1. Employ a mature and reliable assistant

Mr. KAM, the person-in-charge of a garment company, had long been searching for a sales coordinator with experience in the garment industry. As recommended by friends, the company joined the Work Trial Scheme and successfully recruited Ms. CHAN who has ample experience in the field.

Ms. CHAN had used to be a sewing machine operator before she changed job to work for an electronic company as a sales coordinator. Unfortunately, she lost her job after working for 13 years in the company. Ms. CHAN joined the Work Trial Scheme and was arranged to work as a sales coordinator in Mr. KAM’s company. Ms. CHAN brings her potential into full play by utilising the knowledge she gained in the garment industry and her experience as a sales coordinator in an electronic company.

Mr. KAM is very satisfied with Ms. CHAN’s performance and has employed Ms. CHAN after the work trial.

2. Find a successful salesman

Mr. WONG runs an optical company. He commented favourably on the Work Trial Scheme, saying that it not only provided work trial opportunities for participants to see if they were suitable for the jobs, but also helped employers find out more about the capabilities of participants. During a work trial, Mr. WONG found Mr. KONG a very honest young man and decided to offer him long-term employment.

Mr. KONG is a Form 5 graduate. He had no actual work experience when he participated in the work trial in Mr. WONG’s company. With Mr. WONG’s coaching and his own efforts, Mr. KONG is now able to handle customer enquiries independently and make successful sales pitches for various optical products.

3. Secure a helpful employee

Ms. CHAN, Administration Manager of a bedding company, has employed Ms. YANG through the Work Trial Scheme.

Ms. YANG was brought up and educated in Mainland China. She holds a certificate in financial accounting, but the qualification is not recognised in Hong Kong. She was arranged to work as a clerk in Ms. CHAN’s company after joining the Work Trial Scheme. As the company has retail and wholesale business for bedding products in the Mainland, there are calls from Mainland customers from time to time and Ms. YANG has made good use of her fluent Putonghua when answering these calls.

Ms. CHAN appreciates Ms. YANG’s work ability very much and has employed Ms. YANG after the work trial.
Work Trial Scheme

To enhance the employability of job seekers who have difficulties in finding jobs through one-month (30 days) full-time or part-time work trial.

During the work trial period, there will be no employment relationship between the participant and the participating organisation.

On completion of the one-month (30 days) full-time work trial, each participant will receive an allowance of up to $8,300, while the allowance for part-time work trial participant will be calculated at $49 per hour, of which $500 is contributed by the participating organisation.

The Labour Department will take out insurance for Scheme participants.

Participating organisations are encouraged to offer employment to participants after the participants’ completion of the work trial. Participating organisations who employ participants aged 40 or above and provide them with on-the-job training may also consider applying for training allowance under the “Employment Programme for the Elderly and Middle-aged”.

(*If the working hours agreed by the participants and the participating organisations as well as the actual hours worked by the participants are at the range of 18 hours to less than 30 hours per week and less than 130 hours in total during the one-month (30 days) work trial period, the work trials would be defined as part-time in nature. In any case, the total working hours for all work trial participants during the one-month (30 days) work trial period are capped at 208 hours.)

For enquiries, please contact us:

- Scheme hotline: 2152 2090
- Interactive Employment Service website: www.jobs.gov.hk

Rules for Participating Organisations

- Participating organisations should hold valid Business Registration Certificate (BRC), Certificate of Registration of a School or other recognized licence.
- Participating organisations are required to offer genuine full-time or part-time vacancies for work trial which have been approved by the Labour Department (LD).
- Participating organisations should undertake not to displace existing staff of the same position by the Scheme participant.
- Participating organisations should arrange participants undertaking full-time work trial to have at least one rest day in every period of seven days and to work not more than 8 hours per day.
- Participants for work trial vacancies should be referred and arranged by LD.
- Scheme participants should not be the former employees of the participating organisations or relatives of the management.
- There should be at least 2 employees working at the workplace where the work trial takes place.
- LD will take out insurance for Scheme participants. However, work trial outside the territory of Hong Kong and that of high risk will not be accepted and covered under such insurance.
- Participating organisations have to pay an allowance of $500 to LD before taking on each Scheme participant.
- Participating organisations should not collect any fees or deposits from Scheme participants nor ask participants to pay for any fees.

Rules for Participating Organisations

- Participating organisations should provide on-the-job training to Scheme participants and appoint a mentor to coach the participants during the work trial period.
- Participating organisations should keep full attendance records of Scheme participants during the work trial period (the attendance record form is provided by LD).
- Participating organisations undertake that the information provided is true and correct.
- LD will conduct on-site inspection to the workplace of Scheme participants, and require the participating organisations to produce relevant documents, such as the BRC and the attendance record of the respective participants during the work trial period.
- LD reserves the final right to approve applications for work trial vacancies.
- The rules for participating organisations of the Scheme will be updated at times and the terms should be subject to the latest version. For enquiries, please contact us at 2152 2090, or visit our Interactive Employment Service website www.jobs.gov.hk.