

Education and Career Pathways of Ethnic Minority Youth in Hong Kong: A Practical Guidebook



平等機會委員會
EQUAL OPPORTUNITIES COMMISSION



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June 2020



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Foreword

According to the Census and Statistics Department, there were 584,383 ethnic minorities (EMs), constituting 8.0% of the population in Hong Kong in 2016. The South Asian population significantly increased from 35,368 to 84,875 between 2006 and 2016. In the same period, the number of EMs born in Hong Kong increased by about 120% from 38,042 to 81,964. Compared to the whole population, however, EMs, particularly the South Asians and some South-East Asians remain in lower school attainment and disadvantaged socioeconomic positions in Hong Kong.

This booklet aims to provide a general overview of the education and work pathways and relevant information for EM youth, though ethnic Chinese youth would also find it useful. From this booklet, EM youngsters, their parents and teachers as well as social workers can get some ideas as follow:

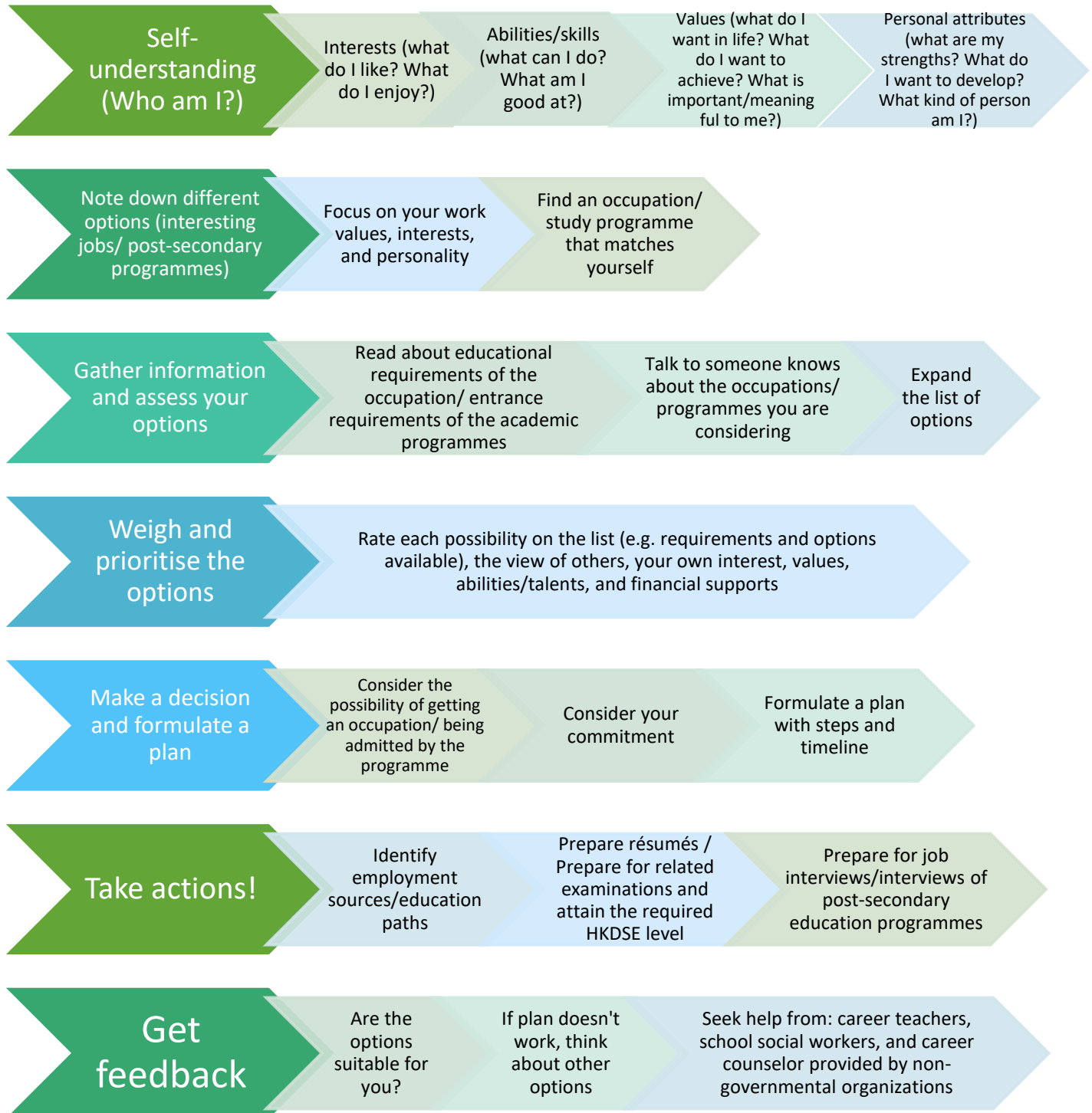
- How to explore my future education or career?
- How to enrol in a university or post-secondary institution?
- How to get financial assistance if I cannot pay the tuition fee?
- How to get a job after finishing secondary or post-secondary education?
- What qualifications and language skills are needed for my ideal job?
- Where to seek help if I don't know what I want to do in the future?

Throughout this booklet, you can also find some inspiring ideas and experiences shared by EM youth and their seniors.

Please note that there is no "one-size-fits-all" pathway. This booklet serves as a guide only. EM youngsters and adults are encouraged to consult their teachers, social workers, and relevant professionals if they need further information on specific issues.

Introduction: Start planning your future

Some basic steps for planning for the future



Part 1: Exploring education and career plans in Secondary education

Why is career exploration important?

Some students may wonder why they should participate in career exploration. Maybe you can find the answers below.

1. Career explorations help you understand more about yourself and the world.



We are in a small circle...We don't have interaction with the adults. So, I think we should open up, and help whenever we can or participate. I see many of us don't participate...We can't sit on our sofa and expect to change.

A Nepalese mother

2. It can help you to discover your interests and strengths you have not realised.

Explore education and career plans early

Secondary education helps students equip themselves with general skills and knowledge. Some students may start thinking about their future plans of education and career late. However, it is important to explore your interests and career goals as early as possible.



I was super confused when I was in Form 6, like planning for university, everything like that. I wasn't sure about what programmes to choose.

A Filipino girl pursuing bachelor's degree programme



It's better to look for information by yourselves one step ahead. Don't wait for the last minute. As for me, I waited till the last minute, so I was confused when my DSE result was released.

A Nepalese girl pursuing diploma programme

Set and understand your goals

Whatever you hope to do in the future, it is important to set your goals, understand the entrance requirements of a job or post-secondary programme, achieve the qualifications required and if necessary, seek support from teachers and other professionals.



You want to be a pilot. Do you know what kind of resources or subjects you need to study? Err, are you okay with maths if you study mechanical engineering one? And do you have research?

A Chinese-Pakistani mother



Set your goals earlier, then walk towards your goals. There may be obstacles over the process. With the perseverance, find supports in the journey... Be perseverant after you find relevant and suitable support. Then you will achieve your goals.

A female teacher of Chinese Language subject

With a goal, with a way, you can do it. Don't give up, especially with a goal. You know if the goal is achievable, there must a way. So, what is the way? You need to think. You need to know you can't fantasise. When you know it, you do it? When you act on it, it doesn't always work. But keep doing it. Don't give up. Do it again or try another way to learn, it will work. We have many successful examples.



An employer/social worker from a social service organisation

What can I do if I have no idea about my future?

Some students may have no idea about their future plans of education and career. If this is the case, you can take actions as follows:

1. Take part in life and career planning activities (e.g. visits, voluntary works, internships, job shadowing, and other career exposure activities) organised by schools and/or non-governmental organisations;
2. Approach career teachers, social workers, or counselors at schools for discussing your education or career after secondary education; and
3. Seek help from the following non-governmental organisations for personal growth and career development.

I may hope to try interns. If I hire a staffer, it takes time to review his/her on-the-job performance. I give interns an opportunity. If they are OK, I will let them work. A lot of corporate groups hire interns nowadays. Why? It is the same. If I hire you as an intern, I will not assign important task to you at the beginning. If I feel that your performance is OK, I will offer a contract to you.



*An employer from
a catering group*

Non-governmental organisations providing personal growth or career development services for EMs:

Organisation & Service	Website & Contact No.
Baptist Oi Kwan Social Service EM youth employment service (EYES) – Career development for high school students	Website: https://www.bokss.org.hk/ethnic-minority-services/service?id=125&lang=en Contact No.: Tel: 3413-1686 / 2708-8461 WhatsApp: 6153-1773
Hong Kong Community Network - LINK Centre EM youth development project – Lifespan education workshops	Website: https://www.hkcnlink.hk/em-youth-development-project/ Contact No.: Tel: 3955-1555
The Neighbourhood Advice - Action Council – TOUCH Support Service Centre for Ethnic Minorities Youth programmes – Personal growth programme & Career Development	Website: http://www.naac-touchcentre.org.hk/?a=group&id=youth_programme Contact No.: Tel: 2988-1422
Yuen Long Town Hall Support Service Centre for Ethnic Minorities Youth unit – Personal and talent development programme	Website: http://www.sscem.org/napalese.php?page=page_10 Contact No.: Tel: 2479-9757 WhatsApp: 6434-2721

Part 2: Transition from Secondary 6 to post-secondary education

Explore your interest early

No matter which stage you are at, there are a few words that one of your seniors/peers would like to share with you:



Inform yourself as soon as possible, like don't wait for others to come...So, go for open days, go to websites, go to scholarship pages, and find out what resources are there for you to take. And figure out what you want to do... So just find a general field of interest and see if there are opportunities in it for you, and then to get there, as soon as possible.

An Indian girl pursuing bachelor's degree programme

Institutions for post-secondary education in Hong Kong

There are 8 universities funded by the University Grants Committee (UGC) and 3 self-financed universities in Hong Kong. These universities offer programmes ranging from bachelor to postgraduate levels.

Institution	Website
City University of Hong Kong	https://www.cityu.edu.hk/
Hong Kong Baptist University	https://www.hkbu.edu.hk
Lingnan University	https://www.ln.edu.hk/
The Chinese University of Hong Kong	http://www.cuhk.edu.hk/english/
The Education University of Hong Kong	https://www.eduhk.hk/main/
The Hong Kong Polytechnic University	https://www.polyu.edu.hk/
The Hong Kong University of Science and Technology	https://www.ust.hk/
The University of Hong Kong	https://www.hku.hk/
Hong Kong Shue Yan University#	https://www.hksyu.edu/en/
The Hang Seng University of Hong Kong#	https://www.hsu.edu.hk/en/
The Open University of Hong Kong#*	http://www.ouhk.edu.hk/

#Self-financed universities

*The Open University of Hong Kong participates in the Government's Joint University Programmes Admissions System.

Other self-financed post-secondary institutions provide Diploma Yi Jin, diploma, higher diploma, associate degree, and degree programmes. Those institutions also admitted non-Chinese speaking students in the recent years.

Institution	Website
Caritas Bianchi College of Careers	http://www.cbcc.edu.hk/eng/
Caritas Institute of Higher Education	https://www.cihe.edu.hk/
Centennial College	https://www.centennialcollege.hku.hk/
Chu Hai College of Higher Education	https://www.chuhai.edu.hk/
City University of Hong Kong - School of Continuing and Professional Education (CityU-SCOPE)	https://www.scope.edu/
Community College of City University/University of Wollongong Hong Kong (CCCU)	https://www.cityu.edu.hk/cccu/home.html
HKU SPACE Po Leung Kuk Stanley Ho Community College	https://hkuspace-plk.hku.hk/
Hong Kong Art School	http://www.hkas.edu.hk/
Hong Kong Baptist University - School of Continuing Education (HKBU-SCE)	https://www.sce.hkbu.edu.hk/en/
Hong Kong Baptist University - College of International Education (HKBU-CIE)	https://www.cie.hkbu.edu.hk/main/en/
Hong Kong College of Technology	https://www.hkct.edu.hk/?lang=en
Hong Kong Institute of Technology	http://www.hkit.edu.hk/en/main.php
Lingnan Institute of Further Education	https://life.ln.edu.hk/en/
SCAD Foundation (Hong Kong) Limited/ Savannah College of Art and Design, Inc.	https://scad.edu.hk/en
Hong Kong Academy for Performing Arts	https://www.hkapa.edu/
The Hong Kong Polytechnic University - Hong Kong Community College (HKCC)	https://www.hkcc-polyu.edu.hk/en/home/index.html
The Hong Kong Polytechnic University - School of Professional and Executive Development (PolyU SPEED)	https://www.speed-polyu.edu.hk/
The Open University of Hong Kong - Li Ka Shing Institute of Professional and Continuing Education	www.ouhk.edu.hk/lipace_e
The University of Hong Kong - School of Professional and Continuing Education (HKU SPACE)	https://hkuspace.hku.hk/
HKU SPACE Community College	https://www1.hkuspace.hku.hk/cc/
Tung Wah College	https://www.twc.edu.hk/en/index.php
Vocational Training Council	http://www.vtc.edu.hk/admission/en/
Yew Chung Community College	http://www.yccc.edu.hk/en/home/26-english/news

Remarks: This list is for reference only. You should consult your teachers and social workers or counselors at school for further updated information.

If you have some ideas about particular programmes, please check the “entrance requirements” from the corresponding websites of the institutions and prepare yourself for HKDSE as soon as possible, even if you are in Secondary 4 or below.

You can check the **minimum entrance requirement**, which means the minimum score, for each programme of each university on the JUPAS website. This link only shows the required score for 2019. Please note that the score will be updated each year, so please check the requirements carefully. https://www.jupas.edu.hk/f/page/3667/af_2019_JUPAS.pdf



A Chinese-Filipino youth pursuing bachelor's degree programme

...study hard, not only in Chinese Language but also in other subjects. Especially if you are good enough, try to enter an EMI (English as Medium of Instruction) school because I feel that as ethnic minorities, we have comparative advantages in terms of English. I feel that it will basically help you pave the way to entering a university because if you can perform well in subjects other than Chinese Language, then the university will also take a look at that and will basically admit you as long as you have good grades.

If you have no idea about which area you are interested in, you are encouraged to visit the websites of various institutions. You may find out some programmes that you have never heard about, but that may interest you.

Alternative qualifications in Chinese language accepted by higher educational institutions

In addition to DSE Chinese language qualification, there are alternative Chinese examinations such as GCSE-Chinese, IGCSE-Chinese, GCE AS-Level Chinese, GCE A-Level Chinese, and ApL(C) (Applied Learning Chinese) in Hong Kong. The Education Bureau provides examination subsidy to non-Chinese speaking (NCS) students sitting in these alternative examinations. NCS students studying at Secondary 4 to 6 pursuing the local curriculum are eligible for the “subsidised examination fee” if they meet either one of the specified circumstances as follows:

1. Students have learnt the Chinese Language for less than 6 years while receiving primary and secondary education; or
2. Students have learnt the Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler curriculum not normally applicable to the majority of students in local schools.

Secondary schools may ask their NCS students to take one or two alternative Chinese language examinations. If you are Secondary 4 to 6 students but have no idea about these examinations, you may contact your Chinese Language subject teachers at school.

Most higher education institutions recognise the result of these alternative Chinese language examinations unless the programme(s) explicitly state that only DSE Chinese language

examination would be considered. The general entrance requirements of alternative Chinese language for admission purpose of different institutions are as follows:

UGC funded universities		
Institution	Qualifications	Minimum grade required
City University of Hong Kong	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCSE	Grade C
	IGCSE	Grade C
Hong Kong Baptist University	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade C
	GCSE	Grade C
Lingnan University	IGCSE	Grade C
	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade C
The Chinese University of Hong Kong	GCSE	Grade C
	IGCSE	Grade C
	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
The Education University of Hong Kong	GCE (O-Level)	Grade E
	GCSE	Grade E
	IGCSE	Grade E
	ApL (C)	Attained
	GCE (A-Level)	Grade E
The Hong Kong Polytechnic University	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade C
	GCSE	Grade C
	IGCSE	Grade C
	ApL (C)	Attained
The Hong Kong University of Science and Technology	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade E
	GCSE	Grade E
	IGCSE	Grade E
The University of Hong Kong	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E

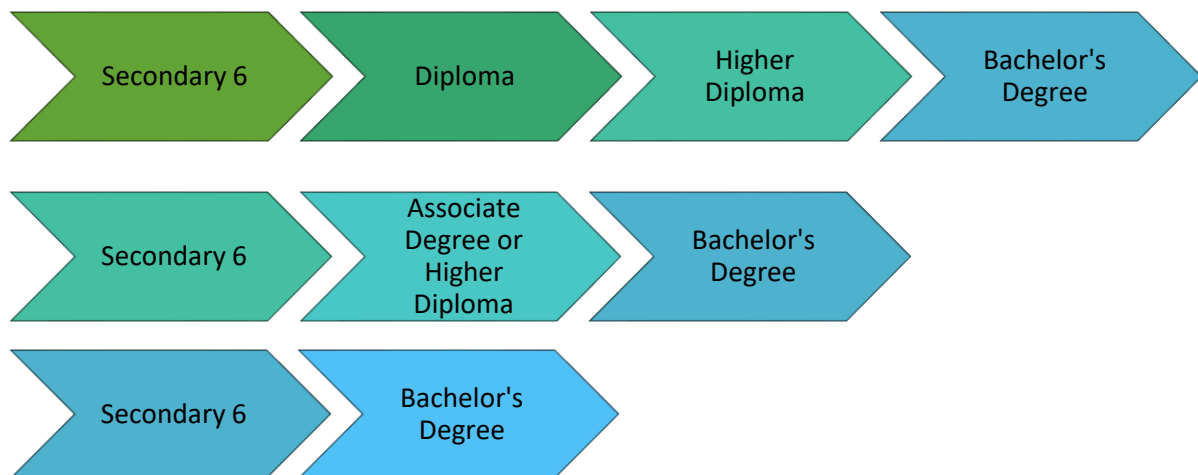
	GCE (O-Level)	Grade E
	GCSE	Grade E
	IGCSE	Grade E

Private Universities and Self-financed Institutions		
Institution	Qualifications	Minimum grade required
Caritas Institute of Higher Education	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade C
	GCSE	Grade C
	IGCSE	Grade C
Chu Hai College of Higher Education	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade C
	GCSE	Grade C
	IGCSE	Grade C
Hong Kong Shue Yan University	GCE (A-Level)	Grade A
	GCE (AS-Level)	Grade A
The Hang Seng University of Hong Kong	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCSE	Grade C
	IGCSE	Grade C
The Open University of Hong Kong	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade E
	GCE (O-Level)	Grade E
	GCSE	Grade E
	IGCSE	Grade E
Tung Wah College	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (O-Level)	Grade C
	GCSE	Grade C
	IGCSE	Grade C
Technological and Higher Education Institute of Hong Kong, Vocational Training Council	ApL (C)	Attained
	GCE (A-Level)	Grade E
	GCE (AS-Level)	Grade C
	GCE (O-Level)	Grade C
	GCSE	Grade C
	IGCSE	Grade C

Remarks: The requirements listed out here are for reference only. Entrance requirements vary across programmes. For updated information, please refer to the websites of the programmes that you intend to apply for.

Pathways to higher education in Hong Kong

Some students may enrol in bachelor's degree programmes after finishing Secondary 6 education. However, due to various causes such as unsatisfactory academic results or financial difficulty, some students may take alternative pathways of post-secondary education. Subject to the academic performance, some students may pursue bachelor's degree programme after finishing a higher diploma or associate degree programme. Various pathways to post-secondary education in Hong Kong are shown in the following:



In our community, we usually go for the famous universities. But when you mention you're an IVE or a VTC student, it's seen somewhat as a downgrade in our community. But I think it's a very good opportunity, even though you'll not directly go into a 4-year programme, but you get to go, step by step, progressing.



A Pakistani girl pursued higher diploma and Bachelor's degree programme

I think I kind of disappointed them [not getting into university]. But I always thought there's a learning path. You go through a certain stage where you get to learn. I probably might not get to learn more in university than my higher diploma. I could have got more opportunities in university. It's just about how you see stuff, so I'm pretty happy and no regrets.



A Pakistani boy pursued higher diploma and Bachelor's degree programme

JUPAS vs SSSDP system

Some students may be confused with the Joint University Programmes Admissions System (JUPAS) and Study Subsidy Scheme for Designated Professions / Sectors (SSSDP) system. The programmes under JUPAS are those offered by the University Grants Committee (UGC) funded universities, i.e. the government-funded universities. The programmes under SSSDP system are those offered by private universities and other higher education institutions. Programmes of these latter institutions are self-financing. For further details about JUPAS and SSSDP, please refer to the links below:

System	Website
JUPAS	https://www.jupas.edu.hk/en/about-jupas/introduction/
SSSDP	https://www.jupas.edu.hk/en/sssdp/programme-information/

For further information, please attend the talks/seminars offered by schools. If necessary, **please DO consult your career teachers.**

Please note that most of the universities and institutions start admission exercise before the release of DSE results. Don't miss the deadline for application.

Information Portal for Accredited Post-secondary Programmes (iPASS)

Apart from JUPAS and SSSDP, there is a platform operated by the Hong Kong Government called Information Portal for Accredited Post-secondary Programmes (iPASS). This portal provides information related to:

1. Locally accredited self-financing post-secondary programmes;
2. Locally accredited full-time higher diploma, associate degree, and first-degree programmes that not covered by the Joint University Programmes Admissions System (JUPAS), e.g.
 - publicly funded sub-degree programmes offered by the Vocational Training Council (VTC)
 - publicly funded degree programmes offered by the Hong Kong Academy for Performing Arts;
3. Full-time UGC-funded degree programmes offering senior year places/entrance; and
4. Locally accredited self-financing top-up degree programmes targeting sub-degree graduates.

For the details of these programmes, please check the website below:

<https://www.cspe.edu.hk/en/ipass/index.html>

Financial assistance and scholarships available

Some students may encounter financial difficulty in pursuing post-secondary education.



*A Filipino girl
pursuing
bachelor's degree
programme*

I know not every ethnic minority has that kind of background. But some ethnic minorities I know are in... I am not very good (in) financial and family background. So, I just want to say like if you are really decisive, don't lose hope... There is a lot although it is not very well known, there is a lot of organisations... provide those kinds of opportunities... please don't feel afraid to ask for help and yeah just don't put yourself down, you really have the potential.

There are various schemes of financial assistance available from the government. Information about these schemes are listed as follows:

Financial Assistance Scheme	Target	Website
Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS)	Full-time tertiary student of the University Grants Committee (UGC)-funded or publicly funded course	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/general/eligibility.htm
Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)	Full-time tertiary student of the University Grants Committee (UGC)-funded or publicly funded course	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/nlsft/overview.htm
Financial Assistance Scheme for Post-secondary Students (FASP)	Full-time students pursuing locally accredited, self-financing post-secondary education programmes (associate degree, higher diploma, degree)	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/overview.htm
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	Full-time students pursuing locally accredited, self-financing post-secondary education programmes (associate degree, higher diploma, degree)	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/nlsp/overview.htm
Extended Non-Means-Tested Loan Scheme (ENLS)	Students enrolled in the eligible courses (including self-financing part-time courses)	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm
Student Travel Subsidy (STS) for Tertiary or Post-secondary Students	Students receiving the assistance under Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) OR Financial Assistance Scheme for Post-secondary Students (FASP) and attending a full-time day course up to	https://www.wfsfaa.gov.hk/sfo/en/postsecondary/sts/overview.htm

	the first-degree level that residing beyond 10 minutes walking distance	
Continuing Education Fund	Aged 18-70 pursuing reimbursable courses (including part-time courses)	https://www.wfsfaa.gov.hk/cef/en/index.htm

Remarks: More up-to-date information could be found in www.wfsfaa.gov.hk.

In addition, there are scholarships specifically targeted for ethnic minority students offered by various parties as follows:

Scholarship	Target	Website
AIG Hong Kong Scholarship	Ethnic minority local students studying at the Chinese University of Hong Kong	http://admission.cuhk.edu.hk/assets/oafa/Scholarships/local/poster-AIG-1920-info-session.pdf
Tsim Sha Tsui District Kai Fong Welfare Association – Admission Scholarship Scheme for Outstanding South and South-East Asian Ethnic Minority Students (EMSS)	Outstanding local ethnic minority students who are admitted to full-time UGC-funded undergraduate degree programmes offered by Hong Kong Baptist University	https://sa.hkbu.edu.hk/sfa/scholarships/admission-scholarships/hkbu-admission-scholarship-scheme-for-outstanding-south-and-south-east-asian-ethnic-minority-students
Unison Chinese Performance Scholarship for Ethnic Minority Students	Graduate of Secondary 6 ethnic minority students in given academic year	http://www.unison.org.hk/Chinese-performance-scholarship.php
Unison Scholarship Schemes for Ethnic Minority Students – Tertiary Education Scholarship	Ethnic minority (non-Chinese) students pursuing post-secondary studies and active in community service	http://www.unison.org.hk/Tertiary-education-scholarship.php

Part 3: Transition from Secondary 6 / post-secondary education to work

The importance of Chinese language at work

Many EM youth come to recognise the importance of Chinese language once they enter the job market. Not only listening and speaking but also reading and writing abilities of Chinese language are crucial to career development in the mainstream society of Hong Kong, particularly if you would like to have more opportunities in various areas. Thus, try to learn the Chinese language early.



A Pakistani girl pursuing bachelor's degree programme

I think learning Chinese is really, really, really important, I mean in high school. I used to think if I pass the DSE, it's enough for me. Like, of course, I can get into university. But then I think learning Cantonese is really, really, really important. If I knew at that time, I would be in a different situation now. Chinese is hard of course. Because after I took GCSE in Secondary 4, I stopped paying attention in Chinese Language class, because I thought, okay I'm done with GCSE, why I need to learn Cantonese now. So, I would say to them, please please pay attention to Chinese Language.

I think the biggest problem is that they (EMs) can't read Chinese. Most documents are in English, so I think even a little bit is in Chinese, I think they'd have a hard time asking people. You must be able to read and comprehend Chinese.



A recruitment agency

You're in Hong Kong, you can't be afraid or avoid this (Chinese) language. You have to try your best to overcome. This can't be helped. When you've overcome this, you'll have your confidence.



An employer from a catering group

They (EMs) take GCSE (Chinese language examination). However, it is inadequate... (In the admission test of Police Force) there will be a video in Chinese – an embezzling case, for example. The applicants need to describe the story with a 200 word-essay in Chinese...Good Chinese proficiency is a compulsory part of entrance requirement of the Police Force. If you hope to be a constable, you need to take written statement. More than 90% of people (in Hong Kong) are ethnic Chinese. You must be able take statements in Chinese.



A Police Officer working on EM services

We are an SME. Most of our clients come from Hong Kong. Though the email messages of most clients are in English, we need to prepare content in Chinese sometimes. For example, if you cannot read and write Chinese, it is difficult to make a website in Chinese.



*An employer
from an information technology company*

If you have finished education but hope to improve your Chinese language skills, please check the Chinese language courses provided by the following institutions/organisations:

Institution/ Organisation	Name of Course/ Programme	Website & Contact No.
Baptist Oi Kwan Social Service – Ethnic minority services	Certificate for vocational Chinese language programme for non-Chinese speaking school leavers (for NCS school leavers aged 15 or above)	Website: https://www.bokss.org.hk/ethnic-minority-services/service?id=202&lang=en Contact No.: Tel: 2708-8461
Caritas Community Development Service	Language Programme for Ethnic Minorities	Website: http://cd.caritas.org.hk/new/em.htm Contact No.: <u>Fortress Hill Centre</u> Tel: 2887-0567 <u>Sai Wan Ho Centre</u> Tel: 2147-5988 <u>Shek Kip Mei Centre</u> Tel: 2741-3767
Employees Retraining Board (ERB)	Generic Skills Training Courses - Workplace languages (Vocational Cantonese / workplace Chinese)	Website: https://www.erb.org/training_courses/erb_courses/course_categories/courses_special_service/en/ Contact No.: Tel: 182-182
Hong Kong Police Force	Project Gemstone	Website: https://www.facebook.com/Project-Gemstone-%E5%AF%B6%E7%9F%B3%E8%A8%88%E5%8A%83-149598579033518/?ref=page_internal Contact No.: Tel: 3661-9234

International Social Service - Hong Kong Branch: HOPE Support Service Centre for Ethnic Minorities	Language classes in Cantonese and English	Website: http://www.isshk-hope.org/ Contact No.: Tel: 2836-3598
New Home Association - HOME Centre	Language classes	Website: http://www.nhahome.hk/web/subpage.php?mid=161 Contact No.: <u>HOME Centre (Yau Ma Tei)</u> Tel: 3610-4418 <u>HOME Centre (Sham Shui Po)</u> Tel: 3610-4428
The Neighbourhood Advice - Action Council – TOUCH Support Service Centre for Ethnic Minorities	Chinese language courses	Website: http://www.naac-touchcentre.org.hk/ Contact No.: Tel: 2988-1422
Vocational Training Council (VTC)	Survival Cantonese / Socialising Cantonese Course for Non-Chinese Speakers (NCS)	Website: http://www.vtc.edu.hk/vec/intro_eng_em.html Contact No.: Tel: 2595-8119
Yuen Long Town Hall Support Service Centre for Ethnic Minorities	Language classes in Chinese (Cantonese)	Website: http://www.sscem.org/education.php Contact No.: Tel: 2479-9757

Chinese language proficiency requirements for civil service

According to the Civil Service Bureau (CSB), appointment to the civil service is based on the principle of open and fair competition on the basis of candidates' ability, performance, and character, and having regard to the stipulated entry requirements set according to the job requirements of the grades concerned. Race is not a relevant consideration in the selection process.

In order to maintain effective communication for delivering public service, Heads of Department / Grade, having regard to the job requirements of the grades under their respective purview, specify appropriate language proficiency requirements (LPRs) as part of the entry requirements for the grades concerned. This arrangement is in line with the guidance of the Equal Opportunities Commission as set out in its Code of Practice on Employment under the Race Discrimination Ordinance, which provides that an employer must ensure that any language requirement for a job is relevant to and should be commensurate with the satisfactory

performance of a job. It is the Government's policy to ensure the Chinese LPRs set for all the grades of the civil service are no more than necessary for performance of the job, so that non-ethnic Chinese (NEC), like other applicants, have equal access to government job opportunities.

With a view to increasing government job opportunities for NEC, the CSB completed in February 2018 a comprehensive review on the entry requirements relating to Chinese language proficiency for all civil service grades. After this review, the total number of grades that have lowered / will lower their Chinese LPRs since 2010 has been increased from 31 to 53. Details of these 53 grades are summarised as follows:

- (a) 18 grades belong to degree/professional grades. For example, Analyst/ Programmer and Treasury Accountant have lowered the Chinese LPRs from Level 2 result of the Use of Chinese paper of the Common Recruitment Examination (CRE) to Level 1 result.
- (b) For the other 35 grades, the Heads of Department / Grade concerned, after reviewing the prevailing job requirements, have lowered/will lower the Chinese LPRs of the grades concerned correspondingly. For example, some grades involve technical, operative or other duties, including Laboratory Attendant in Government Laboratory, Agriculture, Fisheries and Conservation Department, and Food and Environmental Hygiene Department which will lower the Chinese LPRs from Secondary 3 level to Primary 6 level; Chainman in Civil Engineering and Development Department and Housing Department which have required written proficiency in simple Chinese in place of the previously adopted Primary 6 level; and Pilot in Government Flying Service which has removed the Chinese LPRs while maintaining only the English LPRs.

CSB regularly disseminates information on civil service vacancies with relatively lower Chinese LPRs or lowered Chinese LPRs through the following channels:

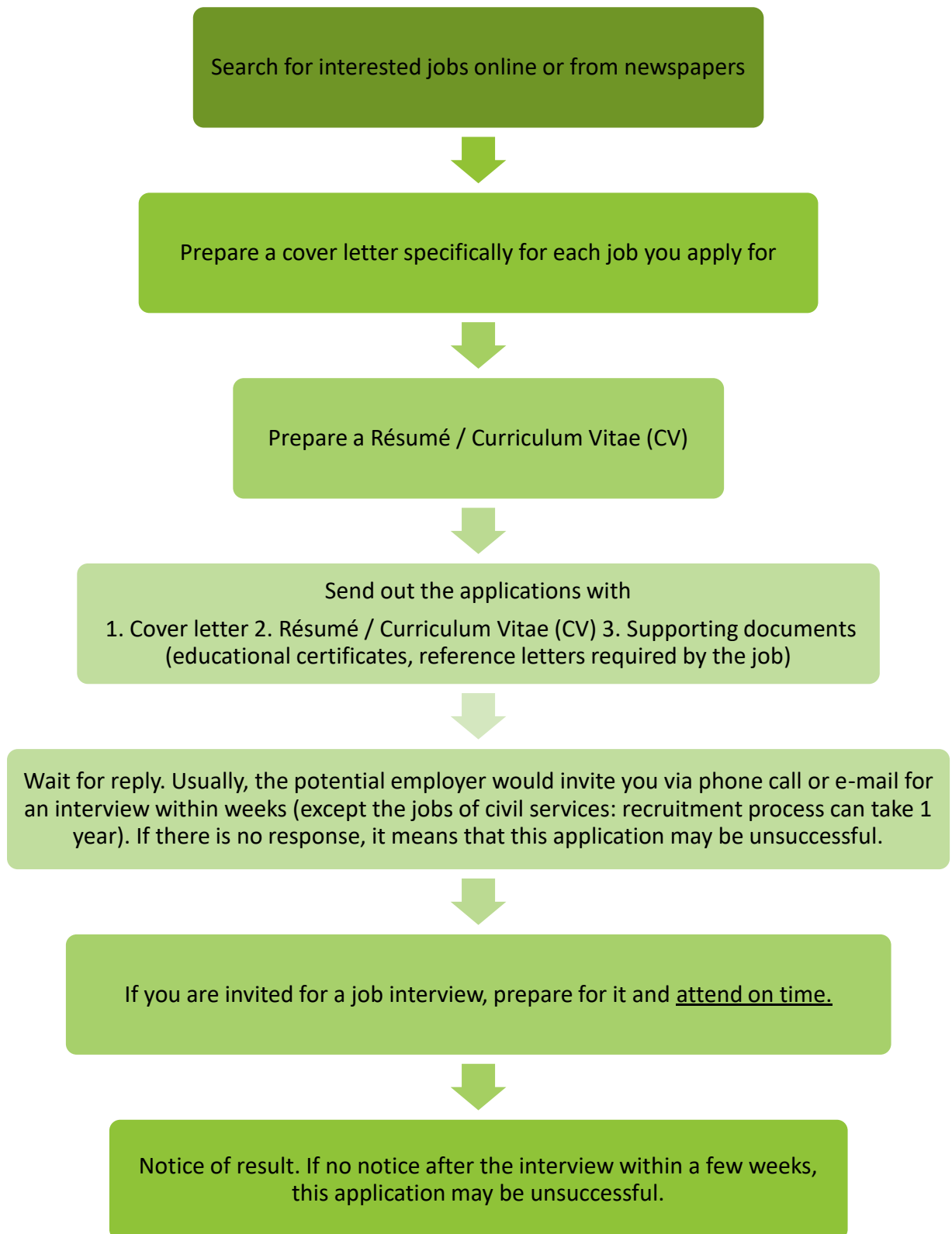
- The Home Affairs Department's support service centres for ethnic minorities, which are operated by non-profit-making organisations, and
- The Labour Department's job centres located across the territory.

For further information on the Government's policy and related measures on promoting equal access to government job opportunities for NEC, please refer to website as follows:

<https://www.youth.gov.hk/en/gov-job/index.htm>

Steps for job hunting

Some youngsters have no ideas about job seeking when they first leave school. Here are some basic steps for reference:



Job hunting is a trial and error process. Don't get frustrated if you are not successful in the first place. Keep trying. When one door closes, another opens.



*An employer
from a
catering group*

We welcome (EM staff) ... If they can speak (Cantonese), that means they can communicate. Their employers won't be so against it, because of staff shortage... Recently, I recruited an accounting clerk... This is an open recruitment published in English only through JobsDB...I did not receive their (local EMs') applications for this sort of (clerical) positions. I got applications from Canada...but there is no local EM applicant.

I have been responsible for recruitment for a certain period of time, but I did not receive a lot (job application from local EMs) ... I got applications from Italy and France, but I did not receive a lot from those (EMs) in local society. As an employer, I think it is strange... Don't hide yourself. Try anything... doesn't matter if it doesn't work. Just keep trying and don't give up.



*An employer
from a
wholesale and
retail company*

Online platforms for job hunting

The popular online platforms for job hunt are listed as follows:

Popular online job portals	
Platform	Website
cpjobs.com	https://www.cpjobs.com/hk/
CTgoodjobs	https://www.ctgoodjobs.hk/
JOBMARKET	https://www.jobmarket.com.hk/
jobsDB	https://hk.jobsdb.com/hk
JUMP	https://jump.mingpao.com/
Monster	https://www.monster.com.hk/trex/
Recruit	https://www.recruit.com.hk/
Platforms operated by Hong Kong Government	
Platform	Website
Civil Service Bureau	https://www.csb.gov.hk/english/recruit/7.html
Employment Services for Ethnic Minorities – Interactive Employment Service of Labour Department	https://www2.jobs.gov.hk/1/0/WebForm/information/en/em/em_index.aspx
Interactive Employment Service – Labour Department	https://www1.jobs.gov.hk/1/0/WebForm/Default.aspx
Youth.gove.hk - GOV JOB	https://www.youth.gov.hk/en/gov-job/index.htm

Remarks: For the requirements of various industries and occupation categories, please refer to Appendix 2.

Cover letter, Résumé / Curriculum Vitae, and interview

A cover letter is a part of a job application. It is a single-page letter telling your potential employers about:

1. What position you are applying for
2. Who you are
3. Why you are interested in this job

Résumé or Curriculum Vitae is a summary of a job applicant's general background, accomplishments, and skills.

There are a lot of online resources about cover letter and Résumé/Curriculum Vitae. Below are some websites with information related to how to write a cover letter, prepare a Résumé/Curriculum Vitae, and prepare for the interview for reference.

Platform / Organisation	Information	Website
jobsDBs	Cover letter	https://hk.jobsdb.com/en-hk/articles/sample-cover-letters-for-fresh-graduates-hr-marketing-sales/
CTgoodjobs	Cover letter, CV	https://www.ctgoodjobs.hk/resources/articles/article-tool-listing.asp
Yuen Long Town Hall Support Service Centre for Ethnic Minorities	Cover letter, CV, interview	http://www.sscem.org/employment_link.php?page=page_6
Hong Kong Unison	CV, interview	http://www.unison.org.hk/employment.php

Usually, if you are invited for a job interview, you are considered to be a potential candidate. The interview provides an opportunity for the employer and job applicant to get to know about each other. Some interviews may include but not limit to the following components:

1. Written test right before the interview;
2. A short self-introduction;
3. Questions from the potential employers; and
4. One to two questions from job applicant before the end of the interview

Also, it is important to understand the working culture, legal issues, and retirement protection in Hong Kong. Yuen Long Town Hall Support Service Centre for Ethnic Minorities published a booklet with information related to these issues. You can find it via the following website:
<http://www.sscem.org/pdf/EmploymentBooklet.pdf>

Employment support services provided by NGOs and the Government

In addition to the online job hunt platform, some non-governmental organisations and corresponding governmental departments provide employment services:

Non-governmental organisations providing employment services		
Organisation	Target	Website & Contact No.
Baptist Oi Kwan Social Service – Ethnic Minorities Youth Employment Service (EYES)	Ethnic minority youth aged 15-29	Website: https://www.bokss.org.hk/ethnic-minority-services/service?id=125&lang=en Contact No.: Tel: 3413-1686 / 2708-8461 WhatsApp: 6153-1773
Christian Action – SHINE Center (Employment support under the Social Integration Programme)	Ethnic minority residents	Website: http://shine.christian-action.org.hk/index.php?option=com_content&view=article&id=84&Itemid=77 Contact No.: <u>Tuen Mun Center</u> Tel: 3188-4555 <u>Jordan Center</u> Tel: 3422-3820
Hong Kong Christian Service - Ethnic Minority Services (Employment support services under Integration programmes)	Ethnic minorities	Website: http://hkcscheer.net/about/about-cheer Contact No.: Tel: 3106-3104
Hong Kong Community Network - LINK Centre	Ethnic minorities	Website: http://www.hkcnlink.hk/employment-services/ Contact No.: Tel: 3955-1555
Hong Kong SKH Lady MacLehose Centre – Services for Ethnic Minorities Unit (Extra Mile – The Pioneer)	Non-Chinese speakers aged 18 above with good command of English and/ or Cantonese	Website: http://docs.wixstatic.com/ugd/107465_9221947db1594b8ea3c595ea765b6590.pdf Contact No.: Tel: 2751-6226 (Sunny Lau / Jamuna Gurung) WhatsApp/ Viber: 9389-1243
International Social Service (Hong Kong Branch) – Employment services	Non-Chinese people	Website: http://www.isshk-hope.org/employments%20services.html Contact No.: Tel: 2864-6703 / 2836-3598 WhatsApp: 5188-8044

New Home Association - HOME Centre	Ethnic minorities	Website: http://www.nhahome.hk/web/subpage.php?mid=179 Contact No.: HOME Centre (Yau Ma Tei) Tel: 3610-4418 HOME Centre (Sham Shui Po) Tel: 3610-4428
The Zubin Foundation	Ethnic minorities	Website: https://www.zubinfoundation.org/opportunity-bank-job Contact No.: Tel: 9133-4700
Yuen Long Town Hall Support Service Centre for Ethnic Minorities (Employment service)	Ethnic minorities	Website: http://www.sscem.org/employment.php Contact No.: Tel: 2479-9757

Employment services provided by the Government

Platform / Department	Target	Website/ Address & Contact No.
Youth Employment and Training Programme (YETP)	All young school leavers aged between 15 and 24 with educational attainment at the sub-degree level or below	Website: https://www.yes.labour.gov.hk/Home?c=en Contact No.: YETP Tel: 2112-9932 YETP (Kowloon Office) Tel: 2382-3121 YETP (Hong Kong Office) Tel: 2147-1096
Kowloon West Job Centre of the Employment Services Division of Labour Department	Hong Kong residents	Address: 9/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon Contact No.: Tel: 2150-6397
Employment in One-stop of Labour Department	Hong Kong residents	Address: Unit 401, 4/F, Tin Ching Amenity and Community Building, Tin Ching Estate, Tin Shui Wai, New Territories Contact No.: Tel: 3692-5750

The Racial Diversity & Inclusion Charter for Employers

The Equal Opportunities Commission (EOC) is responsible for implementing the four anti-discrimination ordinances in Hong Kong, namely Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, and Race Discrimination Ordinance. EOC ensures equal opportunities in employment for racial minorities. In order to encourage and promote racial diversity and inclusion in the workplace, EOC provides employers with guidelines and best practices. The Racial Diversity & Inclusion Charter aims to give interested employers a checklist of policies and practices they can implement to further their diversity and inclusion objectives.

Companies registered with business registration: the business must be in operation in Hong Kong for at least 1 year, charitable organisations that are exempt from tax under section 88 of the Inland Revenue Ordinance, education establishments, medical institutions, chambers of commerce, and professional bodies and other organisations considered appropriate by the organiser. These organisations can sign the Charter, and when they do, they promise to support the principle of promoting racial diversity in the workplace, work towards the Charter's goals, and provide an update on actions taken after one year for renewal of signatory status.

There are already over 50 signatories at this point which have signed the Charter. You can check the list of signatories in the following website. You can find out more about this Charter and other information about EOC's work against racial discrimination here:

https://www.eoc.org.hk/EOC/otherproject/embrace_charter/thecharter.aspx

Part 4: Think positive! There is always a way out

Sometimes, you may get frustrated by your experience or opinions of others. However, if you stay positive, there is always a way out.



A Pakistani girl studying at Secondary 6

The most important thing is your attitude. If others look down on you, it's other people's business; if you also look down on yourself, you will fail.



An Indian boy pursuing bachelor's degree programme

All of us are in the same school, same environment, same everything, same resources. It just depends on each person, how you utilise it. You might be in the Harvard, but it's all up to you, how you utilise those resources. The amount of effort you put in is the output you get.



A Pakistani boy studying at Secondary 4

If you can work inside the governmental departments, if you can have a high status, Hong Kong can belong to you in the future.



A Nepalese boy pursued bachelor's degree programme

You have to have an attitude, be strong and carry on what you do. Don't get confused. Don't get discouraged by things like language. You have to fight for yourself, do what you want to do and let the result speak to yourself.

What can I do when I am feeling down?

Sometimes you may be frustrated by the negative experience. If this is the case, you may want to talk to someone trustworthy. If you are students studying at secondary school or educational institution, please do not feel hesitated to make an appointment with counselor or social worker. The conversation between you and these professionals will be kept strictly confidential.

In addition to school professionals, some NGOs provide counseling service to people in need. If you need this service, please check the following websites.

Organisation	Target	Website & Contact No.
Caritas Youth & Community Service	People from all age groups	Website: http://klncc.caritas.org.hk/private/document/730.pdf Contact No.: <i>Hong Kong Island</i> <u>Caritas Mok Cheung Sui Kun Community Centre</u> Tel: 2816-8044 <u>Caritas Community Centre - Aberdeen</u> Tel: 2552-4211 <u>Caritas Jockey Club Integrated Service for Young People – Stanley</u> Tel: 2813-6644 <i>Kowloon</i> <u>Caritas Community Centre – Kowloon</u> Tel: 2339-3713 <u>Caritas Jockey Club Integrated Service for Young People – Wong Tai Sin</u> Tel: 2382-0265 <u>Caritas Community Centre - Ngau Tau Kok</u> Tel: 2750-2727 <i>New Territories</i> <u>Caritas Community Centre - Tsuen Wan</u> Tel: 2493-9156 <u>Caritas Jockey Club Integrated Service for Young People – Lei Muk Shue</u> Tel: 2425-9348 <u>Caritas District Youth Outreaching Social Work Team – Tuen Mun</u> Tel: 2463-3139
Hong Kong Christian Service - Ethnic Minority Services	Local South Asian individuals and families (Living and/or working in Yau Tsim Mong & Shamshuipo districts)	Website: http://www.hkcs.org/en/services/familylink Contact No.: Tel: 3188-3280
New Home Association - HOME Centre	People from all age groups	Website: http://www.nhahome.hk/web/subpage.php?mid=120 Contact No.: <u>HOME Centre (Yau Ma Tei)</u> Tel: 3610-4418 <u>HOME Centre (Sham Shui Po)</u> Tel: 3610-4428
St. James' Settlement	Individuals and families (Living within the boundary of Wanchai & Happy Valley)	Website: https://ifsc.sjs.org.hk/wp-content/uploads/2017/02/South-Asian-Family-Service.pdf https://ifsc.sjs.org.hk/?page_id=13909 Contact No.: Tel: 2835-4342

The Neighbourhood Advice - Action Council – TOUCH Support Service Centre for Ethnic Minorities	Youth	Website: http://www.naac-touchcentre.org.hk/?a=group&id=youth_programme Contact No.: Tel: 2988-1422
The Samaritan Befrienders Hong Kong – 24-hour multi-lingual suicide prevention services	People from all age groups who experience great stress or suicidal	Website: https://samaritans.org.hk/ Contact No.: Tel: 2896-0000
The Zubin Foundation	Aged 16 or above	Website: https://www.zubinfoundation.org/wellbeing Contact No.: Tel: 2540-9588 WhatsApp: 6094-9859
Yuen Long Town Hall Support Service Centre for Ethnic Minorities	Aged 9-27	Website: http://www.sscem.org/napalese.php?page=page_10 Contact No.: Tel: 2479-9757 (Ying, Sahera, or Bipin) WhatsApp: 6434-2721

What would the teachers, social workers, and employers like to share with you?

The following are the things that some teachers, social workers, and employers would like to share with you:



A female Chinese Language subject teacher

Study hard. Hong Kong is a knowledge-based society. Many things have been replaced by the computer or information technology. If you don't even have the basic abilities or basic education; your future path will be hard.



A principal of a primary school

Everyone has to dedicate their ability, to make this society shine brighter, then it's all right. Do your job, because everybody has their own strengths.



*A police officer
working on EM services*

Don't give up just because of the language and do jobs you don't even want to do. Because you're not just doing it for a month. You're doing it for your whole life. Don't live your life without a purpose.

I think in Hong Kong, when you're looking for a job, if you're motivated enough, try more channels, you'll have something in return. If you want higher income, then you have to have certain level of professional skills. If you don't, honestly, you'll have to start from the bottom, even local Hong Kong (ethnic Chinese) people have to.



*An
employer from
an IT company*

You want to do your job; you'll have to put your heart in it. I think there will definitely be a day when someone appreciates you and give you an opportunity to climb up. Be more open and communicate with other people.



*An
employer of
a manufactory*

Part 5: NGOs providing services to ethnic minorities

Some NGOs provide services to ethnic minorities in Hong Kong. You can check further information about their services from the following websites or telephone numbers:

Organisation	Target	Website & Contact No.
Baptist Oi Kwan Social Service – Ethnic minority services	<ul style="list-style-type: none"> • Children and youth aged 6-29 	<p>Website: https://www.bokss.org.hk/ethnic-minority-services?lang=en</p> <p>Contact No.: <u>Children & Youth Service</u> Tel: 3413-1556 <u>Youth Employment Service</u> Tel: 3413-1686 / 2708-8461 WhatsApp: 6153-1773</p>
Caritas Youth & Community Service	<ul style="list-style-type: none"> • People from all age groups 	<p>Website: http://klncc.caritas.org.hk/private/document/730.pdf</p> <p>Contact No.: <i>Hong Kong Island</i> <u>Caritas Mok Cheung Sui Kun Community Centre</u> Tel: 2816-8044 <u>Caritas Community Centre - Aberdeen</u> Tel: 2552-4211 <u>Caritas Jockey Club Integrated Service for Young People – Stanley</u> Tel: 2813-6644</p> <p><i>Kowloon</i> <u>Caritas Community Centre – Kowloon</u> Tel: 2339-3713 <u>Caritas Jockey Club Integrated Service for Young People – Wong Tai Sin</u> Tel: 2382-0265 <u>Caritas Community Centre - Ngau Tau Kok</u> Tel: 2750-2727</p> <p><i>New Territories</i> <u>Caritas Community Centre - Tsuen Wan</u> Tel: 2493-9156 <u>Caritas Jockey Club Integrated Service for Young People – Lei Muk Shue</u> Tel: 2425-9348 <u>Caritas District Youth Outreaching Social Work Team – Tuen Mun</u> Tel: 2463-3139</p>

Chinese YMCA of Hong Kong – Ethnic Minorities Service	<ul style="list-style-type: none"> • People from all age groups 	Website: https://www.facebook.com/ymcaemservice/ Contact No.: Tel: 2617-7233
Christian Action – SHINE Center	<ul style="list-style-type: none"> • Primary & secondary school students • Women • Youth • Adults 	Website: http://www.christian-action.org.hk/shine/ Contact No.: <u>Tuen Mun Center</u> Tel: 3188-4555 <u>Jordan Center</u> Tel: 3422-3820
Hong Kong Christian Service - Ethnic Minority Services	<ul style="list-style-type: none"> • Children • Primary & secondary school students • Women & girls • Youth • Adults 	Website: http://www.hkcs.org/en/services/mrcs Contact No.: Tel: 2731-6248
Hong Kong Community Network - LINK Centre	<ul style="list-style-type: none"> • Children • Youth • Adults 	Website: https://www.hkcnlink.hk/ Contact No.: Tel: 3955-1555
Hong Kong Family Welfare Society – Integrated Family Service	<ul style="list-style-type: none"> • Family 	Website: https://www.hkfws.org.hk/en/how-we-help/integrated-family-services/integrated-family-service-centre Contact No.: <u>North Point Integrated Family Service Centre</u> Tel: 2832-9700 <u>Yau Tong Integrated Family Service Centre</u> Tel: 2775-2332 <u>Shun Lee Integrated Family Service Centre</u> Tel: 2342-2291 <u>Shamshuipo (West) Integrated Family Service Centre</u> Tel: 2720-5131 <u>Tseung Kwan O (South) Integrated Family Service Centre</u> Tel: 2177-4321 <u>Kwai Chung (South) Integrated Family Service Centre</u> Tel: 2426-9621
Hong Kong SKH Lady MacLehose Centre –	<ul style="list-style-type: none"> • Children • Youth 	Website: http://www.skhlmc-em.org/

Services for Ethnic Minorities Unit	<ul style="list-style-type: none"> • Adults • Family 	Contact No.: Tel: 2427-2218
Hong Kong Society for the Protection of Children Children and Family Services Centre (Kowloon City)	<ul style="list-style-type: none"> • Children and teenagers aged 16 or below and their family 	Website: https://www.hkspc.org/php/webcms_en/public/mainpage/ch_main.php3?refid=6 Contact No.: Tel: 2760-8111
International Social Service - Hong Kong Branch: HOPE Support Service Centre for Ethnic Minorities	<ul style="list-style-type: none"> • Children • Youth • Adults 	Website: http://www.isshk-hope.org/ Contact No.: Tel: 2836-3598
New Home Association - HOME Centre	<ul style="list-style-type: none"> • Primary school students • Youth • Adults 	Website: http://www.nhahome.hk/web/subpage.php?mid=120 Contact No.: HOME Centre (Yau Ma Tei) Tel: 3610-4418 HOME Centre (Sham Shui Po) Tel: 3610-4428
St. James' Settlement – Wanchai integrated Family Service Centre	<ul style="list-style-type: none"> • Children • Women • Family 	Website: https://ifsc.sjs.org.hk/?page_id=13909 Contact No.: Tel: 2835-4342
The Neighbourhood Advice - Action Council – TOUCH Support Service Centre for Ethnic Minorities	<ul style="list-style-type: none"> • Children • Youth • Ladies • Family 	Website: http://www.naac-touchcentre.org.hk/ Contact No.: Tel: 2988-1422
The Samaritan Befrienders Hong Kong – 24-hour multi-lingual suicide prevention services	<ul style="list-style-type: none"> • People from all age groups who experience great stress or suicidal 	Website: https://samaritans.org.hk/ Contact No.: Tel: 2896-0000
The Society of Rehabilitation and Crime Prevention, Hong Kong	<ul style="list-style-type: none"> • People with drug abuse problem and their family 	Website: https://www.sracp.org.hk/en/services/care.html Contact No.: Tel: 2323-3983
The Zubin Foundation	<ul style="list-style-type: none"> • Parents of children with special educational needs • Women and girls • Youth 	Website: https://www.zubinfoundation.org/ Contact No.: Tel: 2540-9588

	<ul style="list-style-type: none"> • Adults 	
Yan Oi Tong Community Centre	<ul style="list-style-type: none"> • Children • Youth • Women • Family 	Website: https://www.cc.yot.org.hk/service-unit/ethnic-minorities/ Contact No.: Tel: 2655 7521 / 2655 7542
Yang Memorial Methodist Social Service Yau Tsim Mong Family Education and Support Centre	<ul style="list-style-type: none"> • Youth • Adults 	Website: http://www.yang.org.hk/en/service_detail.php?id=26#serviced03 Contact No.: Tel: 2781-2921 / 6821-9115 / 6821-9114
Yuen Long Town Hall Support Service Centre for Ethnic Minorities	<ul style="list-style-type: none"> • Primary & secondary school students • Youth • Adults 	Website: http://www.sscem.org/ Contact No.: Tel: 2479-9757

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Appendix 1. Acronyms used in this Guidebook

ApL(C): Applied Learning Chinese

CityU-SCOPE: City University of Hong Kong - School of Continuing and Professional Education

CCCU: Community College of City University/University of Wollongong Hong Kong

CSB: Civil Service Bureau

CV: Curriculum Vitae

EYES: EM youth employment service

EMI: English as Medium of Instruction

ERB: Employees Retraining Board

EOC: Equal Opportunities Commission

ENLS: Extended Non-Means-Tested Loan Scheme

FASP: Financial Assistance Scheme for Post-secondary Students

HKBU-CIE: Hong Kong Baptist University - College of International Education

HKBU-SCE: Hong Kong Baptist University - School of Continuing Education

iPASS: Information Portal for Accredited Post-secondary Programmes

IVE: Institute of Vocational Education

JUPAS: Joint University Programmes Admissions System

NCE: Non-ethnic Chinese

NCS: Non-Chinese Speakers

NLSFT: Non-means-tested Loan Scheme for Full-time Tertiary Students

NLSPS: Non-means-tested Loan Scheme for Post-secondary Students

EMSS: South and South-East Asian Ethnic Minority Students

STS: Student Travel Subsidy for Tertiary or Post-secondary Students

SSSDP: Study Subsidy Scheme for Designated Professions/Sectors

TSFS: Tertiary Student Finance Scheme - Publicly-funded Programmes

HKCC: The Hong Kong Polytechnic University - Hong Kong Community College

PolyU SPEED: The Hong Kong Polytechnic University - School of Professional and Executive
Development

HKU SPACE: The University of Hong Kong - School of Professional and Continuing Education

UGC: University Grants Committee

VTC: Vocational Training Council

YETP: Youth Employment and Training Programme

Appendix 2: General requirements for jobs in 10 main industries in Hong Kong

Here is a list of the general requirements for jobs in 10 main industries in Hong Kong. You may use this as a reference to consider your career and education paths and set your plan. The information was collected from the advertisements published in websites of the Civil Service Bureau, the Labour Department, and various job and recruitment portals in July and August 2019. The requirements listed out here are for reference only. For updated information, please refer to the advertisements of the jobs that you intend to apply for.

Remarks: The industry and occupation classifications adopted here are based on the Hong Kong Standard Industrial Classification Version 2.0 and the International Standard Classification of Occupations 2008 (ISCO-08) respectively. These standards were adopted in the 2011 Population Census by the Census and Statistics Department, the HKSAR Government.

Industry: Public administration, education, human health and social work activities

Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professionals	Maritime specialist	Bachelor's degree	Good Cantonese; good Putonghua; able to read and write	Good	At least 12 years' experience in maritime and shipping industry; at least 4 years of maritime-related experience should be at senior management level or in a key administrative position; experience in the mainland and international port; maritime and shipping organisations
Professionals	Contract clinical psychologist	Master's degree	DSE level 4 (speaking; writing and reading); able to speak Putonghua	DSE level 5 (speaking; reading; writing)	
Professionals	Surveyor of Ships (Engineer and Ship)	Bachelor's degree	DSE level 2 (speaking; reading; writing)	DSE level 2 (speaking; reading; writing)	A Certificate of Competency (Marine Engineer Officer) Class 1; 2 years' experience as second engineer or above on sea-going ships or at equivalent levels in maritime-related industry
Professionals	Speech therapists	A bachelor's degree; or above; in a recognised speech and hearing sciences programme conducted in a local university or equivalent	Good Cantonese; good reading and writing	Good speaking; writing and reading	
Professionals	Contract services officer (social worker)	Bachelor's degree	Good Cantonese; able to read and write	Good speaking; able to read and write	Registered social worker
Associate professionals	Police inspector	Bachelor's degree	DSE level 2 (speaking, reading, writing); fluent in Cantonese	DSE level 2 (speaking, reading, writing)	
Associate professionals	Station officer (operational)	Bachelor's degree from a Hong Kong university	DSE level 5 (speaking, reading, writing)	DSE level 5 (speaking, reading, writing)	Pass eyesight test (without spectacles); physical fitness test and job-related performance test; written and practical aptitude test
Associate professionals	Customs officer	DSE level 2 in 5 subjects	Chinese DSE level 2 (speaking, writing and reading)	English DSE level 2 (speaking, reading, writing)	Pass a physical fitness test; an eyesight test and Basic Law test

Associate professionals	Veterinary laboratory technician ii	Diploma	DSE level 2 (speaking, reading, writing)	DSE level 2 (speaking, reading, writing)	Be registered under Part ii of the register of the Medical Laboratory Technologists Board of Hong Kong
Associate professionals	Contract social worker (youth centre service)	Associate degree	DSE level 2 Cantonese; writing and reading	DSE level 2 speaking; reading and writing	Registered social worker
Clerical support workers	General clerk	DSE level 3 in 5 subjects (including Chinese and English); secondary 5	Chinese DSE level 2 to 3 (speaking, writing and reading)	English DSE level 2 (speaking, reading, writing)	
Service and sales workers	Clinic assistant; residential care worker	Primary 6 to Secondary 5	Good to fluent Cantonese; good Putonghua; able to fluent reading and writing	General to fluent speaking; fluent in reading and writing	
Elementary occupations	Day shift health worker	Secondary 5	Good Cantonese; able to read and write	General	
elementary occupations	Printing labourer	Primary 6	Fluent in Cantonese; able to write simple Chinese	Able to read simple English	Working experience in a printing workshop or holders of certificate to operate pallet stackers or forklift trucks (counterbalance or reach type)

Industry: Manufacturing

Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professionals	Electronics engineer; senior project engineer; compliance and quality assurance manager	Degree/ Higher Dip/ Dip in electronics of manufactory engineering; Degree in engineering / quality management/ mechanical/ mechatronics/ product and industrial engineering (PIE)	Good to proficient Cantonese; good to proficient Putonghua; good to proficient reading and writing	Good to proficient (speaking, reading, writing)	Minimum of 1-year experience especially in electronics manufacturing services (EMS) or original equipment manufacturer (OEM) industry; 8-year hands-on quality assurance experience; experience in household electrical appliances manufacturers
Clerical support workers	Production and material control assistant; printing follower; clerk	Secondary 5 to Post-Secondary Education	Good to proficient Cantonese; general to proficient Putonghua; proficient reading and writing	General to proficient (speaking, reading, writing)	Experience in US market is highly preferred; Microsoft Office
Service and sales workers	Sample coordinator; production assistant	Secondary 1 to Postsecondary: Diploma	Good to general Cantonese; General Putonghua; good reading and writing	General to good speaking; able to read and write	Good command of MS Office and Excel Able to use computer
Craft and related workers	Sign installation technician; personalised product producer	Secondary 3-5	General to good Cantonese; General Putonghua; able to read and write	General speaking; able to read and write	Welding; Photoshop/Illustrator
Plant and machine operators and assemblers	Printer technician; delivery worker	Secondary 3-5	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read and write to fluent	Driving license; experience
Plant and machine operators and assemblers	Factory and production equipment repair technician	Diploma	Good Cantonese; able to read and write	General speaking; able to read and write	Grade A electrical worker
Elementary occupations	Electronic factory worker	Secondary 3	Good Cantonese; able to read and write	Not specified	

Industry: Construction					
Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professionals	Housing equipment assistant engineer; site engineer	Post-secondary diploma; degree in structural or civil engineering or related disciplines	Good Cantonese; good to general Putonghua; able to read and write	General to good speaking; good reading and writing	AutoCAD (a commercial Computer-Aided Design software); 4 years in building projects; both from site and design office
Associate professionals	Construction draftsman	Secondary 5	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read and write	AutoCAD (a commercial Computer-Aided Design software)
Associate professionals	Safety supervisor; water proofer	Primary 6 to Post-secondary education	Good to proficient Cantonese; general to proficient Putonghua; able to read and write	Able to proficient (speaking, writing, reading)	Safety and Health Supervisor (Construction Industry) Certificate; experience or interest in digital sports watch/heart rate monitor or similar products
Clerical support workers	Construction site clerk; building repair and maintenance supervisor	Secondary 5 to post-secondary	General to good Cantonese; general Putonghua; able to read and write	General to good speaking; able to read and write	Construction Industry Safety Card; T1 (minor works) certificate; Construction Industry Training Authority (CITA)-T1 Certificate
Craft and related workers	Bricklayer	Primary 6	Good Cantonese; good Putonghua; able to read and write	Not specified	
Craft and related workers	Cooling/air conditioner technician	Not specified	Good Cantonese; able to read and write	General speaking; able to read and write	Grade A electrical worker
Craft and related workers	Experiment assistant technician (soil)	Secondary 5	Good Cantonese; general Putonghua; able to read and write	Good speaking; able to read and write	
Craft and related workers	Plumbing and electrical artisan	Not specified	General Cantonese & Putonghua; able to read and write	General speaking; able to read and write	Grade A electrical worker
Plant and machine operators and assemblers	Delivery worker	Secondary 3	Able to fluent Cantonese; able to fluent Putonghua; fair to DSE in reading and writing	Fair to fluent (speaking, writing, reading)	Driving license; 3-year experience
Plant and machine operators and assemblers	Gardening driver	Primary 6	Good Cantonese; able to read and write	Not specified	Driving license; experience; Construction Industry Safety Card
Industry: Import/ export, wholesale and retail trades					
Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Associate professionals	Quality control director (cosmetics packaging); purchasing officer; marketing officer	Secondary 5 to Post-secondary diploma	Good Cantonese; good Putonghua; able to read and write	Good speaking; able to read and write	10 Years of experience
Managers and administrators	International sales vice president	Post-Secondary: Degree	Not specified	Good speaking; able to read and write	Fluent Hindi & Punjabi Language (must be able to read & write); 5 years' experience

Clerical support workers	Accounting clerk; Office clerk;	Secondary 5	Good Cantonese; general Putonghua; able to read and write	Good speaking; able to read and write	
Service and sales workers	Marketing assistant; yacht supplies & hardware salesperson	Secondary 3 to degree in business admin/marketing	General to good Cantonese; general Putonghua; able to read and write	Good speaking; able to read and write	
Service and sales workers	Cashier	Secondary 5	Good Cantonese; general Putonghua; able to read and write	Good speaking; able to read and write	
Service and sales workers	Salesperson (pet food supplies); full-time salesperson (festival promotion)	Secondary 5	Good to fluent Cantonese; general to fluent Putonghua; able to read and write	General to fluent speaking; able to read and write	
Plant and machine operators and assemblers	Delivery worker; 5.5-ton truck driver; medium truck driver	Secondary 3	General Cantonese; able to read and write	General speaking	Driving license; experience
Elementary occupations	Container yard handyman; follower; warehouseman	Primary 6 to Secondary 5	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read and write	

Industry: Transportation, storage, postal and courier services

Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professionals	Conveyor maintenance engineer	Post-secondary: associate degree	General Cantonese; general Putonghua; able to read and write	Good speaking; able to read and write	Grade A electrical worker
Clerical support workers	Container yard clerk; executive assistant to Director	Secondary 3 to post-secondary: associate degree	Good Cantonese; general to proficient Putonghua; able to proficient reading and writing	General speaking; able to proficient reading and writing	
Service and sales workers	Part-time station assistant	Secondary 6	Fluent Cantonese; able to speak Putonghua	Fluent speaking	
Plant and machine operators and assemblers	Motorcyclist delivery at night (Part-time)	Not specified	General Cantonese; able to read and write	Not specified	
Plant and machine operators and assemblers	Full-time limousine driver; forklift operator	Secondary 5	Good Cantonese; general to good Putonghua; able to read and write	General speaking; able to read and write	
Plant and machine operators and assemblers	Cross-border container truck driver	Primary 3	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read	
Plant and machine operators and assemblers	School bus caregiver	Not specified	Good Cantonese; able to read and write	Not specified	

Industry: Accommodation and food services					
Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Managers and administrators	Store manager/director; restaurant manager/associate restaurant manager	Secondary 5 to post-secondary: high diploma	Good to fluent Cantonese; able to fluent reading and writing	Fluent speaking; able to fluent reading and writing	Experience; Photoshop; Illustrator Microsoft Office; Facebook; WeChat promotion
Clerical support workers	Cashier	Secondary 6	General to good Cantonese; good Putonghua; able to read and write	Good speaking; able to read and write	
Service and sales workers	Minister/waiter; assistant concierge division	Secondary 5 to post-secondary: degree	Good Cantonese; good Putonghua; able to read and write	Good speaking; able to read and write	
Service and sales workers	Western chef	Not specified	General Cantonese; able to read and write	Good speaking; able to read and write	
Service and sales workers	Part-time cake producer; pasta technician; baker (early shift)	Primary 6	General Cantonese; able to read and write	Not specified	
Elementary occupations	Residential club security officer (morning shift)	Secondary 5	General Cantonese; general Putonghua; able to read and write	General speaking	
Elementary occupations	Full-time kitchen apprentice; food processor; uniform room assistant	Secondary 5	General to good Cantonese; able to read and write	Able to speak; read and write	
Industry: Information and communications					
Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professional	Programmer; product architect	Higher diploma in computer science; postsecondary: degree	Good to general Cantonese; good reading and writing	General to good speaking; able to good reading and writing	JavaScript framework in web programming
Professional	Backend / full-end engineer	Post-secondary: degree	Not specified	Fluent speaking; able to read and write	TCP/IP; PL/SQL; JavaScript; Java; C/ C++; Visual C++
Professional	System analyst	Degree in computer science; information technology or related disciplines	Business level Cantonese; business level Putonghua; business level reading and writing	Business level speaking; business level reading and writing	Strong programming skill
Associate professionals	Data centre assistant	Post-secondary: Diploma	Good Cantonese; good Putonghua; able to read and write	Good speaking; able to read and write	
Clerical support workers	Typist/data entry; admin assistant; admin clerk	Secondary 3-6	General to good Cantonese; general to good Putonghua; able to good reading and writing	General to good speaking; able to good reading and writing	Proficiency in Chinese typing; Microsoft Office
Service and sales workers	Cinema waiter; store sales assistant; customer support associate	Secondary 5 to degree	General to proficient Cantonese; general to proficient Putonghua; able to proficient reading and writing	General to proficient speaking; able to proficient reading and writing	Experience in or selling to the food & beverage sector; retail point of sale (POS) system or its solutions
Craft and related workers	Junior technician; maintenance broadband technician;	Diploma	General to fluent Cantonese; general Putonghua; able to read and write	General speaking; able to read and write	

	photocopier maintenance engineer				
Plant and machine operators and assemblers	Printing technician	Not specified	Good Cantonese; able to read and write	-	
Plant and machine operators and assemblers	Computer operator	Secondary 5	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read and write	

Industry: Finance and insurance

Occupation	Job title	Academic qualification	Chinese Language	English language	Other requirements
Professionals	Wealth management; dealer (bonds/structured products) – securities brokerage	Bachelor's degree	Proficient Cantonese; fluent English; proficient reading and writing	Proficient speaking; proficient reading and writing	Passed in Licensing Examination for Securities and Futures Intermediaries (LE) 1, 7, 8 or equivalent; Insurance Intermediaries Qualifying Examination (IIQE) (Paper 1, 2, 3 & 5) and Mandatory Provident Fund (MPF) Intermediaries Examination
Managers and administrators	Executive general manager	Not specified	Fluent Cantonese; fluent Putonghua; fluent reading and writing	Fluent speaking; fluent reading and writing	3-year experience
Associate professionals	Settlement officer	Degree holder preferably in finance or economics or business-related disciplines	Good Cantonese; good reading and writing	Good speaking; good reading and writing	
Clerical support workers	Data entry; accounting clerk	Secondary 5-6	Good Cantonese; general Putonghua; able to read and write	Good speaking; able to good reading and writing	
Clerical support workers	Money exchange assistant	Secondary 5	Good Cantonese; good Putonghua; able to read and write	General speaking; able to read and write	
Service and sales workers	Business development consultant; insurance trainee	Secondary 3-6	General to good Cantonese; able to read and write	Able to read and write	

Industry: Real estate, professional and business services

Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Professionals	Account – professional accounting & tax consultancy	Degree holder in accounting/ tax or business-related disciplines	Not specified	Good speaking; good reading and writing	
Professionals	Audit supervisor	Diploma; associate degree or degree in accounting and related discipline	Good Cantonese; good Putonghua; good reading and writing	Good speaking; good reading and writing	
Professionals	Jewellery designer	Studies in jewellery design	Good Cantonese; good reading and writing	Good speaking; good reading and writing	Specialised in High-End Jewellery
Professionals	Multimedia and graphic designer	Post-Secondary: Diploma	Good Cantonese; good Putonghua; able to read and write	Good speaking; able to read and write	Photoshop; Illustrator; Adobe Animate; InDesign; Premiere; After Effect

Professionals	Resident lawyer	A valid practising certificate from the Law Society of Hong Kong	Fluent Cantonese; fluent Putonghua; good reading and writing	Fluent speaking; good reading and writing	
Clerical support workers	Document processor	Secondary 5	Good Cantonese; able to read and write	Not specified	
Clerical support workers	Account clerk	Post-secondary education	Proficient Cantonese; fluent Putonghua; proficient reading and writing	Proficient speaking; proficient reading and writing	
Service and sales workers	Property service assistant; property salesperson	Secondary 5	Good Cantonese; good Putonghua; able to read and write	General to good speaking; able to read and write	
Elementary occupations	Exterminator	Primary 6	Good Cantonese; able to read and write	Not specified	

Industry: Miscellaneous social and personal services

Occupation	Job title	Academic qualification	Chinese language	English language	Other requirements
Craft and related workers	Maintenance mechanic	Not specified	Good Cantonese; able to read and write	Not specified	
Elementary occupations	Worker; event assistant	Primary 6 to Secondary 3	Good Cantonese; general Putonghua; able to read and write	General speaking; able to read and write	

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