



勞工處 Labour Department

《最低工資條例》（第 608 章）及
《最低工資（擔任認可評估員的準則）公告》（第 608A 章）
殘疾僱員生產能力評估
認可評估員申請書

Minimum Wage Ordinance (Cap. 608) and
Minimum Wage (Criteria for Approved Assessors) Notice (Cap. 608A)
Productivity Assessment for Employees with Disabilities
Application Form for Approved Assessor

（截止申請日期 Deadline for application: **24-2-2020**）

填寫本申請書前請先詳細閱讀「申請擔任認可評估員指引」

Please read the "Notes for application to become an approved assessor" before completing this application form.

申請人編號 Applicant No.
（只供勞工處填寫 Official use only）

申請人類別（請在以下適當方格內填上✓號）

Categories of Applicants (Please put a ✓ in the appropriate box below)

- ☐ 第一類：註冊職業治療師 Category 1: Registered Occupational Therapist
☐ 第二類：註冊物理治療師 Category 2: Registered Physiotherapist
☐ 第三類：註冊社會工作者 Category 3: Registered Social Worker
☐ 第四類：職業康復從業員 Category 4: Vocational Rehabilitation Practitioner

I. 個人資料 Personal Particulars

英文姓名（姓氏先行） Name in English (Surname first) _____	性別 男／女* Sex <u>Male/Female</u> *
中文姓名 Name in Chinese _____	出生日期 Date of Birth ____日DD ____月MM ____年YYYY
香港身份證號碼 Hong Kong Identity Card No. _____	
通訊地址 Correspondence Address _____	
日間聯絡電話 Daytime Contact Tel. No. _____	住所／辦事處* Home/Office* _____
流動電話 Mobile _____	
電郵地址（請注意：勞工處會於有需要時透過電郵與申請人聯絡） Email Address (Note: Labour Department may contact the applicant by email) _____	

II. 專業資格（請先列出最近期獲取的专业資格） Professional Qualifications (In descending chronological order)

持有的專業資格 Professional Qualifications	頒發機構全名 Full Name of Issuing Authority	已達到的程度 Level Attained	獲取資格日期 （日／月／年） Date Obtained (DD/MM/YYYY)

* 請刪去不適用者 Please delete as appropriate.

「請轉下頁」 P.T.O

III. 提供關乎殘疾人士就業的職業康復或其他服務的經驗 (請先列出最近期的服務經驗)

Relevant experience in the provision of vocational rehabilitation or other services in relation to employment of persons with disabilities (In descending chronological order)

機構名稱 Name of Organisation	職位 Position Held	職責詳情 Details of duties	日期 (月/年) Date (MM/YYYY)		(只適用於 第四類申請人) 如獲該機構推薦擔任認可評估員, 請加上✓號 (For Category 4 applicants only) Put a ✓ if recommended by that organisation to become approved assessor
			由 From	至 To	
第一至第三類申請人須填寫在剛過去的 7 年中, 具累積總計不少於 3 年在該身分下提供相關服務經驗的詳情。第四類申請人則須填寫在剛過去的 10 年中, 具累積總計不少於 5 年在勞工處處長指明的機構從事提供相關服務經驗的詳情。 Applicants of Category 1 to 3 are required to provide details on the experience of providing relevant services in the capacity of the profession concerned of not less than 3 years in total during the immediately preceding 7 years. For Category 4 applicants, they are required to provide details on the experience of providing relevant services in organisation(s) recognized by the Commissioner for Labour of not less than 5 years in total during the immediately preceding 10 years.					

IV. 在殘疾類別方面的專業 Expertise in disability types

請在以下方格內填上✓號, 可選多於一項 Please put a ✓ in the appropriate box(es) below, more than one box can be selected

☐	聽障	Hearing impairment
☐	視障	Visual impairment
☐	肢體傷殘	Physical disability
☐	言語障礙	Speech impairment
☐	智障	Intellectual disability
☐	精神病	Mental illness
☐	自閉症	Autism
☐	器官殘障/長期病患	Visceral disability/Chronic illness
☐	注意力不足/過度活躍症	Attention Deficit/Hyperactivity Disorder
☐	特殊學習困難	Specific Learning Difficulties

V. 聲明 Declaration

本人明白倘若本人故意在填寫本申請書時虛報資料或隱瞞重要事實，可令本人喪失獲勞工處處長認可擔任認可評估員的資格，及即使已獲勞工處處長認可，亦可遭撤回有關的批准。

I understand that if I wilfully give any false information or withhold any material information in this application form, my eligibility for becoming an approved assessor will be forfeited and the Commissioner for Labour may withdraw any approval so granted.

本人同意勞工處可就審批本人擔任認可評估員的申請和其他有關的事宜，及為核實上述資料而進行必要的查詢。本人授權有關政府部門、其他組織或機構可就這些查詢，透露任何有關的紀錄及資料（其中包括向有關機構查詢本人的相關服務經驗及專業資格）。

I give my consent to the Labour Department in making any necessary enquiries for purposes relating to my application to become an approved assessor and other related matters as well as for the verification of the information given above. I authorise relevant government departments, organisations or agencies to release any record or information as may be required for these enquiries (including, among others, making enquiries with the organisation(s) concerned regarding my relevant service experience and professional qualification).

簽署 Signature _____

姓名 Name (in full) _____

日期 Date _____

申請擔任認可評估員指引

第一部分：認可評估員的工作簡介

根據《最低工資條例》，殘疾僱員的生產能力評估必須由一名認可評估員進行。認可評估員須根據《最低工資條例》、《最低工資（評估方法）公告》，以及認可評估員的行政指引，執行評估及有關的工作。有關評估機制的詳情及其他相關資料，可於勞工處網頁(www.labour.gov.hk)下載，而行政指引則會在進行認可評估員培訓時發放。以下為認可評估員的工作簡述。

評估的基本原則

生產能力評估的目的是評估殘疾僱員在執行有關僱傭合約規定的工作方面的生產能力，有否及在甚麼程度上受其殘疾影響，從而釐定他們應獲得不低於法定最低工資的薪酬，抑或收取按評估的生產能力釐定的工資。因此，評估必須在最切合殘疾僱員的實際工作環境下進行。在進行評估前，認可評估員須向殘疾僱員及僱主解釋他們各自在《最低工資條例》有關條文的權利與責任，特別是啟動評估的權利只屬於殘疾僱員，而不屬於僱主。認可評估員在評估過程中，應行事客觀和不偏不倚。認可評估員並須確保進行評估所涉及的職務，不會與其個人其他事務出現利益衝突。

評估的程序及方法

在進行評估時，認可評估員應透過與僱主、殘疾僱員，以及其他有助了解該工作的相關人士（例如其他為有關僱主執行相同或相類似工作的僱員），收集該工作詳情的資料，包括職務內容、工作要求、工作程序、工作地點的整體工作流程、其他執行相同或相類似工作的僱員的表現等。認可評估員須按所收集到有關該工作的詳細資料，運用其專業知識和經驗，選取適合用以作評估的考慮因素（包括工作質素、工作量、工作速度或執行職務的其他要求）。認可評估員透過採用合適的評估方法（包括實地觀察、分析上述考慮因素的表現數據等），評估殘疾僱員的生產能力水平。如認可評估員根據所有所得的資料及證據，認為該殘疾僱員在評估當日因某些原因令其未能充分發揮潛能，以致影響其表現及生產能力水平，可相應調高該殘疾僱員的生產能力水平。認可評估員在完成評估後，須向殘疾僱員及僱主講解評估結果及簽發評估證明書。

其他有關工作

除執行評估工作外，認可評估員亦須與殘疾僱員、僱主、其他相關人士／機構及勞工處等保持聯繫，並按勞工處要求完成有關的行政手續，例如準時輸入評估資料等。

評估津貼

認可評估員於2020年5月1日或之後完成每宗生產能力評估及所需的行政手續後，將會獲勞工處發放港幣2,800元的津貼。

第二部分：申請擔任認可評估員的準則及所須提交的文件及資料一覽表

擔任認可評估員的準則 (須符合以下四類資格的其中一類)	申請人須連同本申請書一併提交的文件副本 (請勿附上任何證明文件的正本)
第一類：註冊職業治療師	
- 根據《輔助醫療業條例》（第359章）及《職業治療師（註冊及紀律處分程序）規例》（第359B章），於註冊名冊第I部分註冊，並持有有效執業證明書的人士；及 - 在剛過去的7年中，具累積總計不少於3年在持有註冊職業治療師身分及有效執業證明書的情況下^{註1-2}，提供關乎殘疾人士就業的職業康復或其他服務的經驗	- 香港身份證 - 職業治療師註冊名冊第I部分註冊證明書 - 於遞交申請時的有效註冊職業治療師執業證明書 - 符合認可評估員的相關經驗要求的證明(例如由僱主發出的工作證明書及期間的有效註冊職業治療師執業證明書^{註1}等)，以證明在剛過去7年中，具累積總計不少於3年在該身分下提供關乎殘疾人士就業的職業康復或其他服務的經驗

擔任認可評估員的準則 (須符合以下四類資格的其中一類)	申請人須連同本申請書一併提交的文件副本 (請勿附上任何證明文件的正本)
第二類：註冊物理治療師	
- 根據《輔助醫療業條例》(第 359 章)及《物理治療師(註冊及紀律處分程序)規例》(第 359J 章)，於註冊名冊第 Ia 或 Ib 部分註冊，並持有有效執業證明書的人士；及 - 在剛過去的 7 年中，具累積總計不少於 3 年在持有註冊物理治療師身分及有效執業證明書的情況下^{註1-2}，提供關乎殘疾人士就業的職業康復或其他服務的經驗	- 香港身份證 - 物理治療師註冊名冊第 Ia 或 Ib 部分註冊證明書 - 於遞交申請時的有效註冊物理治療師執業證明書 - 符合認可評估員的相關經驗要求的證明(例如由僱主發出的工作證明書及期間的有效註冊物理治療師執業證明書^{註1}等)，以證明在剛過去 7 年中，具累積總計不少於 3 年在該身分下提供關乎殘疾人士就業的職業康復或其他服務的經驗
第三類：註冊社會工作者	
《社會工作者註冊條例》(第 505 章)的註冊社會工作者；及 - 在剛過去的 7 年中，具累積總計不少於 3 年在持有註冊社會工作者身分的情況下^{註1-2}，提供關乎殘疾人士就業的職業康復或其他服務的經驗	- 香港身份證 - 社會工作者註冊證明書 - 於遞交申請時的有效社會工作者註冊證 - 符合認可評估員的相關經驗要求的證明(例如由僱主發出的工作證明書及期間的有效社會工作者註冊證^{註1}等)，以證明在剛過去 7 年中，具累積總計不少於 3 年在該身分下提供關乎殘疾人士就業的職業康復或其他服務的經驗
第四類：職業康復從業員	
- 在勞工處處長指明的機構(名單載於以下第三部分)從事或曾從事有關殘疾人士就業的職業康復或其他服務的工作，及獲任何該些指明機構推薦為認可評估員的職業康復從業員；及 - 在剛過去的 10 年中，具累積總計不少於 5 年^{註2}於上述指明機構，提供關乎殘疾人士就業的職業康復或其他服務的經驗	- 香港身份證 - 符合認可評估員的相關經驗要求的證明(例如由僱主發出的工作證明書)，以證明在剛過去 10 年中，具累積總計不少於 5 年在勞工處處長指明的機構(名單載於以下第三部分)從事提供關乎殘疾人士就業的職業康復或其他服務的經驗 - 最少一份由勞工處處長指明的機構發出推薦擔任認可評估員的推薦書正本(推薦機構指引及推薦書範本載於第四部分)(如有需要，勞工處會要求申請人提交額外的推薦書)
適用於上述所有類別的申請人	
- 為了確保認可評估員的質素，勞工處處長在委任認可評估員時，會設定認可期限至 2023 年 4 月 30 日。所有合乎資格的申請人必須圓滿地完成勞工處安排的培訓(包括就培訓內容即場進行的測驗)後，才會獲勞工處處長正式認可。勞工處會在審批接獲的申請後，通知獲初步接納的申請人於稍後時間進行培訓。 - 如認可評估員因表現欠佳或任何充分理由，以致不能夠或不適合執行認可評估員的職責，勞工處處長可撤回該認可評估員的批准。	

備註：

註 1：任何申請人如在剛過去的 7 年中，先後分別持有以第一至第三類(即註冊職業治療師、註冊物理治療師及註冊社會工作者)當中多於一類的專業身分，提供關乎殘疾人士就業的職業康復或其他服務的經驗，有關年資將可獲累積計算，以考慮是否符合總計最少 3 年相關經驗的要求。但如申請人於某段時間內，在第一至第三類當中同時擁有多於一類的專業身分，提供關乎殘疾人士就業的職業康復或其他服務的經驗，在考慮是否符合累積總計最少 3 年相關經驗的要求時，該段時間只會獲計算一次。

註 2：將根據勞工處收到擔任認可評估員的申請的日期作為計算剛過去的 7/10 年年資的參照點。

第三部分：勞工處處長指明的機構（只適用於第四類申請人 — 職業康復從業員）

勞工處處長根據《最低工資（擔任認可評估員的準則）公告》（第608A章） 指明的機構

1. 工程及醫療義務工作協會
2. 工業傷亡權益會有限公司
3. 浸信會愛羣社會服務處
4. 香港明愛
5. 香港中華基督教青年會
6. 基督教家庭服務中心
7. 扶康會
8. 基督教靈實協會
9. 匡智會
10. 香港失明人協進會
11. 香港唐氏綜合症協會
12. 香港傷殘青年協會
13. 香港路德會社會服務處
14. 香港傷健協會
15. 香港復康力量
16. 香港聖公會福利協會有限公司
17. 香港盲人輔導會
18. 香港聾人福利促進會
19. 香港工人健康中心有限公司
20. 醫院管理局
21. 葵協社區教育拓展中心有限公司
22. 街坊工友服務處
23. 新生精神康復會
24. 竹園區神召會
25. 保良局
26. 香港復康聯盟
27. 利民會
28. 香港耀能協會
29. 龍耳有限公司
30. 社會福利署
31. 聖雅各福群會
32. 香港神託會
33. 基督教香港信義會
34. 香港職工會聯盟
35. 香港復康會
36. 香港心理衛生會
37. 鄰舍輔導會
38. 思拔中心有限公司
39. 救世軍
40. 香港善導會
41. 東華三院
42. 職業訓練局
43. 基督教懷智服務處
44. 循道衛理楊震社會服務處

第四部分：勞工處處長指明機構為申請擔任認可評估員的職業康復從業員作出推薦的指引及推薦書範本

根據《最低工資（擔任認可評估員的準則）公告》第 2(1)(d)條，職業康復從業員除須符合在剛過去的 10 年中，具累積總計不少於 5 年於勞工處處長指明的機構（名單載於第三部分）從事提供關乎殘疾人士就業的職業康復或其他服務的經驗要求外，亦須獲該些指明機構的推薦，方可擔任認可評估員。有鑑於此，勞工處特別編製此指引，供有關機構就職業康復從業員作出推薦時參考。

推薦機構

- 推薦機構須：
 - 為勞工處處長指明的機構（名單載於第三部分）；及
 - 在剛過去的 10 年中，曾任用申請人為其提供關乎殘疾人士就業的職業康復或其他服務。
- 有關推薦機構無需是申請人現職的機構。

推薦原則

在接納擬申請擔任認可評估員的職業康復從業員的要求而作出有關推薦時，指明機構應充分考慮包括以下各方面的因素及情況，以決定申請人是否適合擔任認可評估員的工作，或機構是否為合適的推薦人：

- 所有符合資格的認可評估員將以個人身分獲勞工處處長認可，並不代表其僱主或任何所屬機構。
- 推薦機構對申請人具充分了解及足夠資料（例如有關的人事紀錄）以作出推薦，包括：
 - 申請人的操守；
 - 申請人的有關專業知識及工作表現（可參照例如申請人過去的表现評核報告）；
 - 申請人的可靠性、責任感及獨立工作能力；及
 - 申請人的溝通技巧、表達能力及一般書寫能力，以有效完成認可評估員的工作。

推薦細則

- 推薦書可以中文或英文填寫。
- 推薦機構請使用由勞工處提供的範本（見附件）填寫推薦書；如採用機構的信箋，務請涵蓋範本內所有詳情。

**《最低工資條例》（第 608 章）及
《最低工資（擔任認可評估員的準則）公告》（第 608A 章）
殘疾僱員生產能力評估
職業康復從業員申請擔任認可評估員的推薦書**

本機構為勞工處處長指明的機構，接獲 _____ 先生／女士*的要求，推薦其擔任認可評估員。

本機構茲證明，上述申請人在剛過去的 10 年中，曾為本機構提供關乎殘疾人士就業的職業康復或其他服務。本機構已細閱有關的推薦指引，並經詳細考慮後，同意推薦上述申請人擔任認可評估員。

本機構明白及同意，如該申請人成功獲勞工處處長認可擔任認可評估員，本機構作為推薦機構的資料，將會與該認可評估員的資料一併載列於由勞工處制訂的認可評估員名冊上，並透過勞工處的網頁(www.labour.gov.hk)、有關辦事處或其他適當途徑發放，以助殘疾僱員選擇認可評估員進行生產能力評估。

如就本機構的推薦有任何疑問，請與 _____ 先生／女士*聯絡（電話號碼：_____）。

推薦機構名稱：_____（中文）

_____（英文）

通訊地址：_____

機構授權代表簽名：_____ 聯絡電話：_____

機構授權代表姓名：_____ 職位：_____

日期：_____

機構印鑑：

* 請刪去不適用者

第五部分：申請人須知

以下為填寫及遞交申請書提供指引。

- (a) 請用黑色墨水筆或原子筆，以正楷填寫各項。
- (b) 申請人須填妥申請書各項，並提供正確資料。如空位不敷填寫，申請人應另頁詳列有關資料，隨申請書附上。
- (c) 申請人必須填報申請書內要求提供的所有個人資料。申請人如未能提供第二部分臚列所須提交的文件，或申請人所填寫的資料未能清楚顯示申請人符合擔任認可評估員的準則，勞工處將無法處理是項申請。
- (d) 申請人在本申請書內所提供的個人資料，將用於勞工處審批擔任認可評估員的申請以及其他與認可有關的事宜（包括供勞工處設立的諮詢委員會用於審批及認可的事宜以向勞工處提供意見）。如有需要，勞工處可能會把有關資料送交其他組織或機構作查詢及核實之用。在一般情況下，未獲認可的申請人提交的個人資料將於是次委任程序完成後24個月全部銷毀。
- (e) 如申請人獲認可擔任認可評估員，勞工處會將其提供的資料，例如姓名、聯絡方法、所屬專業類別及專業資格、在殘疾類別方面的專業、有關從事各類殘疾服務的工作經驗及年資、現職機構及／或推薦擔任認可評估員的機構名稱等資料，公開載列於認可評估員名冊上，並透過勞工處的網頁(www.labour.gov.hk)、有關辦事處或其他適當途徑發放，供決定根據《最低工資條例》啟動生產能力評估的殘疾僱員揀選及聯絡認可評估員進行評估。
- (f) 由於認可評估員一般會於殘疾僱員的工作時間內為殘疾僱員進行評估，因此如申請人本身已有全職工作，宜在作出申請前先與僱主洽商有關本身的工作安排，以確保能有效地履行認可評估員的工作。
- (g) 填妥本表格後，申請人可保留副本一份，作個人參考之用。
- (h) 提交申請書後，本申請書內所提供的資料如有任何更改時，申請人必須盡快通知勞工處。
- (i) 提交申請書後，如欲更改或查詢個人資料、或查詢與申請有關的事宜，請致電 2852 3816或 2852 3770與勞工處法定最低工資科聯絡。
- (j) 請將填妥的申請書連同所須文件於 **2020年2月24日（星期一）或之前** 寄交香港中環統一碼頭道38號海港政府大樓1樓勞工處法定最低工資科。封面請註明「申請擔任認可評估員」。寄件前請確保付足郵費及已填寫申請人的回郵地址，欠資郵件而引致的延誤郵遞可能引致本處未能處理是項申請。有關不同重量及樣式的郵件收費詳情，請參閱香港郵政的資料。

Notes for application to become an approved assessor

Part I: Brief introduction of the duties of approved assessors

Under the Minimum Wage Ordinance (MWO), productivity assessment for employees with disabilities should be conducted by an approved assessor. The approved assessors are required to conduct the assessment and related work in accordance with the MWO, Minimum Wage (Assessment Methods) Notice and the Administrative Guidelines for Approved Assessors. Details of the assessment mechanism and other relevant information can be downloaded from the Labour Department's homepage (www.labour.gov.hk) while the Administrative Guidelines will be issued during the training for approved assessors. Duties of the approved assessors are briefly described below.

The basic principles of the assessment

The purpose of the productivity assessment is to assess whether or not the degree to which the productivity of the employee with disabilities in performing the work required under the contract of employment is affected by his/her disability, so as to determine whether they should be remunerated at not lower than the statutory minimum wage rate or at a rate commensurate with their productivity. Therefore, the assessment must be conducted in the actual workplace of the employee with disabilities. Prior to conducting the assessment, the approved assessor must explain to the employee with disabilities and the employer their respective rights and responsibilities under the relevant provisions of the MWO particularly the right to invoke the assessment is solely vested in the employee with disabilities but not the employer. The approved assessor should be objective and impartial throughout the assessment. It is incumbent on the approved assessor to ensure that no conflict will arise between his/her duties involved in conducting the assessment and his/her other interests.

Procedures and methods of assessment

In conducting the assessment, the approved assessor should collect detailed information on the work of the employee with disabilities (including duties, requirements and procedures of the work, the overall work flow of the workplace as well as performance of other employee(s) performing the same or similar work) through the employer, the employee with disabilities and any other relevant person(s) conducive to the understanding of the work (such as other employee(s) of the employer performing the same or similar work). Based on the detailed information on the work collected, the approved assessor should exercise his/her professional expertise and experience to decide on the appropriate factor(s) to be considered in the assessment which include quality of work, quantity of work, working speed or other requirements for performing the work. With reference to the factor(s) selected, the approved assessor should, by adopting suitable methods of assessment such as on-site observation and analysing performance data of the above factors, assess the degree of productivity of the employee with disabilities. If the approved assessor, having regard to all the facts and evidence available, is of the view that the performance of the employee with disabilities and degree of productivity on the day of assessment is adversely affected by any reasons that cause him/her failing to perform at full potential, the approved assessor may adjust upwards the assessed degree of productivity of the employee with disabilities as appropriate. The approved assessor is required to explain the assessment result and issue a certificate of assessment to the employee with disabilities and the employer after the assessment is completed.

Other relevant duties

In addition to conducting the assessment, the approved assessor is also required to liaise with the employee with disabilities, the employer, other parties/organisations concerned and the Labour Department, and complete relevant administrative procedures, such as inputting details of the assessment, in a timely manner as required by the Labour Department.

Assessment allowance

The Labour Department will disburse to an approved assessor an allowance of HK\$2,800 upon the completion of a productivity assessment and the required administrative procedures on or after 1 May 2020.

Part II: Criteria for approved assessors and a summary of documents required for making the application

Criteria for approved assessors <i>(Falling into any one of the following categories)</i>	Copy of documents the applicant is required to submit together with this application form <i>(Do not send any originals of documents)</i>
Category 1: Registered Occupational Therapist	
- Registered under Part I of the register and holds a valid practising certificate in accordance with the Supplementary Medical Professions Ordinance (Cap. 359) and Occupational Therapists (Registration and Disciplinary Procedure) Regulations (Cap. 359B); and - Possessing in total not less than 3 years' experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in the capacity as registered occupational therapist and with a valid practising certificate^{Note 1-2} during the immediately preceding 7 years	- Hong Kong Identity Card - Certificate of registration under Part I of the Register of Occupational Therapists - Valid practising certificate of registered occupational therapist at the time when submitting this application - Any proof for the relevant experience required for approved assessor (e.g. employment certification issued by employer and a valid practising certificate of registered occupational therapist during such period^{Note 1}) to certify the possession in total of not less than 3 years of experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in that capacity
Category 2: Registered Physiotherapist	
- Registered under Part Ia or Part Ib of the register and holds a valid practising certificate in accordance with the Supplementary Medical Professions Ordinance (Cap. 359) and the Physiotherapists (Registration and Disciplinary Procedure) Regulation (Cap. 359J); and - Possessing in total not less than 3 years' experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in the capacity as registered physiotherapist and with a valid practising certificate^{Note 1-2} during the immediately preceding 7 years	- Hong Kong Identity Card - Certificate of registration under Part Ia or Part Ib of the Register of Physiotherapists - Valid practising certificate of registered physiotherapist at the time when submitting this application - Any proof for the relevant experience required for approved assessor (e.g. employment certification issued by employer and a valid practising certificate of registered physiotherapist during such period^{Note 1}) to certify the possession in total of not less than 3 years of experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in that capacity
Category 3: Registered Social Worker	
- Registered social worker under the Social Workers Registration Ordinance (Cap. 505); and - Possessing in total not less than 3 years' experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in the capacity as registered social	- Hong Kong Identity Card - Certificate of registration for registered social worker - Valid registration card of registered social worker at the time when submitting this application - Any proof for the relevant experience required for approved assessor (e.g. employment certification issued by employer and a valid registration card for registered social worker during such period^{Note 1}) to

Criteria for approved assessors <i>(Falling into any one of the following categories)</i>	Copy of documents the applicant is required to submit together with this application form <i>(Do not send any originals of documents)</i>
worker ^{Note 1-2} during the immediately preceding 7 years	certify the possession in total of not less than 3 years of experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability in that capacity
Category 4: Vocational Rehabilitation Practitioner	
• Vocational rehabilitation practitioner being currently engaged or had been engaged by the organisation(s) recognized by the Commissioner for Labour <i>(the list is at Part III below)</i> and with the recommendation of the recognized organisation(s) to become an approved assessor; and • Has been worked for the recognized organisation(s) for not less than 5 years in total ^{Note 2} in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability during the immediately preceding 10 years	• Hong Kong Identity Card • Any proof for the relevant experience required for approved assessor (e.g. employment certification issued by employer) to certify the possession in total of not less than 5 years of experience in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability at the organisation(s) recognized by the Commissioner for Labour <i>(the list is at Part III below)</i> • At least one recommendation letter in original to become an approved assessor issued by the organisation(s) recognized by the Commissioner for Labour <i>(notes for recommending organisations and template for recommendation letter are at Part IV)</i> (The Labour Department may request the applicant to submit additional recommendation letter(s), if necessary)
Applicable to all the above categories of applicants	
• To ensure the quality of approved assessors, the Labour Department will set a validity period for the approval granted to approved assessors up to 30 April 2023. The Commissioner for Labour will only grant approval to eligible applicants who have satisfactorily completed the training arranged by the Labour Department, including the test relevant to the content of the training to be held at the training session. After vetting the applications received, the Labour Department will notify the screened-in applicants to attend the training. • The Commissioner for Labour may withdraw the approval so granted to an approved assessor who is considered unable or unfit to carry out his/her duties owing to poor performance or any justifiable cause.	

Notes:

Note 1: Any applicant who has provided vocational rehabilitation or other services in relation to employment of persons with a disability in the capacity of more than one professions of the Categories 1 to 3 (i.e. registered occupational therapist, registered physiotherapist and registered social worker) respectively, such period of time would be reckoned in aggregate for the purpose of considering the fulfilment of the 3 years' experience requirement. However, if the applicant has provided vocational rehabilitation or other services in relation to employment of persons with a disability in the capacity of more than one professions of the Categories 1 to 3 concurrently in a period of time, such period of time would only be counted once for the purpose of considering the fulfilment of the 3 years' experience requirement.

Note 2: The date that the Labour Department receives the application to become an approved assessor would be adopted in counting the period of the immediately preceding 7/10 years.

Part III: Organisations recognized by the Commissioner for Labour

(Only applicable to applicants of Category 4 — Vocational rehabilitation practitioner)

Organisations recognized by the Commissioner for Labour under the Minimum Wage (Criteria for Approved Assessors) Notice (Cap. 608A)

1. Association for Engineering & Medical Volunteer Services
2. Association for the Rights of Industrial Accident Victims Limited
3. Baptist Oi Kwan Social Service
4. Caritas - Hong Kong
5. Chinese Young Men's Christian Association of Hong Kong
6. Christian Family Service Centre
7. Fu Hong Society
8. Haven of Hope Christian Service
9. Hong Chi Association
10. Hong Kong Blind Union
11. Hong Kong Down Syndrome Association
12. Hong Kong Federation of Handicapped Youth
13. Hong Kong Lutheran Social Service, the Lutheran Church – Hong Kong Synod Limited
14. Hong Kong PHAB Association
15. Hong Kong Rehabilitation Power
16. Hong Kong Sheng Kung Hui Welfare Council Limited
17. Hong Kong Society for the Blind
18. Hong Kong Society for the Deaf
19. Hong Kong Workers' Health Centre Limited
20. Hospital Authority
21. KCRA Community Education Enhancement Center Limited
22. Neighbourhood and Worker's Service Centre
23. New Life Psychiatric Rehabilitation Association
24. Pentecostal Church of Hong Kong
25. Po Leung Kuk
26. Rehabilitation Alliance Hong Kong
27. Richmond Fellowship of Hong Kong
28. SAHK
29. Silence Limited
30. Social Welfare Department
31. St. James' Settlement
32. Stewards
33. The Evangelical Lutheran Church of Hongkong
34. The Hong Kong Confederation of Trade Unions
35. The Hong Kong Society for Rehabilitation
36. The Mental Health Association of Hong Kong
37. The Neighbourhood Advice-Action Council
38. The Nesbitt Centre Limited
39. The Salvation Army
40. The Society of Rehabilitation and Crime Prevention, Hong Kong
41. Tung Wah Group of Hospitals
42. Vocational Training Council
43. Wai Ji Christian Service
44. Yang Memorial Methodist Social Service

Part IV: Notes on making recommendation by organisations recognized by the Commissioner for Labour for vocational rehabilitation practitioners who apply to become approved assessors and template for recommendation letter

According to section 2(1)(d) of the Minimum Wage (Criteria for Approved Assessors) Notice, in addition to fulfilling the requirement of being engaged by the organisation(s) recognized by the Commissioner for Labour (*the list is at Part III*) for not less than 5 years in total in the provision of vocational rehabilitation or other services in relation to employment of persons with a disability during the immediately preceding 10 years, vocational rehabilitation practitioners are also required to obtain recommendation of those recognized organisation(s) in order to become approved assessors. Against this background, the Labour Department specially prepares these notes for reference of the recognized organisations in making recommendation for vocational rehabilitation practitioners.

Recommending organisations

- The recommending organisations:
 - must be organisations recognized by the Commissioner for Labour (*the list is at Part III*); and
 - have engaged the applicant in the provision of vocational rehabilitation or other services in relation to employment of persons with disability during the immediately preceding 10 years.
- The recommending organisation(s) need(s) not be engaging the applicant at present.

Principles for making recommendation

In accepting the request for making the recommendation concerned from a vocational rehabilitation practitioner who seeks to become an approved assessor, the recognized organisation should adequately consider the following factors or circumstances in determining whether the applicant is suitable to undertake the duties as approved assessor, or the organisation is the appropriate recommending agent:

- All eligible assessors will be approved by the Commissioner for Labour on a personal basis, not as representatives of their employer or any organisation which they belong to.
- The recommending organisation should have thorough knowledge and sufficient information (e.g. relevant personnel records) of the applicant for making the recommendation, including the applicant's:
 - integrity;
 - relevant professional knowledge and work performance (may make reference to past performance appraisal reports of the applicant);
 - reliability, sense of responsibility and the ability to work independently; and
 - communication skills, abilities to express himself/herself clearly and writing skills for the purpose of effectively completing the duties of approved assessor.

Other requirements when making the recommendation

- Recommendation letter can be written in Chinese or English.
- Recommending organisations are requested to make use of the template provided by the Labour Department (*see Attachment*) in preparing the recommendation. If the organisation chooses to use its own stationery, all information set out in the template should be covered.

Attachment: Template for recommendation letter

**Minimum Wage Ordinance (Cap. 608) and
Minimum Wage (Criteria for Approved Assessors) Notice (Cap. 608A)
Productivity assessment for employees with disabilities
Recommendation letter for vocational rehabilitation practitioner
seeking to become an approved assessor**

We, being an organisation recognized by the Commissioner for Labour, receive a request from Mr/Ms*_____ for recommending him/her to become an approved assessor.

We hereby certify that the abovenamed applicant has been engaged by our organisation in the provision of vocational rehabilitation or other services in relation to employment of persons with disability within the immediately preceding 10 years. After reading carefully the notes on making recommendation and due consideration, we recommend the abovenamed applicant to become an approved assessor.

We understand and agree that if the applicant is approved by the Commissioner for Labour to become an approved assessor, the information of our organisation being the recommending organisation, together with information of that approved assessor would be included in the register of approved assessors prepared by the Labour Department and published through the homepage (www.labour.gov.hk) or relevant offices of the Labour Department or other appropriate channels, in order to facilitate employees with disabilities in selecting approved assessors to conduct the productivity assessment.

Should there be any enquiries about our recommendation, please contact Mr/Ms*_____ (Contact tel. no.:_____).

Name of recommending organisation: _____ (in Chinese)
_____ (in English)

Correspondence address: _____

Signature of authorized representative:_____ Contact tel. no.:_____

Name of authorized representative:_____ Position held:_____

Date:_____

Organisation chop:

**Please delete as appropriate.*

Part V: Notes for the applicants

The following give guidance on the completion of the application form.

- (a) Please complete every item in block letters and in black ink.
- (b) Please ensure that all parts in the form are completed and the information is accurate. If there is insufficient space, please give details on a separate sheet to be attached to the application form.
- (c) Please provide all personal data as required in this form. The Labour Department will not be able to process this application if the applicant fails to provide all the documents as listed in Part II or the information provided by the applicant fails to demonstrate that the applicant can meet the criteria for approved assessors.
- (d) The personal data provided in this form will be used by the Labour Department (including the Advisory Committee set up to provide recommendation to the Labour Department) for purposes of vetting the applications to become approved assessors and other related matters. The Labour Department may provide these data to other organisations or agencies in making enquiries and verification, if required. Personal data provided by an unsuccessful applicant will normally be destroyed 24 months after completion of this exercise.
- (e) If the applicant is approved to become an approved assessor, the Labour Department will publish in a register of approved assessors the information provide, such as his/her name, contact means, categories of profession and professional qualifications, expertise in disability types, relevant working experience and years of experience in undertaking various types of disability services, current employers and/or recommending organisations, etc., through the homepage (www.labour.gov.hk) or relevant offices of the Labour Department or other appropriate channels for employees with disabilities who decide to invoke the productivity assessment under the Minimum Wage Ordinance to choose and contact an approved assessor to conduct the assessment.
- (f) As an approved assessor would normally conduct the assessment during working hours of the employee with disabilities, applicant with full time work is advised to discuss the work arrangement with his/her employer so as to ensure that he/she can discharge the duties of approved assessor effectively.
- (g) The applicant may make a photocopy of the completed application form for personal reference.
- (h) The applicant is required to notify the Labour Department promptly should there be any changes to the information provided in the application form after submission.
- (i) For correction of or access to personal data after submission of the application form or enquiries on application matters, please contact the Labour Department at 2852 3816 or 2852 3770.
- (j) The completed application form together with the required documents should be sent to Statutory Minimum Wage Division, Labour Department, 1/F, Harbour Building, 38 Pier Road, Central, Hong Kong **on or before 24 February 2020 (Monday)**. Please mark “Application for approved assessor” on the envelop. **Please ensure full postage is paid and provide return address before posting. Underpaid mail may result in delay in delivery and the Labour Department will not be able to process this application. For details of postage rates of mailings for different weight and format, please refer to information of the Hongkong Post.**