

Employers are welcome to offer  
Workplace Attachment Places

Nurture  
Youth Development  
Enhance  
Organisational Vibrancy

Provision  
of Workplace  
Attachment Places

It's Simple and  
Free to Join!



2112 9932

[www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)

[enquiry@yptp.labour.gov.hk](mailto:enquiry@yptp.labour.gov.hk)



Labour  
Department

Published by Labour Department

### Background

- The Youth Pre-employment Training Programme and Youth Work Experience and Training Scheme (YPTP • YWETS) provides young people aged 15 to 24 with education attainment at sub-degree or below level with a wide range of pre-employment and on-the-job training, with a view to enhancing their employability and providing sustainable employment opportunities.
- Workplace attachment training is a vital part of the YPTP • YWETS which aims to better prepare young people for employment.
- Prior to attachment training, trainees aged 15 to 19 who join the YPTP • YWETS for the first time will have completed the Core Course on "Job-search and Interpersonal Skills Training". Trainees of special training projects may also attend attachment training on the recommendation of their case managers.

### Objectives

Workplace attachment training aims at helping trainees to:

- Develop positive work attitude;
- Establish good work habits;
- Acquire work knowledge and interpersonal skills;
- Understand their abilities and potentials.

### Characteristics

- Attachment will last for one month.
- No employment relationship and no wages payable.
- Insurance cover and training allowance for trainees are provided by the YPTP • YWETS.

### Role of Host Organisations

- Offer attachment places.
- Appoint experienced staff as mentors to guide trainees on daily work.

### Personalized Follow-up Service

- We will assign an account manager to look after your needs.

### One-stop Service

Customer Helpdesk : 2112 9932

Email : [enquiry@yptp.labour.gov.hk](mailto:enquiry@yptp.labour.gov.hk)

Website : [www.yes.labour.gov.hk](http://www.yes.labour.gov.hk)

Employers are welcome to offer  
Workplace Attachment Places!

PLEASE AFFIX  
STAMP HERE  
請在此貼上郵票

YOUTH PRE-EMPLOYMENT TRAINING PROGRAMME  
PROGRAMME OFFICE, LABOUR DEPARTMENT  
16/F Southern Centre,  
130 Hennessy Road, Wanchai, Hong Kong

勞工處「展翅計劃」辦事處  
香港灣仔軒尼詩道130號  
修頓中心16樓





## Workplace Attachment Training

### Notes for Host Organisation

All offers of workplace attachment places will be scrutinized by the YPTP • YWETS Programme Office and subject to approval. When planning and arranging the attachments, host organisation should take note of the following:

#### *Background of Trainees*

The Youth Pre-employment Training Programme and Youth Work Experience and Training Scheme (YPTP • YWETS) provides young people aged 15 to 24 with education attainment at sub-degree or below level with a wide range of pre-employment and on-the-job training, with a view to enhancing their employability and providing sustainable employment opportunities.

Prior to attachment training, trainees aged 15 to 19 who join the YPTP • YWETS for the first time will have completed the Core Course on “Job-search and Interpersonal Skills Training”. Trainees of special training projects may also attend attachment training on the recommendation of their case managers.

#### *Attachment Period*

Each trainee will undergo attachment in a host organisation for **ONE month** only and the period will not be extended.

#### *Mentor*

Host organisation should assign a staff as the trainee’s Mentor. Mentors should guide trainees on their daily work and teach them relevant work skills, assess trainees’ performance, and provide appropriate counselling and advice where necessary.

#### *Attachment Arrangements - “DOs & DON’Ts”*

##### DOs

- Appoint a caring staff as the Mentor to guide the trainee;
- Start with simple and straightforward tasks;
- Advise the trainee where to make improvements; and
- Present encouragement and appreciation when the trainee performs well.

### ***DON'Ts***

- Neglect the trainee's needs at workplace;
- Engage the trainee in over-demanding, hazardous, illegal or unethical tasks;
- Venture in assigning the trainee with work in construction sites (unless the trainee has attended relevant training course organised by the Construction Industry Council Training Academy);
- Ever let the trainee work outside Hong Kong; and
- Request the trainee to perform outdoor work alone.

### ***Attachment Hours***

Host organisation can determine the working hours subject to a maximum of **8 hours** per day and **5 days** per week (Meal breaks are excluded).

### ***Meeting with Trainees***

Pre-attachment meeting for the purpose of selection may be arranged on request.

### ***Attachment Allowance***

The Programme will pay attachment allowance to each trainee on completion of workplace attachment if the attendance rate reaches 80% or above. Host organisation has to complete the "**Application Form for Payment of Allowance**" and return the original copy to the Programme Office within one week after completion of the attachment.

### ***Attendance Record***

Host organisation should keep records of the trainee's attendance. The Programme Office will check the attendance records if necessary.

### ***Relationship with Trainees***

In the absence of employment relationship, the Employment Ordinance and the Employees' Compensation Ordinance are not applicable, whereby host organisation is not responsible for paying wages. Host organisation may consider subsidizing trainee's meals and transportation on reimbursement basis.

### ***Insurance***

The Programme takes out an insurance cover for all trainees as regards personal injury and accident, and third-party liabilities.

### ***Certificate of Appreciation***

As a token of recognition, all host organisations offering workplace attachment places will each receive a Certificate of Appreciation.

### ***Assistance and Support***

Please contact our Youth Employment Services Hotline at **2112 9932** or **Account Manager** for assistance. The **Case Manager of the trainee will also render support services during the attachment period.**