

## **Professional Traineeship Programme for the Ethnic Minorities**

### **Programme Information**

#### **Overview**

The Professional Traineeship Programme for the Ethnic Minorities (EM) (the Programme) aims to develop a protocol in cultivating an inclusive work environment for both employers and job seekers to enhance Hong Kong's multicultural niche as an international city. This programme leverages salary subsidy from the Government's Anti-Epidemic Fund's (AEF) for creation of 40 yearlong jobs, and deploys a professional traineeship model to EM job seekers to gain competencies in social service and business sectors and widened their perspective for building career paths with higher aims. Programme develops young talent in a real-job setting. The 12-month-long traineeships will commence on 1 Sep 2022. It convenes more than 40 forward-looking employers to hire EM youth for job roles that could enrich their practical experience in frontline social service and in the business sector. Successful applicants become trainees who receive a one-year contract and more than 50 hours of outside training.

#### **Purpose**

There is a significant increase in EM population in recent years. Between 2006 and 2016, the population has a 70% increase accounting for 8% of Hong Kong's total population. Among the EM, it is not uncommon that they are born and raised in Hong Kong. Yet they still face difficulties integrating into society. Even though they have relevant academic background, it is difficult for them to enter the labour market with clear career mobility. Yet the need for these ethnically diverse professionals is keen with the communities' surging demand for the services in social service sector and business sector. The Programme aims to:

- To develop a protocol in cultivating an inclusive work environment (for employers and job seekers) to enhance Hong Kong's multicultural niche as the international city for China
- To nurture a pool of young talents with multicultural backgrounds to pursue social service professional development as well as service industries in the business sector as the role models in and for Hong Kong
- To build a service model for people with multicultural backgrounds to enhance their service accessibility to survive and thrive in Hong Kong

#### **Professional Traineeship**

Employer engagement activities will be offered to social service organisations and companies who are interested to develop an inclusive workplace and to develop talent with multicultural backgrounds. HKCSS will work with these potential employers to identify suitable job roles and requirement. By matching candidates' attitude, interest and skills with the required qualities of the job roles, the Programme addresses prevalent expectation and mismatch between employers and young employees.

In addition to talent matching, the Programme offers industry-specific training and orientation to equip the trainees for entering into the 12-month traineeship and inspiring the new initiatives for the industry development and policy advocacy.

The Programme recognises the challenges of the trainees in adapting to the local working environment. It provides bi-monthly meet-up opportunities for trainees and mentors. It helps trainees understand their strengths and weaknesses on the job, supports and inspires them for becoming the professionals with multicultural backgrounds in the respective sectors and creating impact in Hong Kong and their original countries. A series of

showcasing events will be held in the last month of the traineeship.

Support from employers is crucial to the trainee and to the Programme. The followings are expected from participating companies:

- Conduct orientation and/or in-house trainings to help the trainee(s) adapt to the workplace
- Allow trainee(s) to attend external training offered in the Programme as part of their paid working hours
- Assign a manager to interview and supervise the trainee(s) and a mentor to assist in workplace assimilation and other necessary tools and facilities to carry out the job
- Document trainee(s)' achievement and experience
- Consider to extent the employment contract if trainee(s)' performance is satisfied
- Support and participate in assessment and impact stories sharing (if any) in different stages of the Programme throughout the year

### **Government Subsidy**

The Government's Anti-Epidemic Fund (AEF) will provide salary subsidy for the jobs to be created under this Programme provided that (i) the jobs would not be used to replace existing jobs or staff and (ii) the employers would not be receiving subsidies from another programme(s) funded under the Job Creation Scheme. Employers are required to provide trainees with insurances, fringe benefits or any other necessary equipment, tools and facilities to carry out their job duties, and these expenses will not be eligible for government reimbursement.

Employers in the Programme that are not-for-profit organisations, social enterprises will be reimbursed by AEF for their full costs (salary + MPF contributions) in employing the trainees at \$15,750 per month over a period of 12 months. The \$15,750 amount includes \$750 of mandatory contributions payable by employers and \$15,000 of monthly salary, which is inclusive of \$750 of mandatory contributions payable by employees. Not-for-profit organisations refer to organisations with a charitable character, such as those with section 88 status or registered under the Education Ordinance.

For employers in the Programme that are private companies, AEF will reimburse them for 50 per cent of their salary costs (salary + MPF contributions), for up to a maximum of \$10,000 per month. In the case of \$15,000 in monthly salary, the Government thus reimburses employers of \$7,875 (50 per cent of salary costs).

Private companies that have set up corporate charitable foundations under Section 88 of the Inland Revenue Department may take reference to the reimbursement arrangement for employers that are not-for-profit organisations.