

求職人士 Job Seekers

計劃簡介

Introduction

「中年就業計劃」旨在透過向僱主發放培訓津貼，以鼓勵僱主聘用中年失業求職人士，並為他們安排指導員，提供在職培訓，讓他們儘快適應新的工作環境，掌握工作所需的技能，從而獲得一份穩定的工作。

"Employment Programme for the Middle-aged" (EPM) aims at providing training allowance to employers, to encourage them to engage unemployed middle-aged job seekers, to assign a mentor and to provide them with on-the-job training. This will enable job seekers to adapt to new work environment and to acquire essential job-specific skills with a view to securing stable employment.

參加資格

Eligibility

- ❑ 受聘時年滿40歲
- ❑ 在受聘日期前一年內失業不少於一個月
- ❑ aged 40 or above at the time of employment
- ❑ have an unemployment period of not less than 1 month within 1 year prior to the commencement date of employment

為中年求職人士提供的就業服務及資訊

❑ 「中年就業計劃」專題網站

讓求職人士直接瀏覽「中年就業計劃」職位空缺，求職人士可到「互動就業服務網站」的「中年就業計劃」專題網站內，選取「最新職位空缺」連結，即可瀏覽職位空缺詳情

如需要下列的就業服務及資訊，可聯絡鄰近的就業中心：

❑ 「中年就業計劃」職位空缺資料冊

刊載由僱主提供歡迎中年求職人士申請的職位空缺，求職人士可經就業中心或電話就業服務中心 (☎ 2969 0888) 轉介工作，亦可按情況自行申請

❑ 《「中年就業計劃」求職秘笈》小冊子

讓中年求職人士掌握進一步的求職技巧，了解自己的長處及潛能，繼而訂立明確的就業目標

❑ 簡介會

為求職人士提供適切的就業輔導服務，以協助他們儘快投身就業市場，成功獲得聘用

❑ 就業服務

提供不同的就業服務以配合求職人士的需要

Employment Services and Information to the Middle-aged job seekers

❑ EPM dedicated web pages

allow job seekers to browse the EPM vacancy details direct in the "Latest Vacancy Information" webpage from our EPM dedicated web pages of the "Interactive Employment Service" website

Please contact our Job Centre nearby for the following employment services and information:

❑ Job folders on EPM vacancy orders

display job vacancies that the employers welcome applications from middle-aged job seekers. Job seekers may seek referral services through Job Centres, call the Telephone Employment Service Hotline (☎ 2969 0888), or apply for the jobs direct where applicable



"EPM Tips on Job Hunting" booklet

- ❑ "EPM Tips on Job Hunting" booklet provides tips and skills on job hunting, and gives job seekers a better picture of their strengths and potential in setting specific employment goals

❑ Employment Briefings

provide employment counselling services to job seekers to facilitate them to re-enter the job market and to secure employment as soon as possible

❑ Employment Services

provide different employment services to meet the needs of job seekers

勞工處各就業中心電話

Telephone numbers of Job Centres

東港島就業中心 Hong Kong East Job Centre	2591 1318
西港島就業中心 Hong Kong West Job Centre	2552 0131
北角就業中心 North Point Job Centre	2114 6868
東九龍就業中心 Kowloon East Job Centre	2338 9787
西九龍就業中心 Kowloon West Job Centre	2150 6397
觀塘就業中心 Kwun Tong Job Centre	2342 0486
荃灣就業中心 Tsuen Wan Job Centre	2417 6197
屯門就業中心 Tuen Mun Job Centre	2463 9967
沙田就業中心 Shatin Job Centre	2158 5553
大埔就業中心 Tai Po Job Centre	2654 1429
上水就業中心 Sheung Shui Job Centre	3692 4532
就業一站 (位於天水圍) Employment in One-stop (located in Tin Shui Wai)	3692 5750

中年就業計劃

Employment Programme for the Middle-aged

- ◆ 聘用年滿40歲失業求職人士
Engage unemployed job seeker aged 40 or above

- ◆ 提供在職培訓
Provide on-the-job training

- ◆ 僱主可申請在職培訓津貼
Employer may apply for on-the-job training allowance



互動就業服務網站
Interactive Employment Service Website

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

查詢熱線 Enquiry Hotline: 2150 6398



勞工處

Labour Department

僱主 Employers

計劃簡介

Introduction

僱主如聘用年滿40歲的失業求職人士擔任全職長工，並為該新入職員工安排指導員，提供在職培訓，令他們儘快適應新的工作環境和掌握工作所需的技能，便可於完成計劃下的在職培訓後，向勞工處申請培訓津貼。

Employer who engages an unemployed job seeker aged 40 or above in a full-time permanent job, assigns a mentor and provides on-the-job training (OJT) to enable the newly recruited job seekers to adapt to new work environment and to acquire essential job-specific skills, may apply for training allowance from the Labour Department upon completion of OJT under the Programme.



在職培訓津貼

On-the-job Training Allowance

參加計劃的僱主可於完成計劃下的在職培訓後，向勞工處申請每名僱員每月\$2,000的在職培訓津貼*，一般為期3個月，值得給予較長培訓期的個案，僱主須提供詳細資料，經批核後津貼發放期可延長至最多6個月。

Participating employer may apply for a training allowance of \$2,000 per month per employee from the Labour Department upon completion of OJT under the Programme*. In general, OJT period lasts for 3 months. Subsidy period, upon approval, will be extended to a maximum of 6 months for deserving cases in which employers have to provide detailed information for vetting.

* 須符合計劃《申請須知》條文

* The regulations of the Programme should be complied with



申請程序

Application Procedures

僱主於勞工處登記全職長工空缺
Employers (ERs) register full-time permanent vacancies at the Labour Department (LD)

求職人士透過勞工處獲悉職位空缺資料，然後應徵並成功獲聘
Job seekers (JSs) obtain vacancies information through the LD, proceed to application and be successfully employed

僱主準備提供在職培訓。於僱員入職首月內填妥並遞交「在職培訓初步申請表格」
ERs prepare to provide OJT and submit the completed "Preliminary Application Form" within 1st month of employment

完成在職培訓後，僱主按時提交「在職培訓評估及津貼申請表格」

After the completion of the approved period of OJT, ERs submit the "Assessment-cum-Claim Form" timely to the LD

勞工處發出初步批核書，僱主根據批核書上的指定培訓期，安排指導員，提供在職培訓

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

如求職人士未曾於勞工處登記，必須親身前往就業中心辦理登記手續

If JSs have not yet registered with the LD, they must register at any Job Centres in person

勞工處審批僱主提供的資料

LD verifies all documents provided by ERs

勞工處確認資料完整準確後，培訓津貼將會一筆過發放給僱主

OJT allowance will be granted in a lump sum only if the documents provided are complete and accurate

如欲查詢計劃詳情或索取職位招聘表，請致電計劃辦事處2150 6398，亦可瀏覽互動就業服務網站：

If you wish to know more about the Programme or to obtain Vacancy Order Form, please contact Programme Office at 2150 6398 or visit Interactive Employment Service Website:

www.jobs.gov.hk

