



浸信會愛羣社會服務處

BAPTIST OI KWAN SOCIAL SERVICE

培訓及就業服務  
Training and Employment Services



# MULTI-CULTURAL EMPLOYMENT SERVICE

## 多元文化就業服務

### OUR MISSIONS 服務目標:

- **SERVE MULTI-CULTURAL COMMUNITY BY OFFERING SUPPORT IN SCHOOL AND ON THE JOB SETTINGS**  
為多元文化社群提供在學及在職支援
- **CONCERN THE GROWTH AND DEVELOPMENT OF THE ETHNIC MINORITY MEMBERS FROM DIFFERENT RACES AND CULTURE**  
關注少數族裔人士的成長和發展
- **CONSOLIDATE THEIR KNOWLEDGE AND SKILLS, AND ENHANCE THEIR ROLES IN SOCIETY**  
鞏固他們的知識技能和強化他們在社會中的角色
- **STRIVE FOR EQUAL DEVELOPMENT, EDUCATION AND EMPLOYMENT OPPORTUNITIES**  
爭取獲得公平的發展、教育和就業機會

# Youth Employment and Training Programme (YETP)

## 展翅青見計劃

With the concerted efforts of Labour Department and employers, the Youth Employment and Training Programme (YETP) provide a comprehensive platform of job search for young school leavers with sub-degree level or below.

透過與勞工處和僱主的合作，為副學位或以下學歷的離校青年人提供全面的求職平台；幫助青年人認識自我和職業志向，豐富他們的工作技能及經驗，以提升就業競爭力。

### Service Target 服務對象:

Job seekers aged  
from 15 to 24  
15至24歲的求職者

### Service Period 服務期:

One Year 一年

Case Management Service 個案管理服務

Pre-employment Training 職前培訓

Workplace Attachment Training 工作實習訓練

On-the-job Training 在職培訓

Training Allowance 培訓津貼

YETP offers a wide range of pre-employment and on-the-job training opportunities for young people in different industries!

為青年人提供不同行業的職前及在職培訓機會!

## 1 Month Workplace Attachment Training

### 1個月工作實習訓練

- Trainees may undergo a one-month workplace attachment training to acquire work experience, develop potentials and explore employment opportunities. 學員可透過為期1個月的工作實習訓練，獲取實際工作經驗，從中發掘潛能及就業機會。
- An allowance of \$5,800 is payable to trainees upon satisfactory completion of the attachment with an attendance rate of 80% or more. 成功完成實習，出席率達80%或以上的學員可獲發放5,800元的實習津貼。
- There is no employment relationship between trainees and host organizations. 學員與實習機構並無僱傭關係。

## 6 to 12 Months On-the-job Training with Salary

### 6至12個月的有薪在職培訓

- Employers appoint staffs with relevant work experience to be mentors of trainees and provide appropriate guidance at work. 僱主安排具相關工作經驗的員工擔任在職培訓導師，為學員提供適當的指導。
- Employers who engage trainees as paid employees in full-time or part-time on-the-job training may apply for a monthly on-the-job training allowance. The amount of such allowance is 50% of the monthly salary of a trainee during the training period, up to a maximum amount of \$5,000 per month per trainee. 僱主聘用學員擔任全職或兼職在職培訓職位，可向計劃申領每月在職培訓津貼，津貼金額為每名學員於培訓期內每月薪酬的50%，上限為5,000元。
- Employers may offer further employment to trainees with good performance upon completion of on-the-job training. 完成培訓及表現良好的學員有機會獲僱主繼續聘用。
- Trainees are eligible for a retention allowance of \$3,000 if they are engaged in full-time on-the-job training for 3 months and an additional \$1,000 for completion of each subsequent month. For part-time on-the-job training, the respective amounts grantable will be halved. The maximum amount of retention allowance for each eligible trainee is \$12,000. 學員於全職在職培訓職位留任滿3個月，可獲得3,000元的留任津貼；其後留任每滿1個月，可獲得額外1,000元的留任津貼。兼職在職培訓的留任津貼金額為全職在職培訓的一半。每名合資格學員最多可獲發放12,000元的留任津貼。

# Racial Diversity Employment Programme 多元種族就業計劃

# Employment Support Service 就業支援服務



## 1. Initial Screening and Needs Assessment 初步評估及瞭解個案

Social workers evaluate the intentions, conditions and needs of the job seekers initially, and introduce them a half-year customized employment support service according to their career goals. 社工會初步了解求職者的就業動機、情況和需要，與他們商討和設計合適職涯發展而制定為期半年的輔導就業計劃。

## 2. Pre-employment Counselling 職前配對

Upon the initial screening by the case manager, we offer sufficient individual or group counselling and interview guidance to the job seekers. 完成初步評估後，社工會按求職者的需要提供個人或小組輔導及安排求職面試指導。

## 3. Employment Assistance and Job Matching 職業導向及工作配對

We provide appropriate job vacancies to best fit the preferences of the job seekers, and liaise with the employers on the recruitment criteria. 社工會提供合適求職者條件的工作空缺，並協助聯絡僱主，與僱主協調聘用條件。

## 4. Post-placement Support 聘後支援

During the three-month post-placement follow-ups, we talk to the recruited members on their work conditions and assist them in adapting the workplace. 我們會在僱員入職後提供為期三個月的就業跟進，瞭解其工作情況，協助入職後適應。

## 5. Case Review 個案檢討

Social workers will review working schedule with the recruited members, and offer them corresponding extended service or further referral. 社工及後會與僱員檢討工作計劃進度，並根據僱員情況提供相應的延申服務或就業轉介。

## Service Target 服務對象:

Ethnic minority job seekers  
who are lawfully employable

在港合法工作的  
少數族裔求職者

## Service Period 服務期:

# Six Months 六個月

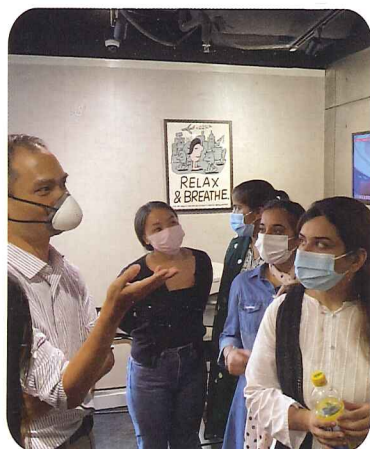
# Employment Engagement Service

## 全方位僱主支援

We provide free and one-stop supporting services to employers, thus enriching their knowledge towards the ethnic minority groups and boosting their confidence in hiring them, while assisting employers to recruit employees with the right potential.

Most importantly, we are pleased to create a culturally inclusive workplace for employers and nurture their good habits in continuing employing them.

僱主在聘用前及整個聘用期間會獲得一站式的度身訂造就業服務，提升僱主對多元種族的瞭解及信心，並透過本服務物色合適員工。我們亦幫助公司營造文化共融的工作環境，從而保持聘用多元文化人士的良好習慣。



Join us to offer job opportunities to ethnic minority job seekers 現誠邀您加入我們，為少數族裔求職者提供工作機會。



Employer Hotline

僱主熱綫

9878 0974

# Youth Volunteers Platform EMaz: "A youth magazine for ethnic minority community"

## 少數族裔青少年雜誌

We serve as a platform to encourage ethnic minority youth to connecting to job market and society through the youth magazine EMaz. Every half year, EMaz recruits a group of young ethnic minority volunteers who keen to write or is interested in being an editor and contribute in the publication.

EMaz提供一個平台，透過籌備青年刊物，讓少數族裔青少年連繫職場和社區。我們每半年招募一組義工團隊，負責寫作、編輯及不同的崗位。



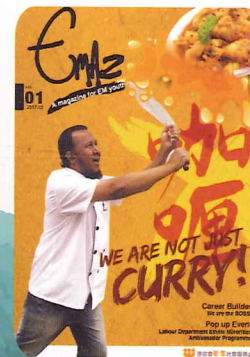
### Service Target 服務對象:

15-29-year-old ethnic minority youth  
15-29歲少數族裔青少年

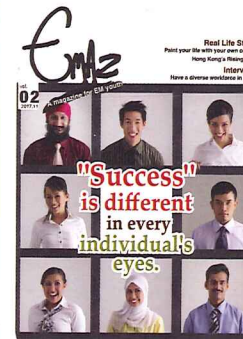
- ▶ EMaz for young ethnic minority groups to voice out their ideas and explore their career development. 透過社交媒體及自創刊物 EMaz表達不同的想法及探知不同行業
- ▶ Encouraging young people to engage in social participation and empower them in the community. 鼓勵少數族裔青少年參與社會及認識職場
- ▶ Supporting ethnic minority youth to widen their horizon, participate in the society and adjust to work. 協助少數族裔青少年擴闊視野，參與社會及適應工作
- ▶ Providing editing training and guidance for publication. 提供基本編輯及出版刊物的技巧培訓

The ethnic minority volunteers come up with topics their community may be interested in, and they are about self-identity, success, dream chasing, mental health and job. The magazines are distributed to schools, NGOs, corporations, ethnic minority stores and so on. The outcomes receive rounds of applause – affirming the abilities of the ethnic minority volunteers and boosting their confidence in editing and designing. On the other hand, the contents enable the general public to understand the ethnic minority groups in different angles and facilitate cultural exchange.

EMaz涵蓋大量少數族裔青少年感興趣的題材，圍繞著自我認同、成功、追夢、精神健康及工作。每期雜誌派發至學校、社福機構、僱主、少數族裔商店等，均獲得正面的評價，肯定了青少年義工的能力，提升他們的自信。除此之外，雜誌內容也讓普羅大眾從不同角度認識少數族裔人士，促進文化交流。



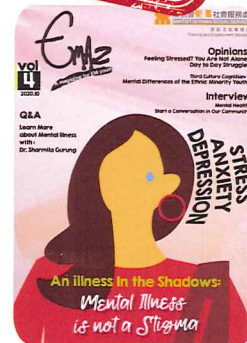
Vol.1: We Are Not Just Curry



Vol.2: "Success" is different in every individual's eyes.



Vol.3: La La Learn



Vol.4: Illness in the Shadows: Mental Illness is not a Stigma

The upcoming issues are to be more career-driven so that the ethnic minority readers are more well-equipped with the latest updates of the labour market and the must-knows regarding job-seeking and workplace. 下期將會加入更多就業元素，讓少數族裔社群更貼近勞動市場脈搏，對求職或職場有更深的認知。

# Professional Trainings 專業培訓課程

## Vocational Chinese Language Programme for Non-Chinese Speaking School Leavers 已離校 非華語人士職業中文課程

Our service has organised Chinese Language programmes awarded by Qualifications Framework level 1 for years to enhance Chinese literacy of the non-Chinese speakers. Thanks to the popular demand, our service is launching a series of workplace-oriented Chinese Language programmes, and therefore assisting them in entering the workforce easily.

為提升非華語人士在職場的中文能力，本中心於往年一直舉辦資歷架構第一級別的中文課程。由於課程反應熱烈，本會將舉辦一連串職業導向的中文課程，讓會員更能應付職場中文，更輕鬆融入職場。

- ▶ Have experienced university teachers to design and to teach the course 由經驗豐富的大專院校導師任教
- ▶ Enhance your Chinese practical reading and writing skills 提升實用中文閱讀和書寫能力
- ▶ Learn Chinese vocabulary or phrases used in the teaching setting 學習教學場景常用的中文詞彙
- ▶ Teach in small class with interactive learning 小班教學，互動學習
- ▶ Provide work referral & workplace support service 提供工作轉介和支援服務

### Service Target 服務對象:

- ▶ Non-Chinese Speaking Hong Kong residents aged 15 or above 15歲以上居港非華語人士
- ▶ Possession of basic English literacy skills 具基礎英語知識
- ▶ Interest in the education industry 對教育行業有興趣
- ▶ Having studied Chinese in Hong Kong and passed the entry tests 曾在港學校學習中文及通過入學面試

### Medium of Instruction 教學語言

Classes are conducted in Cantonese, supplemented by English. Course materials will be in Chinese. 課堂以廣東話主導，以英文輔導，教材以中文為主。



## The Employees Retraining Board (ERB) Training Courses for Ethnic Minorities 僱員再培訓局—少數族裔人士課程

### Service Target 服務對象:

- ▶ Ethnic minorities aged over 15 years old 15歲以上少數族裔人士
- ▶ Hong Kong permanent residents 香港永久性居民
- ▶ Placement-tied and non-placement-tied courses are offered 提供就業和非就業掛勾課程

### (Full-time) placement-tied courses (全日制)就業掛勾課程

- ▶ Free of Charge 費用全免
- ▶ Retraining Allowance 培訓津貼
- ▶ Employment Support Services 就業跟進

### (Part-time) non-placement-tied courses (兼讀制) 非就業掛勾課程

- ▶ (Part-time) non-placement-tied courses (兼讀制) 非就業掛勾課程
- ▶ Highly subsidized 提供學費資助
- ▶ Encourage continuous learning 鼓勵持續進修

### Locations of Training Venue 上課地點:

WanChai/ Yau Ma Tei / Cheung Sha Wan 灣仔/ 油麻地/ 長沙灣

Contact Us 聯絡及查詢:

Tel 電話: 2116 4598





## CONTACT US 聯絡及查詢



WHATSAPP:  
9887 1410



SCAN ME



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KOWLOON  
九龍長沙灣順寧道323號2樓

OFFICE HOUR 服務時間:

MON-FRI 星期一至五

9:00AM - 6:00PM

TEL 電話 : 2708 8190

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### NEW TERRITORIES 新界

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TSUEN WAN, NEW  
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香港新界荃灣西樓角路1-17號新  
領域廣場11樓

TEL 電話 : 2708 8192

OFFICE HOUR 服務時間:

MON-FRI 星期一至五 9:00AM - 6:00PM

SAT 星期六 9:00AM - 1:00PM