

Job Centres and their Enquiry Telephone Numbers:



Admiralty Job Centre	2591 1318
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
Sheung Shui Job Centre	3692 4532
Tsuen Wan Job Centre	2417 6197
New Territories West Job Centre	2463 9967
Tung Chung Job Centre	3428 2943

Work Trial Scheme

**Work Trial – a good opportunity
to show your abilities**

**Dedicated
Webpage:**



Scheme Hotline:

2152 2090

Interactive Employment Service Website:

www.jobs.gov.hk

Aim

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.



Content

- Scheme participants will be arranged to work in real jobs for one month (30 days) offered by participating organisations.
- There is no employment relationship between the participant and the participating organisation.
- Participating organisation provides on-the-job training to the participant and appoints a mentor to coach the participant during the work trial period.
- On completion of the one-month (30 days) full-time work trial, each Scheme participant will receive an allowance of up to \$9,600 while the allowance for part-time work trial participant will be calculated at \$57 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.



(*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.)

Success Stories

Case 1: Technician to Carve out Second Career

Mr. FUNG used to be a printing technician. However, the local printing industry gradually declined, he was forced to “change career”. During job search, he has knowledge of the “Work Trial Scheme” from the Interactive Employment Service website of the Labour Department and registered himself as a participant. Thanks to the Employment Officer of the Scheme, Mr. FUNG was arranged to participate in a one-month work trial in an

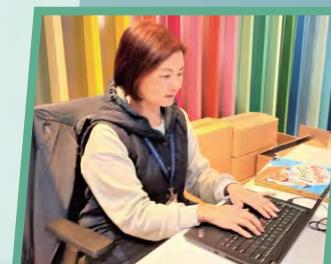
aluminum window engineering company. Given his work experience on maintenance related jobs, Mr. FUNG admitted that aluminum window maintenance was completely different from his previous work. Mr. FUNG was very grateful for the guidance of Mr. PANG, the person in charge of the company. He was also glad that he joined the Scheme, got to know the company and was given the work trial opportunity. Mr. FUNG’s work attitude was appreciated by Mr. PANG. He was hired by the company as a permanent staff after the work trial period.



Mr. FUNG pointed out that the Scheme can help job seekers who have difficulty in finding jobs and the participating organisations are willing to provide work trial opportunities to job seekers of different backgrounds. He encouraged job seekers to join the Scheme.

Case 2: Drive to Succeed from a Chinese Medicine Dispenser to a Customer Service Assistant

Before joining the “Work Trial Scheme”, Ms. LAW was a part-time Chinese medicine dispenser. She all along wished to shift to a clerical position, but unfortunately she did not find a suitable job. As referred by a training body, Ms. LAW joined in the “Work Trial Scheme” and learned that a publishing company was looking for a part-time customer service assistant whose responsibilities are to handle customer enquiries and general administrative work. Ms. LAW applied for the position and was arranged to participate in a one-month work trial. During the work trial period, the Employment Officer under the Scheme and the mentor in the participating organisation followed up her work situation conscientiously, which enabled her to adapt to the new job smoothly. Ms. LAW thanked specially the mentor for her patience in explaining every detail of the work, enabling her to understand the work process clearly and discharge her duties more effectively.



Ms. LAW remarked that the one-month work trial experience had helped build her confidence in performing clerical work. After the work trial, the company hired Ms. LAW as a regular employee.

Voices from young participants:

Work Trial Scheme gives me real life work experience.

Voices from middle-aged participants:

Work Trial Scheme helps me change career successfully!