務，協助他們展開踏入本港就業市場的第一步。

在宣傳及推廣策略上，我們更廣泛使用網上平台及社交媒體，以配合市民接收資訊的習慣。在2015年9月，我們推出了全新機構網站及《My ERB》Facebook專頁，並展開一系列宣傳推廣活動。另一方面，我們在2015年11月舉辦了首屆「ERB學員技能服務日」，由不同課程的學員展示從培訓課程學到的知識和技能，並向市民及有特別需要的社群提供服務，宣揚關愛共融的精神。

我們多元化的行業協作及推廣工作已初步看到成績。在2015-16年度，「ERB人才企業嘉許計劃」收到的申請書創下歷屆新高，而中小企提交申請的情況更十分踴躍。我們會繼續努力，把人才培訓和發展推廣成為普及的企業文化。

在課程發展方面，我們持續開發具就業潛力的新課程，並引進「陪月員」、「家務助理」、「地產代理業處所牌照知識」、「旅遊行程設計」等範疇的課程系列。我們也積極發展更多「能力為本」和資歷級別較高的新課程。

We continued to administer the “Smart Living” and “Smart Baby Care” schemes to provide free job matching and referral services in the areas of domestic cleaning, massage, care, post-natal care, and infant and child care for employers as well as graduates of related ERB courses. In 2016-17, we would set up on a pilot basis two “Smart Starter” job referral centres respectively in Kowloon East and Kowloon West to provide registration, referral, follow-up and support services on part-time jobs for graduates of new arrival status so as to help them land on the local employment market.

On publicity and promotion strategies, we made more active use of online platforms and social media to keep pace with the changing pattern of public access to information. An array of publicity activities were organised in September 2015 to promote our new corporate website and “My ERB” Facebook Fan Page. The first “ERB Service Day” took place in November 2015 where graduates of the ERB demonstrated the knowledge and skills they acquired from different training courses by rendering services to members of the public and social groups with special needs. The event also helped promulgate the spirits of mutual care and social inclusion.

Our efforts in promoting cooperation and collaboration with industries have borne fruits. In 2015-16, we witnessed a record high number of applications for the “ERB Manpower Developer Award Scheme”, and the overwhelming response from SMEs was particularly encouraging. We would continue to forge ahead along the direction of instilling a corporate culture conducive to manpower training and development.

On the course development front, we identified and developed new training courses with market potentials. We put in place new course series on post-natal care workers, domestic helpers, knowledge of premises licensing for real estate agency, and travel itinerary planning. We also continued to explore new “Specifications of Competency Standards-based” courses as well as courses of higher levels in the “Qualifications Framework” (QF).

在課程質素保證方面，除了觀課、觀試、突擊巡查等恆常工作外，我們繼續配合「資歷架構」的發展，為約300項課程訂定「資歷學分」，以及安排多項課程進行評審或覆審。根據「風險及表現為本」的原則，我們抽樣審查了培訓機構編制的非統一教材，並按需要協助個別培訓機構提升質素保證水平。

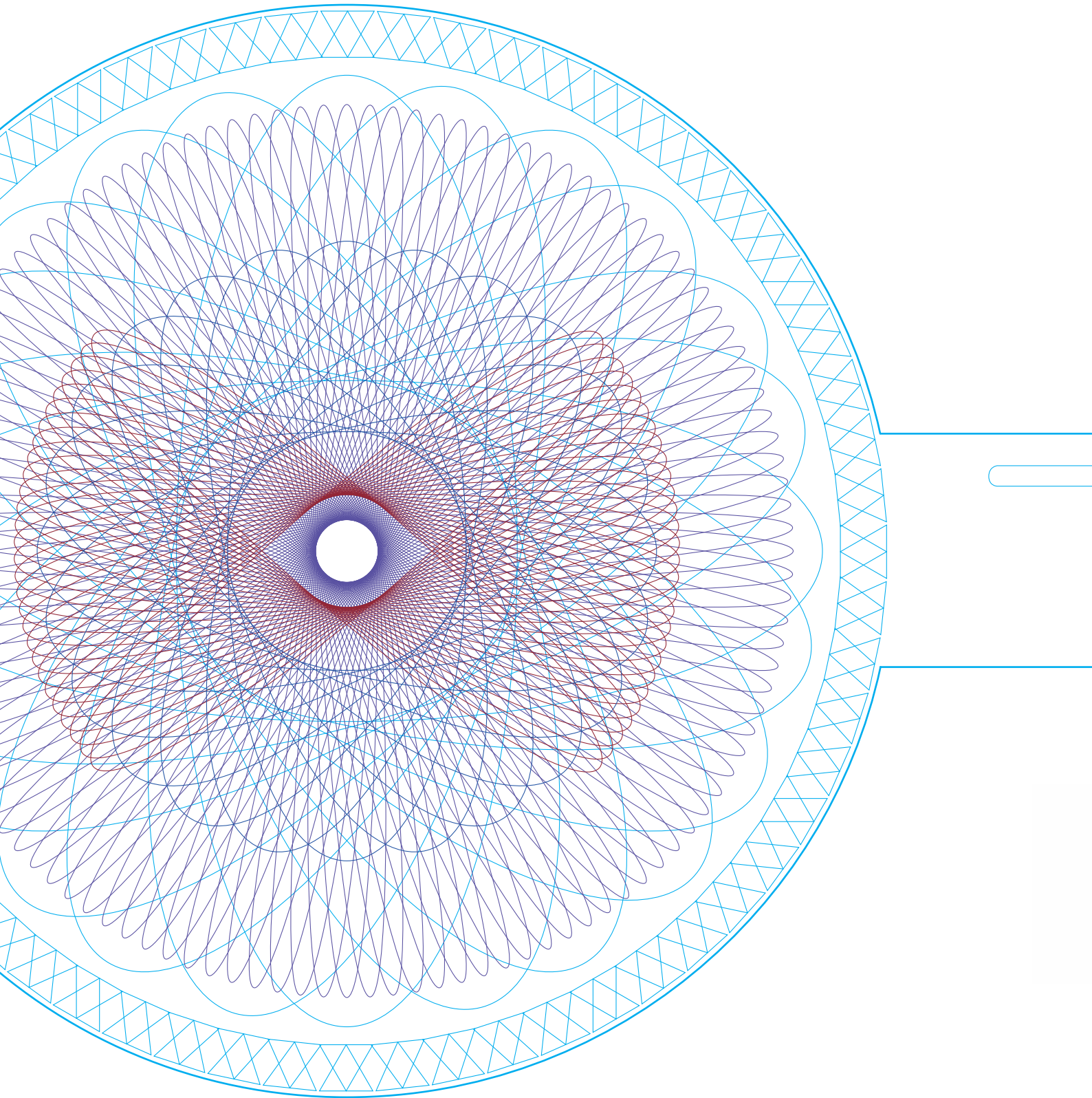
在2016-17年度，由於外圍政治及經濟環境變化，就業市場可能遇到一定程度的衝擊。再培訓局已著手規劃應變安排，以備就業市場出現逆轉時可以迅速回應，為受影響的市民提供培訓及就業支援。

僱員再培訓局  
行政總監  
吳家光, BBS

On quality assurance of training courses, we continued to administer our regular monitoring measures including class visits, assessment observations and surprise inspections. To dovetail with the development of the QF, we set the “QF Credits” for about 300 training courses and submitted suitable courses for learning programme accreditation and reaccreditation. Based on the “risk-and-performance-based” principle, we scrutinised on a sampling basis the non-standardised course materials prepared by training bodies. If circumstances warranted, we rendered assistance to training bodies to uplift their quality assurance standard.

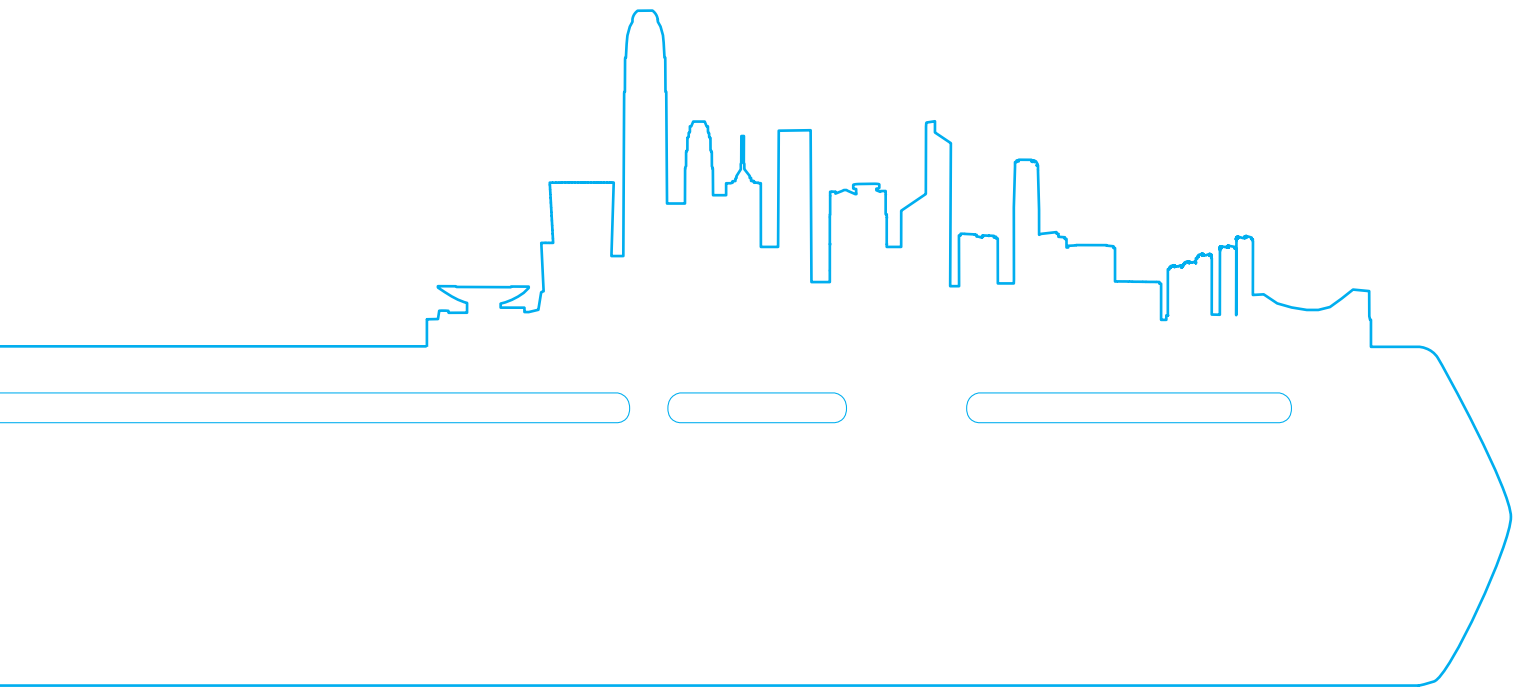
In the face of global political and economic changes, we envisage increasing challenges in the local employment market in 2016-17. The ERB would get itself well prepared for all contingencies, timely respond to possible downturn of the economy, and offer suitable training and employment support to address the needs of people of Hong Kong.

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



# 機構管治

CORPORATE  
GOVERNANCE



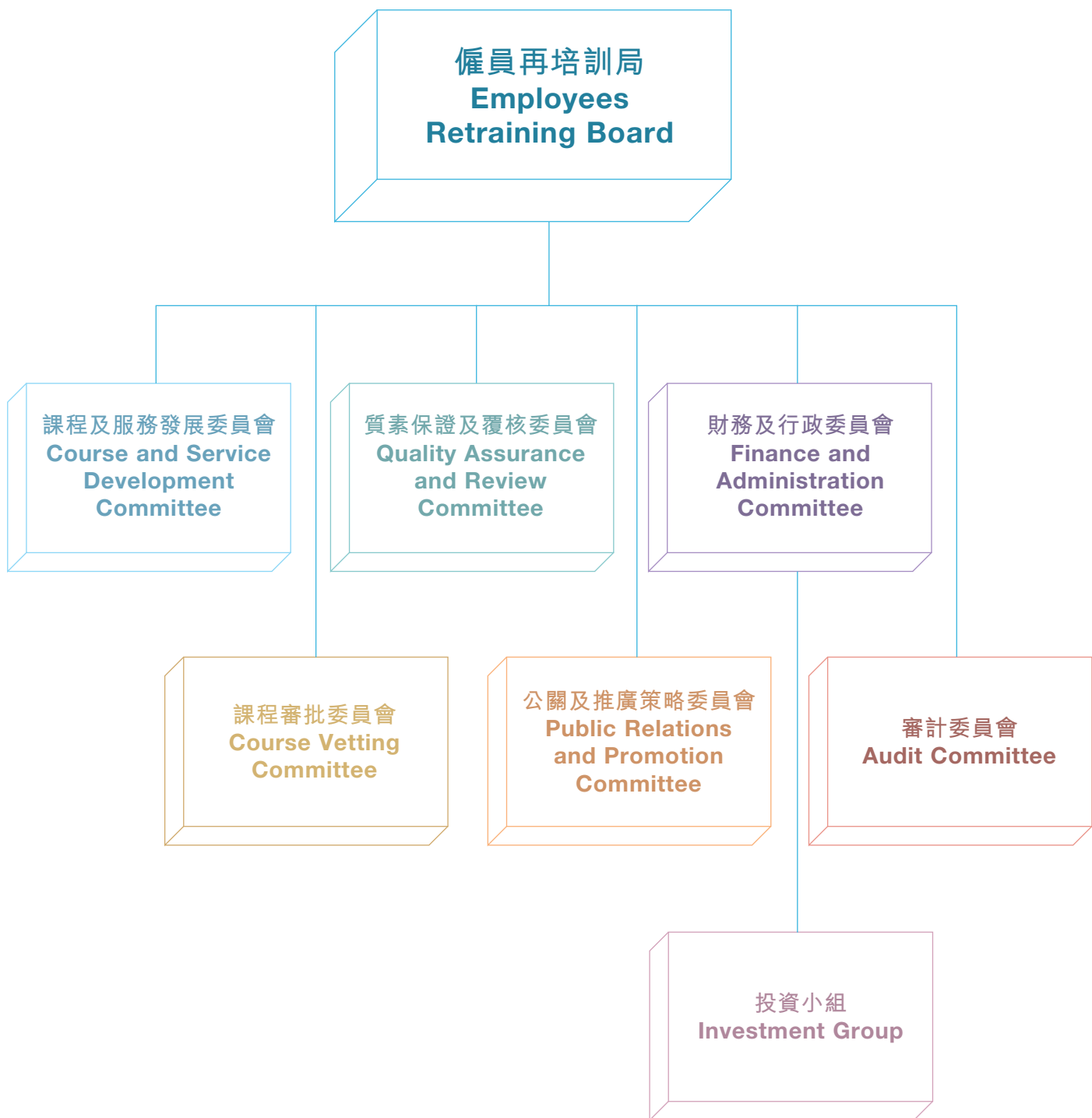
放眼未來 高瞻遠矚  
Look Beyond and Aim High

# 管治架構

## MANAGEMENT STRUCTURE

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

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





# 主席及委員

## CHAIRMAN AND BOARD MEMBERS

本局的成員由政府委任。成員包括僱主、僱員和政府的代表，以及與職業培訓及人力資源有關的人士共16名，並由主席領導。2015-16年度本局的成員如下：



主席  
梁永祥先生, SBS, JP

Chairman

**Mr. William LEUNG**  
**Wing-cheung, SBS, JP**



副主席  
余鵬春先生, SBS, JP

Vice-Chairman

**Mr. YU Pang-chun,**  
**SBS, JP**



僱主代表  
伍穎梅女士

Employers'  
Representative  
**Ms. Winnie NG**



僱主代表  
鍾偉平先生, MH

Employers'  
Representative  
**Mr. CHUNG Wai-ping,**  
**MH**

Members of the ERB are appointed by the Government. Under the leadership of the Chairman, the Board comprises 16 members appointed from representatives of employers and employees, government officials, and vocational training and human resources professionals. Membership of the Board in 2015-16 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, JP

Employees'  
Representative  
**Ms. NG Wai-ye,  
MH, JP**

## 主席及委員 CHAIRMAN AND BOARD MEMBERS



僱員代表  
鄭少佳先生

Employees'  
Representative  
**Mr. Allen CHENG**  
Siu-kai



僱員代表  
林淑芬女士, MH

Employees'  
Representative  
**Ms. LAM Suk-fun, MH**



與職業培訓及再培訓或  
與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



與職業培訓及再培訓或  
與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 the  
Vocational Training Council)



與職業培訓及再培訓或  
與人力統籌有關的人士  
呂汝漢教授

Person connected with  
Vocational Training and  
Retraining or Manpower  
Planning

**Professor LUI Yu-hon**



與職業培訓及再培訓或  
與人力統籌有關的人士  
陳林詩女士

Person connected with  
Vocational Training and  
Retraining or Manpower  
Planning

**Mrs. Nancy CHAN  
LAM See**



政府代表  
譚贛蘭小姐, GBS, JP  
(勞工及福利局常任秘書長)

Government  
Representative

**Miss Annie TAM  
Kam-lan, GBS, JP**  
(Permanent Secretary for  
Labour and Welfare)



政府代表  
唐智強先生, JP  
(勞工處處長)

Government  
Representative

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

# 委員會職能及成員名單

## FUNCTIONS AND MEMBERSHIP OF COMMITTEES

### 課程及服務發展委員會

#### 職權範圍

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

#### 委員名單

召集人	委員	秘書
汪敦敬博士	吳慧儀女士, MH, JP	經理(課程發展)
	陳林詩女士	
	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 scrutinise the outcomes of tendering exercises and other proposals in relation to the development of services.

### Membership

Convenor	Members	Secretary
Dr. Lawrance WONG Dun-king	Ms. NG Wai-yee, MH, JP	Manager (Course Development)
	Mrs. Nancy CHAN LAM See	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	
	Representative of the Executive Director of the Vocational Training Council	

## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 課程審批委員會

##### 職權範圍

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

##### 委員名單

召集人	委員	秘書
伍穎梅女士	林淑芬女士, MH	經理(課程行政)
	呂汝漢教授	
	勞工及福利局常任秘書長代表	
	勞工處處長代表	

## Course Vetting Committee

### Terms of Reference

- (1) To recommend to the Board the annual training places and their distribution among various training courses in light of the directions and strategies for development of 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	Ms. LAM Suk-fun, MH Professor LUI Yu-hon Representative of the Permanent Secretary for Labour and Welfare Representative of the Commissioner for Labour	Manager (Course Administration)



## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 質素保證及覆核委員會

##### 職權範圍

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

##### 委員名單

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

## Quality Assurance and Review Committee

### Terms of Reference

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

### Membership

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

## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 公關及推廣策略委員會

##### 職權範圍

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

##### 委員名單

召集人	委員	秘書
黃進達先生	潘天賜先生	經理(傳媒及對外事務)
	陳林詩女士	
	勞工處處長代表	
	廖國偉先生#	

# 增選委員

## Public Relations and Promotion Committee

### Terms of Reference

- (1) To consider 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 large-scale public relations and promotional activities proposed by the Executive Office, and scrutinise 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
Mr. Jason WONG Chun-tat	Mr. PUN Tin-chi	Manager (Media and External Affairs)
	Mrs. Nancy CHAN LAM See	
	Representative of the Commissioner for Labour	
	Mr. Chris LIU Kwok-wai#	

# Co-opted Member

## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 財務及行政委員會

##### 職權範圍

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

##### 委員名單

召集人	委員	秘書
余鵬春先生, SBS, JP	潘天賜先生	經理(財務及會計)
	呂汝漢教授	
	勞工及福利局常任秘書長代表	
	勞工處處長代表	

## Finance and Administration Committee

### Terms of Reference

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

### Membership

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

## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 財務及行政委員會轄下的投資小組

##### 職權範圍

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

##### 委員名單

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

# 增選委員

## Investment Group under the Finance and Administration Committee

### Terms of Reference

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

### Membership

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

# Co-opted Members



## 委員會職能及成員名單

### FUNCTIONS AND MEMBERSHIP OF COMMITTEES

#### 審計委員會

##### 職權範圍

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

##### 委員名單

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

# 增選委員

## Audit Committee

### Terms of Reference

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

### Membership

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

# Co-opted Member

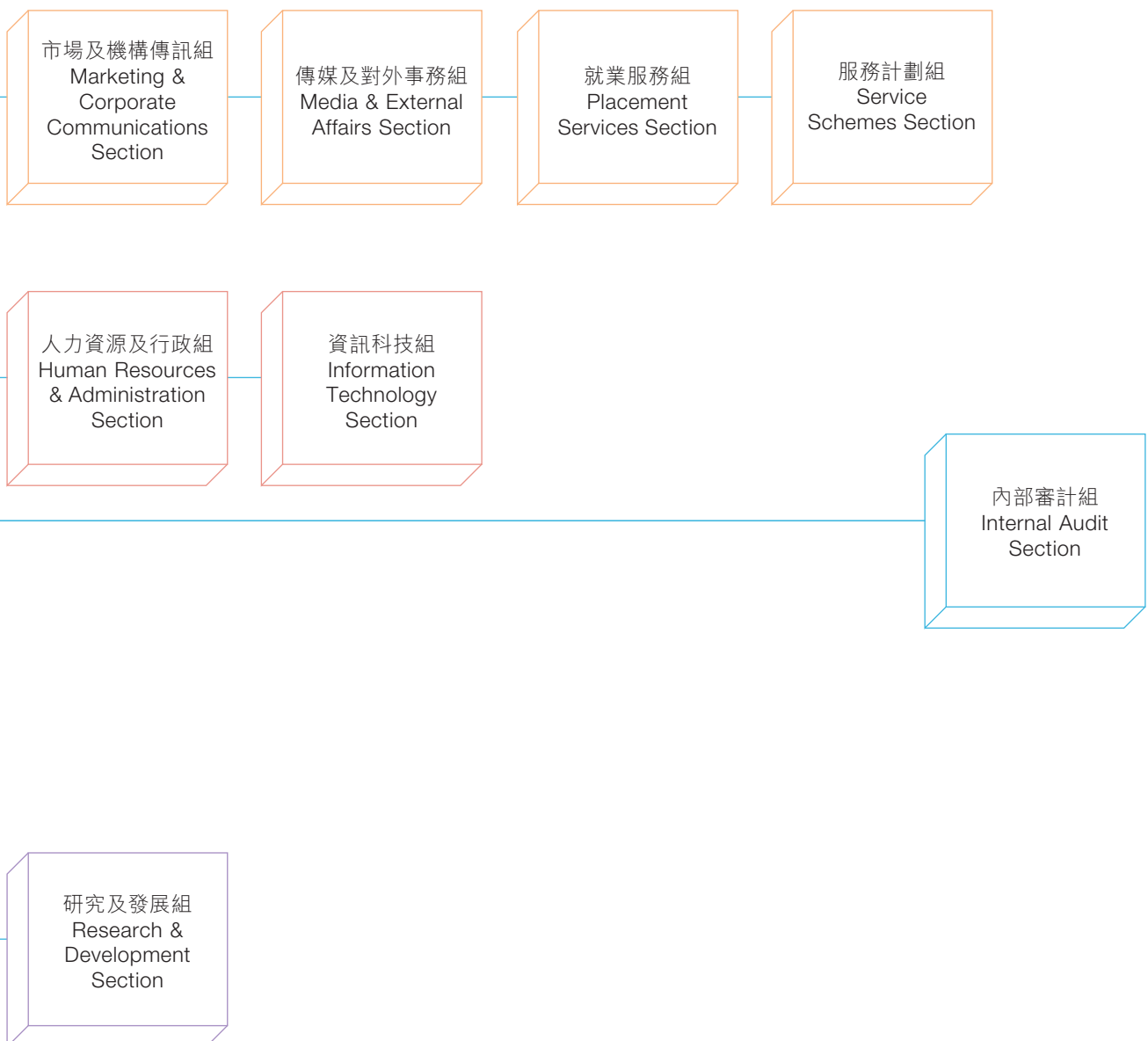
# 辦事處行政架構

## ORGANISATIONAL STRUCTURE OF THE EXECUTIVE OFFICE

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



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



# 監管機制

## MONITORING SYSTEM

本局已制訂全面的監管機制，並就不同工作範疇設立成效指標。2015-16年度採用的成效指標如下：

監管目標	範疇	成效指標	目標水平
<b>培訓課程成效</b>			
<ul style="list-style-type: none"> <li>• 衡量培訓課程的效益</li> <li>• 監察培訓機構的表現</li> </ul>	就業情況	就業率 <ul style="list-style-type: none"> <li>• 一般課程就業率*</li> <li>• 與培訓課程相關就業率**</li> <li>• 持續就業率**</li> </ul>	70% 60% 60%
	留職情況	留職率** <ul style="list-style-type: none"> <li>• 學員在就業跟進期完結六個月後仍然在職百分比</li> </ul>	監察變動趨勢
	學習成效	課程評估成績	監察變動趨勢
<b>成本效益</b>			
<ul style="list-style-type: none"> <li>• 衡量資源運用的效率</li> <li>• 衡量培訓課程的效益</li> <li>• 監察培訓機構的表現</li> </ul>	學額使用	學額使用率*	85%
	完成培訓	課程出席率* 畢業率*	80% 80%
	培訓成本	單位成本 <ul style="list-style-type: none"> <li>• 每名學員每個課時的培訓成本</li> </ul>	監察變動趨勢
<b>服務對象滿意程度</b>			
<ul style="list-style-type: none"> <li>• 衡量使用者對培訓課程的滿意程度</li> </ul>	學員滿意程度	意見調查結果、投訴個案及調查結果	監察變動趨勢
	僱主滿意程度	意見調查結果、投訴個案及調查結果	監察變動趨勢

上述數據按整體及班別／課程／培訓機構／課程分類作出評估。

\* 主要成效指標

\*\* 參考指標

The ERB has put in place a comprehensive monitoring system and established performance indicators for different functional areas. The performance indicators for 2015-16 were as follows:

Objective of Evaluation	Area for Monitoring	Performance Indicator	Benchmark
<b>Effectiveness of Training Courses</b>			
<ul style="list-style-type: none"> <li>Measure effectiveness of training courses</li> <li>Monitor performance of training bodies</li> </ul>	Placement	Placement rate <ul style="list-style-type: none"> <li>Placement rate* of regular courses</li> <li>Relevancy rate to training**</li> <li>Continuous employment rate**</li> </ul>	70%  60%  60%
	Retention	Retention rate** <ul style="list-style-type: none"> <li>Percentage of trainees still in employment six months after the completion of the placement follow-up period</li> </ul>	To closely monitor the trend
	Learning outcome	Result of course assessments	To closely monitor the trend
<b>Cost Effectiveness</b>			
<ul style="list-style-type: none"> <li>Measure efficiency in the utilisation of resources</li> <li>Measure cost-effectiveness of training courses</li> <li>Monitor performance of training bodies</li> </ul>	Utilisation of training places	Capacity utilisation rate*	85%
	Completion of training	Attendance rate* Graduation rate*	80% 80%
	Training cost	Unit cost <ul style="list-style-type: none"> <li>Training cost per trainee per hour</li> </ul>	To closely monitor the trend
<b>User Satisfaction</b>			
<ul style="list-style-type: none"> <li>Measure satisfaction of users towards training courses</li> </ul>	Satisfaction of trainees	Results of opinion surveys, number of complaints reported and results of investigation	To closely monitor the trend
	Satisfaction of employers	Results of opinion surveys, number of complaints reported and results of investigation	To closely monitor the trend

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

\* Key performance indicator

\*\* Reference indicator

# 服務承諾

## PERFORMANCE PLEDGES

本局已制定服務承諾以監察服務水平。2015-16年度各項服務承諾的推行情況如下：

培訓服務			
服務項目	標準	目標水平	推行水平
報讀安排	<ul style="list-style-type: none"> <li>就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後<b>20個工作天</b>內獲通知結果（期間包括進行面試及入學試）</li> </ul>	85%	99%
	<ul style="list-style-type: none"> <li>非就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後<b>10個工作天</b>內獲通知結果</li> </ul>	85%	99%
上課安排	<ul style="list-style-type: none"> <li>就業掛鉤課程學員：獲取錄後<b>四個月</b>內上課</li> </ul>	80%	90%
	<ul style="list-style-type: none"> <li>三項指定就業掛鉤課程的上課安排：                             <ul style="list-style-type: none"> <li>標準保安及物業管理基礎證書</li> <li>陪月員基礎證書</li> <li>家務助理基礎證書</li> </ul> </li> </ul>	85%	95%
		85%	92%
		85%	90%
	<ul style="list-style-type: none"> <li>非就業掛鉤課程學員：獲取錄後<b>五個月</b>內上課</li> </ul>	80%	82%
發放畢業證書	<ul style="list-style-type: none"> <li>學員可於完班及獲通知評估及格後<b>20個工作天</b>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）</li> </ul>	85%	97%

The ERB has established performance pledges to monitor the quality of service. In 2015-16, the position of achievement of performance pledges was as follows:

Training Services			
Service	Performance Pledge	Target Level	Achievement Level
Application and admission	<ul style="list-style-type: none"> <li>Applicants of placement-tied courses: to be notified of application results within <b>20 working days</b> (inclusive of time for admission interview and entry test) upon receipt of course application forms and required supporting documents</li> </ul>	85%	99%
	<ul style="list-style-type: none"> <li>Applicants of non-placement-tied courses: to be notified of application results within <b>10 working days</b> upon receipt of course application forms and required supporting documents</li> </ul>	85%	99%
Commencement of training	<ul style="list-style-type: none"> <li>Applicants of placement-tied courses: to commence training within <b>four months</b> upon notification of admission</li> </ul>	80%	90%
	<ul style="list-style-type: none"> <li>Commencement of training of three specified placement-tied courses: <ul style="list-style-type: none"> <li>- Foundation Certificate in Standard Security and Property Management</li> </ul> </li> </ul>	85%	95%
	<ul style="list-style-type: none"> <li>- Foundation Certificate in Post-natal Care Worker Training</li> </ul>	85%	92%
	<ul style="list-style-type: none"> <li>- Foundation Certificate in Domestic Helper Training</li> </ul>	85%	90%
	<ul style="list-style-type: none"> <li>Applicants of non-placement-tied courses: to commence training within <b>five months</b> upon notification of admission</li> </ul>	80%	82%
Issue of graduation certificate	<ul style="list-style-type: none"> <li>Graduation certificates to be available for collection at the training bodies within <b>20 working days</b> upon completion of classes and fulfillment of graduation requirements (not applicable to courses with course-end assessment in the form of public examination)</li> </ul>	85%	97%



## 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
向一般就業掛鉤課程的合資格學員發放再培訓津貼	<ul style="list-style-type: none"><li>課程完結後<b>25</b>個工作天內</li></ul>	95%	99%

「樂活一站」服務計劃			
服務項目	標準	目標水平	推行水平
致電僱主確認登記	<ul style="list-style-type: none"><li>於收到登記表格後<b>兩個</b>工作天內</li></ul>	95%	100%
致電僱主跟進配對及轉介	<ul style="list-style-type: none"><li>於確認登記後的<b>三個</b>工作天內</li></ul>	95%	99.7%

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"><li>於辦公時間內選擇與客戶服務代表對話： 於<b>12秒</b>內接聽</li></ul>	80%	98%
回覆留言	<ul style="list-style-type: none"><li>於工作天上午9時至下午6時內的留言： <b>即日</b>回覆</li><li>於其他時間內的留言：<b>下一個</b>工作天回覆</li></ul>	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"> <li>Within <b>25 working days</b> upon completion of course</li> </ul>	95%	99%

### “Smart Living” Scheme

Service	Performance Pledge	Target Level	Achievement Level
Telephone confirmation of registration with employers	<ul style="list-style-type: none"> <li>Within <b>two working days</b> upon receipt of completed registration forms from employers</li> </ul>	95%	100%
Telephone follow-up on matching and referral with employers	<ul style="list-style-type: none"> <li>Within <b>three working days</b> upon confirmation of registration</li> </ul>	95%	99.7%

### Hotline Services for Public Enquiries and Opinions

Service	Performance Pledge	Target Level	Achievement Level
Answer to calls received through hotline 182 182	<ul style="list-style-type: none"> <li>For enquirers who wish to speak with hotline staff: answer within <b>12 seconds</b> during office hour</li> </ul>	80%	98%
Reply to messages left in voice-mail	<ul style="list-style-type: none"> <li>For messages received during 9:00am – 6:00pm of a working day: reply within the <b>same day</b></li> <li>For messages received otherwise than above: reply in the <b>following working day</b></li> </ul>	95%	100%

# 服務評價

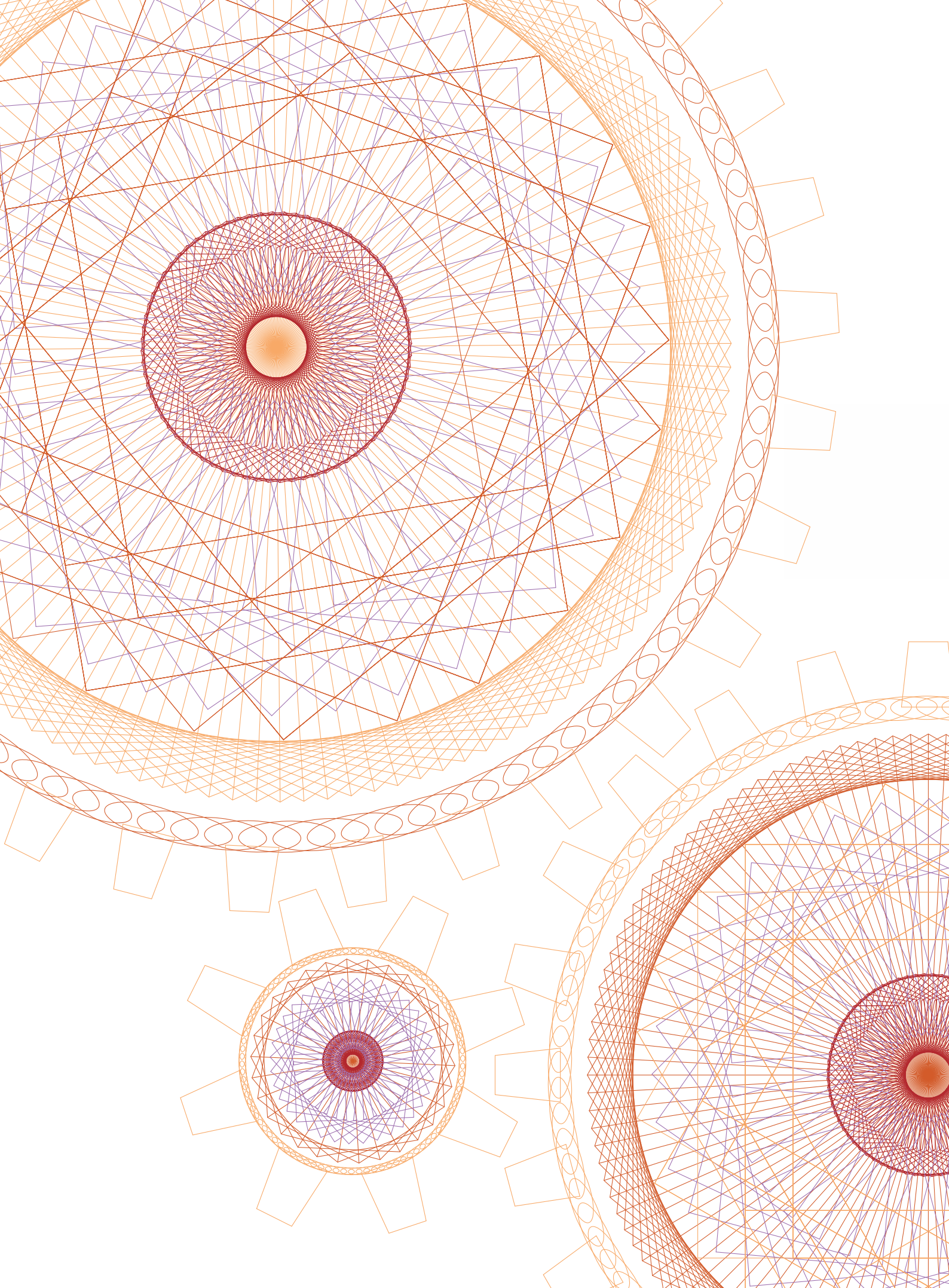
## EVALUATION OF PERFORMANCE

- 本局委託獨立調查機構以電話訪問形式收集僱主對本局課程和服務的意見。
- 在2015-16年度進行的服務評價調查，目標對象為曾聘請於2014年10月至2015年9月期間完成本局課程的學員的僱主。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	<b>90%</b>
工作態度／紀律良好	90%
技能符合工作所需	86%
人際溝通技巧良好	86%
能夠適應工作環境／變化	85%
工作效率高	80%

- The ERB commissions the service of independent research organisations to collect the opinions of employers towards its training courses and services through telephone surveys.
- For the performance evaluation survey conducted in 2015-16, the target respondents were employers who had engaged trainees of ERB training courses completed between October 2014 and September 2015. Findings of the survey were as follows:

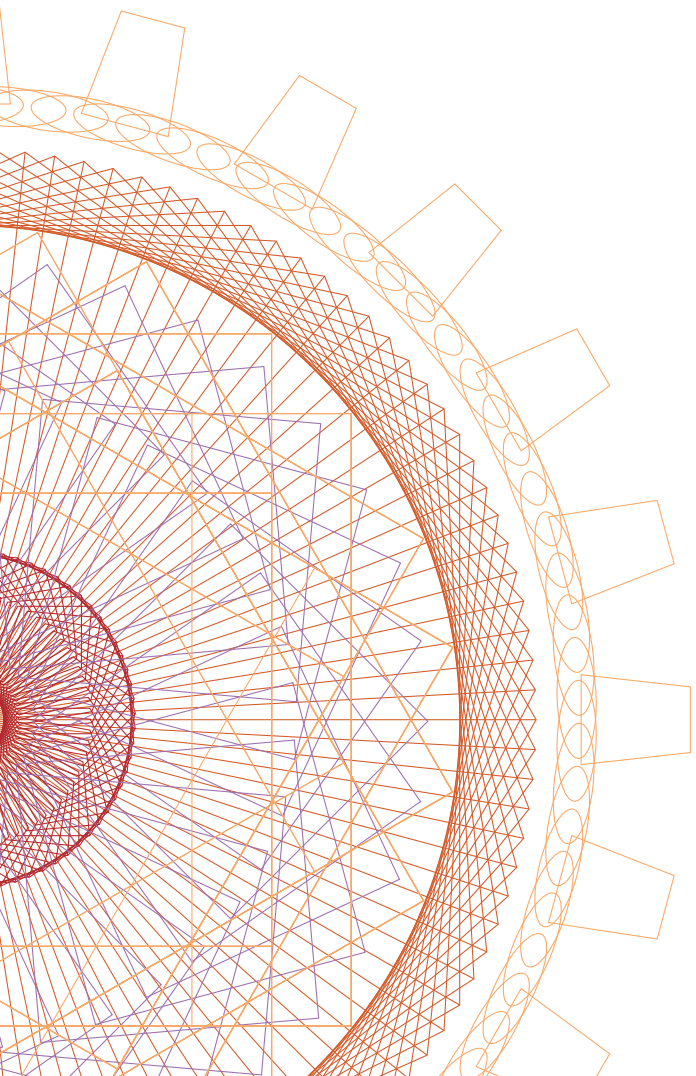
Views of employer respondents on the performance of trainees:	Percentage
<b>Overall work performance was good</b>	<b>90%</b>
Good working attitude / well-disciplined	90%
Skills matching job requirements	86%
Good interpersonal skills	86%
Adaptable to work environment / changes	85%
Remarkable efficiency	80%



# 工作報告

## REPORT ON WORK UNDERTAKEN

提升服務 尋求突破  
Work Hard and Scale New Heights



# 工作報告

## REPORT ON WORK UNDERTAKEN

### 支援有特別需要的社群

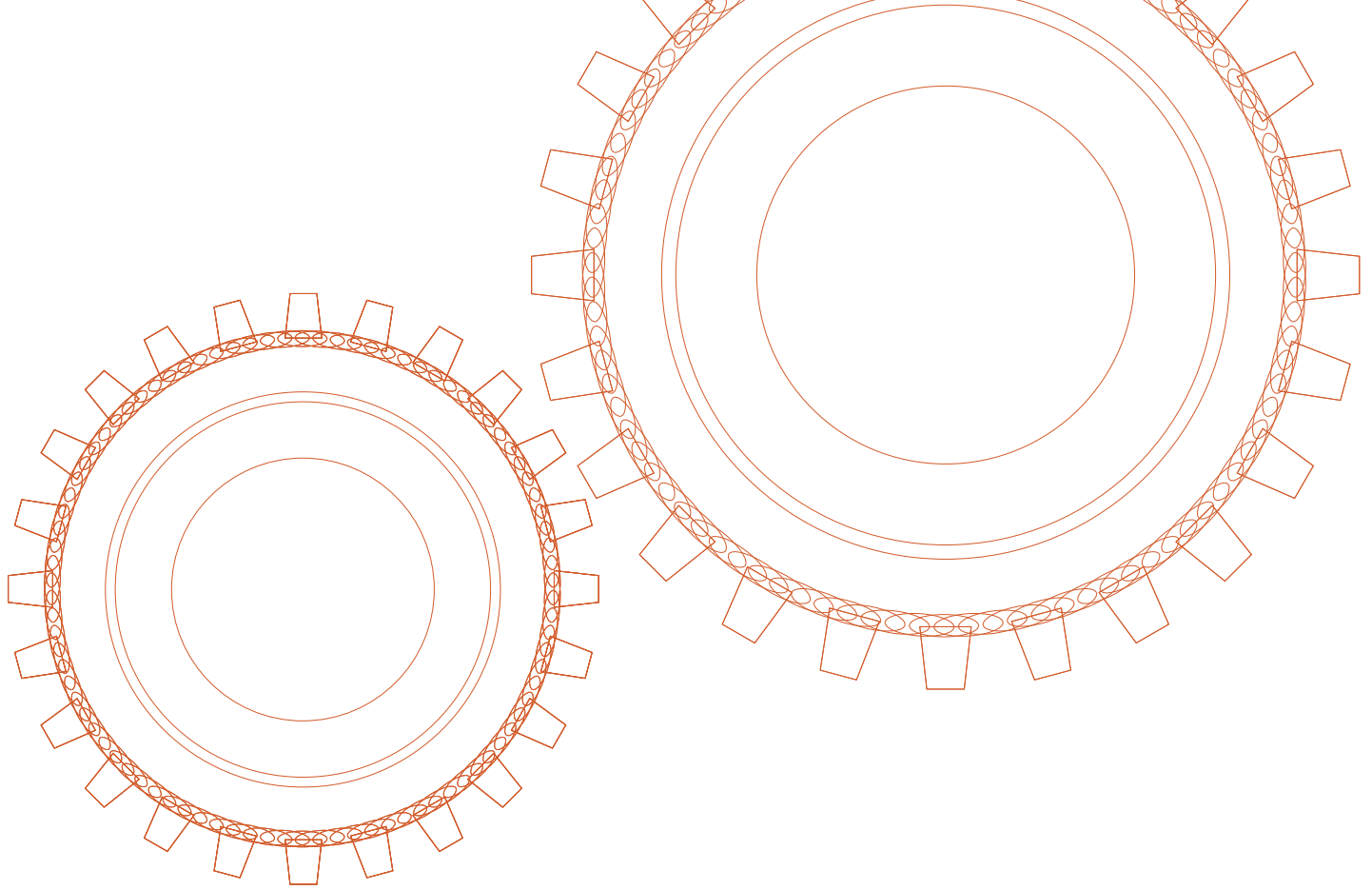
#### 婦女及料理家務者

- 推出「零存整付」證書計劃
  - 本局於2015-16年度以「陪月員基礎證書」課程為試點，推出「零存整付」證書計劃，鼓勵因照顧家庭而未能修讀本局全日制課程的市民靈活安排時間進修及獲取認可資歷。
  - 在試點計劃下，學員在完成四項指定的半日或晚間制課程後，可申領與全日制「陪月員基礎證書」課程具同等資歷，並獲「資歷架構」認可的證書。
- 推行「先聘用，後培訓」試點計劃
  - 在2015-16年度，本局推行「先聘用，後培訓」試點計劃，目標是協助中年婦女及料理家務者入職成為安老院舍的見習護理員。
  - 參與計劃的僱主「博愛醫院」，因應學員的家庭崗位需要，調整學員的工作時間和休假安排，並提供在職培訓和配套支援措施，鼓勵學員留職。

### Supporting Social Groups with Special Needs

#### Women and Homemakers

- **Introduced the “Modular Certificates Accumulation Scheme”**
  - To encourage members of the public who are unable to pursue ERB courses on full-time basis due to family commitments to make flexible study arrangements and acquire recognised qualifications, the ERB launched the “Modular Certificates Accumulation Scheme” in 2015-16 with the use of the “Foundation Certificate in Post-natal Care Worker Training” course as a pilot.
  - Under the pilot scheme, trainees on completion of four specified half-day or evening courses could apply for a certificate recognised by the “Qualifications Framework” (QF) and with qualifications equivalent to the full-time “Foundation Certificate in Post-natal Care Worker Training” course.
- **Rolled out the “First-Hire-Then-Train” Pilot Programme**
  - In 2015-16, the ERB introduced the “First-Hire-Then-Train” Pilot Programme to assist middle-aged women and homemakers to land on jobs in elderly homes as care worker trainees.
  - Pok Oi Hospital, the participating employer, suitably modified the working hours and leave arrangements to cater for the family commitments of trainees and provided on-the-job training and other related support measures to encourage trainees to stay in employment.



- 共有25名婦女參加試點計劃入職安老院舍，其中21名於完成課程後正式成為護理員。

### 較年長人士

- **推出「職場再出發基礎證書」課程**

- 本局於2015-16年度推出全日制「職場再出發基礎證書」就業掛鈎課程，目標是協助中年人士及較年長人士建立自信心，提升溝通技巧，改善個人素養，為重投就業市場做好準備。

- A total of 25 women participated in the Pilot Programme and worked in elderly homes. 21 of them worked as care workers upon completion of the Pilot Programme.

### Mature Persons

- **Launched the “Foundation Certificate in Workplace Re-entry” course**

- In 2015-16, the ERB introduced the full-time “Foundation Certificate in Workplace Re-entry” placement-tied course to help middle-aged and mature persons build confidence, enhance communication skills, improve personal attributes, and prepare for re-entering the employment market.



- 培訓內容包括了解個人資歷及身體狀況、求職準備、職場溝通、求職及面試技巧，以及職業安全與健康；亦包括行業認識及實務工作簡介，協助學員了解一般較適合中年人士或較年長人士的工種及掌握基本實務知識。
- **舉辦「『後50』就業實戰系列」活動**
  - 三間「ERB服務中心」於2015-16年度繼續舉辦「『後50』就業實戰系列」活動，透過職志分析及就業規劃工作坊、行業講座、企業參觀及招聘活動，協助較年長人士掌握市場動向，強化就業能力。約有1,300人次報名參加各項活動。
- **進行「較年長人士培訓需要研究」**
  - 本局委託香港理工大學活齡學院進行「較年長人士培訓需要研究」，探討較年長人士對本局課程和服務的需求，以及僱主對較年長人士就業的看法和取態。
  - 研究範疇涵蓋較年長人士對培訓課程的需要和期望、求職時面對的困難，以及僱主聘用較年長人士的考慮因素等。
- The course covered understanding of self-qualifications, background, and physical agility; preparation for job search; workplace communication; job seeking and interview skills; and occupational safety and health. It also included an overview of different jobs and industries to help trainees understand the range of jobs which were more suitable for middle-aged or mature persons, and equip them with basic work skills.
- **Organised the “Post-50 Employment Series”**
  - The three “ERB Service Centres” continued to offer the “Post-50 Employment Series” in 2015-16. Workshops on career interests and planning, industry seminars, enterprise visits and job fairs were organised to assist mature persons to better understand the prevailing circumstances of the employment market and strengthen their employability. Some 1,300 persons enrolled in the activities.
- **Conducted the “Study on the Training Needs of Mature Persons”**
  - The ERB commissioned the service of the Institute of Active Ageing of the Hong Kong Polytechnic University to undertake a “Study on the Training Needs of Mature Persons”. The objectives were to assess the needs of mature persons pertaining to the training courses and services of the ERB, and understand the views and attitudes of employers towards the employment of mature persons.
  - The study covered areas including the training needs and expectations of mature persons, the difficulties encountered by mature persons in seeking jobs, and the considerations of employers in recruiting mature persons.

- 本局會因應研究結果及建議，為較年長人士發展培訓課程和支援及配套服務。

- Taking into account the findings and recommendations of the study, the ERB would develop training courses and support services for mature persons.

## 新來港人士及少數族裔人士

### • 強化新來港人士專設課程

- 在2015-16年度，本局為新來港人士提供一項就業掛鈎及四項非就業掛鈎專設課程，內容涵蓋求職技巧、基礎廣東話及英語、認識繁體字、資訊科技應用、認識社區資源、交通網絡、就業市場現況等。
- 本局在新來港人士專設課程中，加強書寫繁體字的訓練，強化廣東話及英語語境練習，並引進認識兩地就業文化差異和本地就業市場概況的介紹，協助學員融入社會及投身職場。

### • 為少數族裔人士開辦更多專設課程

- 在2015-16年度，本局為少數族裔人士提供11項就業掛鈎及21項非就業掛鈎專設課程，內容涵蓋物業管理及保安、美容、酒店、商業、飲食、社會服務、旅遊、健康護理等行業範疇。

## New Arrivals and Ethnic Minorities

### • Strengthened the dedicated courses for new arrivals

- In 2015-16, the ERB offered one placement-tied and four non-placement-tied courses dedicated for new arrivals. These courses covered job search skills, basic usage of Cantonese and English, understanding of traditional Chinese characters, information technology applications, knowledge on community resources, transportation network, and employment market situations.
- To assist new arrivals to integrate into the community and seek jobs, the ERB improved the courses dedicated for new arrivals by strengthening the training in traditional Chinese character writing skills, extending the contextual practices of Cantonese and English, and highlighting the cultural differences between the Mainland and Hong Kong and the prevailing circumstances of the local employment market.

### • Developed more dedicated courses for ethnic minorities

- In 2015-16, the ERB offered 11 placement-tied and 21 non-placement-tied courses dedicated for ethnic minorities. These courses straddled industry categories of property management and security, beauty therapy, hotel, business, catering, social services, tourism, and healthcare services, etc.

- 本局與民政事務總署合作，以試點形式安排培訓機構於四個「少數族裔人士支援服務中心」開辦七項少數族裔人士專設課程，以外展方式直接連繫更多少數族裔人士，鼓勵和協助他們接受培訓。
- **成立「檢討語文培訓課程專責小組」**
  - 本局在2015-16年度成立「檢討語文培訓課程專責小組」，全面檢視本局提供的語文培訓課程，目標是提升語文課程的實用性及銜接性，並為學員構建進修階梯，從而協助不同語文能力的學員(包括新來港人士及少數族裔人士)克服溝通障礙，改善他們的就業機會。
- **與地區組織緊密溝通**
  - 本局的培訓顧問積極聯絡地區組織，為有特別需要的社群提供適切的培訓及就業資訊。在2015-16年度，培訓顧問參與了41項地區活動，包括展覽、工作坊及課程簡介會等。
  - 培訓顧問拜訪了為少數族裔人士提供支援的教育及社區機構，以及九間取錄非華語學生的中學，並為非華語學生及少數族裔人士舉辦了五次活動，包括講座、試讀班、培訓及就業交流會等。
- To encourage and assist ethnic minorities to receive training, the ERB joined hands with the Home Affairs Department to offer, in the form of a pilot programme, seven dedicated courses on an outreaching basis at its four Support Service Centres for Ethnic Minorities.
- **Set up the “Task Force for Reviewing Language Courses”**
  - The ERB established the “Task Force for Reviewing Language Courses” in 2015-16 to comprehensively review its language training courses. The aim is to assist trainees (including new arrivals and ethnic minorities) with different language abilities to overcome communication barriers and enhance their employability through enriching the practicality and articulation of the language courses and developing progression pathway for them.
- **Liaised closely with district organisations**
  - Training Consultants of the ERB actively liaised with district organisations with a view to providing suitable training and employment information to social groups with special needs. In 2015-16, Training Consultants participated in 41 district activities including exhibitions, workshops and briefings on ERB courses.
  - Training Consultants paid visits to educational and community organisations offering support to ethnic minorities, and nine secondary schools admitting non-Chinese speaking students. They also organised five activities including seminars, taster courses and exchange forums on training and employment to non-Chinese speaking students and ethnic minorities.

- **進行主題調查及舉辦交流會**

- 在2015-16年度，本局分別就「聘用新來港人士概況」及「聘用少數族裔人士概況」進行了兩次「主題調查」，以了解企業在招聘、培訓及管理有特別需要社群的政策、考慮的因素、推行時遇到的問題等。
- 本局分別就「聘用新來港人士」及「聘用少數族裔人士」舉辦了兩場「僱主招聘交流會」，介紹本局為有關目標社群提供的課程，並由僱主和培訓機構代表分享推動和支援有關社群就業的經驗。

- **更新宣傳單張**

- 本局以七種語言(英語、烏都語、印度語、尼泊爾語、印尼語、菲律賓語及泰語)製作課程單張，推廣以少數族裔人士為目標對象的專設課程。
- 本局更新了為新來港人士印製的宣傳單張，並透過民政事務總署「大使計劃」支援服務下的義工探訪活動向新來港人士派發，增加他們對本局課程和服務的認識。

- **Conducted surveys and organised sharing sessions**

- In 2015-16, the ERB conducted two thematic surveys on “Recruitment of New Arrivals” and “Recruitment of Ethnic Minorities” respectively to collect up-to-date information on the strategies and considerations of and practical problems encountered by employers in the recruitment, training and management of social groups with special needs.
- The ERB organised two “Employer Sharing Sessions” on “Recruiting New Arrivals” and “Recruiting Ethnic Minorities” respectively to introduce to employers the training courses available for the respective social groups. Representatives of employers and training bodies were invited to share their experiences in promoting and supporting the employment of the target social groups.

- **Updated the promotional leaflets**

- The ERB produced leaflets in seven languages (English, Urdu, Hindi, Nepali, Indonesian, Tagalog and Thai) for promoting dedicated courses for ethnic minorities offered by the ERB.
- The ERB updated the promotional leaflets for new arrivals and distributed them through home visits under the “Ambassador Scheme” of the Home Affairs Department so as to enhance the understanding of new arrivals of ERB training courses and services.

### 青年人

#### • 繼續推行「特種警衛訓練計劃」

- 本局於2015-16年度推出第三屆「特種警衛訓練計劃」，培育年齡18至24歲的青年人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高端護衛及保安服務。
- 課程內容包括技能訓練(如體能和特種訓練、人群管理、緊急事件處理等)、行業介紹、語文訓練、個人素養及求職技巧等。
- 計劃由勞工處協辦，並得到四間企業鼎力支持。共有80名青年人入讀課程，其中74名於畢業後入職參與的企業成為「特種警衛」。

#### • 協助青年人規劃未來

- 本局在2015-16年度與「香港輔導教師協會」合作，舉辦了22場「學校職業講座」，對象包括高中學生、少數族裔學生、特殊學校學生，以及副學位學生，合共超過5,100名學生參加講座。
- 19間企業的主管人員為「學校職業講座」擔任講者，與同學分享行業前景、工作實況、入職要求等；本局職員亦向同學介紹適合青年人的培訓課程和服務。

### Young People

#### • Continued to offer the “Squad 3S Programme”

- The ERB organised the “Squad 3S Programme” for the third time in 2015-16 to train up young people aged 18 to 24 to become professional security personnels to provide high-end property management and security services on specific occasions and at designated venues.
- The Programme covered training on professional skills (e.g. physical fitness, crowd control and handling of emergency situations, etc.), as well as generic skills on industry background, workplace languages, personal attributes and job search.
- The Programme, jointly organised with the Labour Department, received the full support of four participating employers. 80 young people enrolled in the Programme, and 74 of them were engaged by the participating employers upon graduation.

#### • Helped young people plan for the future

- In 2015-16, the ERB joined hands with the “Hong Kong Association of Careers Masters and Guidance Masters” to organise a total of 22 “Career Talks for Schools” for over 5,100 upper secondary students, including students of ethnic minority origin and special schools, and sub-degree students.
- Senior executives of 19 corporations were invited to brief students of the career prospects, working environment and entry requirements of different industries. Staff members of the ERB also introduced to the students the courses and services of the ERB suitable for young people.

- 本局亦參與教育局的「商校合作計劃」，提供行業及就業資訊，協助青年人規劃進修及就業方向。

- **製作宣傳單張**

- 本局製作宣傳單張，介紹適合青年人的本局課程和服務，並透過社福機構及地區團體向青年人派發，增加他們對本局的認識。

## 更生人士

- **開辦「朋輩輔導員基礎證書」課程**

- 本局在2015-16年度推出為社區成功戒毒人士專設的全日制「朋輩輔導員基礎證書」就業掛鈎課程，協助學員以「過來人」身分鼓勵及支援戒毒人士，並在完成培訓後入職朋輩輔導員或相關工作。

- **在懲教院所開辦更多課程**

- 本局為在囚人士及住院式戒毒人士提供的專設課程，一般以半日或晚間制模式開辦，目標是協助學員重投就業市場，自力更生。

- The ERB also participated in the “Business-School Partnership Programme” spearheaded by the Education Bureau to provide industry and career information to help young people chart their learning and career paths.

- **Prepared promotional leaflet**

- The ERB prepared promotional leaflet to introduce to young people the training courses and services suitable for them and enhance their understanding of the ERB. The leaflet was distributed through social services groups and district organisations.

## Rehabilitated Ex-offenders

- **Offered the “Foundation Certificate in Peer Counselor Training” course**

- In 2015-16, the ERB launched the full-time placement-tied “Foundation Certificate in Peer Counselor Training” course dedicated for ex-drug abusers who had received treatment other than in residential treatment centres. The course helped trainees make use of their own experience to encourage and support other drug abusers in the capacity of peer counselors or other related positions upon completion of the course.

- **Organised more courses in correctional institutions**

- Dedicated courses offered for persons in custody and persons receiving treatment in residential treatment centres were generally delivered in part-time mode. These courses helped trainees re-enter the employment market and achieve self-reliance.

## 工作報告

### REPORT ON WORK UNDERTAKEN

- 在2015-16年度，本局提供16項就業掛鈎及六項非就業掛鈎專設課程，涵蓋10個行業範疇及通用技能培訓課程範疇。
- 新推出的課程包括「寵物美容及店務助理基礎證書」、「電腦繪圖實習及圖則管理人員基礎證書」和「演示軟件應用基礎證書(兼讀制)」。
- In 2015-16, the ERB offered 16 placement-tied and six non-placement-tied dedicated courses, straddling 10 industry categories and generic skills training.
- New courses introduced included “Foundation Certificate in Pet Groomer and Shop Assistant Training”, “Foundation Certificate in Computer Drawing and Drawings Management Assistant Technician Training” and “Foundation Certificate in Presentation Software Application (Part-time)”.

### 殘疾及工傷康復人士

#### • 開辦更多專設課程

- 本局在2015-16年度為殘疾及工傷康復人士提供39項就業掛鈎及27項非就業掛鈎專設課程，涵蓋物業管理及保安、美容、環境服務、零售、商業和飲食等行業範疇。
- 新推出的課程包括「茶餐廳廚吧助理基礎證書」、「綠色有機產品銷售員基礎證書」和「文書處理II基礎證書(兼讀制)」。
- 本局與「殘疾及工傷康復人士培訓聚焦小組」緊密聯繫，共同探討殘疾及工傷康復人士的就業機會及相關技能要求。

### Persons with Disabilities and Persons Recovered from Work Injuries

#### • Organised more dedicated courses

- In 2015-16, the ERB offered 39 placement-tied and 27 non-placement-tied courses dedicated for persons with disabilities and persons recovered from work injuries. These courses straddled industry categories of property management and security, beauty therapy, environmental services, retail, business, and catering, etc.
- New courses introduced included “Foundation Certificate in Local Café Kitchen Assistant Training”, “Foundation Certificate in Organic Products Promotion Training” and “Foundation Certificate in Word Processing II (Part-time)”.
- The ERB worked in close collaboration with the “Focus Group on Training for Persons with Disabilities and Persons Recovered from Work Injuries” to explore suitable employment opportunities for the target clients and the related skills requirements.

## 各個營運範疇的重點工作

### 培訓服務

- 發展具就業潛力的新課程

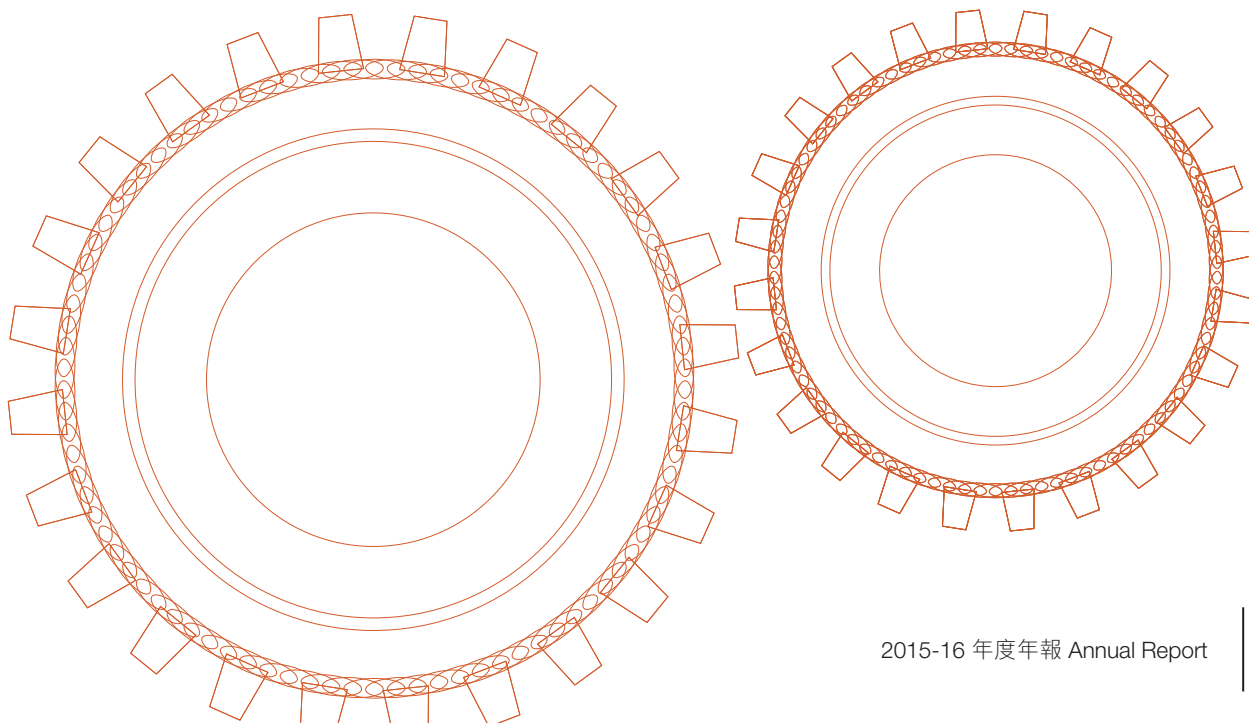
- 本局於2015-16年度推出多項具就業潛力的新課程，包括「建築物防盜系統技工(中級工藝測試)基礎證書」、「裝修水喉工(技能測試備試課程)證書(兼讀制)」、「樹藝學(樹藝業專業能力評估備試課程)證書(兼讀制)」、「護理員實務技能(照顧智障人士)基礎證書(兼讀制)」、「長者椅上健體操演示技巧基礎證書(兼讀制)」等。

## Highlights of Major Work Areas

### Training Services

- **Introduced new courses with market potential**

- In 2015-16, the ERB launched a number of new courses with market potential. They included “Foundation Certificate in Building Security System Mechanic Training (Intermediate Trade Test)”, “Certificate in Plumber for Interior Renovation (Preparatory Course for Trade Test for Construction Craftsmen) (Part-time)”, “Certificate in Arboriculture (Preparatory Course for Arboricultural Vocational Assessment) (Part-time)”, “Foundation Certificate in Practical Skills for Care Worker (Caring for Persons with Intellectual Disabilities) (Part-time)”, and “Foundation Certificate in Demonstration Skills for Chair Aerobic Fitness Exercise for the Elderly (Part-time)”, etc.





- **開發「能力為本」新課程**

- 為配合「資歷架構」的發展，本局參照教育局為不同行業編制的《能力標準說明》及《通用(基礎)能力說明》，經諮詢相關「行業諮詢網絡」及持份者的意見後，重點發展「能力為本」及「通用能力為本」新課程。
- 在2015-16年度，本局在交通及支援服務、美容、物流、進出口、零售、保險、健康護理和物業管理及保安八個行業範疇下開發共11項「能力為本」新課程，並在職業語文及商業運算的通用技能培訓課程範疇下發展八項「通用能力為本」新課程。

- **發展課程系列**

- 本局就不同工種規劃課程系列，協助從業員擴闊其專業技能範疇。
- 在2015-16年度，本局開發的課程系列涵蓋「地產代理業處所牌照知識」、「旅遊行程設計」、「建築物維修保養」等範疇。

- **Developed new “Specifications of Competency Standards-based” courses**

- To dovetail with the development of the QF, the ERB made reference to the Specifications of Competency Standards (SCS) of different industries and the Specifications of Generic (Foundation) Competencies (SGC) compiled by the Education Bureau, and developed new “SCS-based” and “SGC-based” courses in consultation with the relevant Industry Consultative Networks and stakeholders.
- In 2015-16, the ERB developed 11 new “SCS-based” courses under eight industry categories, namely transportation and support services, beauty therapy, logistics, import and export, retail, insurance, healthcare services and property management and security, and eight new “SGC-based” generic skills training courses covering workplace languages and business numeracy.

- **Spearheaded course series**

- To help practitioners broaden their professional skills, the ERB spearheaded various job-specific course series.
- In 2015-16, the ERB developed course series covering skills areas such as knowledge of premises licensing for real estate agency, travel itinerary planning, and building repair and maintenance, etc.

- **審查非統一教材**

- 本局推行「課程教材質素保證機制」，就培訓機構編制的非統一教材提供指引，確保教材內容符合課程大綱的要求及緊貼市場的發展，並適時更新。培訓機構亦須建立及完善內部機制以審批教材及進行定期檢討。
- 本局於2015-16年度，按「風險及表現為本」的原則抽樣審查由培訓機構編制的非統一教材及相關質素保證工作紀錄，涉及約40間培訓機構。

## 質素保證

- **執行「風險及表現為本」的質素保證機制**

- 本局繼續按「風險及表現為本」的原則，執行各項恆常質素保證措施，包括周年審計、課堂及期末考試突擊巡查、觀課、觀試、統一實務技能評估等，並為周年審計表現優良的培訓機構引進「自行評審」的安排，以提升資源效益。
- 本局以「個案管理」系統，跟進表現有欠理想的培訓機構，並向改善進度欠佳的培訓機構提供支援，安排專責同事定期與機構的管理人員商討改善措施，以提升整體的質素保證表現。

- **Scrutinised non-standardised course materials**

- The ERB put in place a “quality assurance mechanism for course materials” and provided guidelines to training bodies to ensure that non-standardised course materials they developed were in line with the requirements stipulated in the course outlines and were periodically updated to cater for market circumstances. Training bodies were also required to implement internal quality assurance mechanisms for the vetting and regular review of course materials.
- In 2015-16, the ERB scrutinised on a sampling basis non-standardised course materials developed by training bodies and the related quality assurance records in accordance with the “risk-and-performance-based” principle. About 40 training bodies were involved in the exercise.

## Quality Assurance

- **Operated the “risk-and-performance-based” quality assurance system**

- The ERB continued to adopt the “risk-and-performance-based” principle in administering regular quality assurance measures, including annual audits, class and course-end assessment surprise inspections, class visits, assessment observations, and standardised practical skills assessments. Training bodies with remarkable performance in annual audits were arranged to undertake “self-evaluations” to enhance cost-effectiveness.
- The ERB operated a “case management” system to follow up on under-performing training bodies and rendered support to training bodies that failed to deliver improved performance. Designated staff members were arranged to review in conjunction with the management of the training bodies the progress of implementation of improvement measures on a periodic basis so as to enhance their overall performance in quality assurance.

- **訂定「資歷學分」及引入「過往資歷認可」機制**
  - 本局在2015-16年度繼續為課程訂定「資歷學分」及學員自修時數。截至2016年3月，本局已為約310項課程訂定「資歷學分」。
  - 本局在訂定課程入讀資格及導師資歷要求時，按需要引入「過往資歷認可」機制，令更多具相關技能及工作經驗的從業員經「資歷架構」確認其資歷後，可以修讀本局較高「資歷級別」的課程或受聘成為導師。
  - 在2015-16年度，本局已於20項課程引入「過往資歷認可」機制，涵蓋物業管理及保安、物流、零售、美髮、交通及支援服務、飲食和印刷及出版七個行業範疇。
- **安排課程進行評審及覆審**
  - 本局在2015-16年度向香港學術及職業資歷評審局（「評審局」）提交兩個課程（涉及七個課程紀錄）進行覆審，以及五個新課程（涉及20個課程紀錄）進行評審。
  - 截至2016年3月，本局共有315個課程上載「資歷名冊」（涉及2,645個課程紀錄）。
- **Determined “Qualifications Framework Credits” and introduced the “Recognition of Prior Learning” mechanism**
  - The ERB continued to determine the “QF Credits” and self-study hours of trainees of its courses in 2015-16. As at March 2016, the ERB already set out the “QF Credits” for around 310 courses.
  - The ERB introduced the “Recognition of Prior Learning” (RPL) mechanism to the requirements of trainee admission and trainer qualifications of some courses. This enabled practitioners with relevant skills and industry experience to enroll in ERB courses at higher QF level or be appointed as trainers upon confirmation of qualifications under the QF.
  - In 2015-16, the ERB introduced the RPL mechanism to 20 courses covering seven industry categories, namely property management and security, logistics, retail, hairdressing, transportation and support services, catering, and printing and publishing.
- **Arranged learning programme accreditation and re-accreditation**
  - In 2015-16, the ERB submitted to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) two courses (entailing seven course entries) for learning programme re-accreditation as well as five new courses (entailing 20 course entries) for learning programme accreditation.
  - As at March 2016, 315 ERB courses (entailing 2,645 course entries) were uploaded on the “Qualifications Register”.

- **協助培訓機構申請「初步評估」資格**

- 本局自2013-14年度起與「評審局」協調，推動和協助培訓機構以簡化流程向「評審局」申請「初步評估」資格。
- 截至2016年3月，42間培訓機構已取得「初步評估」資格。

- **申請「學科範圍評審」資格**

- 本局就申請「學科範圍評審」資格進行可行性研究，與「評審局」就其最新學習及培訓範疇作磋商，並會就「學科範圍評審」資格的申請建議最合適的學習及培訓範疇／子範疇。

- **改善「實務技能培訓及評估中心」的運作**

- 本局已檢討「實務技能培訓及評估中心」（「評估中心」）執行的各項評估項目的需求和運作情況，並研究引入新評估項目的可行性。
- 「評估中心」已獲「長者安居協會」、「中小企國際聯盟安老及殘疾服務聯會」，以及「香港私營復康院舍協會」認可為相關專業的實務試考場，加強「評估中心」專業地位的認受性。

- **Helped training bodies apply for the “Initial Evaluation” status**

- Since 2013-14, the ERB collaborated with the HKCAAVQ to encourage and assist training bodies to apply for the “Initial Evaluation” (IE) status through a streamlined approach.
- As at March 2016, 42 training bodies already obtained the IE status.

- **Prepared for application of “Programme Area Accreditation”**

- The ERB conducted a feasibility study on the application for “Programme Area Accreditation” (PAA), and sought the views of the HKCAAVQ on the up-to-date position of the areas of study and training. The ERB would make recommendations on suitable areas / sub-areas of study and training for the purpose of the PAA application.

- **Improved the operation of the “Practical Skills Training and Assessment Centre”**

- The ERB reviewed the demand and implementation progress of different assessment services at the “Practical Skills Training and Assessment Centre” (PSTAC) and examined the feasibility of introducing new assessment services.
- The PSTAC was recognised by the Senior Citizen Home Safety Association, SME Global Alliance Elderly and Special Needs Services Association Ltd., and Association of Hong Kong Private Rehabilitation Homes Ltd. as an assessment venue for the relevant professional practical examinations. This would help uplift the professional status of the PSTAC.

### • 引進優化措施

- 本局檢討及修訂了「處理違規培訓機構及導師機制」的運作，以改善工作效率。
- 本局在內聯網設立供培訓機構匯報課堂及期末考試安排的平台，以簡化相關行政程序。
- 本局增強了內聯網系統的功能，培訓機構可透過系統接收其觀課結果及查閱其累計觀課成績，以有效監察導師的表現。
- 本局於「評估中心」安裝電子布告系統通知學員進入考場，並優化電腦程式以網上處理培訓機構預約補考考期。

### 就業支援

#### • 落實「起步站」及「ERB服務點」的規劃

- 本局落實於2016-17年度分別在九龍東及九龍西以試點形式設立兩間「起步站」，為完成本局課程的新來港學員提供兼職空缺的登記、轉介和跟進服務。

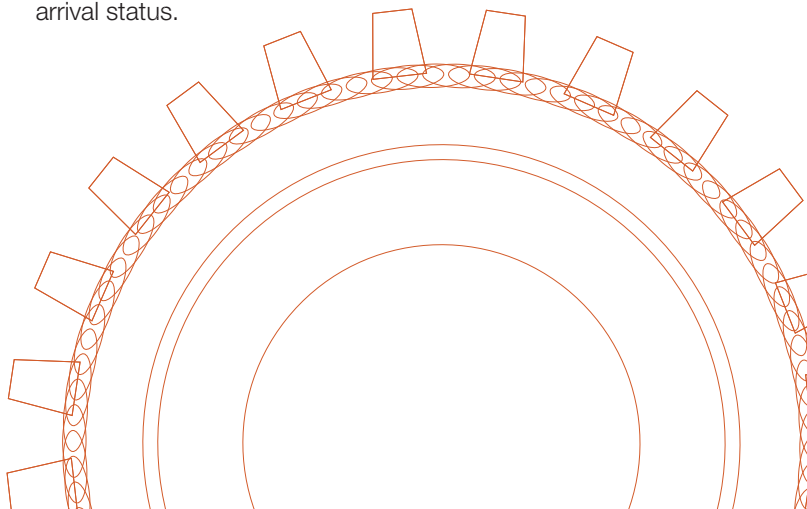
### • Introduced improvement measures

- The ERB reviewed and revised the “Mechanism for Handling the Malpractices of Training Bodies and Trainers” to enhance operational efficiency.
- The ERB set up an intranet platform for training bodies to report information regarding class and course-end assessment arrangements to streamline the administrative procedures.
- The ERB strengthened the functions of the intranet for training bodies to receive and review class visit reports and to closely monitor the performance of trainers.
- The ERB set up an electronic announcement system at the PSTAC to notify trainees the time to enter the assessment venues. The computer programmes at the PSTAC were enhanced to manage online reservations for re-assessments by training bodies.

### Employment Support

#### • Formulated the operation systems of the “Smart Starter” and “ERB Service Spots”

- In 2016-17, the ERB would set up two “Smart Starter” job referral centres respectively in Kowloon East and Kowloon West on a pilot basis to provide registration, referral, and follow-up services on part-time jobs for graduates of new arrival status.



- 本局落實於2016-17年度以試點形式在葵青及荃灣區與地區組織協作，設立10個「ERB服務點」，為區內市民提供課程查詢及報讀服務、舉辦行業講座及試讀班，以及預約培訓顧問服務等。
  - The ERB would also pilot 10 “ERB Service Spots” in Kwai Tsing and Tsuen Wan in 2016-17 in collaboration with social organisations. They would provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, and offer advance booking of training consultancy service, etc.
- **拓展「樂活一站」及「陪月一站」**
    - 「樂活一站」及「陪月一站」為家居、健康、護理、陪月、嬰幼照顧等相關課程畢業學員及僱主，提供免費的職位配對及轉介服務。
    - 在2015-16年度，「樂活一站」成功轉介了約4,600名助理及填補約30,000個空缺；「陪月一站」成功轉介了約700名助理及填補約1,700個空缺。
  - **Administered the “Smart Living” and “Smart Baby Care” schemes**
    - The “Smart Living” and “Smart Baby Care” schemes provide free job matching and referral services in the areas of domestic cleaning, massage, care, post-natal care as well as infant and child care services for graduates of related courses and employers.
    - In 2015-16, around 30,000 vacancies were filled by some 4,600 helpers under the “Smart Living” scheme, and around 1,700 vacancies were filled by about 700 helpers under the “Smart Baby Care” scheme.
- **推出「網上招聘服務」**
    - 在2015年9月，本局於機構網站推出「網上招聘服務」，加強培訓及求職配套功能，增加學員的就業機會，並支援僱主的招聘需要。
    - 截至2016年3月，登記使用「網上招聘服務」的學員超過2,400人，企業用戶約1,030個。
  - **Launched the “Online Recruitment Service”**
    - In September 2015, the ERB launched the “Online Recruitment Service” in the corporate website with enhanced functions on course and job search, with a view to improving the employment opportunities of trainees and supporting the recruitment needs of employers.
    - As at March 2016, more than 2,400 trainees and some 1,030 enterprises registered with the “Online Recruitment Service”.

### 行業協作

#### • 舉辦「ERB人才企業嘉許計劃」

- 在2015-16年度，共有110間機構獲嘉許為「人才企業」，包括42間規模較大的企業、45間中小企，以及23間政府部門、公營機構及非政府機構；另有164間「人才企業」獲延續嘉許資格。
- 本局於年度內推出ERB「人才企業」「衣食住行玩」Fun分賞活動，以及投選我最喜愛的「人才企業」網上遊戲。共有超過5,700人次參加兩項活動。

#### • 試點推出「ERB中小企服務」

- 在2015-16年度，本局以試點形式推出「ERB中小企服務」，加強對中小企在招聘及培訓員工的支援。
- 本局於年度內舉辦了兩場「中小企員工試讀班」及一場「中小企業研討會」，在「中小企師友計劃」下配對了15組師友，以及定期向中小企僱主及商會發放本局服務資訊。

### Collaboration with Industries

#### • Organised the “ERB Manpower Developer Award Scheme”

- In 2015-16, a total of 110 organisations were newly acknowledged as “Manpower Developers” (MDs), including 42 sizeable organisations, 45 small and medium enterprises (SMEs) and 23 organisations of the “Government Department, Public Body and NGO Category”. Another 164 organisations renewed their MD status in the year.
- The ERB launched the “MD Fun and Reward Promotional Campaign” and “My Most Favourite MD Online Voting Game” in the year. Over 5,700 people participated in the activities.

#### • Pioneered the “ERB Services for SMEs”

- In 2015-16, the ERB introduced the “ERB Services for SMEs” on a pilot basis to step up the support to SMEs in the areas of recruitment and staff training.
- In the year, the ERB organised two “Taster Courses for SMEs” and a “SME Seminar”, matched 15 pairs of participants under the “SME Mentorship Programme”, and disseminated service information to SME employers and associations on a periodic basis.

- 出版「僱主通訊」電子季刊

- 在2015-16年度，本局推出「僱主通訊」電子季刊，定期向行業商會、僱主組織及企業發放本局就業掛鈎課程的完班資料、熱門「包班」課程、招聘及推廣活動等最新資訊。

- 本局於年度內出版了四期「僱主通訊」。

- 舉辦「SUS+ 推介會」及「僱主周年聚會」

- 在2015-16年度，本局分別為物業管理及保安、環境服務及零售業的企業管理人員舉辦了兩場「SUS+ 推介會」，推動僱主安排員工修讀「新技能提升計劃」課程及使用本局「包班」服務。

- 本局於2015年9月舉辦「僱主周年聚會」，邀請行業商會、僱主組織、企業，以及培訓機構的代表出席，深化本局與各行業的伙伴關係。

- **Published the quarterly electronic “Employer Newsletter”**

- In 2015-16, the ERB launched the quarterly electronic “Employer Newsletter” to disseminate latest information on newly completed placement-tied courses, popular courses under the “Enterprise-based Training Scheme”, and recruitment and promotional activities to trade associations, employer organisations and enterprises.

- Four issues of “Employer Newsletter” were published in the year.

- **Organised “SUS+ Briefing Sessions” and “Annual Employer Luncheon”**

- In 2015-16, two “SUS+ Briefing Sessions” were respectively held for managerial staff of the property management and security, and environmental services industries as well as the retail industry. They aimed to encourage employers to enrol their employees for “Skills Upgrading Scheme Plus” courses and make use of the “Enterprise-based Training Scheme”.

- With a view to strengthening partnership with various industries, the “Annual Employer Luncheon” was organised in September 2015. Representatives of trade associations, employer organisations, enterprises and training bodies were invited to attend.



### 宣傳推廣

- **推出全新機構網站及《My ERB》Facebook專頁**

- 本局於2015年9月推出全新機構網站，為學員、僱主及公眾人士提供一站式的培訓及就業平台。
- 本局於2015年9月推出《My ERB》Facebook專頁，擴展向市民發放本局課程和服務資訊的途徑及提升發放效率。
- 為推廣全新機構網站及Facebook專頁，本局展開一系列宣傳推廣活動，包括Facebook遊戲、網上投票遊戲、流動宣傳車、電台及媒體廣告和專輯，以及邀請知名人士拍攝宣傳片及參與推廣活動等。

- **舉辦第8屆ERB「人才發展計劃」頒獎禮暨「ERB學員技能服務日」**

- 本局於2015年11月21日舉辦第8屆ERB「人才發展計劃」頒獎禮，嘉許有傑出表現的學員，以及向各合作伙伴表示謝意。
- 同場舉辦了首屆「ERB學員技能服務日」，由學員向有特別需要的社群及市民提供20項服務和技能示範，宣揚關愛共融的精神；會場亦提供課程資訊及報讀服務。超過2,600名市民參加活動。

### Publicity and Promotion

- **Launched new corporate website and “My ERB” Facebook Fan Page**

- The ERB launched the new corporate website in September 2015 to provide a one-stop training and employment platform for trainees, employers and members of the public.
- In September 2015, the ERB launched the “My ERB” Facebook Fan Page to extend the promotional channels and uplift the efficiency in disseminating information on training courses and services offered by the ERB to the public.
- A series of promotional activities including Facebook game, online voting game, mobile publicity van, radio advertisements and segments were organised to promote the new corporate website and “My ERB” Facebook Fan Page. Celebrities were invited to participate in the production of promotional videos and activities.

- **Organised the 8th ERB “Manpower Development Scheme” Award Presentation Ceremony cum “ERB Service Day”**

- The ERB organised the 8th ERB “Manpower Development Scheme” Award Presentation Ceremony on 21 November 2015 to acknowledge trainees with outstanding performance and pay tribute to stakeholders.
- The first “ERB Service Day” was held concurrently when ERB trainees rendered 20 types of services and skills demonstrations to social groups with special needs and members of the public. The event helped promulgate the spirits of mutual care and social inclusion. ERB course information and enrolment service were also provided. Over 2,600 people participated in the event.

- 20間社福機構安排殘疾人士、少數族裔人士、長者、更生人士、新來港家庭、單親家庭、綜援受助家庭等有特別需要的社群共約650人出席活動。

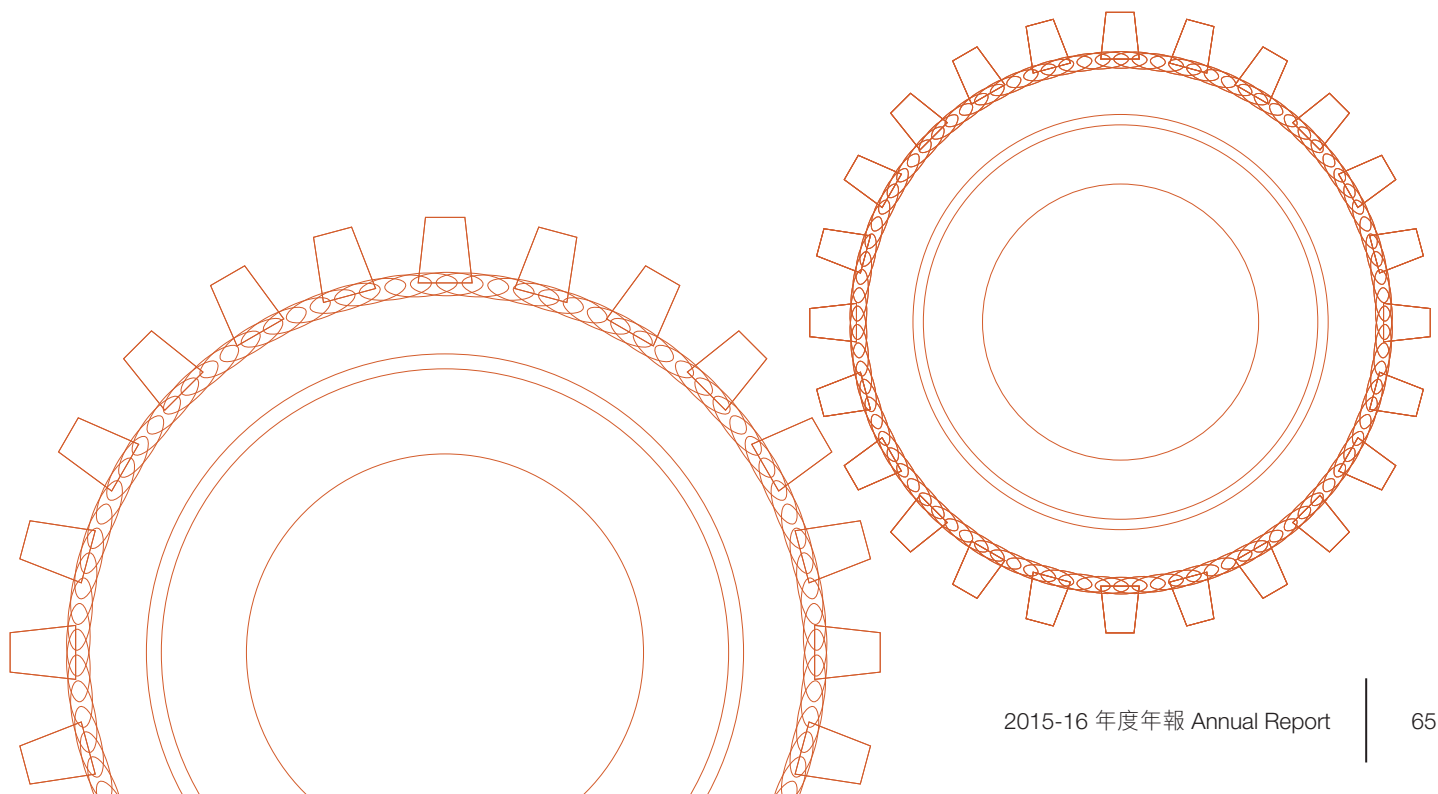
- **發放本局資訊**

- 在2015-16年度，本局發行了兩期《活亮人生》機構通訊，提倡積極生活及正面態度。
- 《LOOK@erb》電子通訊自2015年10月起按月出版，每期向約80,000名讀者發放。本局在年度內共出版了10期《LOOK@erb》。

- 20 social service organisations arranged some 650 people with special needs including people with disabilities, ethnic minorities, elderly people, rehabilitated ex-offenders, families of new arrivals, single parents and Comprehensive Social Security Assistance recipients to attend the event.

- **Disseminated corporate information**

- In 2015-16, the ERB published two issues of 《活亮人生》 newsletters to promote positive life and work attitude.
- With effect from October 2015, the “LOOK@erb” electronic bulletin was published on a monthly basis with a circulation of about 80,000 per issue. A total of 10 issues were published in the year.



### • 加強地區推廣

- 本局資助22間培訓機構舉辦了92項「行業服務計劃」活動和大型培訓及就業博覽，共有約340間僱主機構參與，約10,550人次參加。
- 本局透過「培訓課程推廣計劃」，資助25間培訓機構在各區舉辦45項地區推廣活動，當中31項以有特別需要的社群為目標對象。各項活動把本局課程和服務資訊帶給共約30,000人。
- 本局在觀塘、深水埗、黃大仙及葵青四區推出「ERB地區導賞團」活動系列，讓地區居民親身體驗再培訓局的課程和服務，並了解自己的職業志向、各行業的入職要求和發展機會等。本局在年度內共舉辦了24個「導賞團」活動，超過900人登記參加。

### • 宣傳本局課程和服務

- 本局推出一系列課程宣傳品及廣告，向市民及特定目標對象，推廣本局的課程和服務。
- 本局於2015年8月參加大型的嬰兒及兒童博覽，設置宣傳攤位介紹「陪月一站」服務。
- 本局於年度內共出版了兩期課程總覽，並更新了23個行業的「課程圖譜」及「青年課程圖譜」。

### • Strengthened district promotion

- The ERB sponsored 22 training bodies to organise 92 promotional activities as well as large-scale training and career expos under the “Industry Service Programme”. About 340 employers and some 10,550 people participated in these activities.
- The ERB sponsored 25 training bodies to organise 45 district-based promotional activities under the “Funding Programme for Training Courses”, of which 31 activities targeted at social groups with special needs. Together these activities provided course and service information of the ERB to around 30,000 people.
- The ERB launched the “ERB District Guided Tours” activity series in Kwun Tong, Sham Shui Po, Wong Tai Sin and Kwai Tsing to facilitate local residents to personally experience ERB courses and services, and to understand their own career aspirations as well as entry requirements and career prospects of different industries. In the year, over 900 people enrolled to join the 24 tours organised.

### • Promoted training courses and services

- The ERB produced a variety of publicity materials and launched advertisements to promote the courses and services of the ERB to the public and special target groups.
- The ERB participated in a large-scale baby expo in August 2015 by setting up a promotional booth on the services of the “Smart Baby Care” scheme.
- The ERB published two issues of Course Prospectus, and updated the “Course Progression Charts” for 23 industries and the “Course Progression Chart for Youths”.

- **傳媒工作**

- 本局舉行「樂活一站」2016農曆新年服務啟動禮，邀請傳媒報導有關服務。
- 本局主席及行政總監與傳媒機構周年茶聚，總結本局在2015-16年度的工作進展，以及介紹2016-17年度的工作規劃。
- 配合第三屆「特種警衛訓練計劃」招生，本局安排傳媒專訪第二屆畢業學員，鼓勵有興趣的青年人報讀課程。
- 本局安排傳媒專訪ERB「人才發展計劃」頒獎禮傑出學員、「尤德爵士紀念基金在職人士自我增值獎」獲獎學員，以及「先聘用，後培訓」畢業學員，分享學員的奮鬥故事，鼓勵市民透過培訓裝備自己，迎難而上。

- **Undertook media activities**

- The ERB held the kick-off ceremony of the 2016 Chinese New Year Services of the “Smart Living” scheme. The press was invited to join and report the services.
- An annual media gathering for the Chairman and Executive Director was organised to review the work undertaken by the ERB in 2015-16 and introduce the work plan for 2016-17.
- To promote enrolment for the third intake of the “Squad 3S Programme”, press interview for graduates of the second class of the Programme was arranged.
- The ERB arranged press interviews with outstanding trainees of the ERB “Manpower Development Scheme” Award Presentation Ceremony, ERB awardees of the Sir Edward Youde Memorial Awards for Self-improvement for Working Adult, and graduates of the “First-Hire-Then-Train” Pilot Programme, to share their successful stories in overcoming difficulties so as to encourage members of the public to equip themselves through training and embrace the challenges ahead.

# 工作報告

## REPORT ON WORK UNDERTAKEN

### 行政及發展

#### • 提供實習職位

- 本局推行暑期實習生計劃，為大學本科生提供在職培訓機會，協助他們汲取經驗及擴闊視野，為日後投身職場作好準備。
- 在2015-16年度，共有三名大學本科生獲安排到本局不同部門參與為期兩個月的實習工作。本局並派出經理級或以上的職員為實習生擔任導師。

#### • 支援有特別需要的社群

- 在2015-16年度，本局為慈善機構的籌款活動統籌和收集內部捐款，並積極向社會企業採購物品及服務。

#### • 環保措施

- 本局全力支持環保，在辦事處設置回收箱，收集廢紙及印刷品以循環再造，並把更換的電腦設備捐贈慈善機構。
- 本局引進一系列措施，節約用電，以減少碳排放。
- 本局更廣泛使用電子通訊、社交媒體及網站推廣活動及傳播訊息。

### Administration and Development

#### • Offered internship opportunities

- The ERB offered summer internships for university undergraduate students. On-the-job training was provided to facilitate their acquisition of experience and broaden their outlook to better prepare for future employment.
- In 2015-16, three university students were arranged to work in different divisions of the ERB during their two months' internship. Staff members of the ERB at manager rank or above were assigned as mentors of the student interns.

#### • Supported social groups with special needs

- In 2015-16, the ERB helped collect donations from staff members for charity fund-raising events, and actively procured products and services from social enterprises.

#### • Implemented environmental friendly measures

- The ERB rendered full support to environmental conservation. Recycle bins were placed in the office to collect used papers and printed materials for reuse and recycling. Obsolete computer equipment was donated to charitable organisations.
- The ERB introduced a series of measures to conserve electricity and reduce carbon emissions.
- The ERB made fuller use of electronic communications, social media and website for promotion and dissemination of information.

- **員工培訓**

- 本局與香港融樂會及香港大學教育學院中文教育研究中心合辦「認識及培訓少數族裔人士工作坊」，以加強本局及培訓機構同工對少數族裔文化及培訓需要的認識。
- 本局安排職員參加各專項培訓課程和活動，主題包括推展「資歷架構」、數碼營銷、職場管理、「社會服務機構應用企業傳訊」工作坊等；並參加由香港浸會大學舉辦的「2020年代挽留及管理年長僱員的策略和秘訣」講座。
- 「評估中心」為職員提供ISO 9001質量管理認證的相關培訓。

- **培訓機構行政人員和導師培訓**

- 本局為培訓機構行政人員舉辦了兩次主題講座，內容包括防貪法例及提升防止賄賂意識的方法和處理突發事件的技巧。
- 本局為培訓機構舉辦「質素保證資訊分享日」及「行政程序簡介會」，促進培訓機構相互交流質素保證工作的實際經驗及加深其對本局行政程序的認識。

- **Staff training**

- In collaboration with the Hong Kong Unison Limited and the Centre for Advancement of Chinese Language Education and Research of the Faculty of Education of the University of Hong Kong, the ERB organised a workshop on “Understanding and Training of Ethnic Minorities” for its employees and training bodies with a view to enhancing their knowledge on the culture and training needs of the ethnic minorities.
- The ERB arranged staff members to attend various training courses and workshops on topics including promotion of the QF, e-marketing, workplace management, “Applied Corporate Communications for NGOs”, as well as the seminar on “Strategy and Tactics for Retaining and Managing Mature Employees in 2020” organised by the Hong Kong Baptist University.
- The PSTAC organised training on the ISO9001 Quality Management System for its employees.

- **Training for administrative staff and trainers of training bodies**

- The ERB organised two thematic workshops on “Prevention of Bribery Ordinance and Enhancement of Bribery Prevention Sensitivity” and “Crisis Management” for the administrative staff of training bodies.
- The ERB held a “QA Information Sharing Day” and a “Briefing on Administrative Procedures” to promote experience sharing among training bodies and enhance their understanding of the administrative procedures of the ERB.

- 本局舉辦了三次導師經驗分享會，內容包括處理行為異常學員、處理學員學習能力差異及課堂管理技巧。
- 「評估中心」舉辦了兩次開放日，方便培訓機構導師及職員參觀考試場地及設備，了解評估中心的運作及考試流程。
- 「評估中心」推行「導師體驗計劃」，令導師更好掌握實務技能評估的程序和準則。
- The ERB arranged three sharing sessions for trainers covering techniques on handling trainees with behavioural departures or different learning abilities as well as skills on classroom management.
- The PSTAC held two Open Days in the year for the administrative staff and trainers of training bodies to visit the assessment venues and facilities so as to strengthen their understanding of the operations and procedures pertaining to assessments.
- The PSTAC administered the “Trainer Immersion Programme” to improve the understanding of trainers on the assessment procedures and criteria.

### • 交流會面

- 在2015-16年度，本局主席出席了第23屆「香港人力市場」圓桌會議，探討勞動人口下降的問題和應對方法。
- 本局行政總監會晤了香港餐飲聯業協會代表，就業界培育人才的工作進行交流。行政總監亦與香港社區組織協會代表和新來港人士會面，了解他們的培訓需要。
- 本局行政總監接待了立法會議員王國興，BBS, MH及地區人士，介紹本局的服務理念、培訓課程及最新發展。

### • Exchanges and meetings

- In 2015-16, the Chairman attended the 23rd “Recruit Roundtable Luncheon” to discuss and explore solutions to tackle the issues arising out of a diminishing working population.
- The Executive Director received delegates of the Hong Kong Federation of Restaurants and Related Trades Limited to exchange views on nurturing talents for the catering industry. The Executive Director also joined a sharing session organised by the Society for Community Organization and met representatives of new arrivals to discuss their training needs.
- The Executive Director received the Hon. Wong Kwok-hing, BBS, MH, Legislative Council member, and local community members, and introduced to them the service philosophy, training courses and latest developments of the ERB.

- 本局副行政總監(培訓服務)與泰國駐港總領事館副領事(勞工)Mrs. Jarunee Nakornsree會面，介紹本局的培訓課程及支援服務。

## 內部審計

- 內部審計組在審計委員會的領導下行使獨立的審核職能，進行各項內部審計。
- 在2015-16年度，內部審計組完成了「課程成效指標」、「實務技能培訓及評估中心之運作及考試制度」及「ERB服務中心之運作及相關外判程序」三項審計項目，並向審計委員會匯報審計結果。

- The Deputy Executive Director (Training Services) received Mrs. Jarunee Nakornsree, the Consul (Labour) of the Royal Thai Consulate — General (Labour Section), and briefed her the training courses and support services offered by the ERB.

## Internal Audit

- The Internal Audit Section was established to carry out independent internal audits under the auspices of the Audit Committee.
- In 2015-16, the Internal Audit Section completed three internal audit exercises respectively on “Performance Indicators Processing”, “Operations of the Practical Skills Training and Assessment Centre and the Examination System”, and “Performance Monitoring of ERB Service Centres”. Audit reports with improvement recommendations were submitted to the Audit Committee for consideration.

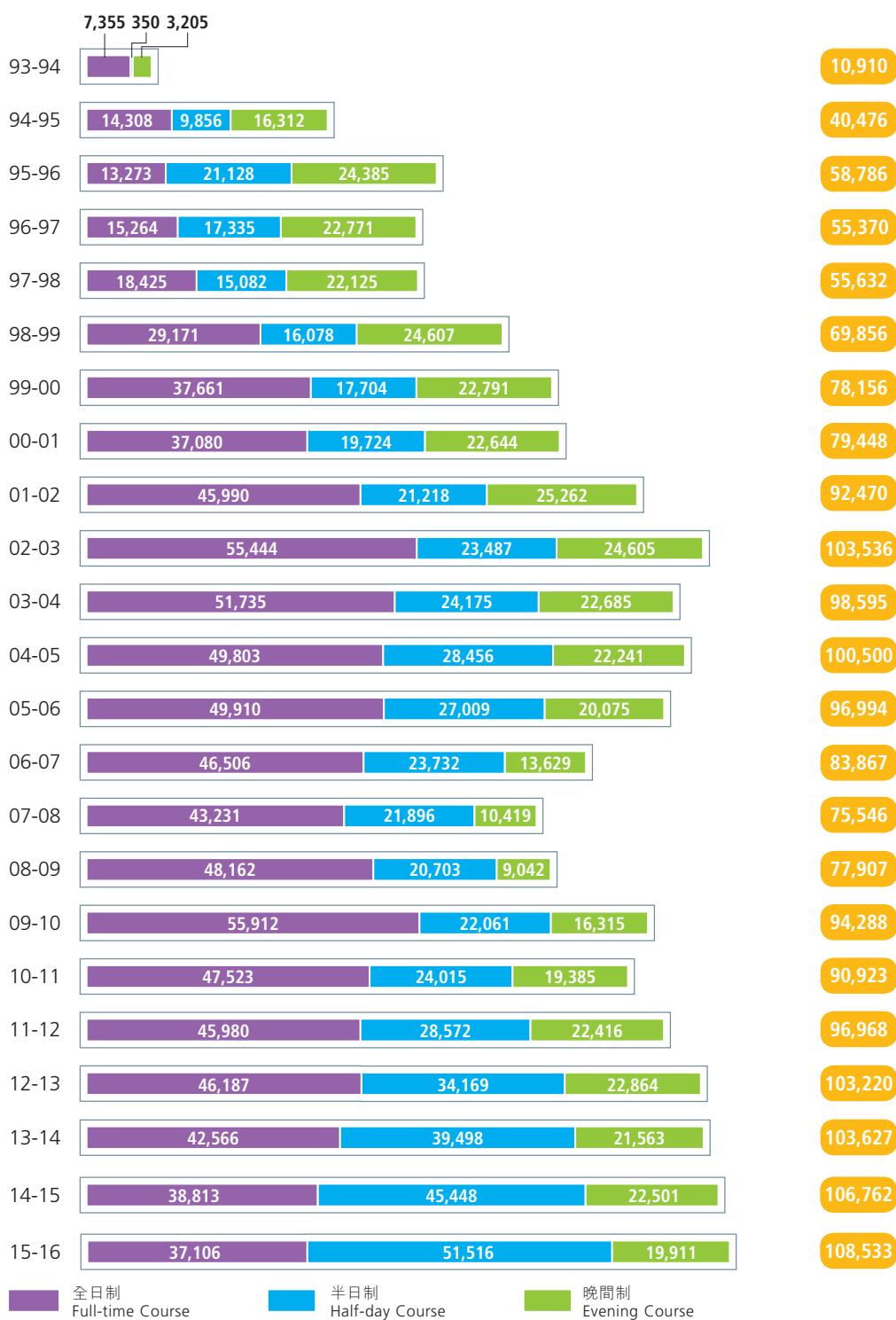


# 主要統計資料

## MAJOR STATISTICS

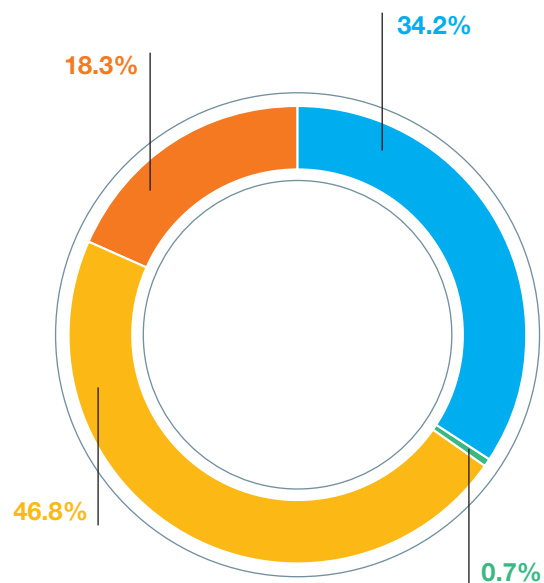
### 各類培訓課程畢業學員人次

#### Number of Graduate Trainees



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

課程 Course Mode	人次 No. of Trainees	比例 Proportion %
■ 全日制就業掛鈎課程 Full-time Placement-tied Course	37,106	34.2%
■ 半日制就業掛鈎課程 Half-day Placement-tied Course	702	0.7%
■ 半日制非就業掛鈎課程 Half-day Non-Placement-tied Course	50,814	46.8%
■ 晚間制非就業掛鈎課程 Evening Non-Placement-tied Course	19,911	18.3%
<b>總數 Total</b>	<b>108,533</b>	<b>100%</b>

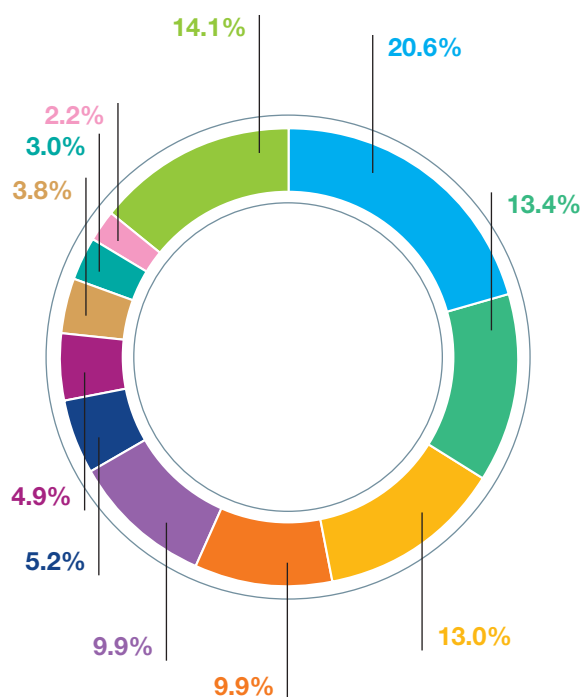


## 主要統計資料 MAJOR STATISTICS

### 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	7,771	20.6%
飲食 Catering	5,079	13.4%
物業管理及保安 Property Management & Security	4,912	13.0%
美容 Beauty Therapy	3,752	9.9%
健康護理 Healthcare Services	3,736	9.9%
環境服務 Environmental Services	1,975	5.2%
中醫保健 Chinese Healthcare	1,837	4.9%
商業 Business	1,445	3.8%
酒店 Hotel	1,133	3.0%
零售 Retail	822	2.2%
其他 Others	5,346	14.1%
<b>總數 Total</b>	<b>37,808</b>	<b>100%</b>



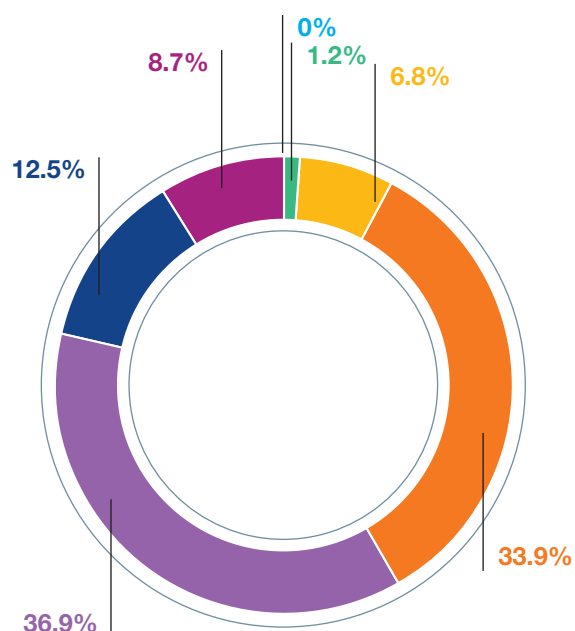
上述圖表顯示首10個最多畢業學員人次的課程類別。

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

## 就業掛鈎課程畢業學員教育程度分布

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

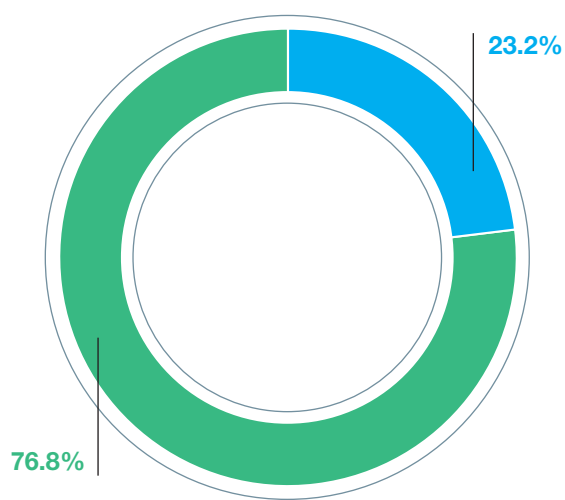
教育程度 Education Level	人次 No. of Trainees	比例 Proportion %
未曾入學 No Schooling	11	0%
未完成小學 Not Completed Primary Education	470	1.2%
小學畢業 Completed Primary 6	2,569	6.8%
中一至中三 Secondary 1 to 3	12,824	33.9%
中四至中五 Secondary 4 to 5	13,937	36.9%
中六至中七 Secondary 6 to 7	4,719	12.5%
高等教育 Tertiary Education	3,278	8.7%
<b>總數 Total</b>	<b>37,808</b>	<b>100%</b>



## 主要統計資料 MAJOR STATISTICS

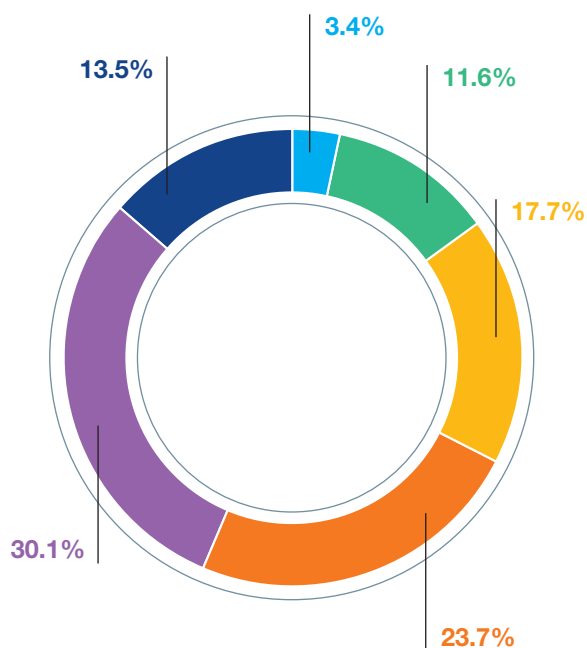
### 就業掛鈎課程畢業學員男女比例 Graduate Trainees of Placement-tied Courses by Gender

性別 Gender	人次 No. of Trainees	比例 Proportion %
男性 Male	8,771	23.2%
女性 Female	29,037	76.8%
<b>總數 Total</b>	<b>37,808</b>	<b>100%</b>



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

年齡 Age	人次 No. of Trainees	比例 Proportion %
15-19	1,275	3.4%
20-29	4,390	11.6%
30-39	6,714	17.7%
40-49	8,949	23.7%
50-59	11,372	30.1%
60或以上 60 or above	5,108	13.5%
<b>總數 Total</b>	<b>37,808</b>	<b>100%</b>



## 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

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

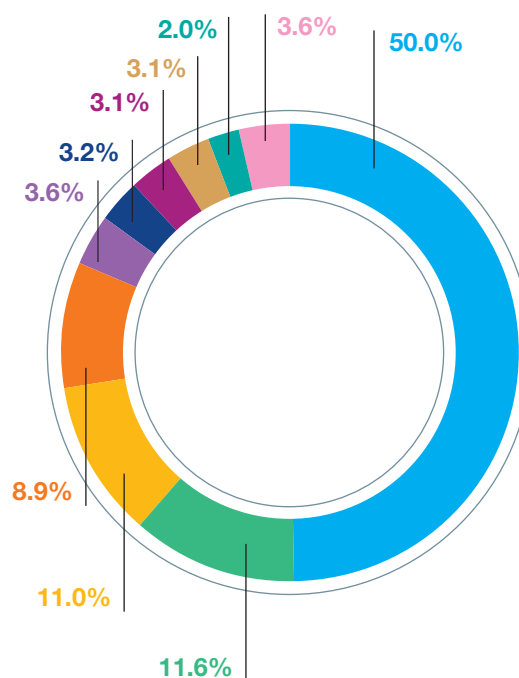


上述圖表顯示首 10 個最多畢業學員人次的課程類別的留職率（就業跟進期完結六個月後）。  
The above chart lists the retention rate (after six months upon placement follow-up period) of the top 10 course categories according to the number of graduate trainees.

## 就業掛鈎課程受聘畢業學員行業組別劃分

### Industry Sector Profile of Graduate Trainees of Placement-tied Courses

行業組別 Industry Sector	人次 No. of Trainees	比例 Proportion %
社區、社會及個人服務業 Community, Social and Personal Services	15,342	50.0%
地產、物業管理及護衛業 Real Estate, Property Management and Security Services	3,565	11.6%
批發及零售業 Wholesale and Retail	3,382	11.0%
飲食業 Catering	2,730	8.9%
金融、保險及商業服務業 Finance, Insurance and Business Services	1,095	3.6%
運輸、倉庫及通訊業 Transport, Storage and Communication	980	3.2%
建造業 Construction	962	3.1%
酒店業 Hotel	953	3.1%
進出口貿易業 Import and Export	610	2.0%
其他* Others*	1,093	3.6%
<b>總數 Total</b>	<b>30,712</b>	<b>100%</b>



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

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

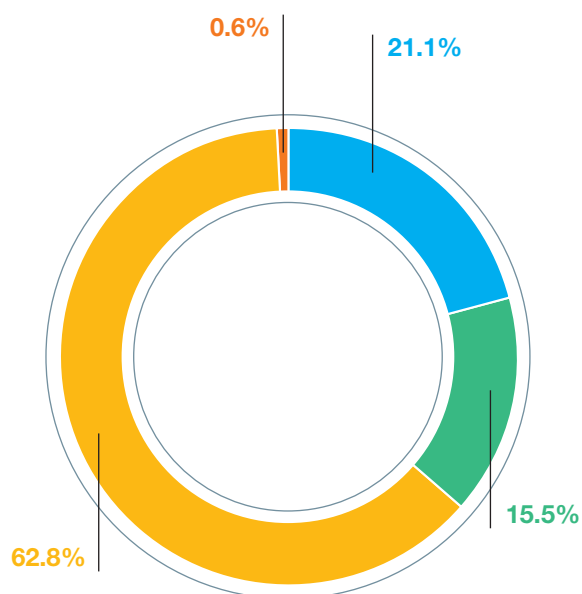


## 主要統計資料 MAJOR STATISTICS

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

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

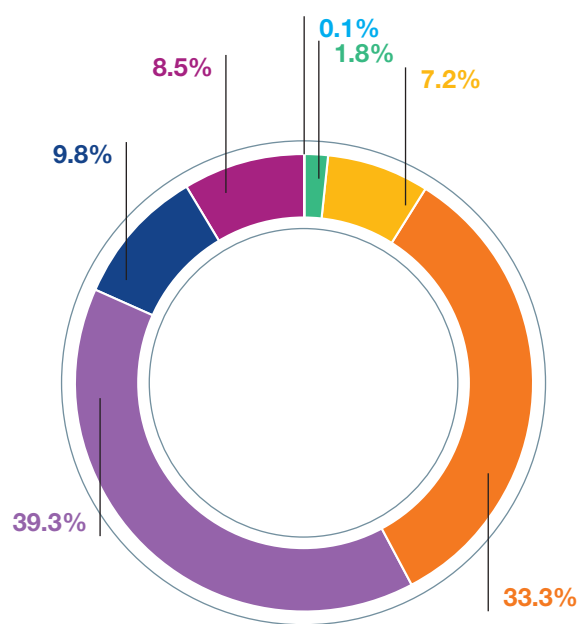
課程類別 Course Type	人次 No. of Trainees	比例 Proportion %
通用技能培訓課程 — 資訊科技應用 Generic Skills Training Courses – IT Applications	14,901	21.1%
通用技能培訓課程 — 職業語文 Generic Skills Training Courses – Workplace Languages	10,960	15.5%
「新技能提升計劃」 課程 “Skills Upgrading Scheme Plus” Courses	44,401	62.8%
其他 Others	463	0.6%
<b>總數 Total</b>	<b>70,725</b>	<b>100%</b>



## 非就業掛鈎課程畢業學員教育程度分布

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

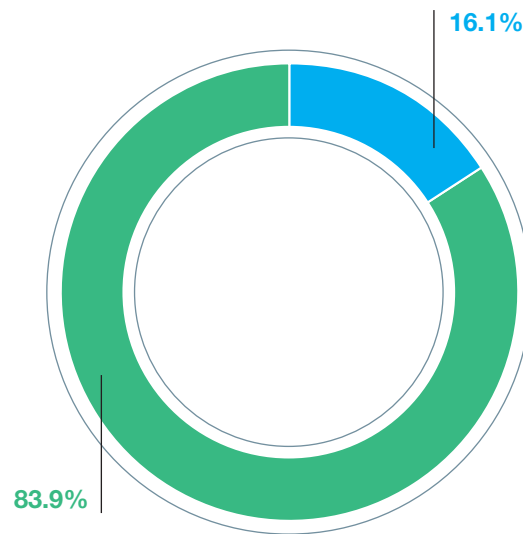
教育程度 Education Level	人次 No. of Trainees	比例 Proportion %
未曾入學 No Schooling	61	0.1%
未完成小學 Not Completed Primary Education	1,292	1.8%
小學畢業 Completed Primary 6	5,073	7.2%
中一至中三 Secondary 1 to 3	23,544	33.3%
中四至中五 Secondary 4 to 5	27,808	39.3%
中六至中七 Secondary 6 to 7	6,951	9.8%
高等教育 Tertiary Education	5,996	8.5%
<b>總數 Total</b>	<b>70,725</b>	<b>100%</b>



## 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

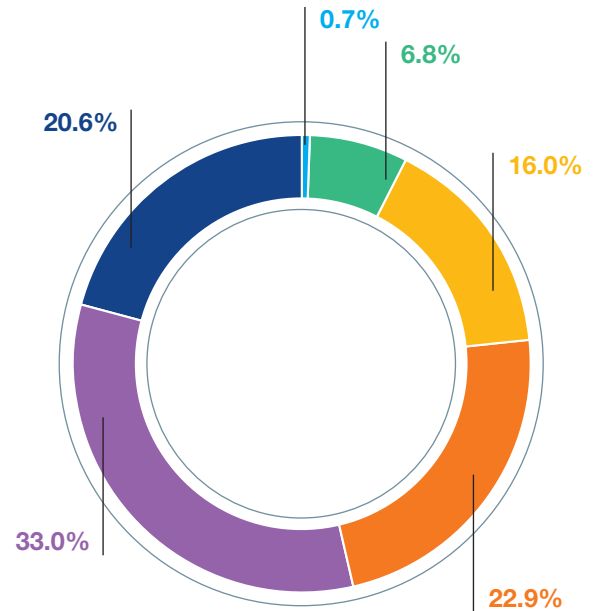
性別 Gender	人次 No. of Trainees	比例 Proportion %
■ 男性 Male	11,369	16.1%
■ 女性 Female	59,356	83.9%
<b>總數 Total</b>	<b>70,725</b>	<b>100%</b>



### 非就業掛鈎課程畢業學員年齡分布

### Graduate Trainees of Non-Placement-tied Courses by Age

年齡 Age	人次 No. of Trainees	比例 Proportion %
15-19	530	0.7%
20-29	4,804	6.8%
30-39	11,305	16.0%
40-49	16,187	22.9%
50-59	23,321	33.0%
60 或以上 60 or above	14,578	20.6%
<b>總數 Total</b>	<b>70,725</b>	<b>100%</b>



# 財務報表

## FINANCIAL STATEMENTS

### 獨立核數師報告

#### 致僱員再培訓局各委員

(根據《僱員再培訓條例》於香港成立)

本核數師(以下簡稱「我們」)已審核列載於第86至111頁之僱員再培訓局(「再培訓局」)的財務報表，其中包括於2016年3月31日的資產負債表，及截至該日止年末的收支表、資金變動表及現金流量表，以及主要會計政策概要和其他附註解釋資料。

#### 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反映真實而公平意見的財務報表，並落實其認為所必要的內部控制，以使編製財務報表時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，對該等財務報表作出意見，並按照雙方同意的受聘條款，向再培訓局各委員報告。除此以外，我們的報告不可用作其他用途。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。我們已根據香港會計師公會頒佈的香港審計準則進行審計。該等準則要求我們遵守道德規範，並規劃及執行審計，合理地確定財務報表是否不存在任何重大錯誤陳述。

### INDEPENDENT AUDITOR'S REPORT

#### TO THE MEMBERS OF EMPLOYEES RETRAINING BOARD

(Established in Hong Kong under the Employees Retraining Ordinance)

We have audited the financial statements of Employees Retraining Board (the "Board") set out on pages 86 to 111, which comprise the balance sheet as at 31 March 2016, 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 our agreed terms of engagement, 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2016年3月31日的財務狀況及截至該日止年度的財務表現及現金流量。

德勤•關黃陳方會計師行  
執業會計師  
香港

2016年12月2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 financial position of the Board as at 31 March 2016, and of its financial performance and cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards.

Deloitte Touche Tohmatsu  
Certified Public Accountants  
Hong Kong

2 December 2016

# 財務報表

## FINANCIAL STATEMENTS

### 收支表

#### INCOME AND EXPENDITURE ACCOUNT

截至2016年3月31日止年度  
FOR THE YEAR ENDED 31 MARCH 2016

		附註 NOTES	二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
<b>收入</b>	<b>Income</b>			
徵款收入	Levy income		<b>22,512,291</b>	21,008,173
利息收入	Interest income		<b>671,457,776</b>	560,819,163
課程學費收入	Course fee income		<b>5,754,831</b>	5,569,592
其他收入	Other income	6	<b>5,590,912</b>	2,237,145
			<b>705,315,810</b>	589,634,073
<b>支出</b>	<b>Expenditure</b>			
再培訓津貼	Retraining allowances	7	<b>(59,713,085)</b>	(60,160,340)
培訓課程及計劃開支	Training courses and programme expenses	8	<b>(670,206,966)</b>	(642,365,729)
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		<b>(1,270,802)</b>	(854,930)
行政開支	Administrative expenses		<b>(116,766,290)</b>	(116,721,680)
			<b>(847,957,143)</b>	(820,102,679)
稅前年內虧損	Deficit before taxation		<b>(142,641,333)</b>	(230,468,606)
所得稅	Taxation	9	<b>-</b>	-
<b>年內虧損</b>	<b>Deficit for the year</b>	10	<b>(142,641,333)</b>	(230,468,606)

**資產負債表**  
**BALANCE SHEET**

於2016年3月31日  
AT 31 MARCH 2016

		附註 NOTES	二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
<b>非流動資產</b>	<b>Non-current assets</b>			
物業及設備	Property and equipment	12	<b>12,483,930</b>	29,533,916
租金及公用設施按金	Rental and utility deposits	13	<b>2,639,403</b>	1,694,745
應收香港金融管理局之款項	Amount due from the Hong Kong Monetary Authority	15	<b>12,500,000,000</b>	12,500,000,000
			<b>12,515,123,333</b>	12,531,228,661
<b>流動資產</b>	<b>Current assets</b>			
應收款項、按金及預付款	Receivables, deposits and prepayments	13	<b>12,322,613</b>	17,429,992
應收香港金融管理局之款項	Amount due from the Hong Kong Monetary Authority	15	<b>1,202,223,009</b>	556,895,478
應收入境事務處之款項	Amount due from the Immigration Department	16	<b>412,800</b>	441,600
應收培訓機構之款項	Amounts due from training bodies	16	<b>353,427</b>	932,959
銀行結餘及存款	Bank balances and deposits	14		
— 現金及現金等價物	— Cash and cash equivalents		<b>1,532,383,700</b>	45,172,240
— 原到期日逾三個月之定期存款	— Time deposits with original maturity over three months		<b>697,396,091</b>	2,954,875,900
			<b>3,445,091,640</b>	3,575,748,169
<b>流動負債</b>	<b>Current liabilities</b>			
應計費用及其他應付款	Accrual and other payables		<b>53,704,531</b>	57,825,055
<b>淨流動資產</b>	<b>Net current assets</b>		<b>3,391,387,109</b>	3,517,923,114
<b>淨資產</b>	<b>Net assets</b>		<b>15,906,510,442</b>	16,049,151,755
<b>資金</b>	<b>Fund</b>			
僱員再培訓基金	Employees Retraining Fund		<b>15,906,510,442</b>	16,049,151,775

載於第86至111頁的財務報表已於2016年12月2日獲僱員再培訓局委員審批及授權發布，並由下列代表簽署：

The financial statements on pages 86 to 111 were approved and authorised for issue by the members of the Employees Retraining Board on 2 December 2016 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2016年3月31日止年度  
FOR THE YEAR ENDED 31 MARCH 2016

		僱員再培訓基金 Employees Retraining Fund 港元 HK\$
於2014年4月1日	At 1 April 2014	<b>16,279,620,381</b>
年內虧損	Deficit for the year	<b>(230,468,606)</b>
於2015年3月31日	At 31 March 2015	<b>16,049,151,775</b>
年內虧損	Deficit for the year	<b>(142,641,333)</b>
於2016年3月31日	At 31 March 2016	<b>15,906,510,442</b>

**現金流量表**  
**STATEMENT OF CASH FLOWS**

截至2016年3月31日止年度  
FOR THE YEAR ENDED 31 MARCH 2016

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
<b>經營業務</b>	<b>OPERATING ACTIVITIES</b>		
年內虧損	Deficit for the year	<b>(142,641,333)</b>	(230,468,606)
經調整：	Adjustments for:		
物業及設備折舊	Depreciation of property and equipment	<b>18,967,112</b>	19,256,068
利息收入	Interest income	<b>(671,457,776)</b>	(560,819,163)
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	<b>2,331,055</b>	2,231,272
營運資金變動前之經營業務 現金流	Operating cash flows before movements in working capital	<b>(792,800,942)</b>	(769,800,429)
應收款項、按金及預付款之 減少(增加)	Decrease (increase) in receivables, deposits and prepayments	<b>1,755,666</b>	(2,076,919)
應收入境事務處之款項之減少	Decrease in amount due from the Immigration Department	<b>28,800</b>	50,400
應收培訓機構之款項之減少	Decrease in amounts due from training bodies	<b>579,532</b>	303,796
應付款項及其他應付款之減少	Decrease in accrual and other payables	<b>(4,120,524)</b>	(4,899,775)
應付入境事務處之款項之減少	Decrease in amount due to the Immigration Department	<b>-</b>	(1,596,929)
<b>用於經營業務之現金淨額</b>	<b>NET CASH USED IN OPERATING ACTIVITIES</b>	<b>(794,557,468)</b>	(778,019,856)

## 財務報表

## FINANCIAL STATEMENTS

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
<b>投資業務</b>	<b>INVESTING ACTIVITIES</b>		
已收利息	Interest received	<b>26,130,245</b>	47,074,370
購買物業及設備之款項	Purchase of property and equipment	<b>(1,841,126)</b>	(4,614,439)
原到期日逾三個月之定期存款 之減少(增加)	Decrease (increase) in time deposits with original maturity over three months	<b>2,257,479,809</b>	(221,605,900)
<b>來自(用於)投資業務之 現金淨額</b>	<b>NET CASH FROM (USED IN) INVESTING ACTIVITIES</b>	<b>2,281,768,928</b>	(179,145,969)
<b>現金及現金等值物增加(減少) 淨額</b>	<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>1,487,211,460</b>	(957,165,825)
<b>承前現金及現金等值物</b>	<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR</b>	<b>45,172,240</b>	1,002,338,065
<b>現金及現金等值物結轉</b>	<b>CASH AND CASH EQUIVALENTS AT END OF THE YEAR</b>		
銀行結餘及現金	Represented by bank balances and cash	<b>1,532,383,700</b>	45,172,240
<b>現金及現金等值物分析：</b>	<b>Analysis of cash and cash equivalents:</b>		
銀行結餘及現金	Bank balances and cash	<b>40,859,200</b>	45,172,240
原到期日等於或少於三個月 之定期存款	Time deposits with original maturity of three months or less	<b>1,491,524,500</b>	–
		<b>1,532,383,700</b>	45,172,240

## 財務報表附註

截至2016年3月31日止年度

### 1. 機構組織與事務

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

根據《僱員再培訓條例》第14(1)條、第14(2)條及附表三，僱主須為透過「輸入僱員計劃」而引入的外來僱員繳付一項名為「僱員再培訓徵款」(「徵款」)的款項，僱主就輸入每名僱員預先繳付徵款，金額為400港元乘以僱傭合約期內的月數(以24個月為上限)計算。

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

再培訓局的辦事處地址為香港柴灣小西灣道10號3樓至6樓。

再培訓局的財務報表以港元呈列，而港元亦為本局的功能貨幣。

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

### 1. ORGANISATION AND ACTIVITIES

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

In accordance with Section 14(1), Section 14(2) and Schedule 3 of the ERO, a specified levy known as Employees Retraining Levy (the “levy”) was imposed on those employers importing employees under the Labour Importation Scheme. The levy payable for each imported employee is HK\$400 multiplied by the number of months covered by the employment contract up to a maximum of 24 months.

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

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

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

**2. 應用新訂及經修訂香港財務報告準則（「香港財務報告準則」）**

**採納新訂及經修訂香港財務報告準則**

再培訓局於本年度已首次應用以下由香港會計師公會（「香港會計師公會」）頒佈之香港財務報告準則之修訂：

香港會計準則第19號之修訂 Amendments to HKAS 19	界定福利計劃：僱員供款 Defined Benefit Plans: Employee Contributions
香港財務報告準則之修訂 Amendments to HKFRSs	香港財務報告準則二零一零年至二零一二年週期之年度改進 Annual Improvements to HKFRSs 2010–2012 Cycle
香港財務報告準則之修訂 Amendments to HKFRSs	香港財務報告準則二零一一年至二零一三年週期之年度改進 Annual Improvements to HKFRSs 2011–2013 Cycle

於本年度應用香港財務報告準則之修訂對再培訓局於本年度及過往年度之財務表現及狀況及／或對該等財務報表所載之披露資料並無重大影響。

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

**Application of new and revised HKFRSs**

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

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

### 已頒佈但尚未生效之新訂及經修訂香港財務報告準則

再培訓局並無提早應用下列已頒佈但尚未生效之新訂及經修訂香港財務報告準則：

### New and revised HKFRSs in issue but not yet effective

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

香港財務報告準則第9號 HKFRS 9	金融工具 <sup>3</sup> Financial Instruments <sup>3</sup>
香港財務報告準則第15號 HKFRS 15	來自客戶合約之收益 <sup>3</sup> Revenue from Contracts with Customers <sup>3</sup>
香港財務報告準則第16號 HKFRS 16	租賃 <sup>4</sup> Leases <sup>4</sup>
香港財務報告準則第2號之修訂 Amendments to HKFRS 2	股份基礎給付 <sup>3</sup> Classification and Measurement of Share-based Payment Transactions <sup>3</sup>
香港財務報告準則第11號之修訂 Amendments to HKFRS 11	就收購於合營業務之權益之會計處理 <sup>1</sup> Accounting for Acquisitions of Interests in Joint Operations <sup>1</sup>
香港會計準則第1號之修訂 Amendments to HKAS 1	披露措施 <sup>1</sup> Disclosure Initiative <sup>1</sup>
香港會計準則第7號之修訂 Amendments to HKAS 7	披露措施 <sup>2</sup> Disclosure Initiative <sup>2</sup>
香港會計準則第12號之修訂 Amendments to HKAS 12	遞延所得稅 <sup>2</sup> Recognition of Deferred Tax Assets for Unrealised Losses <sup>2</sup>
香港會計準則第16號及 香港會計準則第38號之修訂 Amendments to HKAS 16 and HKAS 38	折舊及攤銷之可接受方法之澄清 <sup>1</sup> Clarification of Acceptable Methods of Depreciation and Amortisation <sup>1</sup>
香港會計準則第16號及 香港會計準則第41號之修訂 Amendments to HKAS 16 and HKAS 41	農業：生產性植物 <sup>1</sup> Agriculture: Bearer Plants <sup>1</sup>
香港會計準則第27號之修訂 Amendments to HKAS 27	獨立財務報表之權益法 <sup>1</sup> Equity Method in Separate Financial Statements <sup>1</sup>
香港財務報告準則第10號及 香港會計準則第28號之修訂 Amendments to HKFRS 10 and HKAS 28	投資者與其聯營公司或合營公司之間之資產銷售或注資 <sup>5</sup> Sale or Contribution of Assets between an Investor and its Associate or Joint Venture <sup>5</sup>
香港財務報告準則第10號、 香港財務報告準則第12號及 香港會計準則第28號之修訂 Amendments to HKFRS 10, HKFRS 12 and HKAS 28	投資實體：應用綜合入賬之例外情況 <sup>1</sup> Investment Entities: Applying the Consolidation Exception <sup>1</sup>
香港財務報告準則第15號之修訂 Amendments to HKFRS 15	香港財務報告準則第15號來自與客戶合約之收益之澄清 <sup>1</sup> Clarifications to HKFRS 15 Revenue from Contracts with Customers <sup>3</sup>
香港財務報告準則之修訂 Amendments to HKFRSs	香港財務報告準則二零一二年至二零一四年週期之年度改進 <sup>1</sup> Annual Improvements to HKFRSs 2012–2014 Cycle <sup>1</sup>

<sup>1</sup> 於二零一六年一月一日或之後開始之年度期間生效

<sup>2</sup> 於二零一七年一月一日或之後開始之年度期間生效

<sup>3</sup> 於二零一八年一月一日或之後開始之年度期間生效

<sup>4</sup> 於二零一九年一月一日或之後開始之年度期間生效

<sup>5</sup> 於待定期限或之後開始之年度期間生效

<sup>1</sup> Effective for annual periods beginning on or after 1 January 2016

<sup>2</sup> Effective for annual periods beginning on or after 1 January 2017

<sup>3</sup> Effective for annual periods beginning on or after 1 January 2018

<sup>4</sup> Effective for annual periods beginning on or after 1 January 2019

<sup>5</sup> Effective for annual periods beginning on or after a date of be determined

### 香港財務報告準則第16號「租賃」

香港財務報告準則第16號將於生效日期取代香港會計準則第17號「租賃」，引入單一的承租人會計模式，並要求承租人確認所有租賃期超過12個月的資產和負債，除非相關的資產價值偏低。特別是在香港財務報告準則第16號下，承租人需要確認代表其使用相關租賃資產之權利為使用權資產，以及代表其作出租賃付款之責任為租賃負債。承租人亦需要相應地確認使用權資產的減值以及租賃負債的利息，並將租賃負債之現金償還分為本金與利息兩部分，在現金流量表中呈示出來。此外，使用權資產與租賃負債最初以現值為基準測算。該測算包括不可取消的租賃付款，以及在承租人合理地確定行使延長租賃的選擇權，或不行使終止租賃之選擇權的情況下，於可選期間要作出的付款。此會計處理方法與之前標準「香港會計準則第17號」下將租賃歸類為經營租賃之承租人會計的方法有重大分別。

就出租人會計方法而言，香港財務報告準則第16號基本沿用了香港會計準則第17號中的出租人會計方法。相應地，出租人要繼續將其租賃歸類為經營租賃或融資租賃，並以不同的方式對兩類租賃進行會計處理。

再培訓局將會在獲得香港財務報告準則第16號之應用的更詳細指引後，評估採用該準則的影響。在現情況下，在對香港財務報告準則第16號作出詳細審視之前，為此準則之影響作出合理估計並不可行。

除上文所述者外，再培訓局預期，應用其他新訂及經修訂香港財務報告準則將不會對再培訓局財務報表之已確認數額產生重大影響。

### HKFRS 16 Leases

HKFRS 16, which upon the effective date will supersede HKAS 17 Leases, introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value. Specifically, under HKFRS 16, a lessee is required to recognise a right-of-use asset representing its right to use the underlying leased asset and a lease liability representing its obligation to make lease payments. Accordingly, a lessee should recognise depreciation of the right-of-use asset and interest on the lease liability, and also classifies cash repayments of the lease liability into a principal portion and an interest portion and presents them in the statement of cash flows. Also, the right-of-use asset and the lease liability are initially measured on a present value basis. The measurement includes non-cancellable lease payments and also includes payments to be made in optional periods if the lessee is reasonably certain to exercise an option to extend the lease, or not to exercise an option to terminate the lease. This accounting treatment is significantly different from the lessee accounting for leases that are classified as operating leases under the predecessor standard, HKAS 17.

In respect of the lessor accounting, HKFRS 16 substantially carries forward the lessor accounting requirements in HKAS 17. Accordingly, a lessor continues to classify its leases as operating leases or finance leases, and to account for those two types of leases differently.

The Board's members will assess the impact of the application of HKFRS 16 when more detailed guidance on the application of this standard is available. For the moment, it is not practicable to provide a reasonable estimate of the effect of HKFRS 16 until a detailed review has been completed.

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

### 3. 主要的會計政策

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.



### 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期內以直線方法確認以撇銷成本減殘值。估計年期、殘值及折舊方法乃於各報告期終檢討，估計變動之影響則預先入賬。

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

### 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。

### Property and equipment

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

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

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

### Financial instruments

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

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

## 金融資產

再培訓局將其財務資產分類為貸款及應收款項。分類視乎金融資產購入的目的及性質而定，並在初始確認時釐定其金融資產的分類。所有購買及出售金融資產按交易日基準而確認及撤銷。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。

### 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)。

## 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.

### Effective interest method

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

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

### Loans and receivables

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

### 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。

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，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。

### 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.

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.

### 金融負債

金融負債是按照合約內容及定義而分類。

#### 金融負債

金融負債(包括應計費用及其他應付款)初始根據公平法確認及其後按實際利率法攤銷成本計算。

#### 實際利率法

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

金融負債之利息支出按實際利率基準確認。

### 終止確認

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

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

### Financial liabilities

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

#### Financial liabilities

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

#### Effective interest method

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

Interest expense is recognised on an effective interest basis.

### Derecognition

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

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

### 資產減值虧損

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

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

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

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

### Impairment of tangible assets

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

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

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

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

### 租賃

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

### 再培訓局為承租人

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

### 退休福利成本

向退休福利計劃所作之供款於僱員已提供可獲授供款之服務時列作開支扣除。

### 撥備

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

### Leasing

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

### The Board as lessee

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

### Retirement benefit costs

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

### Provisions

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

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### 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。

### 4. CAPITAL RISK MANAGEMENT

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

### 5. 金融工具

#### a. 金融工具分類

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
<b>金融資產</b>	<b>Financial assets</b>		
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)	<b>15,941,732,533</b>	16,072,613,649
<b>金融負債</b>	<b>Financial liabilities</b>		
攤銷成本計	Amortised cost	<b>42,968,888</b>	46,674,382

#### b. 財務風險管理目標及政策

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

#### b. Financial risk management objectives and policies

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

### 信貸風險

再培訓局在應收課程學費收入方面並沒有重大集中的信貸風險。

信貸風險主要來自存放在銀行的存款及應收香港金融管理局之款項。

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

### 市場風險

#### 利率風險

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

### Credit risk

The Board has no significant concentration of credit risk on course fee receivables as the members of the Board consider the amounts involved are insignificant.

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

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

### Market risk

#### Interest rate risk

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



### 敏感度分析

以下敏感度分析乃以再培訓局之浮動銀行存款及應收香港金融管理局之款項的利率風險為基準釐定。此敏感度分析之編制乃假設報告期終未結算之資產及負債金額於整個年度均未結算。50基點(2015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(2015年：50基點)，而其他變量均保持不變，再培訓局截至2016年3月31日止年度之年內虧損會減少79,638,000港元(2015年：80,260,000港元)。若利率下降50基點(2015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。

### Sensitivity analysis

The sensitivity analysis has been determined based on the exposure to interest rate from the Board's variable-rate bank deposits and amount due from the Hong Kong Monetary Authority. The analysis is prepared assuming the bank deposits and amount due from Hong Kong Monetary Authority outstanding at the end of the reporting period were outstanding for the whole year. A 50 basis points (2015: 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 (2015: 50 basis points) higher and all other variables were held constant, the Board's deficit for the year ended 31 March 2016 would decrease by approximately HK\$79,638,000 (2015: HK\$80,260,000). 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 (2015: 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**

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
教育局的評審資助(附註)	Accreditation grant from Education Bureau (note)	3,924,961	892,242
雜項收入	Sundry income	1,665,951	1,344,903
		<b>5,590,912</b>	2,237,145

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

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

**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 of the ERO.

**8. 培訓課程及計劃開支**

**8. TRAINING COURSES AND PROGRAMME EXPENSES**

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
培訓課程	Training courses	605,753,091	572,861,403
ERB 服務中心	ERB service centres	23,264,048	22,405,670
實務技能培訓及評估中心	Practical Skills Training and Assessment Centre	7,477,178	7,155,286
「樂活一站」、「陪月一站」及其他服務計劃	Smart Living, Smart Baby Care and other service schemes	14,611,579	13,552,316
公關及推廣計劃	Public relations and promotion programmes	11,810,768	10,625,353
課程質素保證機制	Course quality assurance programmes	1,455,825	10,493,735
其他	Others	5,834,477	5,271,966
		<b>670,206,966</b>	642,365,729

**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

		二零一六年 2016 港元 HK\$	二零一五年 2015 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	240,000	225,000
折舊(附註12)	Depreciation (note 12)	18,967,112	19,256,068
應收課程學費收入及 其他應收款減值虧損	Impairment losses recognised in respect of course fee income and other receivables	2,331,055	2,231,272
經營租賃租金	Operating lease payments in respect of rented premises	10,047,702	8,945,830
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	85,504,849	84,706,648
— 退休福利	— retirement benefits scheme contributions	4,306,983	4,444,563

## 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(2015年：5位)總監級管理人員。他們的薪酬已包括在以上附註10內。以上總監級管理人員的薪酬如下：

## 11. MEMBERS AND KEY MANAGEMENT PERSONNEL COMPENSATION

No remuneration were received by the members of the Board. The key management of the Board refers to the five directorate officers (2015: 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:

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
薪酬及津貼	Salaries and allowances	8,869,651	9,092,893
退休福利	Retirement benefits scheme contributions	360,345	369,827
約滿酬金	Provision for gratuities	907,343	832,117
		10,137,339	10,294,837

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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\$
<b>成本</b>	<b>COST</b>				
於2014年4月1日	At 1 April 2014	74,648,558	7,427,918	336,000	82,412,476
增加	Additions	–	5,127,115	–	5,127,115
出售	Disposals	–	(37,850)	–	(37,850)
於2015年3月31日	At 31 March 2015	74,648,558	12,517,183	336,000	87,501,741
增加	Additions	237,400	1,679,726	–	1,917,126
出售	Disposals	–	(37,100)	–	(37,100)
於2016年3月31日	At 31 March 2016	74,885,958	14,159,809	336,000	89,381,767
<b>折舊</b>	<b>DEPRECIATION</b>				
於2014年4月1日	At 1 April 2014	33,806,865	4,690,742	252,000	38,749,607
年內折舊	Provided for the year	17,211,418	1,960,650	84,000	19,256,068
於出售時對銷	Eliminated on disposals	–	(37,850)	–	(37,850)
於2015年3月31日	At 31 March 2015	51,018,283	6,613,542	336,000	57,967,825
年內折舊	Provided for the year	16,735,894	2,231,218	–	18,967,112
於出售時對銷	Eliminated on disposals	–	(37,100)	–	(37,100)
於2016年3月31日	At 31 March 2016	67,754,177	8,807,660	336,000	76,897,837
<b>賬面值</b>	<b>CARRYING VALUES</b>				
於2016年3月31日	At 31 March 2016	7,131,781	5,352,149	–	12,483,930
於2015年3月31日	At 31 March 2015	23,630,275	5,903,641	–	29,533,916

上述物業及設備以直線法按下列年率折舊：

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

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

物業及設備的增加中包含了76,000港元(2015：512,676港元)轉撥自購買設備及繳付租賃樓宇改良工程的按金。

Included in the additions of property and equipment was amount of HK\$76,000 (2015: HK\$512,676) transferred from deposits paid for acquisition of equipment and leasehold improvements.

### 13. 應收款項、按金及預付款

### 13. RECEIVABLES, DEPOSITS AND PREPAYMENTS

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
租金及公用設施按金	Rental and utility deposits	<b>3,485,282</b>	2,721,400
應收利息	Interest receivables	<b>2,452,274</b>	8,704,931
應收課程學費收入	Course fee income receivables	<b>1,970,667</b>	1,628,312
預付款	Prepayment	<b>5,998,510</b>	4,753,266
其他應收款及按金	Other receivables and deposits	<b>1,055,283</b>	1,316,828
		<b>14,962,016</b>	19,124,737
減：非流動租金及公用設施按金	Less: non-current rental and utility deposits	<b>(2,639,403)</b>	(1,694,745)
		<b>12,322,613</b>	17,429,992

上述的應收款項、按金及預付款為無抵押、免息及於須於要求時償還。

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

於再培訓局的期終報告的應收款項中，包括賬面值合共1,624,525港元（2015年：1,363,525港元）為逾期少於一年但無減值的應收款項。再培訓局並無就此應收款項持有任何抵押。再培訓局基於以往償還經驗，已撇銷逾期超過一年的應收款項合共2,331,055港元（2015年：2,231,272港元）。

Included in the Board's receivables are receivable with aggregate carrying amount of HK\$1,624,525 (2015: HK\$1,363,525) which are past due within one year as at the reporting date, and the Board has not provided for impairment loss. The Board does not hold any collateral over these balances. The Board has provided fully for all receivables overdue more than one year, amounting to HK\$2,331,055 (2015: HK\$2,231,272), 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原到期日逾三個月之定期銀行存款合共697,396,091港元（2015年：2,954,875,900港元），其年利率介乎0.01%至1%（2015年：0.01%至1.54%）。

#### 14. BANK BALANCES AND DEPOSITS

Bank balances and deposits comprise bank balances and time deposits with original maturity over three months amounting HK\$697,396,091 (2015: HK\$2,954,875,900) and carry interest at market rates which ranged from 0.01% to 1% (2015: 0.01% to 1.54%) 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12,500,000,000港元（2015：12,500,000,000港元）為無抵押、按年利率取過往六年外匯基金投資組合的平均投資回報率及上一年度三年期外匯基金債券的平均年化收益之較高者，並將於2020年2月償還。於2016年5月16日，再培訓局與香港金融管理局達成修改協議，由2016年1月1日起，以三年期政府債券的平均年化收益代替三年期外匯基金債券的平均年化收益。

#### 15. AMOUNT DUE FROM THE HONG KONG MONETARY AUTHORITY

The amount of HK\$12,500,000,000 (2015: 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. On 16 May 2016, amendments were agreed between the Board and the Hong Kong Monetary Authority that the average annual yield of three-year Exchange Fund Notes would be replaced by three-year government bond with effect from 1 January 2016.

包含在應收款中1,202,223,009港元（2015：556,895,478港元）之應收香港金融管理局利息款項為無抵押及於一年內償還，其中1,090,712,329港元（2015：382,191,781港元）為按年利率取過往六年外匯基金投資組合的平均投資回報率及上一年度三年期外匯基金債券的平均年化收益之較高者，其餘金額為免息。

The amount of HK\$1,202,223,009 (2015: HK\$556,895,478) represents interest receivables which is unsecured and repayable within one year, of which HK\$1,090,712,329 (2015: HK\$382,191,781) bear interest at the higher of the average investment return of the Exchange Fund's Investment Portfolio for the past six years and the average annual yield of three-year Exchange Fund Notes for the previous year, and the remaining amount is interest free.

## 16. 應收培訓機構之款項及應收入境事務處之款項

應收培訓機構之款項及應收入境事務處之款項為無抵押、免息及須於要求時償還。

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

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

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

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

## 17. 經營租約

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
一年內	Within one year	9,949,793	5,308,504
二至五年	Two to five years	7,377,969	6,390,005
		<b>17,327,762</b>	11,698,509

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。

## 17. OPERATING LEASE COMMITMENTS

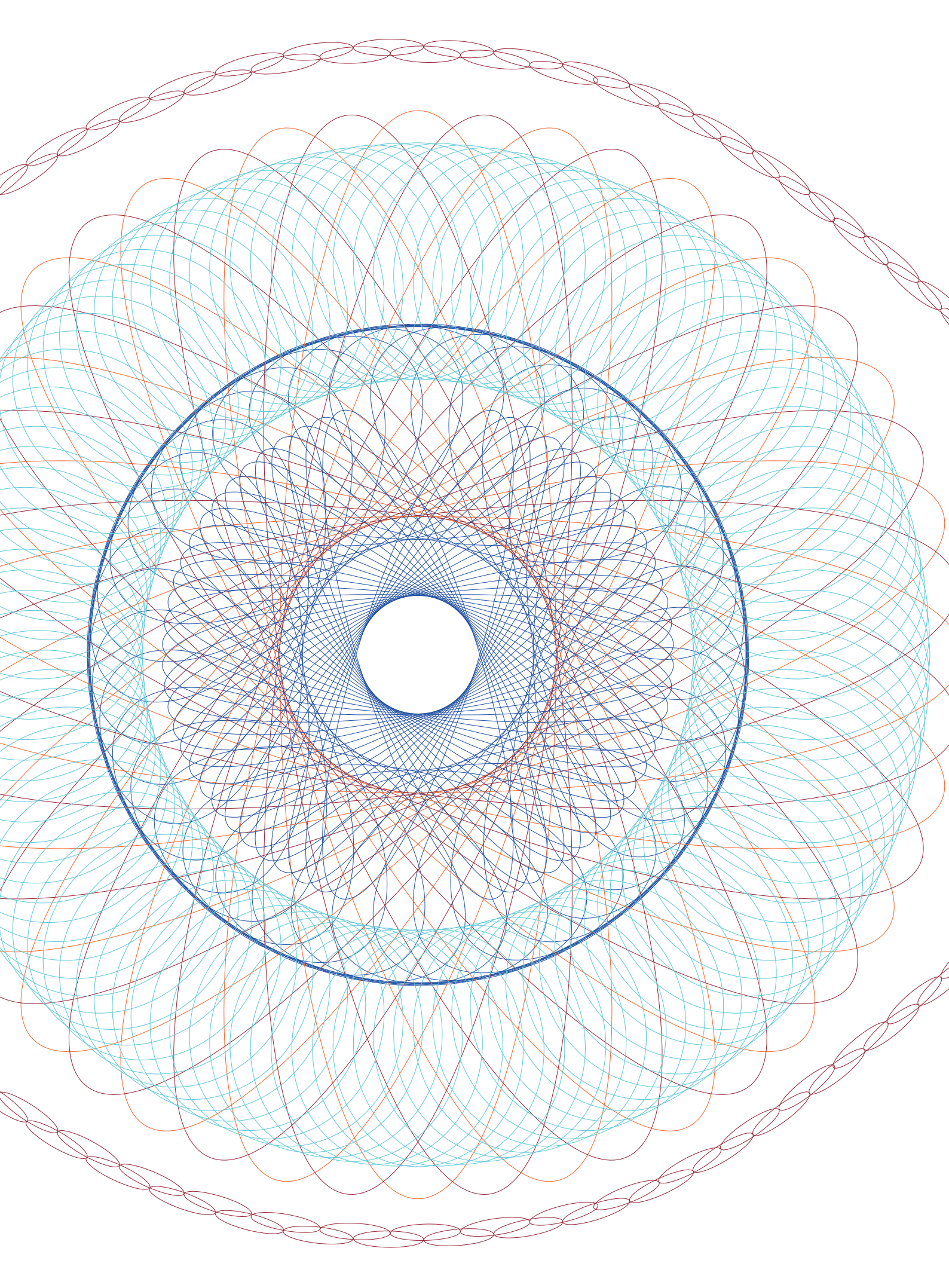
Operating lease payments represent rental payable by the Board for certain of its office premises and service centres. Leases are negotiated for lease terms ranging from one to five years.

## 18. 資本承擔

		二零一六年 2016 港元 HK\$	二零一五年 2015 港元 HK\$
已簽約但未計提	Contracted but not provided for	633,519	1,555,920

## 18. CAPITAL COMMITMENT







# 工作前瞻

## CORPORATE OUTLOOK

認清環境 把握機遇  
Stay Focused and  
Seize Opportunities

# 工作前瞻

## CORPORATE OUTLOOK

僱員再培訓局制訂了2016-17年度的工作綱領，以「培訓給力，就業扶貧」為政策目標，並重點支援有特別需要的社群，協助他們投入就業市場、改善家庭收入及在社會向上流動。

### 重點工作方向

**發展兼職工作的培訓及支援服務，為潛在勞動力投入就業市場創造條件**

- 推出「起步站」兼職空缺轉介平台，為完成本局課程的新來港學員，主要為婦女，提供「一站式」的登記、轉介及跟進服務。
- 檢討「先聘用，後培訓」試點計劃的成效，並探討在其他行業引進度身訂造的聘用安排，讓婦女能兼顧家庭崗位的需要，安心投入就業市場。
- 進行市場調查，探討市民對從事兼職工作的取態，為本局規劃發展方向和工作重點提供參考資料。

**按行業及市民大眾的需要，開發新課程**

- 因應行業的發展推出更多專業認證課程，包括開發一系列備試課程，協助學員獲取行業認可的資歷。
- 加大力度發展新課程及課程系列，協助僱員邁向「一專多能」。

In its work plan for 2016-17, the Employees Retraining Board (ERB) continued to adopt the policy objective of “Training for empowerment, employment for alleviation of poverty”, with emphasis on supporting social groups with special needs and assisting them to join the employment market, thereby improving their family earnings and facilitating their upward mobility in the society.

### Key Work Focus

**Formulating training and support services for the promotion of part-time work with a view to creating an environment conducive to the employment opportunities of the latent workforce**

- To launch the “Smart Starter” part-time job referral platform to provide trainees of new arrival status (mainly women) with one-stop registration, referral and follow-up services.
- To review the effectiveness of the “First-Hire-Then-Train” Pilot Programme, and explore the feasibility of tailor-made recruitment arrangements in other industries to facilitate women to cater concurrently for their family and work commitments.
- To conduct market research to ascertain the opinions of the public towards part-time employment, so as to provide reference information for the formulation of future direction and work priorities.

**Developing new courses to address the needs of industries and the public**

- To launch new professional certification courses in response to the development of different industries, including a series of examination-preparatory courses to assist trainees to attain recognised qualifications.
- To step up the development of new courses and course series to help employees acquire multi-dimensional skills.

## 支援有特別需要的社群

- 開辦外展培訓顧問服務，委派培訓顧問到訪各地區組織及社福機構，為不同背景的服務對象提供個人或小組諮詢服務。
- 檢討「零存整付」證書計劃的推行進度和成效，並考慮把計劃擴展至涵蓋「護理員基礎證書」課程，以擴闊學員的培訓選擇及為業界培育人才。
- 因應「較年長人士培訓需要研究」的調查結果，開發切合較年長人士需要的培訓課程，並於各「ERB服務中心」舉辦「職場再出發」實戰系列活動，協助較年長人士掌握市場動向，調適心態，體會工作實況，做好就業準備。
- 開發更多專設課程，包括為新來港人士開設職場廣東話及英語課程；為少數族裔人士開設資訊科技應用及職業普通話課程；為更生人士開設花店實務及花藝設計；為青年人開設電機及冷氣業課程；在殘疾及工傷康復人士專設課程中加入自僱創業的訓練元素等。

## 推出新措施及服務

- 在葵青及荃灣區以試點形式設立10個「ERB服務點」，提供課程查詢及報讀服務，並定期舉辦行業講座和課程試讀班，以及協助市民預約培訓顧問服務。
- 籌辦「技能增值培訓計劃」，以預備經濟環境出現逆轉時可以盡快回應市民的培訓及就業需要。

## Supporting social groups with special needs

- To introduce a new Outreaching Training Consultancy Service. Training Consultants would visit different NGOs and district organisations to provide personalised or group-based training consultancy service to users with different backgrounds.
- To review the implementation progress and effectiveness of the “Modular Certificates Accumulation Scheme” and explore the possibility of extension to cover the “Foundation Certificate in Care Worker Training” course so as to offer more training options for trainees and provide additional manpower for the industry.
- To develop suitable training courses to address the needs of mature persons with reference to the findings of the “Study on the Training Needs of Mature Persons”. A “Workplace Re-entry Activity Series” would be rolled out at the “ERB Service Centres” to assist mature persons to better understand the employment market, adjust their attitudes and experience real-life working situations, so as to prepare them for taking up employment.
- To develop more dedicated courses including workplace Cantonese and English courses for new arrivals, information technology applications and workplace Putonghua courses for ethnic minorities, florist and floriculture training for rehabilitated ex-offenders, and electrical engineering and air-conditioning courses for young people; and to incorporate self-employment training components in dedicated courses for persons with disabilities and persons recovered from work injuries.

## New initiatives and services

- To set up 10 “ERB Service Spots” on a pilot basis in Kwai Tsing and Tsuen Wan to provide course enquiry and enrolment services, organise periodic industry seminars and taster courses, and offer advance booking of training consultancy service.
- To make arrangements for the introduction of the “Skills Enrichment Training Scheme” in anticipation of possible downturn of the economy so as to promptly address the training and employment needs of the public.

# 相片

## PHOTO GALLERY



本局推行「先聘用，後培訓」試點計劃，協助中年婦女及料理家務者入職成為安老院舍的見習護理員。

The ERB introduced the “First-Hire-Then-Train” Pilot Programme to assist middle-aged women and homemakers to land on jobs in elderly homes as care worker trainees.

培訓顧問拜訪為少數族裔人士提供支援的教育及社區機構，並為非華語學生及少數族裔人士舉辦講座、試讀班、培訓及就業交流會等活動。

Training Consultants paid visits to educational and community organisations offering support to ethnic minorities. They also organised activities including seminars, taster courses and exchange forums on training and employment to non-Chinese speaking students and ethnic minorities.



「ERB服務中心」舉辦「『後50』就業實戰系列」活動，透過職志分析及就業規劃工作坊、行業講座、企業參觀及招聘活動，協助較年長人士掌握市場動向，強化就業能力。

“ERB Service Centres” offer the “Post-50 Employment Series”. Workshops on career interests and planning, industry seminars, enterprise visits and job fairs were organised to assist mature persons to better understand the prevailing circumstances of the employment market and strengthen their employability.



本局邀請企業的主管人員擔任「學校職業講座」的講者，與高中學生分享行業前景、工作實況、入職要求等。The ERB organised “Career Talks for Schools” and invited senior executives of corporations to brief upper secondary students of the career prospects, working environment and entry requirements of different industries.



本局推出第三屆「特種警衛訓練計劃」，培育年齡18至24歲的青年人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高端護衛及保安服務。The ERB organised the “Squad 3S Programme” for the third time to train up young people aged 18 to 24 to become professional security personnels to provide high-end property management and security services on specific occasions and at designated venues.



本局舉辦「僱主周年聚會」，邀請行業商會、僱主組織、企業，以及培訓機構的代表出席，深化本局與各行業的伙伴關係。With a view to strengthening partnership with various industries, the “Annual Employer Luncheon” was organised. Representatives of trade associations, employer organisations, enterprises and training bodies were invited to attend.



本局以試點形式推出「ERB中小企服務」，加強對中小企在招聘及培訓員工的支援，年度內共舉辦了兩場「中小企員工試讀班」。

The ERB introduced the “ERB Services for SMEs” on a pilot basis to step up the support to SMEs in the areas of recruitment and staff training. In the year, the ERB organised two “Taster Courses for SMEs”.

## 相片 PHOTO GALLERY



本局於年度內推出全新機構網站及《My ERB》Facebook專頁，並展開一系列宣傳推廣活動。

The ERB launched the new corporate website and “My ERB” Facebook Fan Page in the year, and a series of promotional activities were organised.



本局透過「培訓課程推廣計劃」，資助培訓機構在各區舉辦地區推廣活動。The ERB sponsored training bodies to organise district-based promotional activities under the “Funding Programme for Training Courses”.



本局舉辦第8屆ERB「人才發展計劃」頒獎禮，嘉許有傑出表現的學員，以及向各合作伙伴表示謝意；主禮嘉賓與一眾歌星玩遊戲，場面熱鬧。

The ERB organised the 8th ERB “Manpower Development Scheme” Award Presentation Ceremony to acknowledge trainees with outstanding performance and pay tribute to stakeholders. The officiating guests and artists had a lot of fun during the game session.



同場舉辦首屆「ERB學員技能服務日」，由學員向有特別需要的社群及市民提供服務和技能示範，宣揚關愛共融的精神。

The first “ERB Service Day” was held concurrently when ERB trainees rendered services and skills demonstrations to social groups with special needs and members of the public. The event helped promulgate the spirits of mutual care and social inclusion.



## 相片 PHOTO GALLERY



本局舉行「樂活一站」2016農曆新年服務啟動禮。  
The ERB held the kick-off ceremony of the 2016 Chinese New Year Services of the “Smart Living” scheme.

▲  
本局參加大型的嬰兒及兒童博覽，設置宣傳攤位介紹「陪月一站」服務。  
The ERB participated in a large-scale baby expo by setting up a promotional booth on the services of the “Smart Baby Care” scheme.



▲  
本局主席及行政總監與傳媒機構周年茶聚，總結本局在2015-16年度的工作進展，以及介紹2016-17年度的工作規劃。  
An annual media gathering for the Chairman and Executive Director was organised to review the work undertaken by the ERB in 2015-16 and introduce the work plan for 2016-17.

# 合作伙伴

## STAKEHOLDERS

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

#### 美容美髮業 Beauty Therapy and Hairdressing

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**召集人**

鄭明明教授, BBS

**Convenor**

Prof. CHENG Ming-ming, BBS

**副召集人**

葉世雄先生

**Vice-Convenor**

Mr. Nelson IP Sai-hung

#### 飲食業 Catering

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**召集人**

鍾偉平先生, MH

**Convenor**

Mr. CHUNG Wai-ping, MH

#### 創意產業 Creative Industries

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**召集人**

卓伯棠教授

**Convenor**

Prof. CHEUK Pak-tong

#### 機電業 Electrical and Mechanical Services

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**召集人**

莊堅烈先生, MH

**Convenor**

Mr. Paul CHONG Kin-lit, MH

#### 環境服務業 Environmental Services

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**召集人**

甄瑞嫻女士

**Convenor**

Ms. Catherine YAN Sui-han

**副召集人**

溫忠平先生

**Vice-Convenor**

Mr. WAN Chung-ping

#### 健康護理業 Healthcare Services

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**召集人**

陳章明教授, SBS, JP

**Convenor**

Prof. Alfred CHAN Cheung-ming, SBS, JP

## 合作伙伴 STAKEHOLDERS

### 進出口業 Import and Export

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**召集人**

黃定光議員, SBS, JP

**Convenor**

Hon. WONG Ting-kwong, SBS, JP

### 資訊及通訊科技業 Information and Communications Technology

---

**召集人**

麥鄧碧儀女士, MH, JP

**Convenor**

Mrs. Agnes MAK TANG Pik-yee, MH, JP

### 保險業 Insurance

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**召集人**

梁頌恩女士

**Convenor**

Ms. Juan LEUNG Chung-yan

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

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**召集人**

梁榮能教授

**Convenor**

Prof. Albert LEUNG Wing-nang

### 印刷及出版業 Printing and Publishing

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**召集人**

梁兆賢先生

**Convenor**

Mr. Jackson LEUNG Siu-yin

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

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**召集人**

袁靖罡(靖波)先生, MH

**Convenor**

Mr. Stephen YUEN Ching-bor, MH

### 地產代理業 Real Estate Agency

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**召集人**

汪敦敬博士

**Convenor**

Dr. Lawrance WONG Dun-king

## 康體及運動業 Recreation and Sports

---

### 召集人

沈劍威教授

### Convenor

Prof. Raymond SUM Kim-wai

## 零售業 Retail

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### 召集人

余鵬春先生, SBS, JP

### Convenor

Mr. YU Pang-chun, SBS, JP

## 旅遊及酒店業 Tourism and Hotel

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### 召集人

黃進達先生

### Convenor

Mr. Jason WONG Chun-tat

## 交通及物流業 Transportation and Logistics

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### 召集人

李耀培博士

### 副召集人

何志盛博士工程師, JP

### Convenor

Dr. Ringo LEE Yiu-pui

### Vice-Convenor

Ir Dr. David HO Chi-shing, JP

## 鐘錶及珠寶業 Watch and Jewellery

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### 召集人

朱繼陶先生

### Convenor

Mr. Joseph CHU Kai-to

## 服裝製品及紡織業 Wearing Apparel and Textile

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### 召集人

楊國榮教授

### Convenor

Prof. Philip YEUNG Kwok-wing

以「行業諮詢網絡」英文名稱排列。

Listed in alphabetical order of Industry Consultative Networks.

## 合作伙伴 STAKEHOLDERS

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

AA	香港理工大學活齡學院	Institute of Active Ageing, The Hong Kong Polytechnic University
AE	機電工程協會(香港)有限公司	The Association of Electrical and Mechanical Engineering (Hong Kong) Limited
AG	香港老年學會	Hong Kong Association of Gerontology
AI	嶺南大學亞太老年學研究中心	Asia-Pacific Institute of Ageing Studies, Lingnan University
AK	香港仔街坊福利會有限公司	Aberdeen Kai-fong Welfare Association Limited
AP	香港民主民生協進會	Hong Kong Association for Democracy and People's Livelihood
AT	印刷科技研究中心有限公司	Advanced Printing Technology Centre Limited
BD	香港標準舞總會有限公司	Hong Kong Ballroom Dancing Council Limited
BK	浸信會愛羣社會服務處	Baptist Oi Kwan Social Service
CA	香港明愛	Caritas – Hong Kong
CH	香港護理學院	College of Nursing, Hong Kong
CL	製衣業訓練局	Clothing Industry Training Authority
CR	香港空調製冷業職工總會	Hong Kong Air-conditioning and Refrigerating Trades Workers General Union
CS	香港職業發展服務處有限公司	Hong Kong Employment Development Service Limited
CT	港專機構有限公司	HKCT Group Limited
CU	香港職工會聯盟	The Hong Kong Confederation of Trade Unions
DW	香港聖公會福利協會有限公司	Hong Kong Sheng Kung Hui Welfare Council Limited
EE	港九電器工程電業器材職工會	Hong Kong and Kowloon Electrical Engineering and Appliances Trade Workers Union
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
FM	香港循理會	The Free Methodist Church of Hong Kong
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
HC	聖公會聖匠堂社區中心	S.K.H. Holy Carpenter Church Community Centre
HE	香港商業專科學校	Hongkong School of Commerce
HH	基督教靈實協會	Haven of Hope Christian Service
HK	基督教勵行會	Christian Action
HN	醫院診所護士協會	Hospital & Clinic Nurses Association
HS	星廚管理學校有限公司營辦的 星廚管理學校	Star Chef Management School operated by Star Chef Management School Company Limited
HT	香島專科學校	Heung To College of Professional Studies

## 合作伙伴 STAKEHOLDERS

IF	工業福音團契有限公司	The Industrial Evangelistic Fellowship Limited
IT	香港科技專上書院	Hong Kong Institute of Technology
IW	離島婦聯有限公司	OIWA Limited
KA	葵協社區教育拓展中心有限公司	KCRA Community Education Enhancement Center Limited
KC	葵涌醫院 – 醫院管理局	Kwai Chung Hospital – Hospital Authority
KE	香港機電專業學校(夜校)	Hong Kong Electrical & Mechanical College (Evening School)
KN	紐魯詩教育中心	Knowledge Education Centre
KS	群生飲食技術人員協會	Kwan Sang Catering Professional Employees Association
LA	物流理貨職工會	Logistics Cargo Supervisors Association
LC	麗奧美髮美容訓練中心	Leo Hair & Beauty Training Centre
LF	李暉武術文化中心	Li Fai Centre of Wushu
LI	香港公開大學李嘉誠專業進修學院	Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong
LN	嶺南大學持續進修學院	Lingnan Institute of Further Education
MC	循道衛理中心	Methodist Centre
MD	香港人才培訓中心有限公司	Hong Kong Manpower Development Centre Limited
ME	香港理工大學企業發展院	Institute for Entrepreneurship, The Hong Kong Polytechnic University
MG	香港雲石商會有限公司	The Hong Kong Marble & Granite Merchants Association, Limited
MI	香港機電業工會聯合會	The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions
MK	香港心理衛生會	The Mental Health Association of Hong Kong

ML	香港駕駛學院有限公司	The Hong Kong School of Motoring Limited
MO	蒙妮坦美髮美容學院	Monita Hair & Beauty Academy
NA	鄰舍輔導會	The Neighbourhood Advice-Action Council
NH	新家園協會有限公司	New Home Association Limited
NL	新生精神康復會	New Life Psychiatric Rehabilitation Association
NT	新界社團聯會再培訓中心有限公司	New Territories Association Retraining Centre Limited
NW	街坊工友服務處	Neighbourhood & Worker's Service Centre
OS	職業安全健康局	Occupational Safety and Health Council
PE	香港城市大學專業進修學院	School of Continuing and Professional Education, City University of Hong Kong
PG	培正專業書院	Pui Ching Academy
PM	瑪嘉烈醫院	Princess Margaret Hospital
PP	標榜髮型美容教育學院	Pivot Point College ... Hong Kong
PY	香港普通話研習社	Xianggang Putonghua Yanxishe
QE	伊利沙伯醫院 — 醫院管理局	Queen Elizabeth Hospital — Hospital Authority
RC	香港紅十字會	Hong Kong Red Cross
RE	香港復康力量	Hong Kong Rehabilitation Power
RI	皇家國際教育學院	Royal International College
RP	香港善導會	The Society of Rehabilitation and Crime Prevention, Hong Kong
RT	香港註冊導遊協會有限公司	Hong Kong Association of Registered Tour Co-ordinators Limited
SA	香港聖約翰救護機構	Hong Kong St. John Ambulance
SC	香港中文大學專業進修學院	School of Continuing and Professional Studies, The Chinese University of Hong Kong



## 合作伙伴 STAKEHOLDERS

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
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
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”

### 技術顧問 Technical Consultant

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香港生產力促進局

Hong Kong Productivity Council

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### 榮譽顧問名單 List of Honorary Advisors

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陳珊珊女士

Hewlett-Packard HK SAR Limited

董事總經理

Ms. Cally CHAN

Managing Director, Hewlett-Packard HK SAR Limited

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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

Professor Randy CHIU, MH

Director, Centre for Human Resources Strategy and

Development, Hong Kong Baptist University

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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

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范建強教授

香港中文大學商學院副院長(本科生課程)

Professor Dennis FAN

Associate Dean (Undergraduate Studies), CUHK Business

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林寶茵博士

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課程總監

Dr. Pamela LAM

Programme Director, Li Ka Shing Institute of Professional and

Continuing Education, The Open University of Hong Kong

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## 合作伙伴 STAKEHOLDERS

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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 利標品牌有限公司公司秘書	Mr. Richard LAW Company Secretary, Global Brands Group Holding Limited
李志明先生 香港人力資源管理學會會長	Mr. David LI President, Hong Kong Institute of Human Resource Management
廖家陞先生 洲際酒店集團區域人力資源總監 (香港及澳門區域)	Mr. Brian LIU Area Director of Human Resources, Hong Kong and Macau, InterContinental Hotels Group
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
阮博文教授 香港理工大學專業及持續教育學院院長	Professor Peter YUEN Dean, College of Professional and Continuing Education, The Hong Kong Polytechnic University

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以英文姓氏排列。

Listed in alphabetical order.

## 支持機構名單 List of Supporting Organisations

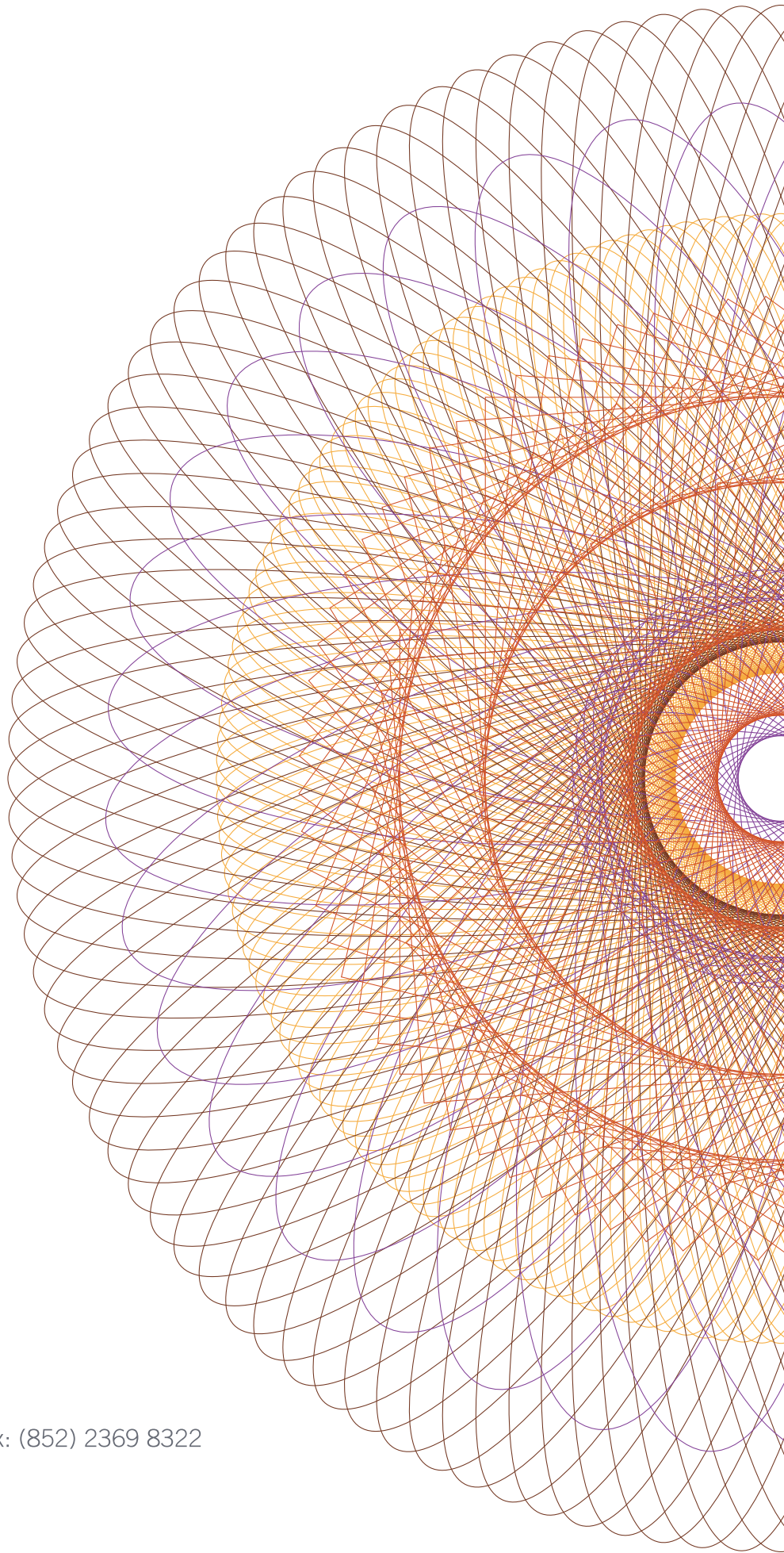
持續專業進修聯盟	Continuing Professional Development Alliance
香港僱主聯合會	Employers' Federation of Hong Kong
香港工業總會	Federation of Hong Kong Industries
香港優質顧客服務協會	Hong Kong Association for Customer Service Excellence
香港人力資源管理學會	Hong Kong Institute of Human Resource Management
香港市務學會	Hong Kong Institute of Marketing
香港人才管理協會	Hong Kong People Management Association
香港零售管理協會	Hong Kong Retail Management Association
優質旅遊服務協會	Quality Tourism Services Association
香港中華總商會	The Chinese General Chamber of Commerce
香港中華廠商聯合會	The Chinese Manufacturers' Association of Hong Kong
香港社會服務聯會	The Hong Kong Council of Social Service
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」名單請參閱「ERB人才企業嘉許計劃」網站。

Please refer to the website of “ERB Manpower Developer Award Scheme” for the list of Manpower Developer.





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[www.erb.org](http://www.erb.org)