



僱員再培訓局

Employees Retraining Board

2017-18

年度年報

ANNUAL REPORT



新里程 再出發

**REACHING NEW HEIGHTS
STRIVING FOR EXCELLENCE**

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關於我們 About ERB



ERB



僱員再培訓局是獨立法定組織，根據《僱員再培訓條例》於1992年成立，透過統籌、撥款和監察，委任培訓機構提供培訓課程和服務，服務對象為15歲或以上、具副學位或以下教育程度的人士。

在2017-18年度，本局提供13萬個培訓學額，並委任約90間培訓機構，提供約700項具市場需求及事業前景的培訓課程，為學員構建進修階梯，為各行各業培育人才。

為配合不同服務對象的需要，本局提供多元化的培訓課程，包括為失業人士而設的「就業掛鈎課程」、跨行業適用的「通用技能培訓課程」、協助在職人士提升技能的「新技能提升計劃」課程，以及為特定服務對象而設的「青年培育計劃」、殘疾及工傷康復人士課程、更生人士課程、以英語授課的少數族裔人士課程及新來港人士課程。

ERB





ERB



The Employees Retraining Board (ERB) is an independent statutory body established in 1992 under the Employees Retraining Ordinance. ERB co-ordinates, funds and monitors training courses and services offered by the appointed training bodies. The service targets of ERB are people aged 15 or above with educational attainment at sub-degree level or below.

In 2017-18, ERB provided 130,000 training places and appointed about 90 training bodies to provide around 700 training courses that are market-driven and employment-oriented. ERB helps trainees map out progression ladders and nurtures more talents for various industries.

ERB provides a diverse range of training courses, including “Placement-tied Courses” for the unemployed; “Generic Skills Training Courses” for people from all industries; “Skills Upgrading Scheme Plus” courses with skills enhancement training for employees; and courses for special service targets such as “Youth Training Programme” for non-engaged young people, courses for persons with disabilities and persons recovered from work injuries, courses for rehabilitated ex-offenders, courses conducted in English for ethnic minorities, and courses for new arrivals.

主席序言

Chairman's Message



全球已進入數碼變革的年代。有人說ABC，即Artificial Intelligence（人工智能）、Blockchain（區塊鏈）和Cloud（雲端）正改變世界，並主導未來。這些炙手可熱的技術廣泛應用於金融、醫療、科研、商貿等眾多領域上，不但改善了人類生活的質素，推動社會不斷進步，同時也為就業市場帶來前所未有的挑戰。

在一個以科技及互聯網為主的經濟體，傳統行業和營商模式備受衝擊，可以預見工種的更替步伐會更加急促。有調查報告指出在未來五年全球約有兩成職位會不復存在，而部分工種亦需要轉型。因此，在職人士不論職位高低，資歷深淺，都必須調整工作心態和提升技術，才能免於淘汰，與時代同步前進。

這是全球的新形勢，亦賦予「再培訓」全新的時代意義。僱員再培訓局在1992年成立，當時正值香港經濟轉型，大量製造業職位流失。我們的主要功能是協助中年低學歷人士透過「再培訓」學習新技能，重投就業市場。過去25年來，香港經歷一個又一個的挑戰，經濟多番轉型。再培訓局一直堅守崗位，與時並進，在2008年重新定位，擴大服務對象至涵蓋250萬香港市民，並為在職人士提供技能提升課程，至今已合共提供了約250萬個培訓學額。在金融科技和人工智能的趨勢下，我們當前面對的不只是一次經濟轉型，而是一次經濟變革，一次由科技帶動的經濟變革，其影響之廣泛和深遠，將是跨行業、跨工種，以及跨年代。到了今天，「再培訓」已不只是失業人士的解困靈丹，更是所有勞動人口，包括前線員工、文職人員及專業人士賴以增強就業實力及活力的妙藥，而再培訓局亦肩負更大的社會責任。

The world has embarked on an era of digital revolution. Some people say “ABC” (Artificial Intelligence, Blockchain and Cloud) are transforming the world and shaping our future. The widespread adoption of these red hot technologies in the disciplines of finance, medical services, scientific research and commerce have improved the quality of human life and driven the society in progress. At the same time, it has also brought about unprecedented challenges to the employment market.

In a technology and internet driven economy, traditional industries and business models are facing severe threats. It is foreseeable that the cycle of replacement of job types will become more rapid than ever. A survey report projects that around 20% of existing jobs will disappear in the next five years while some other jobs need to be transformed. Irrespective of positions or qualifications, serving employees must fine-tune their mindset and enhance their skillset at work so as to stay competitive and keep pace with the times.

Turning to such a new era, it also gives “retraining” a new mission. The Employees Retraining Board (ERB) was established in 1992 when Hong Kong underwent an economic restructuring, resulting in a massive exodus of manufacturing jobs. Our main function was to assist middle-aged, lower educated people to equip themselves with new skills and return to the employment market after “retraining”. In the last 25 years, Hong Kong had encountered economic restructuring one after another. These challenges notwithstanding, ERB has maintained its commitment and kept up with the pace of the society. Since 2008, ERB has repositioned and expanded the scope of service to cover 2.5 million Hong Kong people, and provided skills upgrading courses to serving employees. Altogether some 2.5 million training places have been offered. With Fintech and Artificial Intelligence coming, we are facing not just another economic restructuring, but a technology-led economic transformation, bringing about far-reaching impacts on various industries and job types for decades. Today, “retraining” is not just a prescription to relieve the difficulties of the unemployed, it is also a booster for all workforce, including front-line workers, office staff and professionals, to strengthen their employability and vitality. In this regard, ERB also shoulders greater social responsibilities.

主席序言 Chairman's Message

2017年是再培訓局邁進25周年的新里程，同時標示著在2008年重新定位的再培訓局已經昂首闊步走了10個年頭。配合成立25周年，我們推出25周年標誌，以象徵「無限」的「∞」符號為設計概念，寓意再培訓局在25年來透過多元化的課程和服務，協助市民發揮無限潛能，開展色彩人生。我們推展一系列的機構傳訊及推廣活動，增加市民對本局課程和服務的認識，並加強與社會各界的伙伴關係。

2017-18年度是特別的一年。我們在「培訓給力，就業自強」的政策目標下，重點支援有特別需要社群，加大力度發展課程和服務，在眾多工作範疇均取得豐碩成果，令人鼓舞。

在年度內，合共超過12萬人次入讀再培訓局課程，當中技能提升課程入讀人次超過52,500，創下歷年新高，反映市民認同「再培訓」可以協助他們增值提升，發展事業，亦是對本局課程的質素和價值予以肯定。

在2017年7月，我們破格推出「全民愛增值」特別項目，作為再培訓局25周年的重點活動，以及香港特別行政區成立20周年慶典認可慶祝活動之一，讓合資格市民免費報讀一項半日或晚間制的非就業掛鉤課程，鼓勵持續進修。合共超過10,000人遞交課程申請表，約30%的申請人是首次報讀再培訓局課程，顯示免費報讀課程的安排能有效地向更多市民，特別是從未報讀本局課程的人士，推廣本局的課程及服務。我們在2018-19年度將再次推出特別項目，以延續「全民愛增值」活動的推廣效果及品牌效應。

2017 marked a new milestone for ERB in entering its 25th anniversary. It also concluded the first decade since ERB's repositioning in 2008. To commemorate this special occasion, we designed an ERB 25 logo with "infinity" as the design concept, symbolising the commitment of ERB in offering diversified training courses and services over the past 25 years, assisting members of the public to maximise their potentials for a colourful life. A series of corporate communications and promotional activities were launched to enhance the public understanding of ERB courses and services, and foster partnership with different sectors of the community.

2017-18 was an important year for ERB. Under the policy objective of "Training for empowerment, employment for self-actualisation", we placed special emphasis on supporting social groups with special needs, and stepped up our efforts on the development of courses and services. We are proud of the notable results achieved in many work areas.

In the year, more than 120,000 trainees enrolled in ERB courses, with a record high of 52,500 trainees enrolled in skills upgrading courses, evidencing public's awareness of the benefits of "retraining" in upgrading and developing their career, as well as recognition of the quality and value of ERB courses.

In July 2017, we launched the groundbreaking "We Love Upgrading Scheme", a highlighted activity of ERB 25th anniversary and an accredited celebration event of 20th anniversary of the establishment of HKSAR, for eligible citizens to enrol in any one half-day or evening non-placement-tied course free of charge with a view to promoting life-long learning. The Scheme successfully attracted over 10,000 participants, among whom, more than 30% enrolled in ERB courses for the first time, showing that free enrolment could effectively raise awareness of our courses and services by the public, especially by those who have never enrolled in ERB courses before. We will launch a special programme again in 2018-19 to sustain the promotional and branding effect of the "We Love Upgrading Scheme".

再培訓局一直積極配合政府的人口政策，協助釋放潛在勞動力，以應對人口老化與勞動力萎縮的雙重挑戰。我們以嶄新思維，為有特別需要社群度身訂造不同的培訓就業方案，包括加大力度於安老服務業推行「先聘用、後培訓」試點計劃，並擴展計劃至環境服務業，協助婦女及料理家務者投入職場。我們亦進一步擴展「零存整付」證書計劃至涵蓋「嬰幼兒照顧員基礎證書」課程，鼓勵因照顧家庭而未能修讀本局全日制課程的人士，靈活安排進修時間，獲取認可資歷。此外，我們以度身訂造課程模式推出「特種警衛基礎證書」，與更多機構合作，協助青年人投身高端物業管理及保安業，發展事業。

在2017-18年度，再培訓局的課程質素保證工作踏進一個新里程。我們在「餐飲及食品服務」子範疇成功申請「學科範圍評審」資格，意味著再培訓局在有效期內發展及開辦指定範圍及資歷級別的課程，可以納入「資歷名冊」並獲「資歷架構」認可，而無須事先通過香港學術及職業資歷評審局的評審。這是辦事處與培訓機構多年來努力的成果。我們會總結經驗和檢討成效，以制訂未來相關工作的方向。

ERB has been actively working in tandem with the Government's population policy to assist in unleashing the latent workforce, with a view to addressing the dual challenges of an ageing population and a shrinking workforce. By adopting an innovative approach, we launched a series of tailor-made training and employment initiatives for social groups with special needs. To assist middle-aged women and homemakers to land jobs, we stepped up our efforts to implement the "First-Hire-Then-Train" Pilot Programme in the elderly care service industry and extended the Programme to cover the environmental services industry. We also expanded the scope of the "Modular Certificates Accumulation Scheme" to cover the "Foundation Certificate in Infant and Child Care Worker Training" course, encouraging people who are unable to pursue ERB courses on full-time basis due to family commitments to make flexible study arrangement and acquire recognised qualifications. In addition, we collaborated with more employers and launched the "Foundation Certificate in Specialised Security Services Training" in the mode of tailor-made course to assist young people to develop their careers in the high-end property management and security industry.

Our work on quality assurance has laid a major cornerstone in 2017-18. We were granted the "Programme Area Accreditation" status under the sub-area of "Catering, Food and Beverage Services", denoting that the training courses developed and offered by ERB within the validity period at the specified "Qualifications Framework" (QF) level and under the specified sub-area could be uploaded on the "Qualifications Register" and recognised by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications. This achievement was the result of the assiduous efforts of ERB and training bodies over the years. We will consolidate the experience and review the effectiveness so as to formulate our future work plan.

主席序言

Chairman's Message

對外而言，我們銳意開拓僱主網絡及地區服務，並在推廣宣傳上創新進取，廣泛利用社交媒體及網上平台，深化本局的品牌形象，向更多社會人士宣傳再培訓局的服務理念及工作成效。現時，再培訓局擁有強大而優越的培訓網絡、僱主網絡、地區網絡，以及學員網絡，我們會充分利用眾多網絡，發揮協同效應，以達致更大的服務成效。

在年度內，我們作了高層管理人員的任命。前行政總監吳家光先生於2017年8月離任。他在任期間，積極配合就業市場的發展，推展多元化的課程和服務，尤其為有特別需要社群開展了不少嶄新項目，並與各持份者緊密合作，持續提升服務和管治水平。我謹代表再培訓局感謝吳家光先生在任七年對再培訓局工作所作出的貢獻。

與此同時，我們以公開招聘方式，順利找到行政總監的理想人選。曾任勞工處副處長的吳國強先生於2017年8月履新。憑著他在就業事務、職業培訓、勞資關係各方面的豐富經驗，以及與商會、工會、培訓機構等建立的緊密夥伴關係，為機構注入新思維及新動力，開拓更多發展機遇。由他繼任再培訓局行政總監實是深慶得人。

Externally, we spared no effort in developing our employer network and district-based services. We were always innovative and proactive in promotion and publicity. We made increasing use of social media and online platforms to reinforce the image of ERB and to promote our work philosophy and outcomes to people from all walks of life. Today, ERB has established strong and excellent networks of collaboration with training bodies, employers, district organisations and trainees. We will strengthen and optimise the networks and synergy effects to achieve greater service outcomes.

2017-18 witnessed a reshuffle in the senior management of ERB. Mr. Stanley NG Ka-kwong stepped down from the post of Executive Director in August 2017. During his tenure, he worked tirelessly to implement a wide array of training courses and services to promptly respond to the development of the employment market. With emphasis placed on supporting social groups with special needs, Mr. NG steered to launch a package of innovative programmes, and was committed to fostering collaboration with stakeholders and continuously improving the service quality and governance of ERB. On behalf of ERB, I would like to express our heartfelt thanks to Mr. Stanley NG for his contributions to ERB over the past seven years.

At the same time, ERB identified an ideal successor through open recruitment. Mr. Byron NG Kwok-keung, the former Deputy Commissioner for Labour, took up the post of the Executive Director of ERB in August 2017. With his ample experience in employment services, vocational training and labour relations, as well as his wide network with employer associations, trade unions and training bodies, we are confident that Mr. NG could bring in new ideas and energy in leading ERB to embrace the opportunities arising in the future. We are most fortunate to have Mr. Byron NG as the new Executive Director of ERB.

吳國強先生到任後隨即協助全局制定了再培訓局2018-19至2020-21年度的「三年策略計劃」，落實以「推動培訓，促進就業」為政策目標，並貫徹「市場主導，就業為本」的工作理念。我們會採用「縱橫策略」，在「一橫一縱」的規劃框架下，循「橫」向擴展服務的廣度，「縱」向優化服務的深度，並致力提升資源效益。

「再培訓」是細水長流、深耕細作的工作，很難一步到位。雖然世界轉變的步伐正在加速，追求知識卻要循序漸進、點滴累積，到了一定程度，知識自會產生強大的力量，推動人的突破提升。再培訓局正是希望透過提供多元化而有系統的培訓課程，協助學員拾級而上，達致既廣且專，在個人及事業發展上走得更高更遠。

作為公營機構，再培訓局肩負着重大的社會責任。我們深切明白工作的意義，就是為市民提供專業的課程和服務，這是我們的使命，亦是我們的承諾。

跨越25，展望未來，再培訓局會把握機遇，勇於嘗試，敢於創新，用新思維、新方法，解決新問題，做到與時並進，以人為本，在「再培訓」的新時代意義下，發揮再培訓局劃時代的功能，作出更大的貢獻。

Soon after assumption of office, Mr. Byron NG assisted the Board in formulating the ERB's "Three-year Strategic Plan" for 2018-19 to 2020-21, with the policy objective of "Promoting training and facilitating employment" and the work principle of "Market-driven and employment-oriented". A horizontal cum vertical framework and modus operandi under the "T Strategy" will be adopted to expand the width and optimise the depth of our services, and strive to enhance operational effectiveness.

"Retraining" is a long drawn out and ongoing process. We cannot expect significant outcomes overnight. Although the world is changing in an accelerated pace, the pursuit of knowledge is however progressive and incremental. If we persist in our study, knowledge will generate tremendous power for advancement and breakthrough ultimately. This illustrates rightly the commitment of ERB in providing diversified and systemic training courses with the objectives of assisting trainees to acquire knowledge in breadth and depth, to move up the progression ladders and to scale new height in personal and career development.

As a public organisation, ERB carries important social responsibilities. We fully understand our function in providing professional training courses and services for Hong Kong people. This is our mission as well as our pledge.

Looking back on the past 25 years and looking forward to the future, ERB will be bold to explore and dare to innovate in order to capture useful opportunities. We will solve new problems with new thinking and new methodologies, with a view to growing with the society and being people-oriented. By upholding the new mission of "retraining", we endeavour to do our utmost to make greater contributions.

僱員再培訓局
主席
梁永祥教授, SBS, JP

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

行政總監匯報

Executive Director's Overview



走過四分一世紀，服務250萬香港市民，培訓了約250萬人次的學員；跨越經濟起落，見證時代變遷，秉持工作熱誠，充滿幹勁，這就是僱員再培訓局，一個屬於香港人的人才培訓機構。

承先啟後，繼往開來。再培訓局在2017年邁進25周年，我也在同年8月接任行政總監，在這個特別時刻開啟事業新章，深感任重道遠。「以人為本」是再培訓局的核心價值，跟我一貫推崇的工作信念不謀而合。我以開放的態度、創新的思維，投入新的工作，在全局委員的帶領下，與各同事同心協力，在2017-18年度完成多項重點工作。

為慶祝本局成立25周年，我們推出了一系列推廣活動，包括舉辦「ERB 25周年開展禮」、「ERB學員技能大賽」、「ERB學員服務日2017」、「全民愛增值」活動、「ERB 25推廣大賽」、「ERB美髮服務日」、「ERB按摩服務日」、「ERB名人堂」試讀試工真人Show，以及「ERB 25周年閉幕禮」。我們亦為25周年特別設計機構標誌、設立專設網站、推出電子專輯及製作紀念品。

當中，「ERB名人堂」試讀試工真人Show是一個嶄新的嘗試。我們邀得勞工及福利局局長、本局主席、演藝及體壇名人粉墨登場，親身接受「再培訓」，學習行業技能，再於真實環境工作，以發揮示範作用，鼓勵市民持續增值。我們首次透過《My ERB》Facebook專頁現場直播個別活動環節，並製作多輯短片上載本局的資訊頻道，贏得不少市民觀看真人Show及留言讚好。

Establishing for a quarter-century, serving 2.5 million Hong Kong people, offering some 2.5 million training places, undergoing economic turbulences, witnessing a multiple of changes, embracing passion and enthusiasm, this is the Employees Retraining Board (ERB), a manpower development organisation belonging to each and every one of Hong Kong.

Building on our achievements and beginning a new chapter of development, ERB entered its 25th anniversary in 2017. In August of this momentous year, I also unveiled a new chapter of my career in taking up the office of the Executive Director and the challenges ahead. “People-oriented” is the core value of ERB and also the work philosophy I have envisioned all along. With an innovative and open mind, I started my new endeavours. Under the leadership of the Board and with the collective efforts of my fellow colleagues, we managed to accomplish an array of key initiatives in 2017-18.

To commemorate the 25th anniversary of ERB, we launched a series of promotional activities, including the “ERB 25th Anniversary Opening Ceremony”, “ERB Trainee Skills Contest”, “ERB Service Day 2017”, “We Love Upgrading Scheme”, “ERB 25 Promotion Contest”, “ERB Hair Dressing Service Day”, “ERB Massage Service Day”, “VIP Trainee and Employee” Reality Show and “ERB 25th Anniversary Closing Ceremony”. We also designed an ERB 25 logo, put in place a dedicated website, published the electronic supplement and produced the anniversary souvenirs.

Among these activities, the “VIP Trainee and Employee” Reality Show was an innovative attempt. We were privileged to have the Secretary for Labour and Welfare, the Chairman of ERB, famous artist and athlete participated in the Reality Show to undergo “retraining” to learn different sets of vocational skills and work in real environment, with a view to playing exemplary roles to encourage the public to pursue continuous learning. We broadcast the programme highlights live on “My ERB” Facebook Fan Page for the first time. A series of short videos were also produced and uploaded onto our information channels. The Reality Show was abundantly viewed and highly regarded by members of the public.

行政總監匯報

Executive Director's Overview

各項25周年活動總共錄得超過15,000人次參與，涵蓋社會不同背景人士；並有超過250萬人次透過網上和社交媒體觀看活動資訊及留言讚好。我們亦發放新聞稿及邀請媒體出席各項活動進行訪問及報導，宣傳推廣效果令人滿意。

在2017-18年度，合共超過12萬人次入讀本局課程。當中進修技能提升課程的學員人次更創歷年新高。以學員背景分析，我們看到婦女及較年長人士佔總學員人數的比例持續高企，顯示年齡及家庭崗位已不再是培訓及入職的障礙，也肯定了本局近年重點支援有特別需要社群的方向和努力。

發展培訓課程一向是再培訓局的主要工作。我們在年度內積極發展課程系列，推出「網上商業」、「健身指導」、「機電工程三維電腦繪圖」、「專業的士司機培訓」、「職業普通話」、「職業英語」等課程系列，涵蓋不同行業及技能範疇，提升從業員的競爭力。此外，我們以餐飲與宴會服務為主題，製作網上自學教材短片，協助因工作關係難以課堂模式學習的從業員透過互聯網自學進修。

為加強支援有特別需要社群的培訓需要，我們在年度內推出多項專設課程，持續擴展「先聘用、後培訓」試點計劃、「零存整付」證書計劃，以及開辦度身訂造課程；並舉辦專題工作坊，加深僱主及培訓機構對個別組群人士的背景和就業需要的認識。我們亦加強「外展培訓顧問服務」，聯繫更多地區組織及社福機構，為有特別需要社群，尤其是少數族裔人士，提供適切的培訓及就業資訊。

Over 15,000 people from different sectors of the community participated in various 25th anniversary activities. More than 2.5 million people learned about and “liked” these activities through online and social media. We also issued press releases and invitations to the media for covering these activities. All in all, promising promotional outcomes were attained.

In 2017-18, over 120,000 trainees enrolled in ERB courses, with a record high number of trainees being enrolled in skills upgrading courses. The respective proportions of women and mature persons in the overall trainee population remained high, demonstrating that age and family commitment were no longer barriers for training or employment, and our policy directive and commitments in supporting social groups with special needs over these years were further endorsed.

Developing training courses is always our work focus. In the year, we spearheaded the development of course series covering different industries and skill areas such as “Online Business”, “Physical Fitness Instruction”, “Three-dimensional Computer-aid Drawing for Electrical and Mechanical Engineering”, “Professional Taxi Driver Training”, “Vocational Putonghua”, “Workplace English”, etc. to uplift the competitiveness of serving employees. In addition, we developed an online self-learning video with the theme of catering and banquet services, facilitating practitioners who have difficulties to attend classroom training to pursue self-learning on an online basis.

To further support the training needs of social groups with special needs, we introduced a range of dedicated training courses, continued expanding the “First-Hire-Then-Train” Pilot Programme and “Modular Certificates Accumulation Scheme”, rolled out tailor-made courses, and organised thematic workshops to enhance the understanding of employers and training bodies to the characteristics and employment needs of the target social groups. We also strengthened the “Outreaching Training Consultancy Service” and actively liaised with more district organisations and social service organisations to provide suitable training and employment information to social groups with special needs, in particular the ethnic minorities.

另一方面，我們為較年長人士、婦女及新來港人士舉辦「職場再出發」實戰系列及「工作體驗日」，介紹行業資訊，激發他們重投職場的信心，並推動僱主提供職位空缺，進行招聘。我們又為高中學生舉辦「工作體驗活動」、「學校職業講座」及「中學生暑期實習計劃」，加強同學的生涯規劃準備。活動參加者均反映，體驗元素有助增加他們對行業的認識，以及參與培訓及投入工作的動機。

在2017-18年度，我們在課程質素保證工作上取得突破性的進展。本局在「餐飲及食品服務」子範疇成功獲得「學科範圍評審」資格，當中評審過程的經驗及具備資格後對本局培訓服務成效的影響，將為我們制訂未來相關工作方向提供重要的參考。此外，我們繼續按「風險及表現為本」的原則，執行各項質素保證措施，同時協助培訓機構建立質素保證管治文化。在年度內，本局共有超過300項課程通過香港學術及職業資歷評審局的評審，上載到「資歷名冊」。

我們致力擴展地區服務網絡，在2017-18年度於九龍西增設12個「ERB服務點」，連同設於荃灣及葵青區的10個「ERB服務點」、位於九龍東及天水圍的兩間「ERB服務中心」、分佈各區的八間「樂活中心」、一間「陪月一站」、兩間「起步站」，以及約90間培訓機構和約400間培訓中心，建立遍佈全港的地區網絡，全方位支援市民的培訓和就業需要。

In another vein, we organised the “Workplace Re-entry” activity series and “Work Experience Days” for mature persons, women and new arrivals to keep them abreast of industry information, restore their confidence in returning to the employment market, and at the same time motivating employers to offer job vacancies for recruitment. We also organised “Work Experience Activities”, “Career Talks for Schools” and “Summer Internship Programme” to assist upper secondary students in life planning. All participants agreed that these activities helped enhance their knowledge of respective industries and motivation in learning and working.

In 2017-18, we achieved breakthroughs in the front of quality assurance. We were granted the “Programme Area Accreditation” status under the sub-area of “Catering, Food and Beverage Services”. The experience learnt during the course of assessment and the impacts on the effectiveness of our training services with the status provided useful references for formulating our future work plan. Moreover, we continued to adopt the “Risk-and-performance-based” principle in administering various quality assurance measures and assisting training bodies to establish quality assurance culture. During the year, over 300 ERB courses were accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications and uploaded onto the “Qualifications Register”.

We are committed to developing our district service networks. In 2017-18, 12 “ERB Service Spots” were set up in Kowloon West, together with the 10 “ERB Service Spots” in Kwai Tsing and Tsuen Wan, two “ERB Service Centres” in Kowloon East and Tin Shui Wai, eight “Smart Living” regional service centres, one “Smart Baby Care” centre, two “Smart Starter” referral centres, around 90 training bodies and some 400 training centres, we have established a territory-wide network providing comprehensive services to support the training and employment needs of the public.

行政總監匯報

Executive Director's Overview

在宣傳推廣方面，我們的工作一浪接一浪。除了開展一系列25周年機構傳訊工作及推廣活動外，在2017-18年度，我們引入「行業為本」的宣傳策略，訂定七個重點行業，作為推廣課程、籌辦地區活動，以及與行業合作等的主要目標對象，配合本局的資訊頻道（包括機構網站、《My ERB》Facebook專頁及YouTube頻道）、《LOOK@erb》電子通訊、各式宣傳品、在電子媒體（包括社交媒體及網上平台）推出的宣傳推廣項目和在全港各區舉辦約70項地區活動，透過多媒體及互動形式，推廣及深化本局的品牌形象，提升市民對本局課程和服務的認識，以及加強與持份者的關係。

我們十分重視與僱主和行業的協作，以支援企業的招聘和培訓需要，並提高本局學員的就業機會。截至2018年3月，本局機構網站「網上招聘服務」的登記企業用戶達2,500個。在2017-18年度，我們舉辦了四場「中小企試讀班」、「中小企研討會」及「課程推介會」；與僱主合作舉辦三次「工作體驗日」、四次「工作體驗活動」及14場「學校職業講座」；並首次推出「中學生暑期實習計劃」，在「中小企師友計劃」下共配對了28組師友，完成「ERB人才企業嘉許計劃」兩年一次的招募及評審工作，合共嘉許99間機構為「人才企業」，進行了兩次「主題調查」，出版了四期「僱主通訊」電子季刊；以及舉辦「僱主周年聚會」，與持份者加強聯絡，構建更緊密的夥伴關係。

On publicity and promotion, our promotional programmes were multifarious and perpetual. Apart from the series of 25th anniversary communication and promotional activities, in 2017-18, we adopted the “Industry-based” promotional strategy and identified seven key industries for concerted efforts in the promotion of training courses, organisation of district promotional activities and collaboration with industries. Our information channels (including corporate website, “My ERB” Facebook Fan Page and YouTube channel), electronic bulletin “LOOK@erb”, a wide array of publicity materials, promotional programmes on electronic media (including social media and online platforms), some 70 district-based promotional activities, and other publicity delivered in multimedia and interactive formats, were working in full swing to promote and reinforce the brand and image of ERB, to enhance public awareness of our courses and services, and to foster partnership with stakeholders.

We attach great importance to the collaboration with employers and industries, thereby addressing the recruitment and training needs of enterprises on one hand, and enhancing the employment opportunities of our trainees on the other. As at March 2018, some 2,500 enterprises have registered with the “Online Recruitment Service” in our corporate website. In 2017-18, we organised four “Taster Course for SME”, “SME Seminar” and “Course Briefing Session”; three “Work Experience Days” in collaboration with employers, four “Work Experience Activities” and a total of 14 “Career Talks for Schools”. Moreover, we pioneered the “Summer Internship Programme”, and matched 28 pairs of participants under the “SME Mentorship Programme”. We also concluded the biennial recruitment and assessment exercise of the “ERB Manpower Developer Award Scheme”, with 99 organisations being newly acknowledged as “Manpower Developers”. In addition, we conducted two thematic surveys, published four issues of the quarterly electronic bulletin “Employer Newsletter”, and organised the “Annual Employer Luncheon” to strengthen our connection and partnership with stakeholders.

在鼓勵企業著重人才培訓和發展的同時，我們亦不忘強化內部管治，透過優化行政措施、加強員工培訓、推行內部審計等工作，提升我們回應社會訴求的靈敏度，服務質素和工作效率，發揮培訓資源的更大效益。

很高興我們的努力有了迴響。根據獨立調查公司在2017-18年度就本局服務評價的調查結果，約九成受訪學員認為本局課程和服務能提升職業技能及增強自信心，對其就業整體上有幫助。另一方面，認為本局學員的技能符合工作所需，工作態度、紀律及人際關係技巧良好的僱主亦高達九成。我們定必在這基礎上再接再厲，繼續努力，達致更理想的成績。

面向陽光，陰影就在背後。當前宏觀政經形勢和本地就業環境充滿變數，再培訓局會與社會各界並肩攜手，無懼挑戰，迎難而上，發揮優勢，為香港構建更優質的人才資本，與香港市民一起走過更多個四分之一世紀。

僱員再培訓局
行政總監
吳國強, BBS

While instilling a corporate culture advocating the importance of manpower training and development, there is always a need to strengthen our internal governance. Through introducing administrative improvement measures, stepping up staff training and conducting internal audit, we aimed to uplift our sensitivity in responding to market needs, the service quality and operational efficiency, as well as to optimise the effectiveness of training resources.

We are gratified to see that our dedication has borne fruit. According to the findings of a performance evaluation survey conducted by an independent research organisation in 2017-18, about 90% of our trainees reckoned that ERB courses and services could enhance their vocational skills and boost their confidence, and were beneficial to their employment as a whole. In another vein, 90% of employers considered that ERB trainees commanded the required job skills, had good working attitude and interpersonal skills, and were well-disciplined. Upon this foundation, we are determined to strive for the best.

Keep your face to the sunshine and you will never see the shadow. The macro political and economic environment as well as the local employment market are overcast with uncertainties. ERB will continue to stand shoulder to shoulder with the community to rise to every challenge ahead. By capitalising our existing advantages, we pledge to do our utmost in nurturing high quality human capital for Hong Kong, and forging forward with the Hong Kong people in the next quarter-century and beyond.

Byron NG Kwok-keung, BBS
Executive Director
Employees Retraining Board

2017-18 年度主要數字

Major Figures of 2017-18

逾
over **120,000**

整體入讀人次
Total trainees admitted

約
around **2,500,000**

累計培訓學額
Accumulative training places provided

約
around **90** 間

培訓機構
Training bodies

約
around **400** 間

培訓中心
Training centres

約
around **340** 次

課堂突擊巡查
Class surprise inspections

約
around **90** 次

期末考試突擊巡查
Course-end assessment surprise inspections

約
around **190** 次

觀課
Class visits

約
around **50** 次

觀試
Assessment observations

約
around **520,000**

「ERB服務中心」及「ERB服務點」服務人次
Number of users of "ERB Service Centres" and "ERB Service Spots"

約
around **2,000** 節

培訓顧問服務
Training consultancy service sessions

逾
over **43,000**

地區推廣活動參與人次
Participants of district-based promotional activities



2017-18 年度主要數字 Major Figures of 2017-18

17

約 **700** 項
around

培訓課程
Courses offered

28

涵蓋行業
Industries covered

逾 **70** 項
over

新課程
New courses offered

逾 **300** 項
over

上載「資歷名冊」課程
Courses uploaded on the
“Qualifications Register”

約 **84%**
around

整體就業率
Overall placement rate



約 **380** 間
around

「人才企業」
“Manpower Developers”

逾 **17,000,000**
over

機構網站累計瀏覽人次
Accumulative views of corporate website

ERB 25周年推廣活動系列
ERB 25th anniversary
promotional activity series

逾 **15,000**
over

參與人次
Participants

逾 **2,500,000**
over

觀看活動資訊及留言讚好人次
“View” and “Like” recorded

約 **55,000**
around

《My ERB》Facebook專頁
讚好及互動人次
“Like” and “Engagement” of
“My ERB” Facebook Fan Page

年度重點

Highlights of the Year

在**2017-18**年度，僱員再培訓局在課程發展、支援服務、宣傳推廣及質素保證方面推出多項重點工作，包括**ERB 25**周年推廣活動系列、「全民愛增值」活動、多項「度身訂造計劃」、擴展地區服務網絡，並在質素保證工作上取得突破。

ERB 25周年推廣活動系列

ERB 25th Anniversary Promotional Activity Series



- 為慶祝成立25周年，本局在2017-18年度開展一系列機構傳訊及推廣活動，增加市民對本局課程和服務的認識，加強與社會各界的伙伴關係，以及提升本局的品牌形象。
- To commemorate its 25th anniversary, ERB launched a series of corporate communications and promotional activities in 2017-18 to enhance the public understanding of ERB courses and services, foster partnership with different sectors of the community, and strengthen the corporate image of ERB.
- 本局特別設計ERB 25周年標誌、設立ERB 25周年活動網站、製作ERB 25周年紀念品、發放ERB 25周年活動新聞稿，以及向各持份者發送感謝函。
- ERB designed an ERB 25 logo, rolled out an ERB 25 website, produced ERB 25 souvenirs, issued press releases on ERB 25 promotional activities and sent out thank you letters to various stakeholders.

In 2017-18, the Employees Retraining Board (ERB) launched major work items in the areas of course development, support service, publicity and promotion, as well as quality assurance. They included the ERB 25th anniversary promotional activity series, “We Love Upgrading Scheme”, tailor-made programmes and expansion of district service network. Major breakthrough in the quality assurance work was also achieved.



- ERB 25周年推廣活動包括「ERB 25周年開展禮」暨第9屆ERB「人才發展計劃」頒獎禮、「ERB學員技能大賽」、「ERB學員服務日2017」、「全民愛增值」活動、「ERB 25周年電子專輯」、「ERB 25推廣大賽」、「ERB美髮服務日」、「ERB按摩服務日」、「ERB名人堂」試讀試工真人Show，以及「ERB 25周年閉幕禮」暨第10屆ERB「人才發展計劃」頒獎禮。參與人次累計超過15,000，並有超過250萬人次透過網上和社交媒體觀看活動資訊及留言讚好。
- ERB 25th anniversary promotional activity series included “ERB 25th Anniversary Opening Ceremony” cum the 9th ERB “Manpower Development Scheme” Award Presentation Ceremony, “ERB Trainee Skills Contest”, “ERB Service Day 2017”, “We Love Upgrading Scheme”, “ERB 25 Electronic Supplement”, “ERB 25 Promotion Contest”, “ERB Hair Dressing Service Day”, “ERB Massage Service Day”, “VIP Trainee and Employee” Reality Show, and “ERB 25th Anniversary Closing Ceremony” cum the 10th ERB “Manpower Development Scheme” Award Presentation Ceremony. Over 15,000 people participated in various activities, and more than 2.5 million people learned about and “liked” these activities through online and social media.

年度重點 Highlights of the Year



- 本局以短片系列形式製作四輯「ERB 25周年電子專輯」，由本局主席、副主席、行政總監及名人嘉賓前往學員的工作地點進行探訪，展示學員於培訓課程學到的職業技能。四輯短片在社交媒體的觀看次數約有48萬，互動人次約為1,500。
- ERB produced a series of “ERB 25 Electronic Supplement” in the format of four short videos. The Chairman, Vice-Chairman and Executive Directors of ERB, together with celebrities, visited workplaces of ERB trainees, showcasing their vocational skills learned from the training courses. Around 480,000 “View” and 1,500 “Engagement” were recorded for the four videos.
- 本局推出「ERB 25推廣大賽」，邀請培訓機構透過不同形式宣傳本局25周年的人和事及社會價值，並於《My ERB》Facebook專頁進行網上投票。六輯精選短片的觀看次數約有11萬，互動人次約為5,600。
- ERB launched the “ERB 25 Promotion Contest” to invite training bodies to promote the social values of ERB in its 25th anniversary. An online polling was conducted at “My ERB” Facebook Fan Page. A total of around 110,000 “View” and 5,600 “Engagement” for the six shortlisted videos were achieved.
- 本局舉辦「ERB美髮服務日」及「ERB按摩服務日」，由本局相關課程的畢業學員向共214名有特別需要的人士，包括低收入家庭成員及長者，提供免費的剪髮及保健按摩服務。
- ERB organised the “ERB Hair Dressing Service Day” and “ERB Massage Service Day” for ERB trainees to provide free hair dressing and massage services to a total of 214 persons with special needs including members from low income families and the elderly.



- 本局推出「ERB名人堂」試讀試工真人Show，勞工及福利局局長、本局主席及名人嘉賓學習相關的行業技能，以及於真實環境工作或向市民提供服務，藉此鼓勵市民持續增值，提升他們報讀本局課程的興趣。活動相關短片在社交媒體的觀看次數約有130萬，互動人次約為14,000。
- ERB launched the “VIP Trainee and Employee” Reality Show with participation of the Secretary for Labour and Welfare, Chairman of ERB and celebrities who learned vocational skills of different industries, and worked in a real environment or provided services to the public with a view to promoting continuous upgrading and enhancing public interest in enrolling ERB courses. The “View” and “Engagement” of all activity videos amounted to around 1.3 million and 14,000 respectively.

年度重點 Highlights of the Year



- 本局於2018年3月10日舉辦「ERB 25周年閉幕禮」暨第10屆ERB「人才發展計劃」頒獎禮，由政務司司長、勞工及福利局局長、勞工處處長、本局主席、副主席及行政總監主禮。約400名嘉賓出席閉幕禮，合共頒發124個獎項，嘉許有傑出表現的學員和導師，以及向各合作伙伴表示謝意。
- “ERB 25th Anniversary Closing Ceremony” cum the 10th ERB “Manpower Development Scheme” Award Presentation Ceremony was held on 10 March 2018. The Chief Secretary for Administration, Secretary for Labour and Welfare, Commissioner for Labour, Chairman, Vice-Chairman and Executive Director of ERB officiated the ceremony. Around 400 guests attended the event, and a total of 124 awards were presented to acknowledge trainees and instructors with outstanding performance, and pay tribute to partners.

首推「全民愛增值」特別項目

First Launch of “We Love Upgrading Scheme”



- 本局在2017-18年度推出「全民愛增值」特別項目，鼓勵市民持續增值及親身體驗本局的課程。合資格僱員可於2017年7月至9月期間免費報讀本局一項半日或晚間制非就業掛鉤課程。
- ERB launched the “We Love Upgrading Scheme” in 2017-18 for promoting life-long learning and skills enhancement through participation in training programmes personally. Eligible employees could enrol in a half-day or evening non-placement-tied course free of charge from July to September 2017.
- 本局透過不同途徑向市民推廣活動，包括推出一系列宣傳品和廣告、安排傳媒活動，以及透過本局的行業諮詢網絡、僱主網絡和資訊頻道進行推廣。活動亦納入為香港特別行政區成立20周年慶典認可慶祝活動之一。
- ERB promoted the Scheme to the public through various channels, including the production of a series of publicity materials and advertisements, arrangement of media activity, and promotion through its Industry Consultative Networks, employer network and information channels. The Scheme was also accredited as one of the celebration events of 20th anniversary of the establishment of HKSAR.
- 活動成功吸引超過10,000名市民參與，當中超過三成是首次報讀本局課程。
- The Scheme successfully attracted over 10,000 participants, of whom over 30% enrolled in ERB courses for the first time.

年度重點 Highlights of the Year

度身訂造計劃見成效

Tailor-made Programmes Proving their Values



擴展「先聘用、後培訓」試點計劃

Extending the “First-Hire-Then-Train” Pilot Programme

- 在2017-18年度，本局繼續於安老服務業推行「先聘用、後培訓」試點計劃，並擴展至環境服務業，協助中年婦女及料理家務者入職安老院舍成為見習護理員及便利店的潔淨員。
- In 2017-18, ERB continued its effort to implement the “First-Hire-Then-Train” Pilot Programme in the elderly care service industry and extended the Programme to cover the environmental services industry to assist middle-aged women and homemakers to land jobs as care worker trainees in elderly care homes and cleaning assistants in convenience stores.
- 參與試點計劃的僱主因應學員的家庭崗位需要，調整學員的工作時間及休假安排，並提供在職培訓和配套支援措施，鼓勵學員留職。
- Participating employers suitably adjusted 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62名學員參加試點計劃入職安老院舍，其中45名於完成課程後正式成為護理員。另有17名學員參加試點計劃投身環境服務業，其中16名學員完成課程及成為潔淨員。
- A total of 62 trainees participated in the Pilot Programme and worked in elderly care homes, 45 of them worked as care workers upon completion of the Pilot Programme. Besides, another 17 trainees participated in the Pilot Programme and joined the environmental services industry, 16 of them worked as cleaning assistants upon completion of the Pilot Programme.

擴展「零存整付」證書計劃

Extending the “Modular Certificates Accumulation Scheme”

- 本局擴展「零存整付」證書計劃的涵蓋範圍，除「陪月員基礎證書」及「護理員基礎證書」兩項課程外，於2017-18年度把計劃推展以涵蓋「嬰幼兒照顧員基礎證書」課程，鼓勵更多因照顧家庭而未能修讀本局全日制課程的人士靈活安排時間進修及獲取認可資歷。
- To encourage more people who are unable to pursue ERB courses on full-time basis due to family commitments to make flexible study arrangement and acquire recognised qualifications, ERB expanded the scope of the “Modular Certificates Accumulation Scheme”. Besides the “Foundation Certificate in Post-natal Care Worker Training” course and “Foundation Certificate in Care Worker Training” course, ERB extended the Scheme to cover the “Foundation Certificate in Infant and Child Care Worker Training” course in 2017-18.
- 在計劃下，學員在成功完成指定的半日或晚間制課程，可申領與相應全日制課程同等資歷，並獲「資歷架構」認可的證書。
- Under the Scheme, trainees on completion of specified half-day or evening courses could apply for a certificate recognised under the “Qualifications Framework” (QF) and with qualifications equivalent to that of the corresponding full-time course.

「特種警衛」訓練

“Squad 3S Programme”

- 本局於2013-14年度至2015-16年度先後舉辦了三屆「特種警衛訓練計劃」，為18至24歲的青年人提供「一條龍」式的培訓及就業服務，協助超過220名青年人入職高端物業管理及保安業。有關計劃獲得僱主及畢業學員的高度評價。
- ERB launched three series of the “Squad 3S Programme” from 2013-14 to 2015-16, providing one-stop training and placement services to assist over 220 young people aged 18 to 24 to enter the high-end property management and security industry. The Programme was highly praised by participating employers and graduate trainees.
- 經檢討後，本局於2017-18年度改以度身訂造課程形式推出「特種警衛基礎證書」，合共開辦四班課程，共有65名學員畢業，94%的畢業學員入職指定僱主。
- After review, ERB rolled out the “Foundation Certificate in Specialised Security Services Training” in the format of tailor-made course in 2017-18. Four classes were conducted with 65 graduate trainees, among them, 94% joined the designated employers.

年度重點 Highlights of the Year



資歷架構
Qualifications
Framework



申請「學科範圍評審」資格

Applying for the “Programme Area Accreditation” Status

- 本局於2017年5月就「餐飲及食品服務」子範疇向香港學術及職業資歷評審局（「評審局」）申請資歷級別第三級「學科範圍評審」資格。
- ERB submitted documents to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in May 2017 for the application of the “Programme Area Accreditation” (PAA) status at QF level three under the sub-area of “Catering, Food and Beverage Services”.
- 「評審局」安排其評審小組於2017年9月到訪本局及被抽選的培訓機構，與相關持份者會面及進行實地視察，以全面了解本局的策略性發展方向、培訓發展規劃、質素管理機制及相關機構管治等資料。
- HKCAAVQ arranged an accreditation panel to visit ERB and selected training bodies in September 2017. The panel met with relevant stakeholders and conducted site visits to acquire a comprehensive understanding of the strategic development, training development plans, quality assurance mechanisms and governance of ERB.
- 「評審局」在2018年1月發出「評審報告」，本局在符合一項「先設條件」要求後便可獲批「學科範圍評審」的資格。本局已隨後於3月向「評審局」提交相關文件，以待正式獲得有關資格。
- HKCAAVQ issued the “Accreditation Report” in January 2018. ERB would be awarded the PAA status upon fulfilment of a “pre-condition”. ERB subsequently submitted relevant documents to HKCAAVQ in March and was pending for formal granting of the PAA status.



增設九龍西「ERB服務點」

Establishing New “ERB Service Spots” in Kowloon West

- 在2016-17年度，本局以試點形式在葵青及荃灣區設立10個「ERB服務點」，於地區組織的營運地點設置特約展位，為區內人士提供課程查詢及報讀服務，舉辦行業講座和課程試讀班，以及預約培訓顧問服務。
- In 2016-17, ERB piloted 10 “ERB Service Spots” in Kwai Tsing and Tsuen Wan, with consignment booths being set up at the premises of district organisations, to provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, and offer advance booking of ERB training consultancy service for local residents.
- 由於運作模式具資源效益及可持續發展的優勢，本局在2018年1月進一步拓展「ERB服務點」至九龍西（包括油尖旺、深水埗及九龍城），增設12個「ERB服務點」，透過地區組織的地點及會員網絡，在地區層面向市民更廣泛推廣本局的課程和服務，提升市民報讀本局課程的興趣。
- In view of the cost effectiveness and sustainability in development of the “ERB Service Spots” model, 12 “ERB Service Spots” were set up in Kowloon West (covering Yau Tsim Mong, Sham Shui Po and Kowloon City) from January 2018 onwards. By leveraging on the premises and membership networks of the district organisations, ERB courses and services would be widely promoted at the district level and the interest of the public in enrolling ERB courses be increased.
- 「ERB服務點」有統籌機構的職員定期當值，為區內人士提供課程查詢及報讀服務，舉辦行業講座和課程試讀班，以及預約培訓顧問服務。
- Staff of the operator of “ERB Service Spots” would be on duty on a regular basis, to provide enquiry and enrolment services for ERB courses, organise industry seminars and taster courses, and assist members of the public to register for ERB training consultancy service.



余嫻 Yuki YU

「初級美容師基礎證書」課程畢業學員
Graduate Trainee of "Foundation Certificate in Junior Beautician Training" Course

機構管治 Corporate Governance

僱員再培訓局下設委員會，負責制訂培訓及服務政策，由行政辦事處推動和執行。

The Board, comprising various committees, is responsible for the formulation of policies for the Employees Retraining Board's (ERB's) training and services. ERB's policies are implemented by an executive office.



機構管治 Corporate Governance



管治架構

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。

Management Structure

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.



機構管治 Corporate Governance

主席及委員

本局的委員由政府委任，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專業人士共16名，並由主席領導。現任主席為梁永祥教授, SBS, JP。2017-18年度本局的成員如下：



主席
梁永祥教授, SBS, JP

Chairman
Professor 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
汪敦敬博士, MH

Employers'
Representative
Dr. Lawrance WONG
Dun-king, MH



僱主代表
陳珊珊女士

Employers'
Representative
Ms. Cally CHAN
Shan-shan

Chairman and Board Members

Board members of ERB are appointed by the Government. Under the leadership of the Chairman, the Board, currently chaired by Professor William LEUNG Wing-cheung, SBS, JP, comprises 16 members appointed from representatives of employers and employees, government officials, and vocational training and human resources professionals. Membership of the Board in 2017-18 was as follows:



僱主代表
蘇陳偉香女士, BBS

Employers' Representative
Mrs. Susan SO
CHAN Wai-hang, BBS



僱主代表
謝小玲女士

Employers' Representative
Ms. Phoebe TSE
Siu-ling



僱員代表
吳慧儀女士, MH, JP

Employees' Representative
Ms. NG Wai-yee,
MH, JP



僱員代表
鄭少佳先生

Employees' Representative
Mr. Allen CHENG
Siu-kai

機構管治 Corporate Governance



僱員代表
林淑芬女士, MH

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



僱員代表
鄭清發先生

Employees'
Representative
**Mr. CHENG
Ching-fat**



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, MH

Person connected with
Vocational Training and
Retraining or Manpower
Planning
**Professor LUI
Yu-hon, MH**



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**



與職業培訓及再培訓或
與人力統籌有關的人士
陳淑嫻女士

Person connected with
Vocational Training and
Retraining or Manpower
Planning
**Ms. Christina CHAN
Shuk-han**



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)



政府代表
張琮瑤女士, JP
(勞工及福利局常任秘書長)
(由2017年7月26日起)

Government
Representative
**Ms. CHANG
King-yiu, JP**
(Permanent Secretary for
Labour and Welfare)
(From 26 July 2017)



政府代表
陳嘉信先生, JP
(勞工處處長)

Government
Representative
**Mr. Carlson CHAN
Ka-shun, JP**
(Commissioner for Labour)

備註：政府代表譚鞏蘭小姐, GBS, JP (勞工及福利局常任秘書長) (至2017年4月11日)
Remarks: Government Representative **Miss Annie TAM Kam-lan, GBS, JP (Permanent
Secretary for Labour and Welfare)** (Until 11 April 2017)

機構管治 Corporate Governance

委員會職能及成員名單

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。

成員名單

召集人	成員	秘書
汪敦敬博士, MH	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	

Functions and Membership of Committees

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, MH	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	

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
呂汝漢教授, MH	林淑芬女士, MH	經理（課程行政）
	蘇陳偉香女士, BBS	
	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
Professor LUI Yu-hon, MH	Ms. LAM Suk-fun, MH	Manager (Course Administration)
	Mrs. Susan SO CHAN Wai-hang, BBS	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
鄭少佳先生	汪敦敬博士, MH	經理（質素促進）
	陳淑嫻女士	
	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
Mr. Allen CHENG Siu-kai	Dr. Lawrance WONG Dun-king, MH	Manager (Quality Enhancement)
	Ms. Christina CHAN Shuk-han	
	Representative of the Commissioner for Labour	
	Representative of the Executive Director of the Vocational Training Council	

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
陳林詩女士	吳慧儀女士, MH, JP	經理（傳媒及對外事務）
	陳珊珊女士	
	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 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
Mrs. Nancy CHAN LAM See	Ms. NG Wai-yee, MH, JP	Manager (Media and External Affairs)
	Ms. Cally CHAN Shan-shan	
	Representative of the Commissioner for Labour	
	Mr. Chris LIU Kwok-wai [#]	

[#] Co-opted Member

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
余鵬春先生, SBS, JP	林淑芬女士, MH	經理（財務及會計）
	呂汝漢教授, MH	
	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	Ms. LAM Suk-fun, MH	Manager (Finance and Accounts)
	Professor LUI Yu-hon, MH	
	Representative of the Permanent Secretary for Labour and Welfare	
	Representative of the Commissioner for Labour	

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
梁永祥教授, SBS, JP	余鵬春先生, SBS, JP	副經理（財務及會計）
	謝小玲女士	
	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
Professor William LEUNG Wing-cheung, SBS, JP	Mr. YU Pang-chun, SBS, JP	Deputy Manager (Finance and Accounts)
	Ms. Phoebe TSE Siu-ling	
	Mr. David YU Hon-to [#]	
	Mr. Patrick HO Pak-tai [#]	

[#] Co-opted Members

機構管治 Corporate Governance

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。

成員名單

召集人	成員	秘書
蘇陳偉香女士, BBS	鄭少佳先生	內部審計師
	陳珊珊女士	
	鄭清發先生	
	勞工及福利局常任秘書長代表	
	俞漢度先生 [#]	

[#] 增選委員

Audit Committee

Terms of Reference

- (1) To monitor the operational and financial systems of the Executive Office to ensure their compliance with the 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

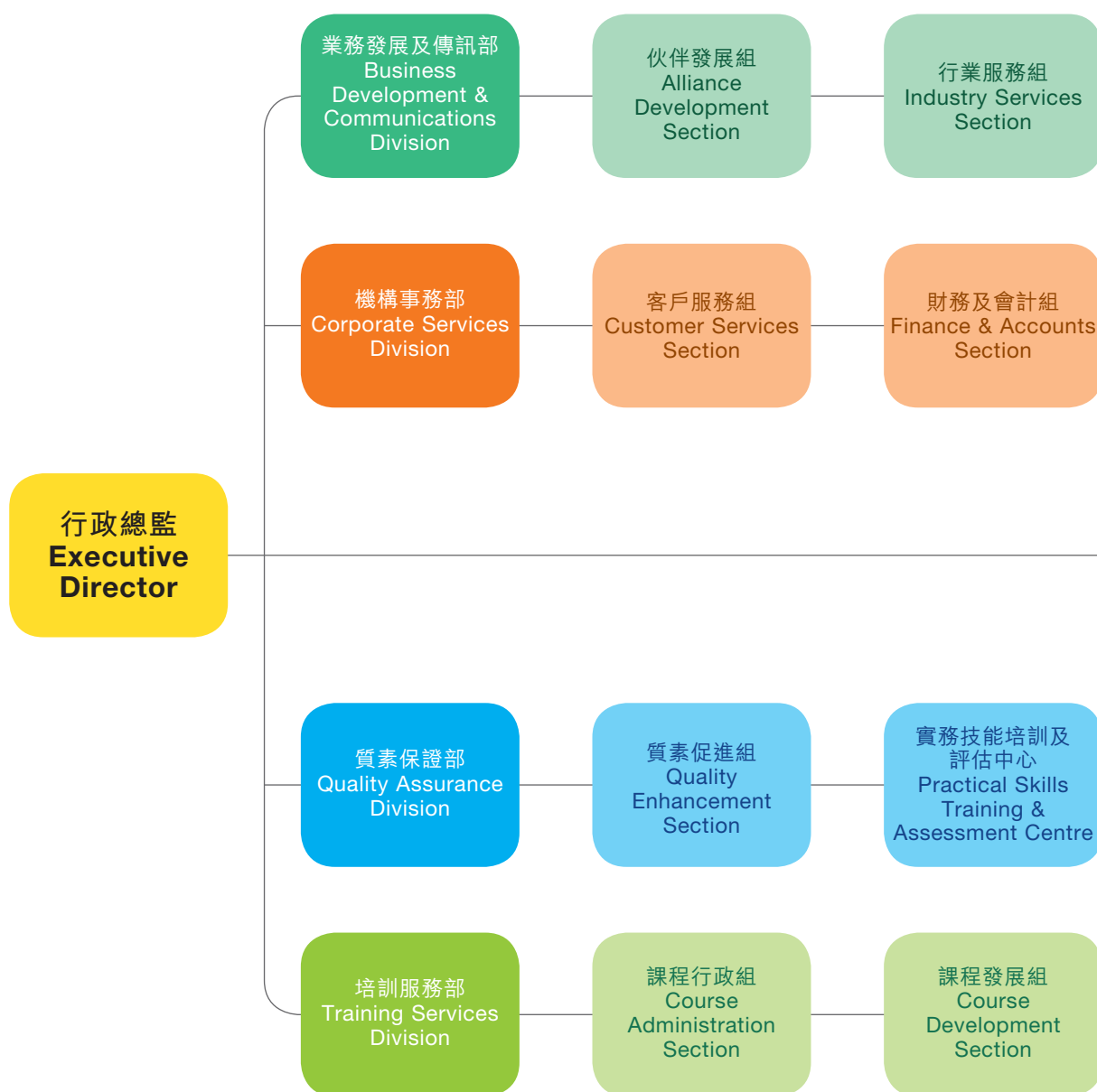
Convenor	Members	Secretary
Mrs. Susan SO CHAN Wai-hang, BBS	Mr. Allen CHENG Siu-kai	Internal Auditor
	Ms. Cally CHAN Shan-shan	
	Mr. CHENG Ching-fat	
	Representative of the Permanent Secretary for Labour and Welfare	
	Mr. David YU Hon-to [#]	

[#] Co-opted Member

機構管治 Corporate Governance

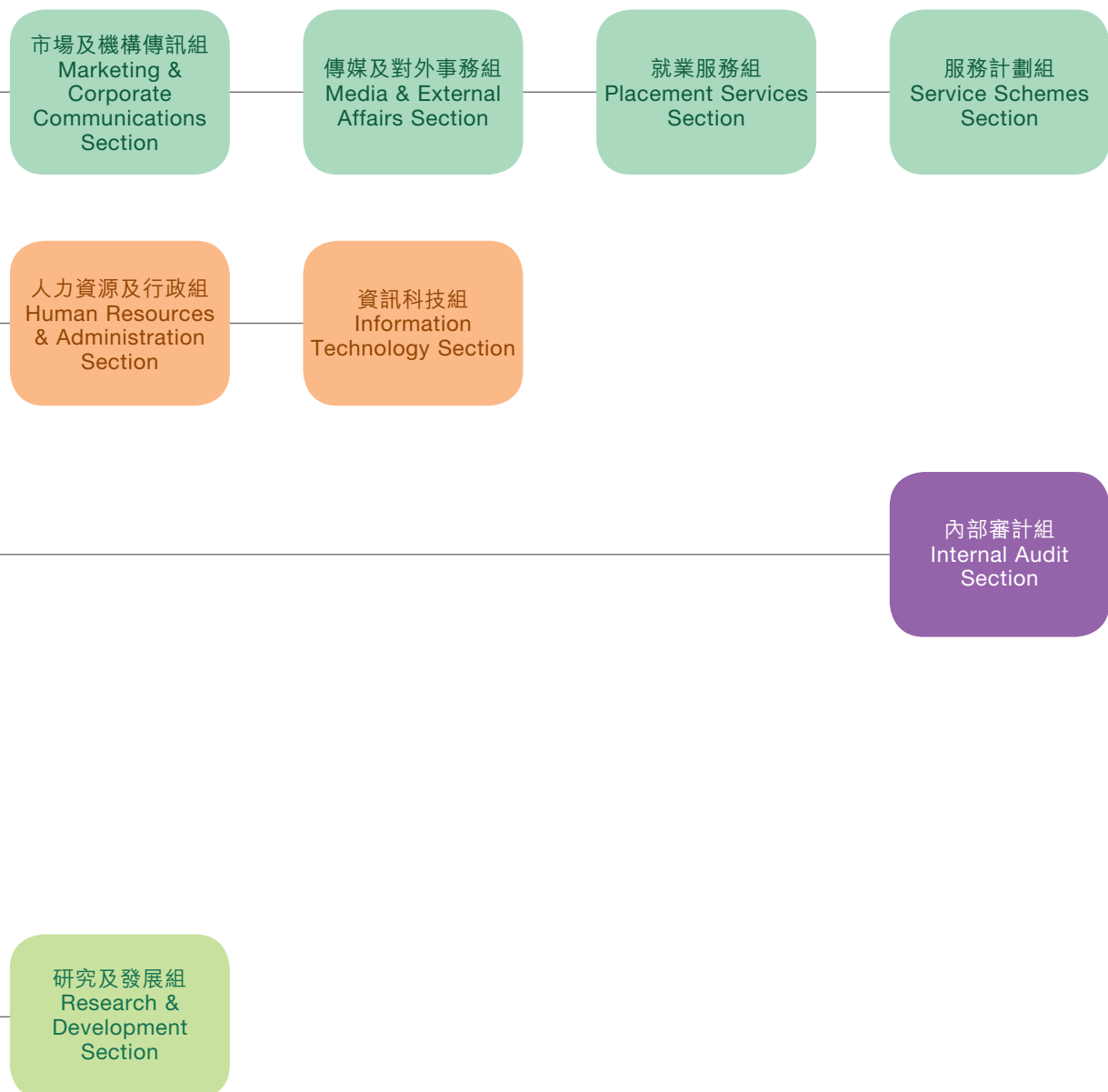
辦事處行政架構

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督導相關工作；內部審計組直接向審計委員會負責。辦事處現任行政總監為吳國強先生，BBS。



Organisation Structure of the Executive Office

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. The present Executive Director is Mr. Byron NG Kwok-keung, BBS.



機構管治

Corporate Governance

監管機制

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。2017-18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
培訓課程成效			
<ul style="list-style-type: none"> 衡量培訓課程的效益 監察培訓機構的表現 	就業情況	就業率 <ul style="list-style-type: none"> 一般課程就業率* 與培訓課程相關就業率** 持續就業率** 	70% 60% 60%
	留職情況	留職率** <ul style="list-style-type: none"> 學員在就業跟進期完結六個月後仍然在職百分比 	監察變動趨勢
	學習成效	課程評估成績	監察變動趨勢
成本效益			
<ul style="list-style-type: none"> 衡量資源運用的效率 衡量培訓課程的效益 監察培訓機構的表現 	學額使用	學額使用率*	85%
	完成培訓	課程出席率* 畢業率*	80% 80%
	培訓成本	單位成本 <ul style="list-style-type: none"> 每名學員每個課時的培訓成本 	監察變動趨勢
服務對象滿意程度			
<ul style="list-style-type: none"> 衡量使用者對培訓課程的滿意程度 	學員滿意程度	意見調查結果、投訴個案及調查結果	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

Monitoring System

ERB has put in place a comprehensive monitoring system and established performance indicators for different functional areas. The performance indicators for 2017-18 were as follows:

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

機構管治 Corporate Governance

服務承諾

本局已制定服務承諾以監察服務水平。2017-18年度各項服務承諾的推行情況如下：

培訓服務			
服務項目	承諾標準	目標水平	推行水平
報讀安排	• 就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後 20個工作天 內獲通知結果（期間包括進行面試及入學試）	85%	99%
	• 非就業掛鉤課程學員：於遞交課程申請表及報讀所需文件後 10個工作天 內獲通知結果	85%	98%
上課安排	• 就業掛鉤課程學員：獲取錄後 四個月 內上課	80%	91%
	• 下列三項指定就業掛鉤課程：		
	— 標準保安及物業管理基礎證書	85%	95%
	— 陪月員基礎證書	85%	95%
	— 家務助理基礎證書	85%	90%
	• 非就業掛鉤課程學員：獲取錄後 五個月 內上課	80%	81%
發放畢業證書	• 學員可於完班及獲通知評估及格後 20個工作天 後到培訓機構領取畢業證書（以公開考試作為期末考核的課程除外）	85%	97%

Performance Pledges

ERB has established performance pledges to monitor the quality of service. In 2017-18, the achievement of performance pledges was as follows:

Training Services			
Service	Performance Pledge	Target Level	Achievement Level
Application and admission	<ul style="list-style-type: none"> Applicants of placement-tied courses: to be notified of application results within 20 working days (inclusive of time for admission interview and entry test) upon receipt of course application forms and required supporting documents 	85%	99%
	<ul style="list-style-type: none"> Applicants of non-placement-tied courses: to be notified of application results within 10 working days upon receipt of course application forms and required supporting documents 	85%	98%
Commencement of training	<ul style="list-style-type: none"> Applicants of placement-tied courses: to commence training within four months upon notification of admission 	80%	91%
	<ul style="list-style-type: none"> The following three specified placement-tied courses: <ul style="list-style-type: none"> Foundation Certificate in Standard Security and Property Management 	85%	95%
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Foundation Certificate in Post-natal Care Worker Training 	85%	95%
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Foundation Certificate in Domestic Helper Training 	85%	90%
	<ul style="list-style-type: none"> Applicants of non-placement-tied courses: to commence training within five months upon notification of admission 	80%	81%
Issue of graduation certificates	<ul style="list-style-type: none"> Graduation certificates to be available for collection at the training bodies within 20 working days upon completion of classes and fulfillment of graduation requirements (not applicable to courses with course-end assessment in the form of public examination) 	85%	97%

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Corporate Governance

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

「樂活一站」服務計劃			
服務項目	承諾標準	目標水平	推行水平
與僱主確認登記	<ul style="list-style-type: none"> 於收到僱主填妥的登記表格後兩個工作天內 	95%	100%
與僱主跟進配對及轉介	<ul style="list-style-type: none"> 於確認登記後的三個工作天內 	95%	97%

「陪月一站」服務計劃			
服務項目	承諾標準	目標水平	推行水平
與僱主確認登記	<ul style="list-style-type: none"> 於收到僱主填妥的登記表格後兩個工作天內 	95%	100%
與僱主跟進配對及轉介	<ul style="list-style-type: none"> 於確認登記後三個工作天內 (若上工日期是在確認登記後一個月內) 於確認登記後七個工作天內 (若上工日期是在確認登記後一個月或以上) 	95%	98%

熱線服務 (公眾查詢及意見)			
服務項目	承諾標準	目標水平	推行水平
接聽熱線182 182	<ul style="list-style-type: none"> 於辦公時間內選擇與客戶服務代表對話： 於12秒內接聽 	80%	98%
回覆留言	<ul style="list-style-type: none"> 於工作天上午9時至下午6時內留言： 即日回覆 於其他時間內留言：下一個工作天回覆 	95%	100%

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

“Smart Living” Scheme			
Service	Performance Pledge	Target Level	Achievement Level
Confirmation of registration with the employer	<ul style="list-style-type: none"> Within two working days upon receipt of completed registration form from employer 	95%	100%
Follow-up on matching and referral with the employer	<ul style="list-style-type: none"> Within three working days upon confirmation of registration 	95%	97%

“Smart Baby Care” Scheme			
Service	Performance Pledge	Target Level	Achievement Level
Confirmation of registration with the employer	<ul style="list-style-type: none"> Within two working days upon receipt of completed registration form from employer 	95%	100%
Follow-up on matching and referral with the employer	<ul style="list-style-type: none"> Within three working days upon confirmation of registration (if the report duty date is within one calendar month upon confirmation of registration) Within seven working days upon confirmation of registration (if the report duty date is more than one calendar month upon confirmation of registration) 	95%	98%

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

機構管治

Corporate Governance

服務評價

- 本局委託獨立調查機構以電話訪問形式收集僱主及學員對本局課程和服務的意見。
- 在2017-18年度進行的服務評價調查，目標對象為於2016年10月至2017年9月期間完成本局課程的學員及曾聘請該等學員的僱主。調查結果如下：

受訪僱主認為學員有以下的表現：	百分比
整體工作表現良好	90%
技能符合工作所需	91%
工作態度／紀律良好	89%
人際溝通技巧良好	88%
能夠適應工作環境／變化	84%
工作效率高	81%

受訪學員認為本局的課程和服務能達致以下效果：	百分比
整體對就業有幫助	88%
引起持續進修的興趣	92%
提升職業技能	90%
增強自信心	90%
改善軟性技巧	88%
加深對就業前景及工作環境的了解	87%
提高適應工作的能力	86%
增強對工作的投入感	83%
增加轉業機會	83%
改善基礎技能	75%

Evaluation of Performance

- ERB commissioned the service of independent research organisations to collect the opinions of employers and trainees towards its training courses and services through telephone surveys.
- For the performance evaluation survey conducted in 2017-18, the target respondents were trainees who had completed ERB training courses between October 2016 and September 2017 as well as employers who had engaged these trainees. Findings of the survey were as follows:

Views of employer respondents on the performance of trainees:	Percentage
Overall work performance was good	90%
Skills matching job requirements	91%
Good working attitude / well-disciplined	89%
Good interpersonal skills	88%
Adaptable to work environment / changes	84%
Remarkable efficiency	81%

Views of trainee respondents on the training courses and services of ERB:	Percentage
Beneficial to employment as a whole	88%
Aroused interest in continuous learning	92%
Enhanced vocational skills	90%
Boosted self-confidence	90%
Improved soft skills	88%
Better understanding of career prospects and work environment	87%
Enhanced adaptability to work	86%
Strengthened commitment to work	83%
Increased job mobility	83%
Improved foundation skills	75%



王省委 WANG Sheng-wei

「物業維修基礎證書」課程畢業學員及「尤德爵士紀念基金 - 在職人士自我增值獎」得獎學員
Graduate Trainee of "Foundation Certificate in Property Maintenance" Course and
Awardee of "Sir Edward Youde Memorial Awards for Self-improvement for Working Adults"

培育人才 Nurturing Talents

僱員再培訓局致力提供具市場需求及就業前景的培訓課程，並重點支援有特別需要社群，提供適合不同組群的培訓及支援服務，以擴闊他們的培訓選擇和協助他們投入就業市場。

The Employees Retraining Board (ERB) is committed to offering training courses with market needs and career prospect, and supporting social groups with special needs by providing dedicated training and support services to various target groups, with a view to broadening their training options and assisting them to enter the employment market.



培育人才

Nurturing Talents



為有特別需要社群提供專設課程

新來港人士

- 在2017-18年度，本局為新來港人士提供一項就業掛鉤及六項非就業掛鉤專設課程，內容涵蓋個人素養、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，以及就業市場現況等。
- 本局推出「新來港人士職場適應技巧基礎證書(兼讀制)」課程，以協助新來港人士提高職場上的溝通能力，適應本港職場。

少數族裔人士

- 在2017-18年度，本局為少數族裔人士提供12項就業掛鉤及26項非就業掛鉤專設課程，內容涵蓋職業語文、物業管理及保安、美容、美髮、酒店、商業、飲食、社會服務、旅遊等行業範疇。新發展的「普通焊接工中級工藝測試備試基礎證書(英語授課)(兼讀制)」課程能協助學員獲取行業認可的專業資格，以提升他們的就業競爭力。

Providing Dedicated Courses for Social Groups with Special Needs

New arrivals

- In 2017-18, ERB offered one placement-tied and six non-placement-tied courses dedicated for new arrivals. These courses covered personal attributes, 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, etc.
- To assist new arrivals in enhancing their communication skills in the workplace and adapting to the local working environment, ERB introduced a course titled "Foundation Certificate in Workplace Adaptation Skills for New Arrivals (Part-time)".

Ethnic minorities

- In 2017-18, ERB offered 12 placement-tied and 26 non-placement-tied courses dedicated for ethnic minorities. These courses covered workplace languages and industry categories of property management and security, beauty therapy, hairdressing, hotel, business, catering, social services, tourism, etc. A newly developed course "Foundation Certificate in Preparation for Intermediate Trade Test for General Welder (English Medium) (Part-time)" could assist trainees in acquiring professional qualifications with industry recognition, thereby enhancing their competitiveness.



- 本局參考「檢討語文培訓課程專責小組」的意見，開發兩項較高階的廣東話和職業中文寫作新課程，為少數族裔人士提供進修階梯。
- 本局繼續與民政事務總署合作，於兩個「少數族裔人士支援服務中心」開辦五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。
- 本局舉辦「認識少數族裔人士－建設共融的培訓及工作環境」工作坊，讓僱主及培訓機構了解少數族裔人士的就業需要，內容亦涵蓋如何為少數族裔人士提供適切的培訓服務及如何協助他們盡快投入工作崗位。
- To provide progression pathway for ethnic minorities, two advanced courses on Cantonese and Workplace Chinese Writing were developed with reference to the advice of the “Task Force for Reviewing Language Courses”.
- To encourage and assist ethnic minorities in taking on training, ERB continued to join hands with the Home Affairs Department to offer five dedicated courses on an outreaching basis at its two Support Service Centres for Ethnic Minorities.
- To assist employers and training bodies in understanding the employment needs of ethnic minorities, a “Workshop of Understanding Ethnic Minorities – Building Inclusive Training and Working Environment” was organised, which covered topics like offering appropriate training services to ethnic minorities and assisting them to adapt to the new working environment.

殘疾及工傷康復人士

- 在2017-18年度，本局為殘疾及工傷康復人士提供36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、飲食等行業範疇。
- 新推出的課程包括「婚禮花飾與宴會佈置I基礎證書(兼讀制)」及「360°影片製作技巧基礎證書(兼讀制)」。

Persons with disabilities and persons recovered from work injuries

- In 2017-18, ERB offered 36 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, catering, etc.
- New courses launched included “Foundation Certificate in Wedding and Banquet Floral Decorations I (Part-time)” and “Foundation Certificate in 360° Video Production (Part-time)”.

培育人才 Nurturing Talents

- 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。
- 本局舉行「認識殘疾及工傷康復人士就業需要」工作坊，目標是協助僱主及培訓機構了解殘疾及工傷康復人士的特質及就業需要，以及與他們溝通的技巧。
- 工作坊內容包括介紹殘疾及工傷康復人士就業需要和特質、與殘疾及工傷康復人士相處的原則、態度及溝通技巧等，並安排僱主及僱員進行經驗分享。
- 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 and the related skills requirements for the target clients.
- ERB organised the “Workshop on Enhancing the Awareness towards the Employment Needs of Persons with Disabilities and Persons Recovered from Work Injuries” to assist employers and training bodies in understanding the characteristics and the employment needs of persons with disabilities and persons recovered from work injuries, as well as the skills for communicating with them.
- The workshop covered an introduction of the characteristics and the employment needs of persons with disabilities and persons recovered from work injuries, the principles, attitude and communication skills when interacting with them, etc. It also included an experience-sharing session among employees with disabilities and their employers.

青年人

- 在2017-18年度，本局為青年人開辦28項就業掛鈎課程，涵蓋資訊及通訊科技、影藝文化、教育康體、美容、美髮等行業範疇。
- 自2017-18年度起，「青年培育計劃」的入讀年齡由15至20歲擴闊至15至24歲，以協助較年長的隱蔽青年重投社會。
- In 2017-18, ERB offered 28 placement-tied courses dedicated for young people. These courses straddled industry categories of information and communications technology, entertainment and performing arts, education and sports, beauty therapy, hairdressing, etc.
- The entry age requirement of the “Youth Training Programme” has been extended from 15-20 to 15-24 since 2017-18, in order to assist those more mature and socially withdrawn youths to reintegrate into the society.

更生人士及戒毒人士

- 本局為在懲教院所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。
- 在2017-18年度，本局提供17項就業掛鈎及五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。
- 新推出的課程有「裝修水喉工（中級工藝測試）基礎證書」。
- 本局為已出獄而未曾於在囚期間接受職業培訓或輔導的更生人士開發全日制「職業前路規劃基礎證書」就業掛鈎課程，協助學員構建及規劃職業生涯方向，以重投勞動市場，融入社會。
- 本局繼續為社區成功戒毒人士開辦「朋輩輔導員基礎證書」全日制就業掛鈎課程，以協助完成培訓的學員入職朋輩輔導員或相關工作。

發展課程系列

- 本局就不同工種及範疇規劃課程系列，協助從業員擴闊其專業範疇及通用技能。
- 在2017-18年度，本局開發的新課程系列涵蓋「網上商業」、「健身指導」、「專業的士司機培訓」、「機電工程三維電腦繪圖」、「職業普通話」、「職業英語」等範疇。

Rehabilitated ex-offenders and ex-drug abusers

- ERB offered dedicated courses for persons in custody with correctional institutions and persons receiving treatment in residential treatment centres. These courses were generally delivered in part-time mode and aimed at helping trainees re-enter the employment market and achieve self-reliance.
- In 2017-18, ERB offered 17 placement-tied and five non-placement-tied dedicated courses, straddling 10 industry categories and generic skills training.
- A new course “Foundation Certificate in Plumber Training for Interior Renovation (Intermediate Trade Test)” was launched.
- ERB developed the full-time placement-tied “Foundation Certificate in Career Planning” course dedicated for discharged ex-offenders who have not received vocational training or counseling services when in custody. This course aimed at helping trainees construct and plan their career path so as to re-enter the employment market and integrate into the society.
- ERB continued to offer 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 to help trainees secure employment as a peer counselor or other related positions upon completion of the course.

Developing Course Series

- To help practitioners broaden their professional and generic skills, ERB spearheaded the development of various job-specific and generic skills course series.
- In 2017-18, ERB developed new course series covering skills areas such as “Online Business”, “Physical Fitness Instruction”, “Professional Taxi Driver Training”, “Three-dimensional Computer-aid Drawing for Electrical and Mechanical Engineering”, “Vocational Putonghua”, “Workplace English”, etc.

培育人才 Nurturing Talents



本局於安老服務業推行「先聘用、後培訓」試點計劃。
ERB implemented the “First-Hire-Then-Train” Pilot Programme in the elderly care service industry.



擴展「先聘用、後培訓」試點計劃

- 在2017-18年度，本局於安老服務業及環境服務業推行「先聘用、後培訓」試點計劃，分別有45名及16名學員於完成試點計劃下的指定課程後正式成為安老院舍護理員及便利店的潔淨員。

Extending the “First-Hire-Then-Train” Pilot Programme

- In 2017-18, ERB implemented the “First-Hire-Then-Train” Pilot Programme in the elderly care service industry and the environmental services industry. A total of 45 and 16 trainees worked as care workers in elderly care homes and cleaning assistants in convenience stores respectively upon completion of the Pilot Programme.

擴展「零存整付」證書計劃

- 本局擴展「零存整付」證書計劃的涵蓋範圍，除「陪月員基礎證書」及「護理員基礎證書」課程外，於2017-18年度把計劃擴展以涵蓋「嬰幼兒照顧員基礎證書」課程。

Extending the “Modular Certificates Accumulation Scheme”

- Besides the “Foundation Certificate in Post-natal Care Worker Training” course and “Foundation Certificate in Care Worker Training” course, ERB extended the scope of the “Modular Certificates Accumulation Scheme” to cover the “Foundation Certificate in Infant and Child Care Worker Training” course in 2017-18.

推出「特種警衛基礎證書」(度身訂造課程)

- 在2017-18年度，本局與勞工處「展翅青見計劃」合作，為四間物業管理及保安業的僱主開辦四班「特種警衛基礎證書(度身訂造課程)」。
- 透過「一條龍」式的招聘、職前培訓及入職後跟進服務，吸引青年人投

Launching the “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)”

- In 2017-18, ERB organised four classes of “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)” in collaboration with the Labour Department’s Youth Employment and Training Programme and four employers of the property management and security industry. One-stop recruitment, pre-employment



身高端物業管理及保安工作，並為行業引進新血，共有65名學員畢業。



本局開辦「特種警衛基礎證書（度身訂造課程）」，吸引青年人投身高端物業管理及保安工作。

ERB organised “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)” to motivate young people to land high-end property management and security jobs.

training and placement follow-up services were provided to motivate young people to land high-end property management and security jobs as well as help train up talents for the industry. A total of 65 trainees graduated from the courses.

發展網上自學教材

- 鑑於透過互聯網提供學習支援的安排日趨普及，而不少僱員因工作關係難以安排固定時間以課堂學習形式持續進修，本局於2017-18年度以飲食業餐飲與宴會服務為主題，以短片形式製作網上自學教材，協助市民掌握粵式婚宴的工作流程。

加強資助課程發展及培訓支援服務

- 在2017-18年度，本局完成檢討資助課程發展及培訓支援服務的措施，通過推行優化項目，包括擴闊「課程發展資助金」及「培訓支援服務資助金」資助的課程類別，另提高「培訓支援服務資助金」的資助比率，以鼓勵培訓機構積極參與，配合殘疾及工傷康復人士及少數族裔人士的培訓需要，令他們可以有更多課程選擇。

Developing Online Self-learning Materials

- In view of the popularity of internet in the support of learning and that a significant portion of the working population finds it difficult to arrange regular time to pursue continuous learning through classroom mode, ERB developed self-learning material in the form of a short video with the theme of catering and banquet services in 2017-18, to assist members of the public to learn the work flow involved in Chinese wedding banquet.

Enhancing Subsidies for Course Development and Training Support Services

- In 2017-18, ERB completed the review on the subsidy schemes for course development and training support services. The “Course Development Subsidies” and “Training Support Services Subsidies” would be extended to cover more course categories. Besides, the maximum subsidy level of “Training Support Services Subsidies” would be uplifted in order to encourage training bodies to apply for the subsidies to cater for the needs of the persons with disabilities and persons recovered from work injuries, as well as ethnic minorities, with a view to providing more training options for them.



何靜儀 HO Ching-yee

「護理員基礎證書」課程畢業學員
Graduate Trainee of "Foundation Certificate in Care Worker Training" Course

確立質素

Quality Assurance

質素保證工作是完善課程和服務不可或缺的要素。僱員再培訓局非常重視相關工作，並透過各項措施，確保課程和服務的質素，以發揮培訓資源的最大效益。

Quality assurance work is an indispensable element in optimising the quality of courses and services. The Employees Retraining Board (ERB) is highly concerned with the quality assurance work and adopts various measures to ensure the quality of its courses and services, so as to achieve the greatest cost-effectiveness of training resources.



確立質素 Quality Assurance



本局檢討「實務技能培訓及評估中心」的策略發展方向，確保其持續發展的資源效益。

ERB evaluated the strategic development direction of the “Practical Skills Training and Assessment Centre” to enhance the cost-effectiveness of its continuous development.

申請「學科範圍評審」資格

- 在2017-18年度，本局就「餐飲及食品服務」子範疇向香港學術及職業資歷評審局申請資歷級別第三級「學科範圍評審」資格，並完成評審程序。本局在附設條件下獲批有關資格。

Applying for the “Programme Area Accreditation” Status

- In 2017-18, ERB submitted documents to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for the application of the “Programme Area Accreditation” status at “Qualifications Framework” level three under the sub-area of “Catering, Food and Beverage Services” and completed the accreditation procedures. ERB was granted the respective status with conditions.

恆常監察及質素保證工作

- 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，並安排周年審計表現優良的培訓機構進行「自行評審」，以提升資源效益。

Regular Monitoring and Quality Assurance Work

- 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, standardised practical skills assessments, etc. Training bodies with remarkable performance in annual audits were arranged to undertake “self-evaluations” to enhance cost-effectiveness.

- 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。
- 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.

協助培訓機構建立質素保證管治文化

- 本局成立質素保證專責小組，成員包括質素保證部的管理人員、教學顧問和技術顧問。專責小組在考慮各項相關因素（包括培訓機構獲批撥的學額、成效指標表現、學員滿意度、投訴、社會對服務水平的要求和期望等）後制定名單，探訪培訓機構及與機構主管探討企業管治和品質管理的優化措施，推動培訓機構建立質素保證管治文化及持續改善質素保證執行機制。

Assisting Training Bodies in Establishing Quality Assurance Culture

- ERB set up a task force, comprising the management staff of the Quality Assurance Division, teaching advisors and technical advisors. The task force compiled a visitation list after considering all relevant factors (including training places allocated to the training bodies, their performance in the key performance indicators, trainee satisfaction rates, complaints, expectations and demand of the community towards the services offered). Visits were paid on the training bodies and discussion with the agency heads of training bodies were made on matters pertaining to corporate governance and enhancement of quality assurance systems with a view to encouraging training bodies to establish a quality assurance culture and to implement relevant measures on a continuous basis.

優化「專項課題重點巡查」機制

- 本局於2017-18年度檢討「專項課題重點巡查」機制的運作情況及成效，引進改善措施，並制定「專項課題」清單，於指定時間內就「專項課題」對全部有開辦課程的培訓機構進行重點巡查，提升培訓機構對有關課題的關注，並與培訓機構討論重點巡查的結果，督促表現有欠理想的培訓機構作出具體改善行動。

Optimising “Targeted Inspections on Specific Quality Assurance Subjects”

- In 2017-18, ERB has reviewed the effectiveness of the “Targeted Inspections on Specific Quality Assurance Subjects”, improvement measures were incorporated and an “Inspection List” was compiled. Targeted inspections on specific subjects were conducted by ERB on all training bodies which offered courses at a designated period with view to enhancing their alertness to the inspection items. ERB would discuss the results of the targeted inspections with the training bodies and monitor the under-performing training bodies to undertake solid improvement actions.

確立質素 Quality Assurance



本局按「風險及表現為本」的原則，執行各項恆常質素保證措施。
ERB adopted the “Risk-and-performance-based” principle in administering regular quality assurance measures.

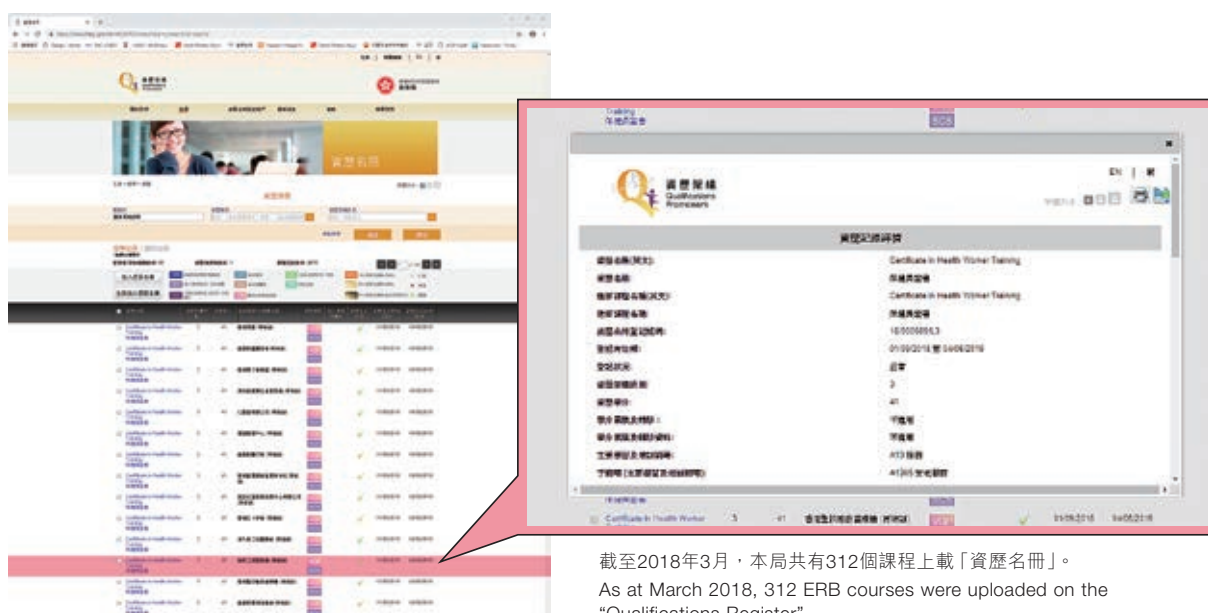


檢討「實務技能培訓及評估中心」的策略發展方向

- 本局成立工作小組，就「實務技能培訓及評估中心」(「評估中心」)的運作及成效，諮詢行業專家、技術顧問及培訓機構的意見，作出綜合分析及檢討，就「評估中心」的未來策略發展方向提出建議，以確保其持續發展的資源效益。

Evaluating the Strategic Development Direction of the “Practical Skills Training and Assessment Centre”

- ERB set up a task force to gather, consolidate and evaluate the views of industry specialists, technical advisors and training bodies towards the operation and effectiveness of the “Practical Skills Training and Assessment Centre” (PSTAC). Recommendations for the strategic development direction of the PSTAC were proposed to enhance the cost-effectiveness of its continuous development.



課程評審

- 在2017-18年度，本局提交了12項課程（涉及64個課程紀錄）進行評審，95項課程（涉及588個課程紀錄）進行覆審，以及1,007項「重大修改」申請。
- 截至2018年3月，本局共有312個課程上載「資歷名冊」（涉及2,686個課程紀錄）。

Course Accreditation

- In 2017-18, there were 12 courses (entailing 64 course entries) and 95 courses (entailing 588 course entries) submitted for accreditation and re-accreditation respectively. Applications for 1,007 “substantial changes” were also submitted.
- As at March 2018, 312 ERB courses (entailing 2,686 courses entries) were uploaded on the “Qualifications Register”.



林愛兒 Maggie LAM

「專業摩登大妗員基礎證書」課程畢業學員及「ERB傑出學員獎」得獎學員
Graduate Trainee of "Foundation Certificate in Professional Modern Guide of
Traditional Chinese Wedding Etiquettes Training" Course and
Awardee of "ERB Outstanding Award for Trainees"

完善支援 Comprehensive Support

僱員再培訓局設立三個就業轉介平台，包括「樂活一站」、「陪月一站」及「起步站」，並在各區設有兩間「ERB服務中心」及22個「ERB服務點」，全方位支援學員的培訓及就業需要。

The Employees Retraining Board (ERB) operates three job referral platforms, namely “Smart Living”, “Smart Baby Care” and “Smart Starter”, and two “ERB Service Centres” and 22 “ERB Service Spots” in various districts to fully support the training and employment needs of trainees.



完善支援 Comprehensive Support



「樂活一站」為家居服務、保健按摩及護理等相關課程畢業學員及僱主，提供免費的職位配對服務及轉介服務。

The "Smart Living" provides free job matching and referral services in the areas of domestic service, healthcare massage and healthcare for graduates of related training courses and employers.



「陪月一站」以中央形式處理陪月員及嬰幼照顧員的職位空缺，為相關課程的畢業學員及僱主提供免費的轉介服務。

The "Smart Baby Care" centrally manages post-natal care and infant and child care job vacancies, and provides free referral services for graduates of related courses and employers.

就業支援

樂活一站

- 「樂活一站」為家居服務、保健按摩及護理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2017-18年度，「樂活一站」成功轉介了約4,500名助理及填補約31,000個空缺。

Employment Support

Smart Living

- The "Smart Living" provides free job matching and referral services in the areas of domestic service, healthcare massage and healthcare for graduates of related training courses and employers. In 2017-18, around 31,000 vacancies were filled by some 4,500 helpers.

陪月一站

- 「陪月一站」以中央形式處理陪月員及嬰幼照顧員的職位空缺，為相關課程的畢業學員及家居僱主提供免費的一條龍轉介服務。在2017-18年度，「陪月一站」成功轉介了約620名陪月員及嬰幼照顧員及填補約1,600個空缺。

Smart Baby Care

- The "Smart Baby Care" centrally manages post-natal care and infant and child care job vacancies, and provides one-stop free referral services for household employers as well as graduates of related courses. In 2017-18, around 1,600 vacancies were filled by about 620 post-natal care helpers and infant and child care helpers.



「起步站」為新來港人士提供免費的兼職空缺轉介及跟進服務。

The “Smart Starter” provides free part-time job referral and follow-up services for new arrivals.

起步站

- 由2017年4月起，「起步站」開辦一系列「職業技能工作坊」予從未修讀過本局課程的新來港人士免費參加，並在完成工作坊後登記使用「起步站」的免費兼職空缺轉介及跟進服務。
- 在2017-18年度，兩間「起步站」合共舉辦了90個「職業技能工作坊」，約有1,340新來港人士透過參加工作坊登記「起步站」服務。
- 截至2018年3月，約有7,700名完成本局課程或「起步站」職業技能工作坊的新來港人士登記服務。

Smart Starter

- Since April 2017, the “Smart Starter” has been offering a series of vocational skills workshop for new arrivals who have not attended any ERB courses to join for free, and register with the “Smart Starter” and make use of the free part-time job referral and follow-up services upon completion of the workshops.
- In 2017-18, the two “Smart Starter” job referral centres organised a total of 90 vocational skills workshops through which around 1,340 new arrivals registered with the “Smart Starter”.
- As at March 2018, about 7,700 new arrivals who have completed ERB training courses or the vocational skills workshops organised by the “Smart Starter” registered with the scheme.

地區支援

ERB服務中心

- 「ERB服務中心」作為本局培訓及服務的地區窗口，為有培訓及就業需要人士，提供多元化的自助及支援服務。當中，「ERB服務中心（九龍西）」於2017年12月起結束營運，改為設立12個「ERB服務點」於區內更多地點繼續為市民服務，而位於觀塘及天水圍的兩間「ERB服務中心」則繼續營運。

District-based Support

ERB Service Centres

- As the district-based window to the courses and services of ERB, “ERB Service Centres” offer diversified self-help and support services to people with training and employment needs. “ERB Service Centre (Kowloon West)” ceased its operation from December 2017 and was replaced by 12 “ERB Service Spots” which continue serving local residents through the service spots set up in more locations. In parallel, two “ERB Service Centres” in Kwun Tong and Tin Shui Wai continue their operation.

完善支援 Comprehensive Support



「ERB服務中心」及「ERB服務點」作為本局培訓和服務的地區窗口，為有培訓及就業需要的人士，提供多元化的支援服務。
As the district-based window to the courses and services of ERB, "ERB Service Centres" and "ERB Service Spots" provide diversified support services to people with training and employment needs.



- 在2017-18年度，三間中心的會員約46,000人，累積使用服務人次共超過51萬。

- In 2017-18, there were some 46,000 members of the three centres and the accumulative number of users exceeded 510,000.

ERB服務點

- 在2017-18年度，共約有770人次透過10個「ERB服務點（葵青及荃灣）」及12個「ERB服務點（九龍西）」報讀本局課程。各「ERB服務點」合共舉辦了72個行業講座及試讀班，約有1,610名市民出席。

ERB Service Spots

- In 2017-18, about 770 persons enrolled for ERB courses through the 10 "ERB Service Spots" in Kwai Tsing and Tsuen Wan and 12 "ERB Service Spots" in Kowloon West. A total of 72 industry seminars and taster courses were organised with about 1,610 persons attended.

工作體驗活動系列

工作體驗日

- 在2017-18年度，本局與三間飲食業及物業管理業的僱主機構合辦了三次「工作體驗日」，推動僱主聘用料理家務者、新來港人士及較年長人士。內容包括參觀工作場所及設施，體驗相關行業的工作情況，並由僱主為有意入職的參加者安排即場面試。

Work Experience Activity Series

Work Experience Days

- In 2017-18, ERB organised three "Work Experience Days" in collaboration with three employers from the catering and property management industries to promote recruitment of homemakers, new arrivals and mature persons. Visits to workplaces and facilities were arranged for the participants to know more about the working environment of respective industries. Recruitment interviews were also offered by employers for participants who were interested to take up related jobs.



本局為高中學生舉辦「工作體驗活動」及「學校職業講座」，加深他們對相關行業的認識。

ERB organised "Work Experience Activities" and "Career Talks for Schools" for upper secondary students to enhance their understanding to respective industries.



工作體驗活動

- 在2017-18年度，本局與酒店、航空及運輸業僱主合辦了四次「工作體驗活動」，安排高中學生參觀工作場所及設施。僱主介紹機構的運作及不同崗位的入職要求和進修途徑，加深同學對相關行業的認識，作為日後選擇學科及規劃職業的參考。

Work Experience Activities

- In collaboration with four employers from the hotel, aviation and transport industries, ERB organised four "Work Experience Activities" in 2017-18 for upper secondary students to visit different workplaces and facilities. Employer representatives were invited to introduce the operation, entry requirements and learning pathways for various positions so as to enhance the understanding of students to respective industries and facilitate their future study and career planning.

學校職業講座

- 在2017-18年度，本局繼續與香港輔導教師協會合作，舉辦了14場「學校職業講座」，以高中學生、少數族裔學生、特殊學校學生及副學位學生為對象。企業主管人員與同學分享行業的前景、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。合共超過1,900名學生參加。

Career Talks for Schools

- In 2017-18, ERB continued the collaboration with the Hong Kong Association of Careers Masters and Guidance Masters to organise a total of 14 "Career Talks for Schools" for upper secondary students, students of ethnic minority origin and special schools, and sub-degree students. Senior corporate executives were invited to brief students of the industry prospects, working environment, entry requirements of different industries, etc. Staff members of ERB also introduced to the students the courses and services of ERB suitable for young people. Over 1,900 students attended the career talks.

完善支援 Comprehensive Support



本局於2017-18年度首次推出「中學生暑期實習計劃」，讓高中學生親身體驗工作世界，協助他們進行生涯規劃。
In 2017-18, ERB launched its first "ERB Summer Internship Programme" with a view to allowing upper secondary students to experience the real-life working environment and facilitate their life planning.



中學生暑期實習計劃

- 在2017-18年度，本局首次推出「中學生暑期實習計劃」，讓高中學生親身體驗工作世界，協助他們進行生涯規劃。不同行業的「人才企業」提供為期一至三星期的實習職位，並安排實習導師作指導及支援。合共40名同學獲甄選入職不同文職崗位，從實習中提升對行業的認識及工作技巧，獲益良多。

Summer Internship Programme

- In 2017-18, ERB launched its first "ERB Summer Internship Programme" with a view to allowing upper secondary students to experience the real-life working environment and facilitate their life planning. "Manpower Developers" from different industries provided one to three week's internship posts and mentors were arranged to provide on-the-job guidance and support for participating students. A total of 40 students were selected to take up different clerical positions with a view to enhancing their knowledge of respective industries and related working skills.



本局加強「外展培訓顧問服務」，培訓顧問到訪地區團體及社福機構，為有特別需要社群提供培訓及就業資訊。

ERB enhanced the "Outreaching Training Consultancy Service" that Training Consultants paid visits to district and social service organisations with a view to providing social groups with special needs with training and employment information.

培訓顧問服務

- 在2017-18年度，本局加強「外展培訓顧問服務」，培訓顧問積極連繫不同機構，到訪更多地區團體及社福機構，透過個人或小組諮詢服務，為有特別需要社群提供適切的培訓及就業資訊。
- 培訓顧問於年度內為有特別需要社群提供約360節外展諮詢服務，包括逾320次個人諮詢及近40次小組諮詢。

Training consultancy service

- In 2017-18, ERB enhanced the "Outreaching Training Consultancy Service". Training Consultants actively liaised with different organisations and paid visits to more district organisations and social service organisations with a view to providing social groups with special needs with suitable training and employment information through individual and group-based consultations.
- In the year, the Training Consultants provided some 360 sessions of outreach services to social groups with special needs, including over 320 sessions of individual consultation and around 40 sessions of group-based consultation.



王戌林 Susan WANG

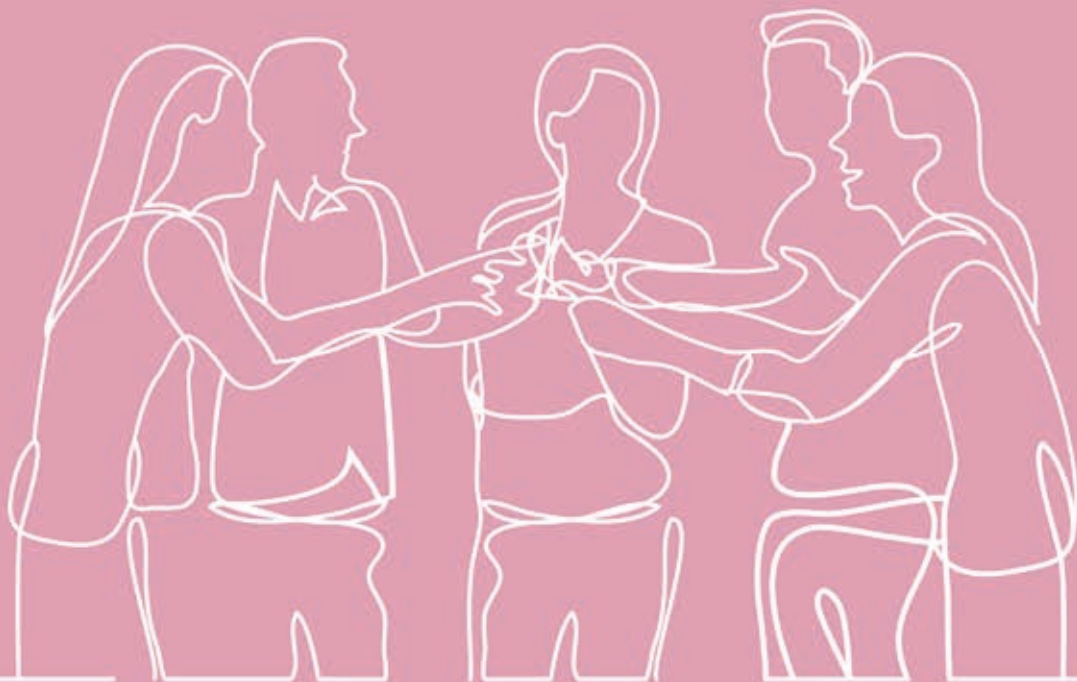
「酒店房務員基礎證書」課程畢業學員
Graduate Trainee of "Foundation Certificate in Hotel Room Attendant Training" Course

匯聚協作

Integration and Collaboration

僱員再培訓局匯聚伙伴力量，與僱主、工會、專業團體、政府部門、培訓機構、社會服務機構等攜手協作，提供緊貼市場需要的課程，為各行各業培育人才，同時提高本局學員的就業機會。

The Employees Retraining Board (ERB) emphasises the importance of social partnership, and works in collaboration with employers, trade unions, professional associations, government departments, training bodies and social service organisations to provide training courses with market needs, nurture talents for various industries while at the same time increase the employment opportunities of ERB trainees.



匯聚協作

Integration and Collaboration

行業諮詢網絡

- 在2017-18年度，本局透過19個主要由商會、工會及專業團體的代表組成的「行業諮詢網絡」，了解各行業的就業前景、技能要求和培訓需要。此外，「行業諮詢網絡」亦就本局現有課程的設計及新課程的發展提供意見，使本局課程能緊貼市場轉變。

僱主服務

網上招聘服務

- 在2017-18年度，本局繼續向企業、行業商會、僱主組織、中小企商會等推廣本局網站的「網上招聘服務」，收集用家的意見並持續優化功能。截至2018年3月，登記使用「網上招聘服務」的學員約5,500人，企業用戶約2,500個。

ERB人才企業嘉許計劃

- 在2017-18年度，共有99間機構獲嘉許為「人才企業」，包括51間規模較大的企業、32間中小企，以及16間政府部門、公營機構及非政府機構；另有261間「人才企業」獲延續嘉許資格。



Industry Consultative Networks

- In 2017-18, ERB grasped the market demand, skills requirements and training needs of different industries through the 19 "Industry Consultative Networks" (ICNs), which comprise representatives of employer associations, trade unions and professional associations. In addition, the ICNs gave advice on the design of existing courses and the development of new courses to ensure that the training portfolio of ERB caters timely for market changes.

Employer Services

Online Recruitment Service

- In 2017-18, ERB continued promoting the "Online Recruitment Service" in the corporate website to enterprises, trade associations, employer organisations, associations for small and medium enterprises (SMEs), etc. and collected user feedbacks to continuously improve the functions of the system. As at March 2018, around 5,500 trainees and some 2,500 enterprises registered with the "Online Recruitment Service".

ERB Manpower Developer Award Scheme

- In 2017-18, a total of 99 organisations were newly acknowledged as "Manpower Developers" (MDs), including 51 organisations from the "Non-SME Category", 32 organisations from the "SME Category" and 16 organisations from the "Government Department, Public Body and NGO Category", while another 261 organisations renewed their status of MD.



在2017-18年度，共有99間機構獲嘉許為「人才企業」。
In 2017-18, a total of 99 organisations were newly acknowledged as "Manpower Developers".



本局舉辦「中小企試讀班」及「中小企師友計劃」，支援中小企在招聘及培訓員工的需要。
ERB organised “Taster Course for SME” and “SME Mentorship Programme” to step up the support to SMEs in the areas of recruitment and staff training.



ERB中小企服務

- 在2017-18年度，本局繼續向中小企推廣「ERB中小企服務」，支援中小企在招聘及培訓員工的需要。
- 本局與「工業貿易署中小企業支援與諮詢中心」合辦「中小企業研討會」及「中小企試讀班」，以及與「香港生產力促進局中小企一站通」合辦一場「中小企試讀班」。「中小企師友計劃」下配對的28組師友已順利完成為期18個月的師友期。本局亦定期向中小企僱主及商會發放本局服務資訊。

ERB Services for SMEs

- In 2017-18, ERB continued to promote the “ERB Services for SMEs” so as to step up the support to SMEs in the areas of recruitment and staff training.
- ERB co-organised “SME Seminar” and “Taster Course for SME” with the “Support and Consultation Centre for SMEs” under the Trade and Industry Department, and “Taster Course for SME” with “SME One” under the Hong Kong Productivity Council. In addition, 28 pairs of participants under the “SME Mentorship Programme” had accomplished the 18-month mentorship period. ERB also disseminated service information to SME employers and associations on a periodic basis.

匯聚協作 Integration and Collaboration



本局舉辦「僱主周年聚會」，介紹本局最新發展及僱主服務，以及促進培訓機構與僱主的合作。

ERB organised the "Annual Employer Luncheon" to introduce the new development and employer services of ERB and foster collaboration between training bodies and employers.



僱主周年聚會

- 本局於2017年10月舉辦「僱主周年聚會」，介紹本局最新發展及僱主服務，以及促進培訓機構與僱主的合作，共有約300名企業、行業商會、僱主組織及培訓機構的代表出席。

Annual Employer Luncheon

- ERB organised the "Annual Employer Luncheon" in October 2017 to introduce the new development and employer services of ERB and foster collaboration between training bodies and employers. Around 300 representatives of enterprises, trade associations, employer organisations and training bodies attended the luncheon.



本局舉辦課程推介會，向企業管理人員介紹本局「新技能提升計劃」課程及僱主服務。

ERB organised a briefing session for managerial staff of enterprises to introduce the ERB "Skills Upgrading Scheme Plus" courses and employer services.

主題調查

- 在2017-18年度，本局分別就「聘用新來港人士的概況」及「聘用中年婦女的概況」進行了兩次「主題調查」，以了解僱主機構在招聘、培訓及管理新來港人士及中年婦女員工的考慮，並藉此了解僱主對本局的服務需求及意見。兩次調查共有超過280間企業參與。

Topical surveys

- In 2017-18, ERB conducted two thematic surveys on "Recruiting New Arrivals" and "Recruiting Middle-aged Women" so as to understand the considerations of employers in the recruitment, training and management of new arrivals and middle-aged women employees, as well as their needs and views on the services offered by ERB. Over 280 corporations participated in the two surveys.

課程推介會

- 在2017-18年度，本局舉辦「新技能提升計劃」課程推介會，向企業管理人員介紹本局在相關重點行業的「新技能提升計劃」課程及跨行業適用的通用技能培訓課程及其他僱主服務。嘉賓講者亦在推介會上分享處理員工情緒問題的方法，共有約140僱主代表出席。

Course briefing session

- In 2017-18, ERB organised a briefing session on "Skills Upgrading Scheme Plus" (SUS Plus) courses for managerial staff of enterprises, to introduce to them the ERB SUS Plus courses of respective key industries and the generic skills training courses suitable for employees of different industries as well as other employer services. Guest speakers were also invited to share their experience on handling staff emotional issues. Around 140 employer representatives attended the briefing session.



唐曉明 TONG Hiu-ming

「日本料理初級廚師基礎證書」課程畢業學員及「ERB傑出學員獎」得獎學員
Graduate Trainee of "Foundation Certificate in Junior Japanese Cuisine Cook Training" Course and
Awardee of "ERB Outstanding Award for Trainees"

連繫創新

Connection and Innovation

僱員再培訓局積極連繫培訓機構和地區團體，攜手在地區層面推廣本局課程和服務，並透過創新的宣傳策略及渠道，接觸更多廣大市民。

The Employees Retraining Board (ERB) saves no efforts in connecting and collaborating with training bodies and district organisations in promoting ERB courses and services at district level. Innovative promotion strategies and channels are deployed to reach out more members of the public.



連繫創新

Connection and Innovation

宣傳推廣

ERB 25周年活動系列

- 為慶祝成立25周年，本局在2017-18年度開展一系列機構傳訊及推廣活動，以多元及創新的方式，增加市民對本局課程和服務的認識，加強與社會各界的伙伴關係，以及提升本局的品牌形象。各項活動的參與人次累計超過15,000，並有超過250萬人次透過網上和社交媒體觀看活動資訊及留言讚好。

Publicity and Promotion

ERB 25th anniversary promotional activity series

- To commemorate its 25th anniversary, ERB launched a series of corporate communications and promotional activities through diverse and innovative approaches in 2017-18 to enhance the understanding of the public to ERB courses and services, foster partnership with different sectors of the community, and strengthen the corporate image of ERB. Over 15,000 people participated in various activities, and more than 2.5 million people learned about and “liked” these activities through online and social media.

本局邀請網絡紅人參與拍攝課程宣傳短片系列，以輕鬆有趣的互動形式推廣本局的培訓課程。ERB launched a promotional video series with the participation of an internet KOL to promote ERB courses through an interesting and interactive approach.



推行「行業為本」宣傳策略

- 本局在2017-18年度推行「行業為本」宣傳策略，訂定七個重點行業，包括家居服務、環境服務、物業管理及保安、飲食、健康護理、中醫保健和美容，以推廣本局的培訓課程、籌辦活動及推動行業協作。
- 本局以「28個行業•行行有得讀•培訓就業搵ERB」為主題，推出一系列宣傳品及廣告，由網絡紅人參與拍攝課程宣傳短片系列，以輕鬆有趣的互動形式推廣本局在重點行業提供的培訓課程。三集短片在社交媒體的觀看次數超過46萬，互動人次超過2,000。
- 本局於2017年6月至2018年3月期間，在《My ERB》Facebook專頁以影片、動畫、遊戲等多元形式，每月推廣一個行業的工作實況、行業技能及本局相關培訓課程。期間共推出44則貼文，互動人次約為24,000。
- 本局亦鼓勵培訓機構在規劃地區推廣活動時推廣七個重點行業的課程及就業機會。

Adopting “Industry-based” promotion strategy

- ERB adopted the “Industry-based” promotion strategy and identified seven key industries including domestic services, environmental services, property management and security, catering, healthcare services, Chinese healthcare and beauty therapy for concerted efforts in the promotion of training courses, organisation of promotional activities, and collaboration with industries.
- ERB produced a variety of publicity materials and advertisements on the theme of “ERB courses straddling 28 industries, ERB is your choice of training and employment”. ERB also launched a promotional video series with the participation of an internet KOL (key opinion leader) to promote ERB courses in the key industries through an interesting and interactive approach. The total numbers of “View” and “Engagement” of three episodes of the videos series were over 460,000 and 2,000 respectively.
- Monthly promotion on the working situation, vocational skills and related ERB courses of one industry was rolled out at “My ERB” Facebook Fan Page from June 2017 to March 2018 in the forms of video, animation, game, etc. A total of 44 feeds were uploaded and the number of “Engagement” was around 24,000.
- In addition, ERB encouraged training bodies to step up promotion of training courses and employment opportunities of the seven key industries when implementing the district-based promotional activities.

連繫創新 Connection and Innovation



本局透過《My ERB》Facebook專頁、《LOOK@erb》電子通訊及「僱主通訊」電子季刊發放最新的課程、服務及活動資訊。

ERB disseminated the latest information on ERB courses, services and activities through “My ERB” Facebook Fan Page, electronic bulletin “LOOK@erb” and quarterly electronic bulletin “Employer Newsletter”.

社交及電子媒體推廣

- 因應市民以電子媒體接收資訊的趨勢，本局繼續透過電子媒體及本局的資訊頻道推廣培訓課程、服務及活動，並更多借助知名人士的社交媒體進行宣傳，以接觸更多不同背景的市民。此外，本局亦在年度內透過網上平台，例如刊登網站橫額及關鍵字搜尋廣告，以推廣本局的課程及服務。
- 本局繼續透過《My ERB》Facebook專頁，以影片、動畫、遊戲、投票等形式推廣本局的課程、服務及活動，並應用Facebook合適的新功能以增強與用戶的互動。截至2018年3月，累積約16,300人讚好《My ERB》Facebook專頁。在2017-18年度，本局累計發放231則貼文，互動人次約為52,000。
- 本局於2017-18年度共出版了12期《LOOK@erb》電子通訊，平均每期向約90,000名讀者介紹本局的最新資訊、培訓課程及活動。
- 本局在2017-18年度出版了四期「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。

Promotion on social and digital media

- In response to the latest trends of receiving information through digital media, ERB continued to promote its training courses, services and activities through digital media and the ERB information channels, and leveraged social media platforms of celebrities in order to reach more general public of different backgrounds. In addition, ERB placed advertisements in the forms of display banners and keyword search at online platforms for promoting its courses and services.
- ERB continued to promote its courses, services and activities through videos, animations, games, online voting, etc. in “My ERB” Facebook Fan Page, and utilised new functions of Facebook where applicable to step up interaction with its users. As at March 2018, up to around 16,300 users “liked” the Fan Page. In 2017-18, ERB posted 231 feeds, the number of “Engagement” was around 52,000.
- In 2017-18, ERB published a total of 12 issues of the electronic bulletin “LOOK@erb” to an average of around 90,000 readers per issue to disseminate the latest information, courses and activities of ERB.
- In 2017-18, ERB published a total of four issues of the quarterly electronic bulletin “Employer Newsletter” to disseminate latest information on newly completed placement-tied courses, popular courses under the “Enterprise-based Training Scheme”, recruitment and promotional activities, etc. to trade associations, employer organisations and enterprises.



本局邀請知名藝人參與拍攝「樂活一站」農曆新年服務宣傳短片，以輕鬆有趣的方法介紹大掃除、蒸糕及煮團年飯服務。
ERB launched a short video to promote the Chinese New Year Services of “Smart Living”, including cleaning, making of Chinese puddings and festive meal cooking, with the participation of a celebrity in an interesting approach.



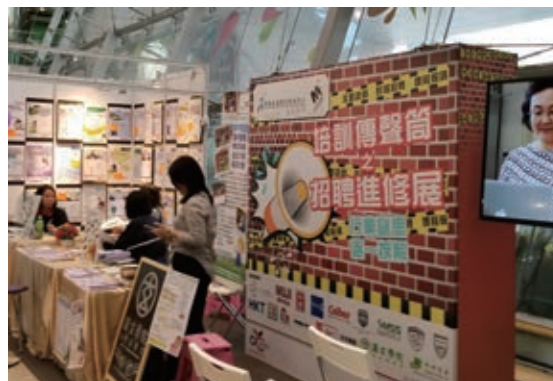
課程及服務推廣

- 本局於2017年10月至2018年1月期間推出宣傳廣告，分別向青年人、中年人士和料理家務者推廣「特種警衛基礎證書」(度身訂造課程)及「先聘用、後培訓」試點計劃，協助他們投身高端物業管理及保安業、健康護理業和環境服務業，以及修讀本局相關課程。
- 本局在2017-18年度共出版了兩期課程總覽及以少數族裔語言製作的課程宣傳單張；更新了23個行業的「課程圖譜」、「青年課程圖譜」、為新來港人士、少數族裔人士和青年人專設的宣傳單張，以及本局的課程和服務簡介。
- 為宣傳「樂活一站」農曆新年服務，本局製作宣傳短片，邀請知名藝人參與演出，以輕鬆有趣的方法介紹大掃除、蒸糕及煮團年飯服務；亦在《My ERB》Facebook專頁及流動裝置應用程式推出問答遊戲，加強宣傳效果。
- 本局於2017年8月在社交媒體及網上平台推出宣傳廣告，推廣「陪月一站」參加大型的嬰兒及兒童博覽。

Promotion on training courses and services

- ERB rolled out a variety of advertisements for promoting the “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)” and the “First-Hire-Then-Train” Pilot Programme to the young people, middle-aged persons and homemakers respectively, assisting them to land jobs in the high-end property management and security, healthcare services and environmental services industries, and enrolled in related ERB courses.
- In 2017-18, ERB published two issues of Course Prospectus and produced course promotional leaflet in ethnic minority languages; updated the “Course Progression Charts” for 23 industries, “Course Progression Chart for Youths”, leaflets for new arrivals, ethnic minorities, youths and the leaflet introducing ERB courses and services.
- With the participation of a celebrity, ERB produced a short video to promote the Chinese New Year Services of “Smart Living”, including cleaning, making of Chinese puddings and festive meal cooking, in an interesting approach. ERB also rolled out a quiz game at the “My ERB” Facebook Fan Page and mobile application platform to maximise the publicity impact.
- Advertisements on social media and online platform were placed to promote the participation of “Smart Baby Care” in a large-scale baby and children expo in August 2017.

連繫創新 Connection and Innovation



本局透過「課程及行業推廣計劃」資助培訓機構舉辦地區推廣活動，增加公眾人士對本局課程及服務的認識。

ERB sponsored training bodies to organise district-based promotional activities to arouse public awareness of ERB courses and services.

發展地區網絡

課程及行業推廣計劃

- 在2017-18年度，本局透過「課程及行業推廣計劃」資助培訓機構合共完成了67項活動，超過43,000人次出席，約有370間僱主機構參與推廣活動。
- 本局於年內已完成「課程及行業推廣計劃」成效檢討，將於2018-19年度推出優化措施，推動培訓機構加強與地區團體及行業僱主的合作、舉辦更多大型綜合活動，以及為特別需要的社群舉辦更多專設活動。

加強與地區團體聯繫

- 配合本局發展地區網絡的工作，本局鼓勵培訓機構在舉辦地區推廣活動時與地區團體合作，借助社區網絡增加公眾人士對本局課程、服務及不同行業前景和就業機會的認識。

Developing District Networks

Funding Programme for Courses and Industries

- In 2017-18, ERB sponsored training bodies to organise 67 activities under the “Funding Programme for Courses and Industries”, with over 43,000 people and about 370 employers participated.
- In the year, ERB completed the review of the “Funding Programme for Courses and Industries” and improvement measures will be introduced in 2018-19 to encourage training bodies to step up collaborations with district organisations and employers, to organise more large-scale activities and dedicated promotional activities for social groups with special needs.

Strengthening connection with district organisations

- To keep in pace with our work plan in developing district networks, ERB encouraged training bodies to join hands with district organisations in launching district-based promotional activities, and make use of their district networks to arouse public awareness of the courses and services of ERB as well as the development prospects and employment opportunities of different industries.



本局舉辦傳媒聚會，介紹重點工作規劃；邀請傳媒採訪多項新課程、服務計劃及得獎學員；以及安排學員參與拍攝電視節目。

ERB organised media activity to introduce key initiatives of the work plan; invited the media to report a number of newly introduced training courses, service schemes and successful stories of ERB trainees; and arranged ERB trainees to participate in shooting of TV programme.

傳媒工作

- 本局主席和行政總監於2017年4月與傳媒聚會，總結本局在2016-17年度的工作進展，並介紹2017-18年度的重點工作規劃。主席更即場為一名長者剪髮，介紹「全民愛增值」和「工作體驗活動」系列的理念。
- 本局邀請傳媒採訪多項新課程，包括「專業的士司機培訓（溝通技巧及顧客服務）基礎證書」、「街頭健身及體適能教練證書」、「特種警衛基礎證書」（度身訂造課程）等；亦為「陪月一站」和「先聘用、後培訓」試點計劃（健康護理業）安排傳媒訪問。

Media Activities

- The ERB Chairman and Executive Director met the media in April 2017 to report the work progress of ERB in 2016-17 and highlight key initiatives of the work plan in 2017-18. The Chairman also provided hair-cutting service for an elderly person on-site to demonstrate the objectives of implementing the “We Love Upgrading Scheme” and “Work Experience Activity” Series.
- In 2017-18, ERB invited the media to report a number of newly introduced training courses, including the “Foundation Certificate in Professional Taxi Driver Training (Communications Skills and Customer Service)”, “Certificate in Street Workout and Fitness Trainer Training”, “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)”, as well as “Smart Baby Care” and “First-Hire-Then-Train” Pilot Programme launched for the elderly care service industry.

連繫創新 Connection and Innovation



本局舉辦傳媒聚會，介紹重點工作規劃；邀請傳媒採訪多項新課程、服務計劃及得獎學員；以及安排學員參與拍攝電視節目。

ERB organised media activity to introduce key initiatives of the work plan; invited the media to report a number of newly introduced training courses, service schemes and successful stories of ERB trainees; and arranged ERB trainees to participate in shooting of TV programme.

- 為配合2018年「樂活一站」農曆新年服務的推出，本局安排「樂活助理」接受報章及電台訪問，分享家居清潔心得及進行示範。
- 本局安排一名從事小丑表演藝術的本局青年學員接受「香港政府新聞網」的訪問。
- 本局安排行政總監、四名「特種警衛基礎證書」(度身訂造課程)學員及一名「特種警衛訓練計劃」畢業學員參與港台電視31台《我係奮青》節目其中一集的拍攝工作，透過學員分享培訓體驗、工作實況及對事業發展的期望，藉以鼓勵更多青年人報讀課程。
- 本局邀請傳媒分別採訪「ERB 25周年閉幕禮」暨第10屆ERB「人才發展計劃」頒獎禮及「尤德爵士紀念基金第三十一屆頒獎典禮」得獎學員，報導他們的學習和奮鬥經歷。
- To kick-off the 2018 Chinese New Year Services of “Smart Living”, press and radio media interviews were arranged for a “Smart Helper” to share her experience and techniques in household cleaning.
- ERB arranged a young graduate of ERB who worked as clown performer to attend an interview of news.gov.hk.
- The ERB Executive Director, four trainees of the “Foundation Certificate in Specialised Security Services Training (Tailor-made Course)” and one graduate of the “Squad 3S Programme” were arranged to participate in the video shooting of an episode of RTHK31 TV programme 《我係奮青》. Our graduates talked about their feelings about ERB, shared their training, work and job aspirations with the aim of encouraging more young people to enrol in the course.
- ERB invited the media to cover the “ERB 25th Anniversary Closing Ceremony” cum the 10th ERB “Manpower Development Scheme” Award Presentation Ceremony, and the “31st Awards Presentation Ceremony of the Sir Edward Youde Memorial Fund”. The successful stories of ERB trainees in overcoming difficulties through training were reported.



本局於2017-18年度接待多個訪問團，介紹本局的培訓及就業服務。
In 2017-18, ERB received delegations from different countries to introduce ERB training and placement services.

交流會面

- 本局行政總監接待愛爾蘭商業、企業和創新部勞工事務助理秘書長 Clare Dunne女士，介紹本局推動培訓和就業的工作。
- 本局副行政總監（培訓服務）接待「新加坡成人教育學院」訪問團，交流港新兩地在推動持續進修及就業支援服務的經驗。
- 本局副行政總監（培訓服務）接待北京市總工會職工大學訪問團，介紹本局的培訓和就業服務。

Exchanges and Meetings

- The ERB Executive Director received Ms. Clare DUNNE, Assistant Secretary General, Labour Affairs Division, Department of Business, Enterprise and Innovation, Ireland, and briefed her on our work pertaining to training courses and placement services.
- The ERB Deputy Executive Director (Training Services) received the delegation from the Institute for Adult Learning, Singapore. Both parties shared their experience on promoting continuous education and employment support services.
- The ERB Deputy Executive Director (Training Services) received the delegation from the Beijing Federation of Trade Unions University for Workers and Staff, introducing to them ERB training and placement services.



關道生 KWAN To-sang

「高級保安及物業管理基礎證書」課程畢業學員
Graduate Trainee of "Foundation Certificate in Advanced Security & Property Management" Course

強化管治 Strengthening Governance



在推動「人才發展」的同時，僱員再培訓局亦致力強化企業管治，重視員工的培訓及發展，以提升工作效率和資源效益。

While promoting “Manpower Development”, the Employees Retraining Board (ERB) is committed to reinforcing corporate governance and staff training and development, with a view to enhancing work efficiency and cost-effectiveness.

強化管治

Strengthening Governance

行政措施

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2017-18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。

企業社會責任

- 在2017-18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。

員工培訓

- 在2017-18年度，本局分別以少數族裔人士和殘疾及工傷康復人士的培訓及就業需要為主題舉辦工作坊，以加強本局、培訓機構同工及僱主對有關社群的認識。
- 本局安排或資助職員參加各專項培訓課程、講座和工作坊，主題包括「強制性公積金計劃及職業退休計劃簡介會」、「個人資料（私隱）講座」、「辦公室及公眾場所室內空氣質素檢定計劃的新室內空氣質素指標持份者簡報會」，以及與職業健康、社交媒體和內容營銷相關的講座及培訓等；並參加由教育局及職業訓練局合辦的「職業專才教育國際研討會2017」。

Administrative Measures

Offering internship opportunities

- 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 2017-18, three university students were arranged to work in different divisions of ERB during their two months' internship. Staff members of ERB at manager rank or above were assigned as mentors of the interns.

Corporate social responsibilities

- In 2017-18, ERB helped collect donations from staff members for charity fund-raising events, and actively procured products and services from social enterprises.

Staff Training

- In 2017-18, ERB organised workshops on the training and employment needs of ethnic minorities and persons with disabilities and persons recovered from work injuries respectively for its employees, training bodies and employers with a view to enhancing their knowledge of these social groups.
- ERB arranged or sponsored staff members to attend various training courses, seminars and workshops on topics including "Mandatory Provident Fund Schemes and Occupational Retirement Schemes Ordinance Briefing", "Personal Data (Privacy) Ordinance Seminar", "Stakeholders Briefing Session on the Implementation of the New Indoor Air Quality Objectives for the Indoor Air Quality Certification Scheme for Offices and Public Places", talks and training related to occupational health, social media and content marketing, as well as the "Vocational and Professional Education and Training (VPET) International Conference 2017" jointly organised by the Education Bureau and the Vocational Training Council.



本局安排職員參加各專項培訓課程、講座和工作坊。
ERB arranged staff members to attend various training courses, seminars and workshops.



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2017-18年度，內部審計組完成了『樂活一站』及『陪月一站』之運作及相關外判程序、「投訴處理」、「投資政策及本局之收入確認」及「存貨制度」四項審計項目，並向審計委員會提交審計結果（包括改善建議）。

Internal Audit

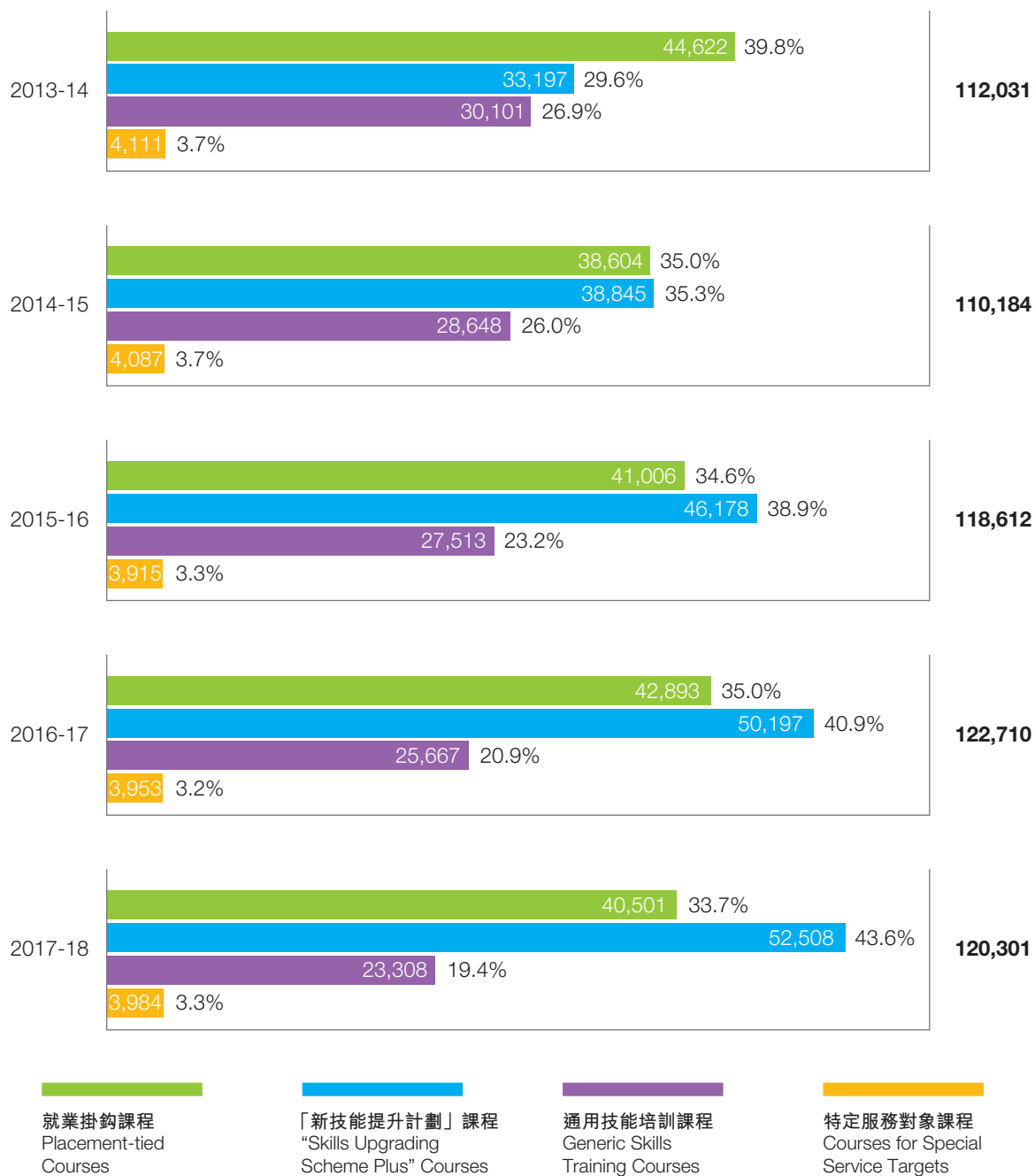
- The Internal Audit Section was established to carry out independent internal audits under the auspices of the Audit Committee.
- In 2017-18, the Internal Audit Section completed four internal audit exercises respectively on “Performance Monitoring of Smart Living Scheme and Smart Baby Care Scheme”, “Customer Services Operations”, “Employees Retraining Fund and Income Recognition Management” and “Non-Inventory Items Management”. Audit reports with improvement recommendations were submitted to the Audit Committee for consideration.

主要統計資料

Major Statistics

各類培訓課程的入讀人次

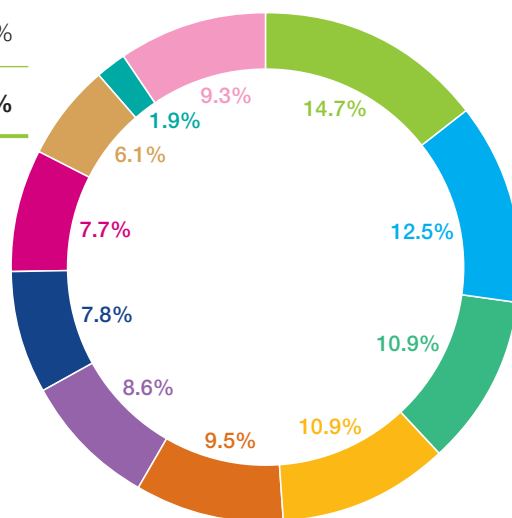
Number of Trainees Admitted



入讀範疇

Number of Trainees Admitted by Categories

行業範疇 / 通用技能範疇 Category	入讀人次 No. of Trainees Admitted	百分比 %
家居服務 Domestic Services	17,726	14.7%
環境服務 Environmental Services	15,041	12.5%
電腦／資訊科技應用 Computer / IT Applications	13,150	10.9%
飲食 Catering	13,131	10.9%
職業語文 Workplace Languages	11,442	9.5%
健康護理 Healthcare Services	10,289	8.6%
物業管理及保安 Property Management & Security	9,386	7.8%
中醫保健 Chinese Healthcare	9,278	7.7%
美容 Beauty Therapy	7,382	6.1%
商業 Business	2,311	1.9%
其他 Others	11,165	9.3%
總數 Total	120,301	100.0%



上述圖表顯示首 10 個最高入讀人次的行業範疇 / 通用技能範疇。

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

主要統計資料 Major Statistics

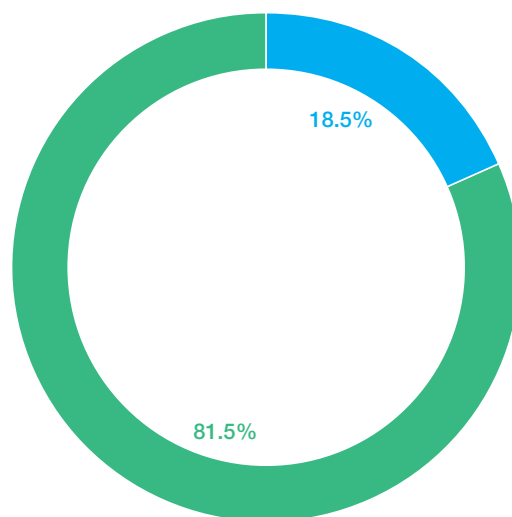
入讀人次的男女比例

Number of Trainees Admitted by Gender

性別 Gender	入讀人次 No. of Trainees Admitted	百分比 %
男 Male	22,237	18.5%
女 Female	98,061	81.5%
未有提供 No Information Provided	3	#
總數 Total	120,301	100.0%

少於0.05%

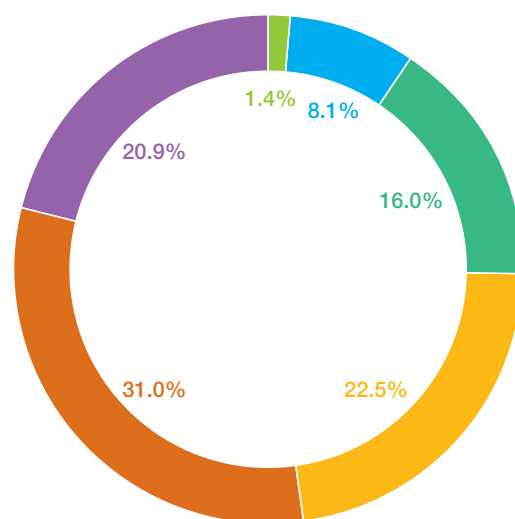
Less than 0.05%



入讀人次的年齡分布

Number of Trainees Admitted by Age

年齡 Age	入讀人次 No. of Trainees Admitted	百分比 %
15-19	1,731	1.4%
20-29	9,796	8.1%
30-39	19,300	16.0%
40-49	27,120	22.5%
50-59	37,236	31.0%
60或以上 60 or Above	25,118	20.9%
總數 Total	120,301	100.0%



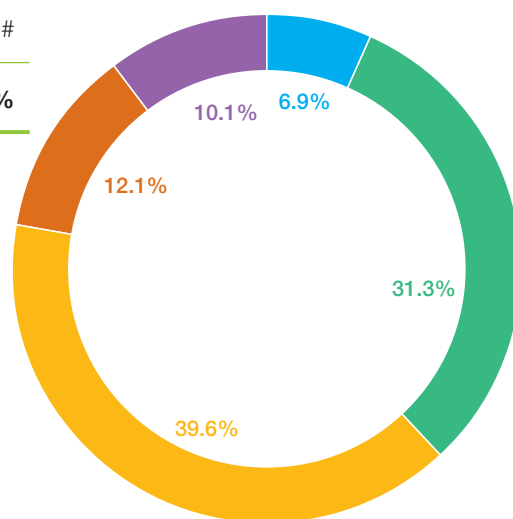
主要統計資料 Major Statistics

入讀人次的學歷程度

Number of Trainees Admitted by Education Level

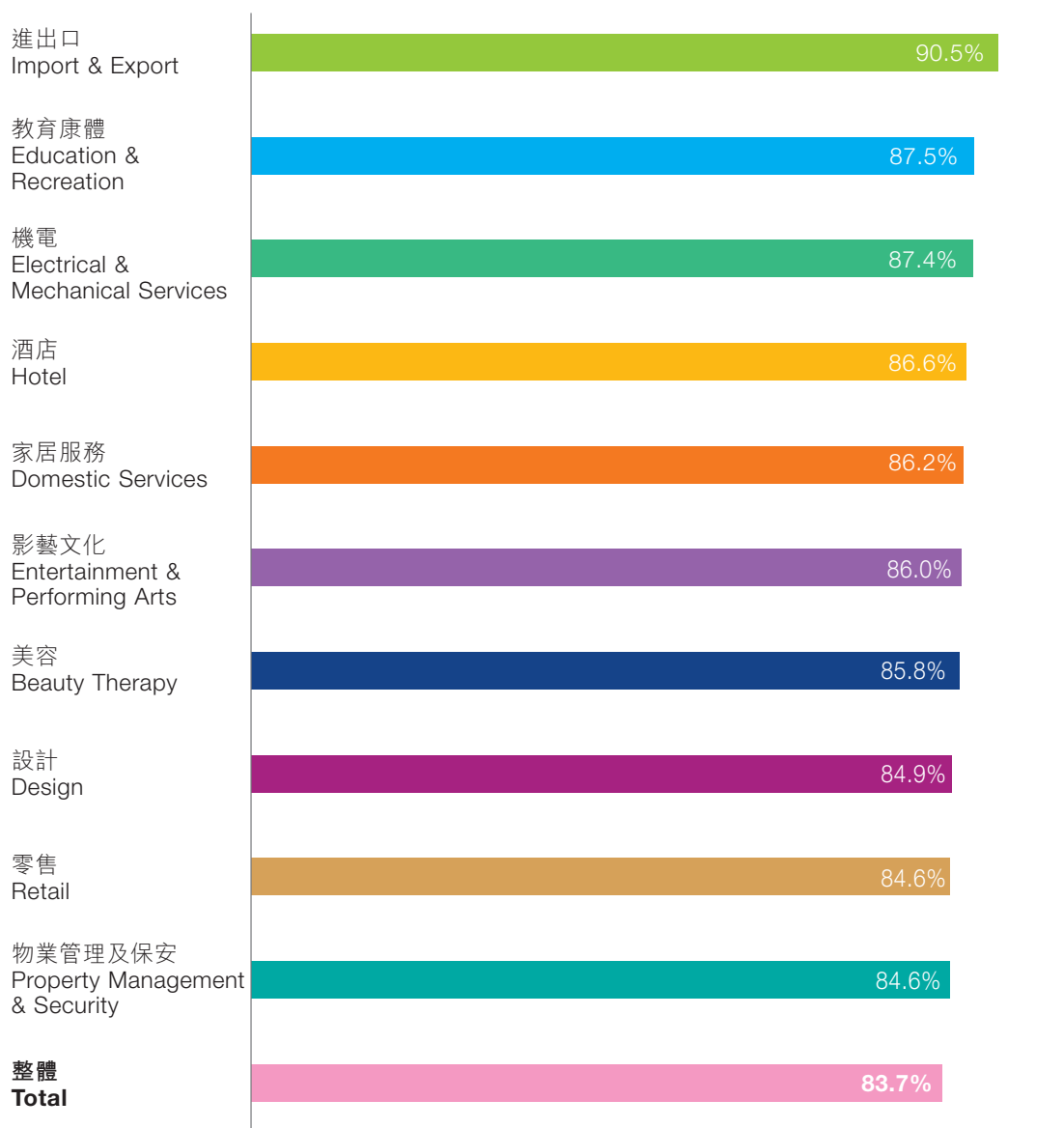
學歷程度 Education Level	入讀人次 No. of Trainees Admitted	百分比 %
未曾入學 No Schooling	41	#
小學或以下 Primary Education or Below	8,317	6.9%
中一至中三 Secondary 1 to 3	37,638	31.3%
中四至中五 Secondary 4 to 5	47,642	39.6%
中六至中七 Secondary 6 to 7	14,513	12.1%
副學位 Sub-degree	12,124	10.1%
副學位以上 Above Sub-degree	26	#
總數 Total	120,301	100.0%

少於0.05%
Less than 0.05%



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

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



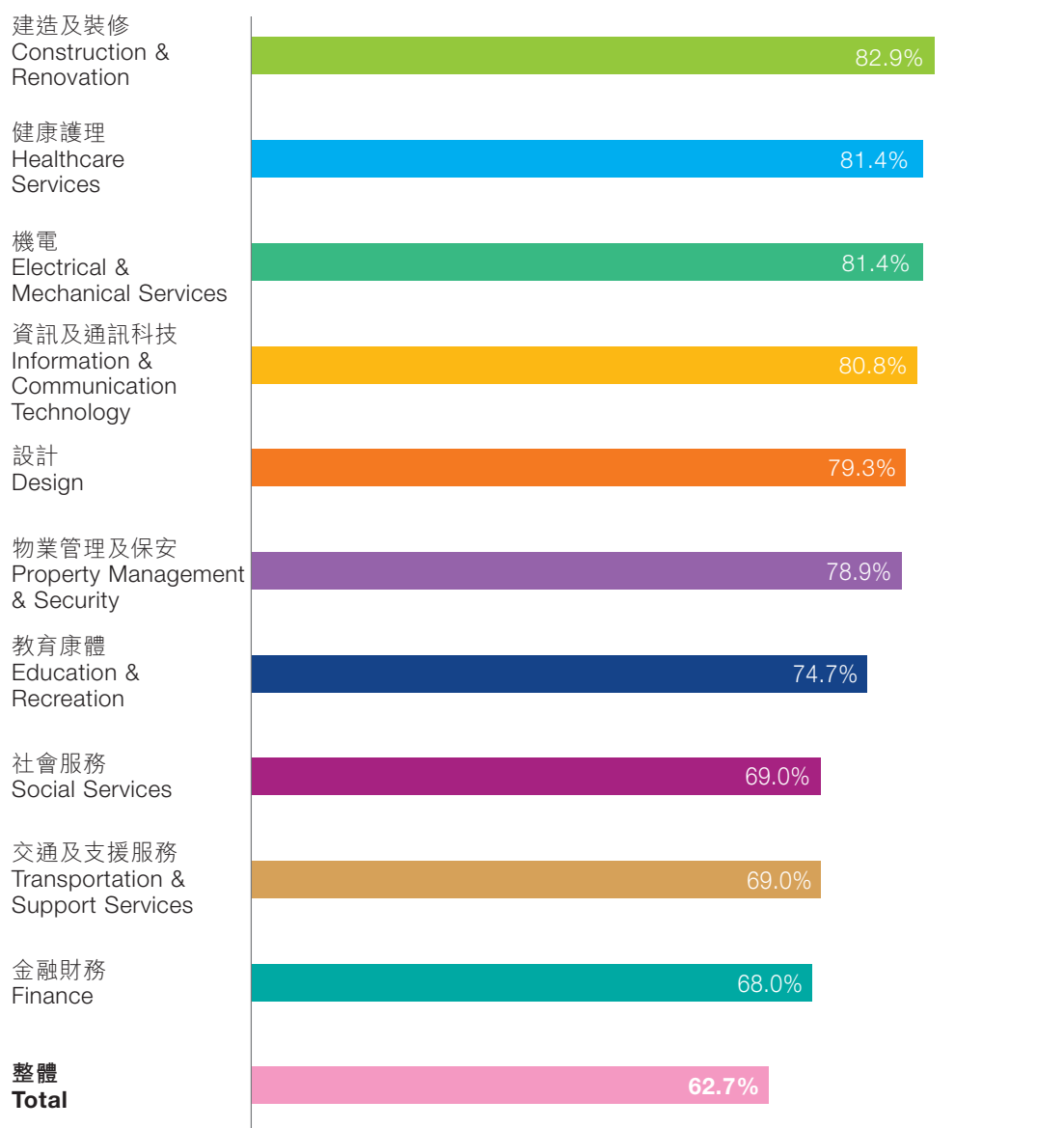
上述圖表顯示首10個最高就業率的行業範疇。

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

主要統計資料 Major Statistics

就業掛鈎課程的留職率

Retention Rate of Placement-tied Courses



上述圖表顯示首10個最高留職率的行業範疇。

The above chart lists the top 10 industry categories according to the retention rate.

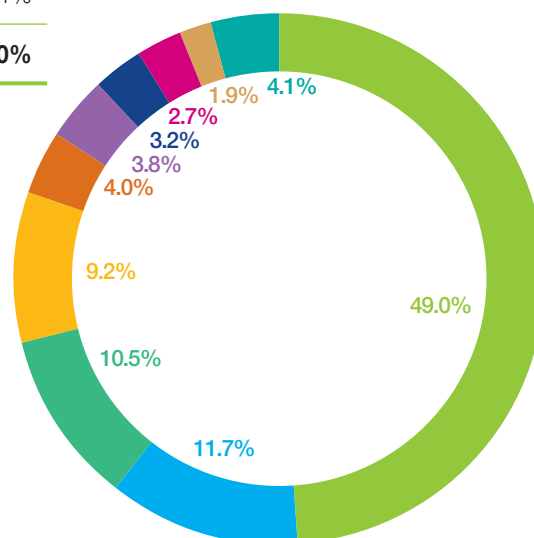
就業掛鈎課程受聘畢業學員行業組別劃分

Industry Sector Profile of Graduate Trainees of Placement-tied Courses

行業組別 Industry Sector	人次 No. of Trainees	百分比 %
社區、社會及個人服務業 Community, Social & Personal Services	15,898	49.0%
批發及零售業 Wholesale & Retail	3,795	11.7%
飲食業 Catering	3,409	10.5%
地產、物業管理及護衛業 Real Estate, Property Management & Security Services	2,978	9.2%
金融、保險及商業服務業 Finance, Insurance & Business Services	1,304	4.0%
運輸、倉庫及通訊業 Transport, Storage & Communication	1,228	3.8%
建造業 Construction	1,032	3.2%
酒店業 Hotel	866	2.7%
進出口貿易業 Import & Export	630	1.9%
其他* Others*	1,332	4.1%
總數 Total	32,472	100.0%

* 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.



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)

意見

本核數師(以下簡稱「我們」)已審計列載於第114頁至第143頁之僱員再培訓局(「再培訓局」)的財務報表,此財務報表包括於2018年3月31日的資產負債表與截至該日止年度的收支表、資金變動表及現金流量表,以及財務報表附註,包括主要會計政策概要。

我們認為,該等財務報表已根據香港會計師公會頒佈的《香港財務報告準則》真實而中肯地反映了再培訓局於2018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。

意見的基礎

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。我們在該等準則下承擔的責任已在本報告「核數師就審計財務報表承擔的責任」部分中作進一步闡述。根據香港會計師公會頒佈的《專業會計師道德守則》(以下簡稱「守則」),我們獨立於再培訓局,並已履行守則中的其他專業道德責任。我們相信,我們所獲得的審計憑證能充足及適當地為我們的審計意見提供基礎。

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF EMPLOYEES RETRAINING BOARD

(Established in Hong Kong under the Employees Retraining Ordinance)

Opinion

We have audited the financial statements of Employees Retraining Board (the "Board") set out on pages 114 to 143, which comprise the statement of financial position as at 31 March 2018, and the income and expenditure account, statement of changes in fund and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements give a true and fair view of the financial position of the Board as at 31 March 2018, and of its financial performance and its cash flows for the year then ended in accordance with Hong Kong Financial Reporting Standards ("HKFRSs") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA").

Basis for Opinion

We conducted our audit in accordance with Hong Kong Standards on Auditing ("HKSAs") issued by the HKICPA. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the HKICPA's Code of Ethics for Professional Accountants ("the Code"), and we have fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

其他信息

再培訓局委員需對其他信息負責。其他信息包括刊載於年報內的信息，但不包括財務報表及我們的核數師報告。

我們對財務報表的意見並不涵蓋其他信息，我們亦不對該等其他信息發表任何形式的鑒證結論。

結合我們對財務報表的審計，我們的責任是閱讀其他信息，在此過程中，考慮其他信息是否與財務報表或我們在審計過程中所了解的情況存在重大抵觸或者似乎存在重大錯誤陳述的情況。基於我們已執行的工作，如果我們認為其他信息存在重大錯誤陳述，我們需要報告該事實。在這方面，我們沒有任何報告。

再培訓局委員就財務報表需承擔的責任

再培訓局委員需負責根據香港會計師公會頒佈的《香港財務報告準則》的披露要求擬備真實而中肯的財務報表，並對其認為為使財務報表的擬備不存在由於欺詐或錯誤而導致的重大錯誤陳述所需的內部控制負責。

在擬備財務報表時，再培訓局委員負責評估再培訓局持續經營的能力，並在適用情況下披露與持續經營有關的事項，以及使用持續經營為會計基礎，除非再培訓局委員有意將再培訓局清盤或停止經營，或別無其他實際的替代方案。

再培訓局委員須負責監督再培訓局的財務報告流程。

Other information

The members of the Board are responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report the fact. We have nothing to report in this regard.

Responsibilities of the Members of the Board for the Financial Statements

The members of the Board are responsible for the preparation of the financial statements that give a true and fair view in accordance with HKFRSs issued by the HKICPA, 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.

In preparing the financial statements, the members of the Board are responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

The members of the Board are responsible for overseeing the Board's financial reporting process.

財務報表 Financial Statements

核數師就審計財務報表承擔的責任

我們的目標，是對財務報表整體是否不存在由於欺詐或錯誤而導致的重大錯誤陳述取得合理保證，並按照雙方同意的受聘條款，僅向再培訓局委員出具包括我們意見的核數師報告。除此以外，我們的報告不可作其他用途。我們不就本報告的內容向任何其他人士負責或承擔責任。合理保證是高水平保證，但不能保證按照香港審計準則進行的審核，在某一種大錯誤陳述存在時總能發現。錯誤陳述可由欺詐或錯誤引起，如果合理預期它們單獨或匯總起來可能影響財務報表使用者依賴財務報表所作出的經濟決定，則有關的錯誤陳述可被視作重大。

根據香港審計準則進行審核的過程中，我們運用了專業判斷，保持了專業懷疑態度。我們亦：

- 識別及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、設計及執行審核程序以應對這些風險，以及獲取充足及適當的審核憑證，作為我們意見的基礎。由於欺詐可能涉及串謀、偽造、蓄意遺漏、虛假陳述，或凌駕於內部控制之上，因此未能發現因欺詐而導致之重大錯誤陳述之風險高於未能發現因錯誤而導致重大錯誤陳述的風險。
- 瞭解與審核相關的內部控制，以設計適當的審核程序，但目的並非對再培訓局內部控制的有效性發表意見。
- 評價再培訓局委員所採用會計政策的恰當性以及所作出會計估計及相關披露的合理性。

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes 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. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with HKSAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with HKSAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the members of the Board.

- 對再培訓局委員採用持續經營會計基礎的恰當性作出結論。根據所獲取的審核憑證，確定是否存在與事項或情況有關的重大不確定性，從而可能導致對再培訓局的持續經營能力產生重大疑慮。如果我們認為存在重大不確定性，則有必要在核數師報告中提請使用者注意財務報表中之相關披露。假若有關披露不足，則我們應當發表非無保留意見。我們的結論是基於核數師報告日期止所取得的審核憑證。然而，未來事項或情況可能導致再培訓局不能持續經營。
- 評價財務報表的整體列報方式、結構及內容，包括披露，以及財務報表是否中肯反映交易及事項。
- Conclude on the appropriateness of the members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

除其他事項外，我們與再培訓局委員溝通了計劃的審核範圍、時間安排、重大審核發現等，包括我們在審核中識別出內部控制的任何重大缺陷。

We communicate with the members of the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

德勤•關黃陳方會計師行
執業會計師
香港

2018年12月11日

Deloitte Touche Tohmatsu
Certified Public Accountants
Hong Kong

11 December 2018

財務報表

Financial Statements

收支表

INCOME AND EXPENDITURE ACCOUNT

截至2018年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2018

		附註 NOTES	二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
收入	Incomes			
徵款收入	Levy income		25,351,774	26,810,004
利息收入	Interest income		472,444,142	452,028,688
課程學費收入	Course fee income		5,373,807	5,652,224
其他收入	Other income	4	1,447,306	3,948,451
			504,617,029	488,439,367
支出	Expenditures			
再培訓津貼	Retraining allowances	5	(59,854,274)	(62,772,481)
培訓課程及計劃開支	Training courses and programme expenses	6	(729,234,033)	(716,333,804)
向入境事務處繳交徵款 行政費	Administrative fees charged by the Immigration Department for the collection of levy		(822,439)	(825,421)
行政開支	Administrative expenses		(106,512,884)	(109,243,876)
			(896,423,630)	(889,175,582)
稅前年內虧損	Deficit before tax		(391,806,601)	(400,736,215)
所得稅	Taxation	7	—	—
年內虧損	Deficit for the year	8	(391,806,601)	(400,736,215)

資產負債表

STATEMENT OF FINANCIAL POSITION

於2018年3月31日
AT 31 MARCH 2018

		附註 NOTES	二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
非流動資產	Non-current assets			
物業及設備	Property and equipment	10	4,621,101	4,740,008
租金及公用設施按金	Rental and utility deposits	11	1,971,230	1,073,640
應收香港金融管理局之款項	Amount due from the Hong Kong Monetary Authority	13	12,500,000,000	12,500,000,000
			12,506,592,331	12,505,813,648
流動資產	Current assets			
應收款項、按金及預付款	Receivables, deposits and prepayments	11	10,635,709	15,673,314
應收香港金融管理局之款項	Amount due from the Hong Kong Monetary Authority	13	2,096,001,508	1,636,134,051
應收培訓機構之款項	Amounts due from training bodies	14	306,310	650,102
應收入境事務處之款項	Amount due from the Immigration Department	14	412,800	451,200
銀行結餘及存款	Bank balances and deposits	12		
－ 現金及現金等價物	－ Cash and cash equivalents		276,172,125	724,811,118
－ 原到期日逾三個月之定期存款	－ Time deposits with original maturity over three months		272,137,800	677,922,800
			2,655,666,252	3,055,642,585
流動負債	Current liability			
應計費用及其他應付款	Accrual and other payables		48,290,957	55,682,006
淨流動資產	Net current assets		2,607,375,295	2,999,960,579
淨資產	Net assets		15,113,967,626	15,505,774,227
資金	Fund			
僱員再培訓基金	Employees Retraining Fund		15,113,967,626	15,505,774,227

載於第114至143頁的財務報表已於2018年12月11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 114 to 143 were approved and authorised for issue by the members of the Employees Retraining Board on 11 December 2018 and are signed on its behalf by:

Professor William LEUNG Wing-cheung, SBS, JP
梁永祥教授, SBS, JP
Chairman
主席

Byron NG Kwok-keung, BBS
吳國強, BBS
Executive Director
行政總監

財務報表

Financial Statements

資金變動表

STATEMENT OF CHANGES IN FUND

截至2018年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2018

		僱員再培訓基金 Employees Retraining Fund 港元HK\$
於2016年4月1日	At 1 April 2016	15,906,510,442
年內虧損	Deficit for the year	(400,736,215)
於2017年3月31日	At 31 March 2017	15,505,774,227
年內虧損	Deficit for the year	(391,806,601)
於2018年3月31日	At 31 March 2018	15,113,967,626

現金流量表
STATEMENT OF CASH FLOWS

截至2018年3月31日止年度
FOR THE YEAR ENDED 31 MARCH 2018

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
經營業務	OPERATING ACTIVITIES		
年內虧損	Deficit for the year	(391,806,601)	(400,736,215)
經調整：	Adjustments for:		
物業及設備折舊	Depreciation of property and equipment	2,585,717	8,741,562
利息收入	Interest income	(472,444,142)	(452,028,688)
應收課程收入及其他應收款 減值虧損	Impairment losses recognised in respect of course fee income receivables and other receivables	2,504,810	2,606,058
營運資金變動前之經營業務 現金流	Operating cash flows before movements in working capital	(859,160,216)	(841,417,283)
應收款項、按金及預付款之 減少(增加)	Decrease (increase) in receivables, deposits and prepayments	1,498,905	(4,617,387)
應收培訓機構之款項之 減少(增加)	Decrease (increase) in amounts due from training bodies	343,792	(296,675)
應收入境事務處之款項之 減少(增加)	Decrease (increase) in amount due from the Immigration Department	38,400	(38,400)
應付款項及其他應付款之 (減少)增加	(Decrease) increase in accrual and other payables	(7,391,049)	1,977,475
用於經營業務之現金淨額	NET CASH USED IN OPERATING ACTIVITIES	(864,670,168)	(844,392,270)

財務報表

Financial Statements

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
投資業務	INVESTING ACTIVITIES		
已收利息	Interest received	12,576,685	18,117,646
購買物業及設備之款項	Purchase of property and equipment	(2,330,510)	(771,249)
原到期日逾三個月之定期存款之減少	Decrease in time deposits with original maturity over three months	405,785,000	19,473,291
來自投資業務之現金淨額	NET CASH FROM INVESTING ACTIVITIES	416,031,175	36,819,688
現金及現金等值物減少淨額	NET DECREASE IN CASH AND CASH EQUIVALENTS	(448,638,993)	(807,572,582)
承前現金及現金等值物	CASH AND CASH EQUIVALENTS AT BEGINNING OF THE YEAR	724,811,118	1,532,383,700
現金及現金等值物結轉	CASH AND CASH EQUIVALENTS AT END OF THE YEAR		
現金及現金等值物	Represented by cash and cash equivalents	276,172,125	724,811,118
現金及現金等值物分析：	Analysis of cash and cash equivalents:		
銀行結餘及現金	Bank balances and cash	43,392,925	35,908,818
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	232,779,200	688,902,300
		276,172,125	724,811,118

財務報表附註

截至2018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，而港元亦為再培訓局的功能貨幣。

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

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 (“HK\$”), which is same as the functional currency of the Board.

財務報表 Financial Statements

2. 應用新訂香港財務報告準則 (「香港財務報告準則」) 及其 修訂

於本年度強制生效之香港財務報 告準則之修訂

再培訓局於本年度首次應用以下
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7號之修訂 Amendments to HKAS 7	披露措施 Disclosure Initiative
香港會計準則第12號之修訂 Amendments to HKAS 12	就未實現虧損確認遞延稅項資產 Recognition of Deferred Tax Assets for Unrealised Losses
香港財務報告準則第12號之修訂 Amendments to HKFRS 12	作為香港財務報告準則二零一四年至二零一六年週期的年度改進之 一部分 As part of the Annual Improvements to HKFRSs 2014 – 2016 Cycle

於本年度應用香港財務報告準則
之修訂對再培訓局於當前及過往
年度之財務表現及狀況及／或該
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”)

Amendments to HKFRSs that are mandatorily effective for the current year

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 period 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香港財務報告準則及修訂以及詮釋

再培訓局並無提早應用下列已頒佈但尚未生效之新訂香港財務報告準則及修訂以及詮釋：

New and revised HKFRSs and Interpretations 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 ¹ Financial Instruments ¹
香港財務報告準則第15號 HKFRS 15	來自客戶合約的收入及相關修訂 ¹ Revenue from Contracts with Customers and the related Amendments ¹
香港財務報告準則第16號 HKFRS 16	租賃 ² Leases ²
香港財務報告準則第17號 HKFRS 17	保險合約 ⁴ Insurance Contracts ⁴
香港（國際財務報告詮釋委員會） － 詮釋第22號 HK(IFRIC) – Int 22	外幣交易及預付代價 ¹ Foreign Currency Transactions and Advance Consideration ¹
香港（國際財務報告詮釋委員會） － 詮釋第23號 HK(IFRIC) – Int 23	所得稅處理的不確定性 ² Uncertainty over Income Tax Treatments ²
香港財務報告準則第2號之修訂 Amendments to HKFRS 2	股權支付交易的分類及計量 ¹ Classification and Measurement of Share-based Payment Transactions ¹
香港財務報告準則第4號之修訂 Amendments to HKFRS 4	一併應用香港財務報告準則第9號財務工具與香港財務報告準則第4號保險合約 ¹ Applying HKFRS 9 Financial Instruments with HKFRS 4 Insurance Contracts ¹
香港財務報告準則第9號之修訂 Amendments to HKFRS 9	提早還款特性及負補償 ² Prepayment Features with Negative Compensation ²
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	投資者與其聯營或合營企業之間出售或注入資產 ³ Sale or Contribution of Assets between an Investor and its Associate or Joint Venture ³
香港會計準則第28號之修訂 Amendments to HKAS 28	於聯營公司及合營企業的長期權益 ² Long-term Interests in Associates and Joint Ventures ²
香港會計準則第28號之修訂 Amendments to HKAS 28	作為香港財務報告準則二零一四年至二零一六年週期的年度改進之一部分 ¹ As part of the Annual Improvements to HKFRSs 2014 – 2016 Cycle ¹
香港會計準則第40號之修訂 Amendments to HKAS 40	轉讓投資物業 ¹ Transfers of Investment Property ¹
香港財務報告準則之修訂 Amendments to HKFRSs	香港財務報告準則二零一五年至二零一七年週期的年度改進 ² Annual Improvements to HKFRSs 2015 – 2017 Cycle ²

- ¹ 於二零一八年一月一日或之後開始的年度期間生效
- ² 於二零一九年一月一日或之後開始的年度期間生效
- ³ 於待釐定日期或之後開始的年度期間生效
- ⁴ 於二零二一年一月一日或之後開始的年度期間生效

- ¹ Effective for annual periods beginning on or after 1 January 2018
- ² Effective for annual periods beginning on or after 1 January 2019
- ³ Effective for annual periods beginning on or after a date to be determined
- ⁴ Effective for annual periods beginning on or after 1 January 2021

財務報表 Financial Statements

除下述者外，再培訓局委員預期應用所有其他新訂香港財務報告準則及其修訂以及詮釋將不會於可見將來對財務報表產生重大影響。

香港財務報告準則第9號「金融工具」

香港財務報告準則第9號引入有關金融資產、金融負債之分類及計量之新規定、金融資產對沖通用會計法及減值規定。

香港財務報告準則第9號與再培訓局有關之主要規定：

- 所有屬香港財務報告準則第9號範圍內之已確認金融資產其後均須按攤銷成本或公允價值計量。具體而言，目的為收取合約現金流量之業務模式內持有之債務投資，及合約現金流量僅為支付本金及尚未償還本金利息之債務投資，一般於其後會計期間結算日按攤銷成本計量。於目的為同時收取合約現金流量及出售金融資產之業務模式中持有之債務工具，以及具備合約條款令於特定日期產生之現金流純粹為支付本金及尚未償還本金利息之債務工具，通常按透過其他全面收益按公允價值列賬之方式計量。所有其他債務投資及權益投資均於其後會計期間結算日按公允價值計量。此外，根據香港財務報告準則第9號，實體可作出不可撤回之選擇，以於其他全面收益呈列權益投資（並非持作買賣者）公允價值之其後變動，僅股息收入一般於損益賬確認。

Except as mentioned below, the members of the Board anticipates that the application of the other new and amendments to HKFRSs and Interpretations will have no material impact on the financial statements.

HKFRS 9 *Financial Instruments*

HKFRS 9 introduces new requirements for the classification and measurement of financial assets, financial liabilities, general hedge accounting and impairment requirements for financial assets.

Key requirements of HKFRS 9 which are relevant to the Board are:

- all recognised financial assets that are within the scope of HKFRS 9 are required to be subsequently measured at amortised cost or fair value. Specifically, debt investments that are held within a business model whose objective is to collect the contractual cash flows, and that have contractual cash flows that are solely payments of principal and interest on the principal outstanding are generally measured at amortised cost at the end of subsequent accounting periods. Debt instruments that are held within a business model whose objective is achieved both by collecting contractual cash flows and selling financial assets, and that have contractual terms that give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding, are generally measured at fair value through other comprehensive income. All other debt investments and equity investments are measured at their fair value at the end of subsequent accounting periods. In addition, under HKFRS 9, entities may make an irrevocable election to present subsequent changes in the fair value of an equity investment (that is not held for trading) in other comprehensive income, with only dividend income generally recognised in profit or loss.

- 就金融資產之減值而言，與香港會計準則第39號項下按已產生信貸虧損模式計算相反，香港財務報告準則第9號規定按預期信貸虧損模式計算。預期信貸虧損模式規定實體於各匯報日期將預期信貸虧損及該等預期信貸虧損之變動入賬，以反映信貸風險自初始確認以來之變動。換言之，毋須再待發生信貸事件方確認信貸虧損。

根據再培訓局於2018年3月31日之金融工具及風險管理政策，未來應用香港財務報告準則第9號可能對再培訓局金融資產之分類及計量產生重大影響。預期信貸虧損模式可能導致再培訓局按攤銷成本計量的金融資產尚未產生的信貸虧損作出提前撥備。

分類及計量：

- 以攤銷成本列賬的應收款項（包括應收款項及按金、應收香港金融管理局、培訓機構及入境事務處之款項，以及銀行存款及現金）乃於一項業務模式中持有，其目標為收取僅為本金付款及未償還按金利息的合約性現金流量。因此，香港財務報告準則第9號一經應用，此等金融資產將繼續於後續以攤銷成本計量。
- 所有其他金融資產及金融負債將繼續以現行香港會計準則第39號項的計量基準進行計量。

- in relation to the impairment of financial assets, HKFRS 9 requires an expected credit loss model, as opposed to an incurred credit loss model under HKAS 39. The expected credit loss model requires an entity to account for expected credit losses and changes in those expected credit losses at each reporting date to reflect changes in credit risk since initial recognition. In other words, it is no longer necessary for a credit event to have occurred before credit losses are recognised.

Based on the Board's financial instruments and risk management policies as at 31st March, 2018, the application of HKFRS 9 in the future may have a material impact on the classification and measurement of the Board's financial assets. The expected credit loss model may result in early provision of credit losses which are not yet incurred in relation to the Board's financial assets measured at amortised cost.

Classification and measurement:

- Loans and receivables (including receivables and deposits, amounts due from the Hong Kong Monetary Authority, training bodies and the Immigration Department, and bank balances and deposits) carried at amortised cost are held within a business model whose objective is to collect the contractual cash flows that are solely payments of principal and interest on the principal outstanding. Accordingly, these financial assets will continue to be subsequently measured at amortised cost upon the application of HKFRS 9.
- All other financial assets and financial liabilities will continue to be measured on the same bases as are currently measured under HKAS 39.

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減值

一般而言，再培訓局委員預期應用香港財務報告準則第9號之預期信貸虧損模式後，將會導致提早尚未產生之信貸虧損作出撥備，而該等信貸虧損乃與再培訓局按攤銷成本計量之金融資產及再培訓局應用香港財務報告準則第9號後須作出減值撥備之其他項目有關。

根據再培訓局委員的評估，倘再培訓局採用預期信貸虧損模式，再培訓局於二零一八年四月一日將予確認的減值虧損累計金額將不會對根據香港會計準則第39號確認的累計金額構成重大影響。

香港財務報告準則第15號「來自客戶合約的收入」

香港財務報告準則第15號制定一項單一全面模式供實體用作將來自客戶合約所產生的收入入賬。香港財務報告準則第15號生效後，將取代現時載於香港會計準則第18號「收入」、香港會計準則第11號「建築合約」及相關詮釋的收入確認指引。

香港財務報告準則第15號的核心原則為實體所確認描述向客戶轉讓承諾貨品或服務的收入金額，應為能反映該實體預期就交換該等貨品或服務有權獲得的代價。具體而言，該準則引入確認收入的五個步驟：

- 第一步：識別與客戶訂立的合約
- 第二步：識別合約中的履約責任

Impairment

In general, the members of the Board anticipate that the application of the expected credit loss model of HKFRS 9 will result in earlier provision of credit losses which are not yet incurred in relation to the Board's financial assets measured at amortised costs and other items that subject to the impairment provisions upon application of HKFRS 9 by the Board.

Based on the assessment by the members of the Board, if the expected credit loss model were to be applied by the Board, the accumulated amount of impairment loss to be recognised by Board as at 1 April 2018 would have no material impact to the accumulated amount recognised under HKAS 39.

HKFRS 15 *Revenue from Contracts with Customers*

HKFRS 15 establishes a single comprehensive model for entities to use in accounting for revenue arising from contracts with customers. HKFRS 15 will supersede the current revenue recognition guidance including HKAS 18 *Revenue*, HKAS 11 *Construction Contracts* and the related interpretations when it becomes effective.

The core principle of HKFRS 15 is that an entity should recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. Specifically, the standard introduces a 5-step approach to revenue recognition:

- Step 1: Identify the contract(s) with a customer
- Step 2: Identify the performance obligations in the contract

- 第三步：釐定交易價
- 第四步：將交易價分配至合約中的履約責任
- 第五步：實體於（或在）滿全履約責任時確認收入

根據香港財務報告準則第15號，實體於（或在）滿全履約責任時確認收入，即於特定履約責任相關的商品或服務的「控制權」轉讓予客戶時確認收入。香港財務報告準則第15號已加入更規範的指引，以處理具體情況。此外，香港財務報告準則第15號要求詳盡披露。

於二零一六年，香港會計師公會頒佈有關香港財務報告準則第15號識別履約責任、委託人與代理的考量以及許可證申請指引之澄清。

再培訓局委員預期日後應用香港財務報告準則第15號可能導致更多披露。然而，再培訓局委員預期應用香港財務報告準則第15號未來將不會對確認各呈報期的收入的時間及金額造成重大影響。

香港財務報告準則第16號「租賃」

香港財務報告準則第16號就識別出租人及承租人之租賃安排及會計處理引入一個綜合模式。香港財務報告準則第16號生效後，將取代香港會計準則第17號「租賃」及相關詮釋。

- Step 3: Determine the transaction price
- Step 4: Allocate the transaction price to the performance obligations in the contract
- Step 5: Recognise revenue when (or as) the entity satisfies a performance obligation

Under HKFRS 15, an entity recognises revenue when (or as) a performance obligation is satisfied, i.e. when 'control' of the goods or services underlying the particular performance obligation is transferred to the customer. Far more prescriptive guidance has been added in HKFRS 15 to deal with specific scenarios. Furthermore, extensive disclosures are required by HKFRS 15.

In 2016, the HKICPA issued Clarifications to HKFRS 15 in relation to the identification of performance obligations, principal versus agent considerations, as well as licensing application guidance.

The members of the Board anticipate that the application of HKFRS 15 in the future may result in more disclosures, however, the members of the Board do not anticipate that the application of HKFRS 15 will have a material impact on the timing and amounts of revenue recognised in the respective reporting periods.

HKFRS 16 Leases

HKFRS 16 introduces a comprehensive model for the identification of lease arrangements and accounting treatments for both lessors and lessees. HKFRS 16 will supersede HKAS 17 *Leases* and the related interpretations when it becomes effective.

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香港財務報告準則第16號根據所識別資產是否由客戶控制區分租賃及服務合約。除短期租賃及低價值資產租賃外，經營租約及財務租約之區分自承租人會計法中移除，並由承租人須就所有租賃確認使用權資產及相應負債之模式取代。

使用權資產初步按成本計量，其後按成本（若干例外情況除外）減累計折舊及減值虧損計量，並就租賃負債之任何重新計量作出調整。租賃負債初步按租賃付款（非當日支付）之現值計量。隨後，租賃負債會就（其中包括）利息及租賃付款以及租賃修訂之影響作出調整。就現金流量分類而言，再培訓局目前將預付租賃付款作為有關自用租賃土地及分類為投資物業之租賃土地之投資現金流量予以呈列，而其他經營租賃付款則作為經營現金流量予以呈列。再培訓局應用香港財務報告準則第16號後，有關租賃負債之租賃付款將分配至本金及利息部分，並作為融資現金流量予以呈列。

此外，香港財務報告準則第16號亦要求作出詳盡披露。

HKFRS 16 distinguishes lease and service contracts on the basis of whether an identified asset is controlled by a customer. Distinctions of operating leases and finance leases are removed for lessee accounting, and is replaced by a model where a right-of-use asset and a corresponding liability have to be recognised for all leases by lessees, except for short-term leases and leases of low value assets.

The right-of-use asset is initially measured at cost and subsequently measured at cost (subject to certain exceptions) less accumulated depreciation and impairment losses, adjusted for any remeasurement of the lease liability. The lease liability is initially measured at the present value of the lease payments that are not paid at that date. Subsequently, the lease liability is adjusted for interest and lease payments, as well as the impact of lease modifications, amongst others. For the classification of cash flows, the Board currently presents operating lease payments as operating cash flows. Under the HKFRS 16, lease payments in relation to lease liability will be allocated into a principal and an interest portion which will be presented as financing cash flows.

Furthermore, extensive disclosures are required by HKFRS 16.

誠如附註15所披露，於2018年3月31日，再培訓局有不可撤銷之經營租約承擔約8,143,189港元（2017年：7,377,995港元）。初步評估顯示，該等安排符合香港財務報告準則第16號項下租賃之定義，因此，再培訓局將就所有該等租賃確認使用權資產及相應負債，除非於應用香港財務報告準則第16號時其符合低價值或短期租賃。此外，應用新規定可能導致上述計量、呈列及披露有所變動。然而，直至再培訓局委員完成詳細審閱前，就財務影響提供合理估計並不可行。

除以上披露以外，再培訓局委員預期其它新訂或經修訂香港財務報告準則將不會對再培訓局未來財務報表產生重大影響。

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。

As at 31 March 2018, the Board has non-cancellable operating lease commitments of HK\$8,143,189 (2017: HK\$7,377,995) as disclosed in note 15. A preliminary assessment indicates that these arrangements will meet the definition of a lease under HKFRS 16, and hence the Board will recognise a right-of-use asset and a corresponding liability in respect of all these leases unless they qualify for low value or short-term leases upon the application of HKFRS 16. In addition, the application of new requirements may result changes in measurement, presentation and disclosure as indicated above. However, it is not practicable to provide a reasonable estimate of the financial effect until the members of the Board complete a detailed review.

Except as described above, the members of the Board do not anticipate that the application of the other new and amendments to HKFRSs will have a material effect on the amounts recognised in Board's financial statements.

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.

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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。

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。

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.

Property and equipment

Property and equipment is stated in the statement of financial position 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.

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。

金融資產

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

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。

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

Financial instruments

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

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

Financial assets

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

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.

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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、培訓機構及入境事務處之款項，以及銀行結餘及存款）採用實際利率法按攤銷成本減任何已識別減值虧損列賬（參見下文有關金融資產減值虧損之會計政策）。

金融資產減值虧損

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

減值虧損之客觀證據可包括：

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

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, training bodies and the Immigration Department, and bank balances and deposits) are measured at amortised cost using the effective interest method, less any impairment losses (see accounting policy on impairment loss on financial assets below).

Impairment on financial assets

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

Objective evidence of impairment could include:

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

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。

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。

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

Financial liabilities

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

Financial liability

Financial liability (including other payables) is 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.

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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。

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。

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

Impairment of tangible assets

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

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

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

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。

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

向既定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。

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.

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.

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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。

Provisions

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

4. 其他收入

4. OTHER INCOME

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
教育局的評審資助（附註）	Accreditation grant from Education Bureau (note)	623,900	2,749,900
雜項收入	Sundry income	823,406	1,198,551
		1,447,306	3,948,451

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.

5. 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。

5. 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.

6. 培訓課程及計劃開支

6. TRAINING COURSES AND PROGRAMME EXPENSES

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
培訓課程	Training courses	657,332,255	647,769,567
ERB服務中心及ERB服務點	ERB Service Centres and ERB Service Spots	24,132,783	25,340,762
實務技能培訓及評估中心	Practical Skills Training and Assessment Centre	8,404,192	8,054,569
「樂活一站」、「陪月一站」及 「起步站」	Smart Living, Smart Baby Care and Smart Starter	18,618,667	17,635,030
公關及推廣	Public relations and promotion	10,962,632	10,572,117
課程質素保證機制	Course quality assurance programmes	4,510,574	1,793,241
其他	Others	5,272,930	5,168,518
		729,234,033	716,333,804

7. 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。

7. TAXATION

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

8. 年內虧損

8. DEFICIT FOR THE YEAR

		二零一八年 2018 港元HK\$	二零一七年 2017 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	240,000
折舊（附註10）	Depreciation (note 10)	2,585,717	8,741,562
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	2,504,810	2,606,058
經營租賃租金	Operating lease payments in respect of rented premises	10,236,022	10,426,864
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	89,833,711	87,771,570
— 退休福利	— retirement benefits scheme contributions	4,689,710	4,873,231

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9. 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五位（2017年：五位）總監級管理人員。他們的薪酬已包括在附註8內。以上總監級管理人員的薪酬如下：

9. 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 (2017: 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 8. The emoluments of these individuals were as follows:

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
薪酬及津貼	Salaries and allowances	8,476,045	9,065,059
退休福利	Retirement benefits scheme contributions	368,101	427,299
約滿酬金	Provision for gratuities	744,938	836,575
		9,589,084	10,328,933

10. 物業及設備

10. PROPERTY AND EQUIPMENT

		租賃物業 裝修 Leasehold improvements 港元HK\$	家具及 設備 Furniture, fixtures and equipment 港元HK\$	汽車 Motor vehicle 港元HK\$	合共 Total 港元HK\$
成本	COST				
於2016年4月1日	At 1 April 2016	74,885,958	14,159,809	336,000	89,381,767
增加	Additions	–	2,094,653	–	2,094,653
處置	Disposals	–	(790,056)	–	(790,056)
調整	Adjustment	(1,097,013)	–	–	(1,097,013)
於2017年3月31日	At 31 March 2017	73,788,945	15,464,406	336,000	89,589,351
增加	Additions	1,354,200	1,112,610	–	2,466,810
處置	Disposals	(8,140,252)	(391,409)	–	(8,531,661)
於2018年3月31日	At 31 March 2018	67,002,893	16,185,607	336,000	83,524,500
折舊	DEPRECIATION				
於2016年4月1日	At 1 April 2016	67,754,177	8,807,660	336,000	76,897,837
年內折舊	Provided for the year	5,971,207	2,770,355	–	8,741,562
於處置時對銷	Eliminated on disposals	–	(790,056)	–	(790,056)
於2017年3月31日	At 31 March 2017	73,725,384	10,787,959	336,000	84,849,343
年內折舊	Provided for the year	287,641	2,298,076	–	2,585,717
於處置時對銷	Eliminated on disposals	(8,140,252)	(391,409)	–	(8,531,661)
於2018年3月31日	At 31 March 2018	65,872,773	12,694,626	336,000	78,903,399
賬面值	CARRYING VALUES				
於2018年3月31日	At 31 March 2018	1,130,120	3,490,981	–	4,621,101
於2017年3月31日	At 31 March 2017	63,561	4,676,447	–	4,740,008

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
136,300港元(2017: 226,391港元)
轉撥自購買設備的按金。

Included in the additions of property and equipment
was amount of HK\$136,300 (2017: HK\$226,391)
transferred from deposits paid for acquisition of
equipment.

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11. 應收款項、按金及預付款

11. RECEIVABLES, DEPOSITS AND PREPAYMENTS

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
租金及公用設施按金	Rental and utility deposits	2,579,398	3,240,089
應收利息	Interest receivables	1,481,178	4,336,946
應收課程學費收入	Course fee income receivables	2,182,623	1,924,817
預付款	Prepayment	5,628,571	6,151,638
其他應收款及按金	Other receivables and deposits	735,169	1,093,464
		12,606,939	16,746,954
減：非流動租金及公用設施按金	Less: non-current rental and utility deposits	(1,971,230)	(1,073,640)
		10,635,709	15,673,314

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1,858,925港元（2017年：1,495,300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，已於本年撇銷逾期超過一年的應收款項合共2,504,810港元（2017年：2,606,058港元）。

Included in the Board's receivables are receivable with aggregate carrying amount of HK\$1,858,925 (2017: HK\$1,495,300) 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\$2,504,810 (2017: HK\$2,606,058) for the year, because historical experience is such that receivables that are past due beyond one year are generally not recoverable.

12. 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272,137,800港元（2017年：677,922,800港元），其年利率介乎0.01%至1.98%（2017年：0.01%至1.85%）。

12. BANK BALANCES AND DEPOSITS

Bank balances and deposits comprise bank balances and time deposits with original maturity over three months amounting HK\$272,137,800 (2017: HK\$677,922,800) and carry interest at market rates which ranged from 0.01% to 1.98% (2017: 0.01% to 1.85%) per annum.

13. 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(2017: 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的三年期政府債券的平均年化收益之較高者，並將於2020年2月償還。

包含在應收款中2,096,001,508港元(2017: 1,636,134,051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。

14. 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。

13. AMOUNT DUE FROM THE HONG KONG MONETARY AUTHORITY

The amount of HK\$12,500,000,000 (2017: 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 government bond for the previous year, and repayable in February 2020.

The amount of HK\$2,096,001,508 (2017: HK\$1,636,134,051) represents interest receivables which is unsecured and repayable within one year.

14. 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.

15. 經營租約

15. OPERATING LEASE COMMITMENTS

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
一年內	Within one year	4,661,142	7,095,975
二至五年	In the second to fifth year inclusive	3,482,047	282,020
		8,143,189	7,377,995

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

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

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16. 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。

16. CAPITAL RISK MANAGEMENT

The Board is funded mainly by Employees Retraining Levy and funding injection by the Government of the Hong Kong Special Administrative Region. 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.

17. 金融工具

a. 金融工具分類

17. FINANCIAL INSTRUMENTS

a. Categories of financial instruments

		二零一八年 2018 港元HK\$	二零一七年 2017 港元HK\$
金融資產	Financial assets		
貸款及應收款項（包括現金及現金等值物）	Loans and receivables (including cash and cash equivalents)	15,152,008,910	15,550,564,586
金融負債	Financial liabilities		
攤銷成本計	Amortised cost	37,321,170	44,496,888

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12及13）。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 government bond for the previous year (see notes 12 and 13 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.

財務報表 Financial Statements

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（2017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（2017年：50基點），而其他變量均保持不變，再培訓局截至2018年3月31日止年度之年內虧損會減少75,705,000港元（2017年：77,679,000港元）。若利率下降50基點（2017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 (2017: 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 (2017: 50 basis points) higher and all other variables were held constant, the Board's deficit for the year ended 31 March 2018 would decrease by approximately HK\$75,705,000 (2017: HK\$77,679,000). 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 (2017: 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。

18. 比較數字

為符合本年度之呈列方式，現金流量表個別項目已重新分類。

c. Fair value measurements

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.

18. COMPARATIVE FIGURES

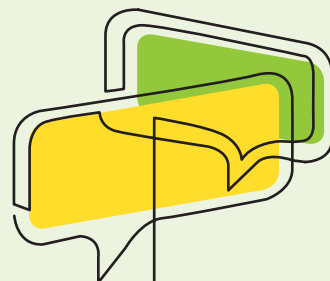
In order to conform with current year's presentation, there are certain reclassifications in the statement of cash flows.

工作前瞻

Corporate Outlook

僱員再培訓局制訂了2018-19至2020-21年度的「三年策略計劃」，以「推動培訓，促進就業」為政策目標，反映本局「從培訓到就業」的一條龍服務特色，並貫徹「市場主導，就業為本」的工作理念。本局會採用「縱橫策略」，在「一橫一縱」的規劃框架下，循「橫」向擴展服務的廣度，「縱」向優化服務的深度，並致力提升資源效益，達至既廣且深、服務創新的成效。

在「橫」向發展方面，我們引入3C概念：**Create**、**Connect**及**Collaborate**，擴展課程和服務的涵蓋面及多元性，加強宣傳推廣，以及強化協作及服務網絡，令更多市民認識和使用本局的課程及服務。



The “Three-year Strategic Plan” of the Employees Retraining Board (ERB) for 2018-19 to 2020-21 has been formulated with the policy objective of “Promoting training and facilitating employment”, highlighting our “from training to employment” through-train service features, and upholding the “Market-driven and employment-oriented” work principle. ERB adopts a horizontal cum vertical framework and modus operandi under the “T Strategy” to expand the width and optimise the depth of our services. In parallel, ERB strives to enhance operational effectiveness with a view to achieving both the breadth and the depth required for innovative and creative service.

In the horizontal development, we will incorporate the 3Cs concept: **Create, Connect and Collaborate**, to extend the coverage and diversity of training courses and services, to step up promotion and publicity, and to strengthen our collaborative and service networks, thereby raising people’s awareness of and participation in our training courses and services.

發展具市場需求的新課程，以配合有潛力的新工種，並探討新的服務模式。

To develop new training courses to tap on jobs with market potentials, and to explore new modes in service delivery.

在全港及地區層面進行廣泛宣傳，透過多元化的渠道推廣本局課程、服務及資訊頻道、擴展「ERB服務點」、引入「網上先行」的概念、更廣泛利用電子媒體進行推廣等，令更多社群認識本局的課程和服務。

To conduct territory-wide and district-based promotion to publicise ERB courses, services and information channels through diverse paths, extension of “ERB Service Spots” to more districts, introduction of the “Online Goes First” work approach to increase the use of digital media in promotion, etc. with a view to enhancing the awareness of more social groups of our variety of courses and services.

擴展技術顧問網絡，一方面探討與大型企業加強合作，促進學員就業；另一方面擴大「ERB中小企服務」，加強支援中小企的人力和培訓需要；以及在地區層面與地區團體及僱主機構加強聯繫，探討更多合作機會。

To expand the network of Technical Advisers, to explore collaborations with larger enterprises to enhance employment opportunities of our trainees, to step up the “ERB Services for SMEs” to support the manpower and training needs of SMEs; and to strengthen our connection and collaborations with district organisations and employers at district level.

工作前瞻 Corporate Outlook

在「縱」向規劃方面，我們以**3E**概念：**Empower**、**Enhance**及**Excel**，優化現有行政措施，提升課程和服務質素，並重點支援有特別需要社群的培訓及就業需要，促進潛在勞動力投入就業市場。



On the vertical front, we will introduce the 3Es concept: Empower, Enhance and Excel, to streamline administrative arrangements, to uplift course and service quality, to place special emphasis on supporting social groups with special needs in training and employment, so as to encourage potential workforce to enter into the employment market.

為有特別需要社群開發更多專設課程，擴展工作體驗活動，以推動僱主招聘；並重點進行宣傳推廣，提供更多培訓及就業資訊。

To develop more dedicated courses for social groups with special needs, to expand our work experience activities to facilitate employers' recruitment; and to step up targeted marketing to disseminate more training and employment information.

檢討及改善培訓課程及服務質素，進行市場調查，強化管治及服務效率，加強員工培訓，以及利用資訊科技，改善服務流程及效率。

To review and improve the quality of training courses and services, to conduct market research, to strengthen corporate governance, operational efficiency and staff training as well as to deploy information technology in improving workflow and efficiency.

持續發展課程系列，協助學員提升專業技能；優化地區網絡，加強與地區組織的聯繫和合作；重點宣傳本局的特色項目及服務，以聚焦重點，鞏固優勢，深化品牌效應。

To develop course series to assist trainees in upgrading their skills, to foster liaison and partnership with district organisations, to prioritise promotion on our feature programmes and services, with a view to identifying focuses, building on strengths and reinforcing the brand name of ERB.

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

召集人

鄭明明教授, BBS

副召集人

葉世雄先生

委員

香港美髮美容業商會代表

香港化粧品同業協會代表

香港美容業總會代表

國際斯佳美容協會代表

香港國際專業美容師協會代表

iPMA國際專業化妝師協會（香港）代表

香港工會聯合會代表

髮型化妝整體形象設計師總會代表

香港美容保健業僱員總會代表

香港美容美髮職工會代表

Convenor

Prof. CHENG Ming-ming, BBS

Vice-Convenor

Mr. Nelson IP Sai-hung

Members

Representative of Hong Kong Hair & Beauty Merchants Association

Representative of The Cosmetic & Perfumery Association of

Hong Kong Ltd.

Representative of Federation of Beauty Industry (H.K.)

Representative of International CICA Association of Esthetics

Representative of HK Association of Professional Aestheticians

International

Representative of International Professional Make Up Artists Federation

(Hong Kong)

Representative of The Hong Kong Federation of Trade Unions

Representative of Hair and Make-up Stylish Image Designers General

Union

Representative of Union of Hong Kong Beauty and Health Care

Employees

Representative of Hong Kong Beauty and Hair Care Employees' Union

飲食業 Catering

召集人

鍾偉平先生, MH, JP

副召集人

陳家強先生

委員

香港餐飲聯業協會代表

現代管理（飲食）專業協會代表

稻苗學會代表

香港餐務管理協會代表

飲食業職工總會代表

飲食業管理專業人員協會代表

飲食及酒店業職工總會代表

Convenor

Mr. CHUNG Wai-ping, MH, JP

Vice-Convenor

Mr. Tommy CHAN Ka-Keung

Members

Representative of Hong Kong Federation of Restaurants & Related

Trades

Representative of Association of Restaurant Managers

Representative of Institution of Dining Art

Representative of The Association For Hong Kong Catering Services

Management Ltd.

Representative of Eating Establishment Employees General Union

Representative of Food And Beverage Management And Professional

Staff Association

Representative of Catering and Hotels Industries Employees General

Union

創意產業 Creative Industries

召集人

卓伯棠教授

委員

香港總商會 — 數碼、資訊及電訊
委員會代表
香港八和會館代表
香港電影後期專業人員協會代表

國際創意及科技總會代表
香港電影工作者總會代表
港九勞工社團聯會代表

香港I.T.人協會代表

Convenor

Prof. CHEUK Pak-tong

Members

Representative of Hong Kong General Chamber of Commerce – Digital, Information & Telecommunications Committee
Representative of The Chinese Artists Association of Hong Kong
Representative of Hong Kong Association of Motion Picture Post Production Professionals
Representative of International Federation of Creativity and Technology
Representative of Federation of Hong Kong Filmmakers
Representative of The Federation of Hong Kong and Kowloon Labour Unions
Representative of I.T. People Association of Hong Kong

機電業 Electrical and Mechanical Services

召集人

莊堅烈先生, BBS, MH

委員

香港機電工程商聯會代表

電業承辦商協會代表
香港註冊通風系統承建商協會代表

香港工程師學會代表
英國特許水務學會 — 香港分會代表

屋宇設備運行及維修行政人員學會代表

香港中華煤氣公司華員職工會代表

香港機電業工程專業人員協會代表

香港氣體及燃料業從業員協會代表

香港造船機電鋼鐵業總工會代表

香港電梯業總工會代表

香港喉管從業員總會代表
建築地盤職工總會代表
香港機電業工會聯合會代表

建造業議會代表

Convenor

Mr. Paul CHONG Kin-lit, BBS, MH

Members

Representative of The Hong Kong Federation of Electrical & Mechanical Contractors Ltd
Representative of Association of Electrical Contractors
Representative of Hong Kong Registered Ventilation Contractors Association
Representative of The Hong Kong Institution of Engineers
Representative of The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch
Representative of Building Services Operation and Maintenance Executives Society
Representative of Hong Kong and China Gas Co. Ltd Chinese Employees Association
Representative of Hong Kong Electrical & Mechanical Engineering Professional Employees Association
Representative of The Hong Kong Gas And Fuel Practitioners Association
Representative of H.K. Shipbuilding, Machinery Manufacturing, Electrical And Steel Industries Employees General Union
Representative of Hong Kong General Union of Lift and Escalator Employees
Representative of Hong Kong Plumbing General Union
Representative of Construction Site Workers General Union
Representative of The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions
Representative of Construction Industry Council

合作伙伴 Stakeholders

環境服務業 Environmental Services

召集人

甄瑞嫻女士

副召集人

溫忠平先生

委員

環保工程商會代表

香港清潔商會代表

香港環境衛生業界大聯盟代表

香港鮮花零售業協會代表

中國樹藝專業學會代表

香港工會聯合會代表

香港環保物流及清潔從業員協會代表

香港環境服務職工會代表

清潔服務業職工會代表

康樂及文化事務署代表

Convenor

Ms. Catherine YAN Sui-han

Vice-Convenor

Mr. WAN Chung-ping

Members

Representative of Environmental Contractors Management Association

Representative of Hong Kong Cleaning Association Ltd

Representative of Environmental Services Contractors Alliance
(Hong Kong)

Representative of Hong Kong Flower Retailers Association

Representative of The Professional Arboriculture Society of China

Representative of The Hong Kong Federation of Trade Unions

Representative of Hong Kong Environmental Services, Logistics and
Cleaning Employees Association

Representative of Hong Kong Environmental Services Employees Union

Representative of Cleaning Service Industry Workers Union

Representative of Leisure and Cultural Services Department

健康護理業 Healthcare Services

召集人

林正財醫生, BBS, JP

委員

香港社會服務聯會代表

香港安老服務協會代表

全港私營安老院同業會代表

香港醫學會代表

香港老年學會代表

醫院診所護理業職工會代表

健康服務從業員協會代表

社區及院舍照顧員總工會代表

香港浸信會醫院代表

醫院管理局代表

衛生署代表

社會福利署代表

Convenor

Dr. LAM Ching-choi, BBS, JP

Members

Representative of The Hong Kong Council of Social Service

Representative of The Elderly Services Association of Hong Kong

Representative of Hong Kong Private Nursing Home Owners Association

Representative of The Hong Kong Medical Association

Representative of Hong Kong Association of Gerontology

Representative of Hospitals, Clinics and Nursing Workers Union

Representative of Association of Health Services Workers

Representative of Community Care and Nursing Home Workers General
Union

Representative of Hong Kong Baptist Hospital

Representative of Hospital Authority

Representative of Department of Health

Representative of Social Welfare Department

進出口業 Import and Export

召集人

黃定光議員, GBS, JP

委員

香港中華出入口商會代表

香港中小型企業總商會代表

香港出口商會代表

香港物流協會代表

香港物資採購與供銷學會代表

香港物流管理人員協會代表

香港洋務工會代表

香港進出口貿易從業員協會代表

香港文職人員總會代表

香港貿易發展局代表

Convenor

Hon. WONG Ting-kwong, GBS, JP

Members

Representative of The Hong Kong Chinese Importers' and Exporters' Association

Representative of The Hong Kong General Chamber of Small and Medium Business

Representative of The Hong Kong Exporters' Association

Representative of Hong Kong Logistics Association

Representative of The Institute of Purchasing and Supply of Hong Kong

Representative of Hong Kong Logistics Management Staff Association

Representative of Hong Kong Union of Chinese Workers in Western Style Employment

Representative of Hong Kong Import & Export Trade Employees Association

Representative of Hong Kong Clerical Employees General Union

Representative of The Hong Kong Trade Development Council

資訊及通訊科技業 Information and Communications Technology

召集人

麥鄧碧儀女士, MH, JP

委員

香港無線科技商會代表

香港資訊科技商會代表

香港互聯網供應商協會代表

香港電腦學會代表

香港通訊業聯會代表

專業資訊保安協會代表

香港資訊科技網絡工程人員協會代表

香港I.T.人協會代表

香港學術及職業技能導師協會代表

電腦資訊科技人員協會代表

通訊業總工會代表

Convenor

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

Members

Representative of Hong Kong Wireless Technology Industry Association

Representative of Hong Kong Information Technology Federation

Representative of Hong Kong Internet Service Providers Association

Representative of Hong Kong Computer Society

Representative of Communications Association of Hong Kong

Representative of Professional Information Security Association

Representative of Hong Kong Information Technology & Network Engineering Employees Association

Representative of I.T. People Association of Hong Kong

Representative of Hong Kong Association of Academic and Vocational Skills Tutors

Representative of Computer Information Technology Employees Association

Representative of Communications Workers General Union

合作伙伴 Stakeholders

保險業 Insurance

召集人

梁頌恩女士

委員

香港保險業聯會代表
香港保險顧問聯會代表
香港專業保險經紀協會代表
香港保險師公會代表
香港財務策劃師學會代表
註冊理財師學會代表
香港工會聯合會代表
香港保險業總工會代表
保險及理財策劃人員協會代表
保險及金融從業員權益分會代表

Convenor

Ms. Juan LEUNG Chung-yan

Members

Representative of The Hong Kong Federation of Insurers
Representative of The Hong Kong Confederation of Insurance Brokers
Representative of Professional Insurance Brokers Association
Representative of Hong Kong Society of Certified Insurance Practitioners
Representative of Institute of Financial Planners of Hong Kong
Representative of Society of Certified Financial Organizer
Representative of The Hong Kong Federation of Trade Unions
Representative of Hong Kong Insurance Practitioners General Union
Representative of Insurance and Financial Planners Association
Representative of Insurance & Finance Practitioners Solidarity Sector

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

召集人

梁榮能教授

委員

香港中文大學中醫學院代表

香港家庭福利會代表
香港助產士會代表
商業機構及家居服務從業員協會代表

香港中藥從業員協會代表
香港推拿理療專業人員總會代表

香港工會聯合會代表
國家推拿技能考評員香港總會代表

家庭服務從業員協會代表
香港家務助理總工會代表
保良局代表
東華三院代表
長者安居協會代表
衛生署代表

Convenor

Prof. Albert LEUNG Wing-nang

Members

Representative of School of Chinese Medicine – The Chinese University of Hong Kong
Representative of Hong Kong Family Welfare Society
Representative of Hong Kong Midwives Association
Representative of Commercial Organization and Domicile Services Employees Association
Representative of Hong Kong Chinese Medicine Employees Association
Representative of Hong Kong Massage & Physiotherapy Professional General Union
Representative of The Hong Kong Federation of Trade Unions
Representative of Hong Kong General Association of National Massage Skills Examiners
Representative of Home Services Employees Association
Representative of Hong Kong Domestic Workers General Union
Representative of Po Leung Kuk
Representative of Tung Wah Group of Hospitals
Representative of Senior Citizen Home Safety Association
Representative of Department of Health

印刷及出版業 Printing and Publishing

召集人

梁兆賢先生

委員

香港印刷業商會代表

香港出版總會代表

香港數碼印刷協會代表

香港出版學會代表

香港印藝學會代表

印刷媒體專業人員協會代表

香港印刷出版媒體業工會代表

Convenor

Mr. Jackson LEUNG Siu-yin

Members

Representative of The Hong Kong Printers Association

Representative of Hong Kong Publishing Federation

Representative of HK Digital Printing Association

Representative of Hong Kong Publishing Professional Society Ltd

Representative of Graphic Arts Association of Hong Kong

Representative of Institute of Print-Media Professionals

Representative of Hong Kong Printing and Publishing Media Industry Workers Union

物業管理及保安業 Property Management and Security

召集人

袁靖罡（靖波）教授, MH

委員

香港物業管理公司協會代表

英國特許房屋經理學會亞太分會代表

香港房屋經理學會代表

香港地產行政師學會代表

香港工會聯合會代表

香港護衛及物業管理從業員總會代表

物業管理行政及文職人員協會代表

香港物業管理及工程技術人員協會代表

香港樓宇管理僱員工會代表

香港物業管理及保安職工總會代表

保安及護衛業管理委員會代表

Convenor

Prof. Stephen YUEN Ching-bor, MH

Members

Representative of The Hong Kong Association of Property Management Companies

Representative of Chartered Institute of Housing Asian Pacific Branch

Representative of The Hong Kong Institute of Housing

Representative of Hong Kong Institute of Real Estate Administrators

Representative of The Hong Kong Federation of Trade Unions

Representative of The Hong Kong General Union of Security & Property Management Industry Employees

Representative of Property Management Administrative and Clerical Staff Association

Representative of Hong Kong Property Management & Technical Employees Association

Representative of Hong Kong Housing Management Employees Union

Representative of Hong Kong Buildings Management and Security Workers General Union

Representative of Security and Guarding Services Industry Authority

合作伙伴 Stakeholders

地產代理業 Real Estate Agency

召集人

汪敦敬博士, MH

委員

香港專業地產顧問商會代表

香港房地產代理業聯會有限公司代表

香港地產代理商總會代表

香港新界地產代理商聯會有限公司代表

香港測量師學會代表

香港地產代理專業協會代表

地產代理管理協會有限公司代表

香港工會聯合會代表

香港文職及專業人員總會代表

香港樓宇管理僱員工會代表

地產代理監管局代表

Convenor

Dr. Lawrance WONG Dun-king, MH

Members

Representative of Hong Kong Chamber of Professional Property Consultants Limited

Representative of Hong Kong Property Agencies Association Limited

Representative of Hong Kong Real Estate Agencies General Association

Representative of Hong Kong New Territories Estate Agents & Merchants Association Limited

Representative of The Hong Kong Institute of Surveyors

Representative of Society of Hong Kong Real Estate Agents Limited

Representative of Estate Agents Management Association Limited

Representative of The Hong Kong Federation of Trade Unions

Representative of Hong Kong Clerical and Professional Employees General Union

Representative of Hong Kong Housing Management Employees Union

Representative of Estate Agents Authority

康體及運動業 Recreation and Sports

召集人

沈劍威教授

委員

香港基督教青年會代表

香港中華基督教青年會代表

中國香港體育協會暨奧林匹克委員會代表

中國香港體適能總會代表

香港體育學院代表

香港康樂體育專業人員總會代表

康樂及文化事務署代表

Convenor

Prof. Raymond SUM Kim-wai

Members

Representative of YMCA of Hong Kong

Representative of Chinese YMCA of Hong Kong

Representative of Sports Federation & Olympic Committee of Hong Kong, China

Representative of Physical Fitness Association of Hong Kong, China

Representative of Hong Kong Sports Institute

Representative of Hong Kong Recreation And Sports Professionals General Union

Representative of Leisure and Cultural Services Department

零售業 Retail

召集人

余鵬春先生, SBS, JP

委員

香港總商會零售及旅遊委員會代表

香港中華總商會代表

港九百貨業商會有限公司代表

香港零售管理協會代表

香港商業專業評審中心代表

優質旅遊服務協會代表

香港百貨、商業僱員總會代表

商品推廣及零售業僱員總會代表

零售、商業及成衣業總工會代表

Convenor

Mr. YU Pang-chun, SBS, JP

Members

Representative of Hong Kong General Chamber of Commerce – Retail & Tourism Committee

Representative of The Chinese General Chamber of Commerce, Hong Kong

Representative of The Hong Kong & Kowloon General Merchandise Merchants' Association Limited

Representative of Hong Kong Retail Management Association

Representative of The Professional Validation Centre of Hong Kong Business Sector

Representative of Quality Tourism Services Association

Representative of Hong Kong Department Stores & Commercial Staff General Union

Representative of Commodities Promotion and Retailing Employees General Union

Representative of Retail, Commerce and Clothing Industries General Union

旅遊及酒店業 Tourism and Hotel

召集人

黃進達先生, JP

副召集人

曾錫耀先生

委員

香港旅遊業議會代表

香港註冊導遊協會代表

香港理工大學酒店及旅遊業管理學院代表

香港旅遊聯業工會聯會代表

香港工會聯合會代表

酒店及餐飲從業員協會代表

香港旅遊服務業員工總會代表

飲食及酒店業職工總會代表

旅行代理商註冊處代表

Convenor

Mr. Jason WONG Chun-tat, JP

Vice-Convenor

Mr. Edmund TSANG Sik-Yiu

Members

Representative of Travel Industry Council of Hong Kong

Representative of Hong Kong Association of Registered Tour Co-ordinators

Representative of School of Hotel & Tourism Management, The Hong Kong Polytechnic University

Representative of The Federation of Hong Kong Trade Unions in Tourism

Representative of The Hong Kong Federation of Trade Unions

Representative of Hotels, Food & Beverage Employees Association

Representative of General Union of Hong Kong Tourism Services

Industry Employees

Representative of Catering and Hotels Industries Employees General Union

Representative of Travel Agents Registry

合作伙伴 Stakeholders

交通及物流業 **Transportation and Logistics**

召集人

李耀培博士

副召集人

何志盛博士工程師, JP

委員

香港汽車服務業聯會代表

汽車維修管理協會代表

香港貨櫃碼頭商會有限公司代表

香港貨運物流業協會有限公司代表

香港航空業協會代表

香港運輸物流學會代表

香港汽車工業學會代表

物流從業員工會代表

海港運輸業總工會代表

香港海員工會代表

汽車交通運輸業總工會代表

香港汽車維修業僱員總會代表

物流及貨櫃車司機工會代表

機電工程署代表

運輸署代表

Convenor

Dr. Ringo LEE Yiu-pui

Vice-Convenor

Ir. Dr. David HO Chi-shing, JP

Members

Representative of Federation of Automobile Services Industry
Hong Kong

Representative of Service Managers Association

Representative of Hong Kong Container Terminal Operators Association
Limited

Representative of Hong Kong Association of Freight Forwarding And
Logistics Limited

Representative of Hong Kong Aviation Industry Association

Representative of The Chartered Institute of Logistics and Transport in
Hong Kong

Representative of The Institute of The Motor Industry Hong Kong

Representative of Logistics Practitioners Union

Representative of Harbour Transportation Workers General Union

Representative of Hong Kong Seamen's Union

Representative of Motor Transport Workers General Union

Representative of Hong Kong Vehicle Repairing Industry Employee
General Union

Representative of Logistics Industry & Container Truck Drivers Union

Representative of Electrical and Mechanical Services Department

Representative of Transport Department

鐘錶及珠寶業 **Watch and Jewellery**

召集人

朱繼陶先生

委員

香港鐘表業總會代表

香港表廠商會有限公司代表

香港珠寶玉石廠商會代表

香港金銀首飾工商總會代表

香港寶石學協會代表

香港生產力促進局代表

亞太寶石學家協會有限公司代表

港九鐘錶業職工會代表

港九金飾珠寶業職工會代表

Convenor

Mr. Joseph CHU Kai-to

Members

Representative of The Federation of Hong Kong Watch Trades and
Industries Ltd.

Representative of Hong Kong Watch Manufacturers Association Ltd.

Representative of Hong Kong Jewellery & Jade Manufacturers
Association

Representative of Hong Kong Gold & Silver Ornament Workers &
Merchants General Union

Representative of The Gemmological Association of Hong Kong

Representative of Hong Kong Productivity Council

Representative of Asia Pacific Gemmologist Society Co. Ltd

Representative of Hong Kong and Kowloon Clock and Watch Trade
Workers Union

Representative of Hong Kong & Kowloon Gold Ornaments & Jewellery
Trade Workers' Union

服裝製品及紡織業 Wearing Apparel and Textile

召集人

楊國榮教授

Convenor

Prof. Philip YEUNG Kwok-wing

委員

香港紡織業聯會代表

香港中華廠商聯合會代表

Members

Representative of Textile Council of Hong Kong

Representative of The Chinese Manufacturers' Association of Hong Kong

香港工業總會代表

Representative of Federation of Hong Kong Industries

香港理工大學－應用科學及紡織學院代表

Representative of Faculty of Applied Science and Textiles, The Hong Kong Polytechnic University

香港紡織及服裝學會代表

Representative of Hong Kong Institution of Textile and Apparel

製衣服飾從業員協會代表

Representative of Garment Fashion Practitioners Association

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
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
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)

合作伙伴 Stakeholders

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
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
PM	瑪嘉烈醫院	Princess Margaret Hospital
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
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
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
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
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.

合作伙伴 Stakeholders

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

技術顧問 Technical Consultant

香港生產力促進局

Hong Kong Productivity Council

榮譽顧問名單 List of Honorary Advisors

趙其琨教授, MH 香港浸會大學人力資源策略及 發展研究中心主任	Prof. Randy CHIU, MH Director, Centre for Human Resources Strategy and Development, Hong Kong Baptist University
蔡惠琴女士, JP 持續專業進修聯盟主席	Ms. Virginia CHOI, JP Chairperson, Continuing Professional Development Alliance
范建強教授 前香港中文大學商學院副院長 (本科生課程)	Prof. Dennis FAN Former Associate Dean (Undergraduate Studies), CUHK Business School, The Chinese University of Hong Kong
林寶茵博士 香港公開大學李嘉誠專業進修學院 助理院長	Dr. Pamela LAM Assistant Director, Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong
羅香儀女士 渣打銀行(香港)有限公司 人力資源主管(東北亞洲區)	Ms. Nita LAW Regional Head of Human Resources, North East Asia, Standard Chartered Bank (Hong Kong) Limited
羅左華先生 沛賢有限公司董事	Mr. Richard LAW Director, Pei Xian Ltd
李志明先生 香港人力資源管理學會會長 (至2018年9月)	Mr. David LI President, Hong Kong Institute of Human Resource Management (Until September 2018)
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
阮博文教授 香港理工大學專業及持續教育學院 院長	Prof. Peter YUEN Dean, College of Professional and Continuing Education, The Hong Kong Polytechnic University

以英文姓氏排列。

Listed in alphabetical order.

支持機構名單 List of Supporting Organisations

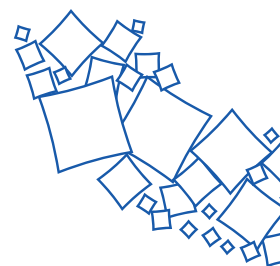
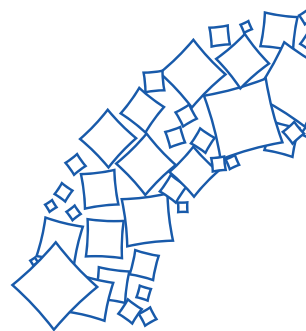
持續專業進修聯盟	Continuing Professional Development Alliance
香港僱主聯合會	Employers' Federation of Hong Kong
香港工業總會	Federation of Hong Kong Industries
香港優質顧客服務協會	Hong Kong Association for Customer Service Excellence
香港人力資源管理學會	Hong Kong Institute of Human Resource Management
香港市務學會	Hong Kong Institute of Marketing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