



## Professional Traineeship Programme for the Ethnic Minorities Participation Form for Employers (Business Sector)

(please check ✓ where appropriate)

To: The Hong Kong Council of Social Service (HKCSS)

- Our Company will participate in the above-said “Professional Traineeship Programme for the Ethnic Minorities (EM)” (Project). Participation form is enclosed.

Part I – Company / Organisation Details						
Company / Organisation Name (Must be the same as shown on the Business Registration Certificate)						
Chinese						
English						
Company / Organisation website						
No. of locally employed staff members (full-time or equivalent)						
<input type="checkbox"/> Up to 50	<input type="checkbox"/> 51-99	<input type="checkbox"/> 100-249	<input type="checkbox"/> 250-499	<input type="checkbox"/> 500-999	<input type="checkbox"/> 1000 or above	
Is your company a listed company in Hong Kong			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Business nature						
Part II – Contact Person in the Company / Organisation						
Management (e.g. CEO, General Manager, Director or Manager representing the Company or Organisation)						
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Prof
Family name			Given name			
Position						
Tel			Email			
Mailing address						
Name of secretary (if any)						
Tel			E-mail			
Contact person (for liaison of all matters related to the Project)						
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Prof
Family name			Given name			
Position						
Tel			Email			
Mailing address						

### Part III – Responsibilities of Participating Company / Organisation

To participate in the Project, support from employers is crucial. We expect employers' support in the following area:

1. Create job position(s) for 12 months with job description (function, roles and responsibilities) to be provided.
2. Provide necessary equipment, tools and facilities to carry out the job.
3. Fulfill legal obligations as an employer, including basic salary remuneration (HK\$15,000/month), Mandatory Provident Fund (HK\$750/month), insurance, annual leave and other compensation & fringe benefits (where appropriate, as per offer of the employer). **(The Government will provide subsidy to cover 50% of the salary and MPF costs, up to HK\$10,000/trainee/month to each participating company on a reimbursement basis)**
4. Conduct orientation and/or in-house trainings to help the trainee(s) adapt to work in the company.
5. Allow the trainee(s) to attend external trainings as part of their paid working hours (except the 15-hour on-boarding training):
  - a. 15-hour on-boarding training
  - b. Bi-monthly meeting with trainees (~2 hours/session, ~6 sessions in total)
  - c. Bi-monthly meeting with mentors (~2 hours/session, ~6 sessions in total)
  - d. Showcasing Events and Closing Ceremony (~20 hours)
  - e. Company visits (if any)
  - f. Other trainings provided by HKCSS (if any)
6. Provide an enabling and inclusive environment with mentor support for the trainee(s). One mentor from the management will be assigned to each trainee. The mentor and trainee will meet at least once a quarter, the trainee shall share his/her thoughts, observations through work and explore for aspirations from the mentor. (1 hour/meeting, at least 4 meetings)
7. Regular check-in and giving feedback for the trainee(s):
  - a. Give feedback / areas of improvement by direct supervisor / department head for each trainee per 6-month placement. (1 hour/meeting, at least 2 meeting)
  - b. Give feedback by HR on each trainee's work performance, strengths, and weaknesses and advice on career planning by the end of the placement. (1 hour/meeting, at least 1 meeting)
8. Documentation of trainee(s)' achievement and experience with the supplied template.
9. Support and participate in assessment and impact stories conducted by HKCSS and relevant parties in different stages throughout the year.
10. Optional support for the trainee(s) (please check ✓ where appropriate. It can also be considered at a later stage when opportunities arise)
  - Meet with top management for a high-level understanding of company vision, missions & values
  - Opportunities to present ideas to top management and receive feedbacks
  - Opportunities for the trainee(s) to share the learning from external trainings with team members of the company
  - Job tasting or rotation in related departments to understand the work of the company
  - Arrange company visit(s) and sharing session(s) for other trainees of the Project to understand the works in different companies.
  - Consider to extend employment contract for another 12 months or more if trainee(s)' performance is satisfied
  - Others, e.g. \_\_\_\_\_

Part IV - Employment	
The traineeship will commence on 1 Sep 2022. For detailed schedule, please refer to Appendix II – Fact Sheet for Corporate trainee	
Which business unit(s)/ team(s) is/ are going to offer the 12-month placement	
Position to be hired	
No. of trainee to be hired	
No. of employees in the team(s)	
<i>Please provide the <b>job description</b> with function, roles &amp; responsibilities and any specific requirement together with this application form.</i>	
Part V – Value of the Project to participating employers	
What are the values that your company perceives if you consider to support this Project? (can choose more than one)	
<input type="checkbox"/> Create development pathway for EM <input type="checkbox"/> Share experiences / learn from other companies about inclusive environment for EM <input type="checkbox"/> Nurture new talents <input type="checkbox"/> Enhance the capability of the existing team by coaching EM trainees <input type="checkbox"/> Seek for additional manpower <input type="checkbox"/> Enhance the service accessibility and effectiveness to EM service users/ customers <input type="checkbox"/> Others, please specify:	
Signature with chop of the Company / Organisation	
Upon signing the form, we confirm to participate in the Project and agree with the commitments and responsibilities to be taken throughout the Project.	
Name of signatory	
Position	
Signature & Company Chop	
Date	
<i>* This form must be signed by the management bearing the chop of the Company / Organisation as confirmation.</i>	

Please return the completed form with the job description to [yoyo.fung@hkcss.org.hk](mailto:yoyo.fung@hkcss.org.hk) by **20 Jun 2022 (Mon)**.

Enquiries:

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