

For Employers

Introduction

Employer who engages an unemployed job seeker aged 40 or above in a full-time or part-time long-term job vacancy, assigns a mentor and provides on-the-job training (OJT) to enable the newly recruited job seeker to adapt to new work environment and to acquire essential job-specific skills, may apply for training allowance from the Labour Department (LD) under the Employment Programme for the Elderly and Middle-aged (EPEM).

On-the-job Training Allowance

Participating employers may apply for a training allowance upon completion of OJT by an eligible employee under EPEM. Employers engaging job seekers aged 60 or above may apply for an OJT allowance for 6 months, while employers engaging job seekers aged 40 to 59 may apply for an OJT allowance for 3 months. The OJT period may be extended upon approval by LD to a maximum of 12 months and 6 months respectively for deserving cases in which employers have to provide detailed information for vetting. The amount of training allowance is tabulated below:

Type of Post	Age of Employee [^]	Amount of OJT Allowance* (per month per employee)
Full-time Post	Aged 40 to 59	50% of the employee's salary of the month, with the maximum amount up to \$4,000
	Aged 60 or above	50% of the employee's salary of the month, with the maximum amount up to \$5,000
Part-time Post [#]	Aged 40 to 59	25% of the employee's salary of the month, with the maximum amount up to \$4,000
	Aged 60 or above	50% of the employee's salary of the month, with the maximum amount up to \$5,000

[^] Age of employee at the commencement of employment.

* The 《Application Guideline》 should be compiled with.

[#] Working 18 hours to less than 30 hours per week will be defined as part-time post.

Retention Allowance

LD launched a pilot scheme on 1 September 2020 to encourage the elderly who aged 60 or above at the commencement of employment to undergo and complete OJT under EPEM through the provision of a retention allowance, thereby stabilising employment. The pilot scheme will run for three years. Each eligible employee may apply for retention allowance of up to \$1,000 per month during OJT period and can receive retention allowance for a maximum period of 12 months (i.e. up to \$12,000) under the pilot scheme.

Application Procedures

Employers register full-time or part-time long-term job vacancies at LD.

After the job vacancy is registered with LD, job seekers obtain vacancies information, proceed to application and be successfully employed.

Employers prepare to provide OJT and submit the completed 'Preliminary Application Form' to LD within the 1st month of employment.

If job seekers have not yet registered with LD, they should register at any Job Centre in person.

LD issues a letter of Approval-in-Principle. Employers assign a mentor and commence the OJT according to the date specified.

After completion of the approved period of OJT, employers submit the claim for OJT allowance timely to LD.

LD verifies the claim. OJT allowance will be granted to employers in a lump sum if the information submitted are complete and accurate.

Successful Cases



Case 1:

"I was over 60 years old when my former employing company shut down. I was mentally prepared that I might have to change working field or even retire." Ms. LU had been engaged in clerical work for over 20 years. She re-entered the job market because her former employer ceased operation. Later she was hired as an Account Clerk by an advertising design company through the Labour Department. However, she encountered many difficulties at the beginning. "I had never worked in the advertising industry before. Most of my colleagues are far younger than me, and they usually communicate by English emails. I couldn't even handle daily bookkeeping or file documents at first!" Luckily, with the help of friendly colleagues and valuable guidance from her mentor, it did not take long for Ms. LU to settle in her new position, and the employer even allowed her to send out internal emails in Chinese.

The employer appreciated Ms. LU's work attitude. Mr. PANG, the Director of the company, said "Although Ms. LU has reached retirement age and she is not familiar with the operation of advertising, she is still very energetic and willing to learn. She is a role model for younger colleagues." He considered the training allowance offered by the Labour Department could provide extra resources for company to cope with the training expenditure of new staff, and the valuable experience of elderly and middle-aged persons were particularly useful in handling the changing environment of SMEs. With appropriate training, the elderly and middle-aged could also be successful in a new career.

Case 2:

"I have been working in tourism for over 30 years, and I still enjoy being part of this industry." In his 60s, Mr. NG has been worried that it would be difficult for him to find a job again. Fortunately, he was employed as a Customer Service Representative by a ferry company through the Labour Department, and it helped him regain self-confidence. Mr. NG expressed "Although most of my colleagues, including my supervisor, are much younger than me, they are very accommodating to older new recruits, and hence I was accepted by them quickly." The employer also provided comprehensive on-the-job training on first aid, company operations, customer service and work skills, etc. It facilitated Mr. NG to get hold of the relevant professional knowledge and techniques for providing quality services to customers.

Mr. NG's positive work attitude was also acknowledged by his employer. Mr. HO, the General Manager of the company, said "Mr. NG is serious about his work. He always proactively introduces Hong Kong attractions to visitors. In fact, elderly and middle-aged persons possess many exemplary qualities, such as consistency, maturity and sense of responsibilities. They can also share their valuable experience with the younger generation." Mr. HO opined that employing the elderly and middle-aged was a wise choice, "Mature persons prefer stable employment, which help alleviate staff turnover and enhance team collaboration and sense of belonging."



If you wish to know more about EPEM or to obtain Vacancy Order Form, please contact us:

- EPEM hotline: **2150 6398**
- Our Job Centres and enquiry telephone numbers:

Hong Kong East Job Centre	2591 1318
Hong Kong West Job Centre	2552 0131
North Point Job Centre	2114 6868
Kowloon East Job Centre	2338 9787
Kowloon West Job Centre	2150 6397
Kwun Tong Job Centre	2342 0486
Shatin Job Centre	2158 5553
Tai Po Job Centre	2654 1429
Sheung Shui Job Centre	3692 4532
Tsuen Wan Job Centre	2417 6197
Tuen Mun Job Centre	2463 9967
Tung Chung Job Centre	3428 2943
Yuen Long Job Centre	3692 5750

Interactive Employment Service Website

<http://www.jobs.gov.hk>



EPEM-9/2020

Employment Programme for the Elderly and Middle-aged

- Engage an unemployed elderly or middle-aged job seeker in a full-time or part-time long-term job vacancy and provide on-the-job training
- Employer may apply for an **on-the-job training allowance**


With effect from 1 September 2020, the eligible elderly aged 60 or above under the programme could apply for **retention allowance** of up to \$1,000 per month!



 On-the-job Training Period

3 - 6 months

6 - 12 months

 Allowance Entitled by Employer per Employee per Month up to

\$4,000

\$5,000



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