

Professional Traineeship Programme for the Ethnic Minorities Fact Sheet for Trainees (Business Sector)

Introduction

The Hong Kong Council of Social Service (HKCSS) initiate the Professional Traineeship Programme for the Ethnic Minorities (EM) (the Programme). There is a significant increase in EM population in recent years. Though most Hong Kong borned EM have been receiving integrated education under the local schooling system, limited Chinese language skill and lower education attainment are still challenges for EM youth to develop longer term career path in Hong Kong. At the same time, some industries have long been shortage of stable labour force despite the adverse economic situation in the pandemic. Service industries such as hotels & lodging, food and beverage outlets, retail stores, transportation service, etc. EM youth would become a valuable human resource for the labour force.

Objective

- To nurture a pool of EM young talents to become the role models with upward mobility in the community
- To arouse management awareness of developing workforce pool from EM youth in business sector
- To cultivate an inclusive working environment for local people and those with multi-cultural backgrounds

Project Information

Target audience	:	EM who is HKDSE graduate or above
Project duration	:	12 months (1 Sep 2022 – 31 Aug 2023)
Salary Remuneration	:	\$15,000/trainee/month plus 5% MPF (employer contribution) <i>The Government will provide subsidy to cover 50% of the salary plus MPF, up to HK\$10,000/trainee/month to each participating company on reimbursement basis</i>
Target no. of trainees	:	16 (1-2 trainees/company)

Core Project Component

- Employer Engagement Orientation
- 15-hour compulsory pre-employment orientation to provide trainees with basic understanding on workplace environment and culture
- Bi-monthly meeting with other trainees
- Bi-monthly meeting with mentors
- Showcasing events
- Apprenticeship by line managers, mentors and work peers/buddies

Trainee Requirement

- EM youth
- Degree / Sub-degree holder in all disciplines of studies, HKDSE holders will also be considered for job roles offered by employers if available
- Strong passion in developing career in service industries and keen to enrich practical experience in frontline services
- Good communication and interpersonal skills

- With positive attitude to understand the working culture in Hong Kong
- Good command of spoken and written English will be preferred
- Proficiency in MS office will be preferred
- Fair command of spoken and written Chinese will be an advantage

Participating companies are requested to indicate their required Job Description (JD).

Recruitment

The trainee recruitment will commence from 30 May 2022 – 20 June 2022.

Selection & Matching

HKCSS will conduct the talent matching exercise and interview will be arranged by respective employer.

Employment

It will be a 12-month placement in the employer company.

Employer Engagement and Commitment

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 plus MPF costs, up to HK\$10,000/trainee/month to each participating company on 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 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)
 - a. Meet with top management for a high-level understanding of company vision, missions & values
 - b. Opportunities to present ideas to top management and receive feedbacks
 - c. Opportunities for the trainee(s) to share the learning from external trainings with team members of the company
 - d. Job tasting or rotation in related departments to understand the work of the company
 - e. Arrange company visit(s) and sharing session(s) for other trainees of the Project to understand the works in different companies.
 - f. Consider to extend employment contract for another 12 months or more if trainee(s)' performance is satisfied

Project Schedule

	Year 2022
Invitation to potential employers	Apr – Jun
Briefing to potential employers on project details and overall arrangement (by HKCSS)	19 May
Trainee recruitment	31 May – 20 Jun
Employers to confirm job openings and job roles	20 Jun
Interview (by employer)	1 – 20 Jul
Employer to confirm offer	21 Jul
Agreement preparation and signing	22 -31
Kick off ceremony & Industry specific training	Mid-late Aug
Commencement of traineeship (Onboarding at companies)	1 Sep
	Year 2023
End of traineeship	31 Aug

Enquiries

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