

**“Earn & Learn Pilot Scheme for Retail Industry”**  
**零售業「職」學創前路先導計劃**  
**(2019-2020 學年)**

計劃細則<sup>1</sup>

Target participants 計劃參與對象	HKRMA members who are retailers in Hong Kong <sup>2</sup> (香港零售管理協會會員零售商)
Employment contract with student-worker 參與計劃的零售商與學員的合約期限	<b>Diploma of Foundation Studies (Retail): 18 months</b> (基礎課程文憑: 18 個月)  <b>Higher Diploma: 30 months</b> (高級文憑: 30 個月)
Average monthly salary payable by participating employer 僱主給予學員平均月薪	<b>Diploma of Foundation Studies (Retail): HK\$5,300 / month</b> (基礎課程文憑: 每月 5,300 元)  <b>Higher Diploma: HK\$5,920 / month</b> (高級文憑: 每月 5,920 元)
No. of full-time days per week 學員每周培訓及工作日數	3 days (classroom) plus 3 days (workplace) (3 日上課及 3 日工作)
Working hours of student-worker at employer's workplace 學員於僱主的地方工作時數	Not more than 117 hours per month (每月不多於 117 小時)
Tuition fee sponsorship payable by participating employer 僱主向職訓局繳付的學費贊助金額	<b>Diploma of Foundation Studies (Retail): HK\$1,300/ month</b> (基礎課程文憑: 每月 1,300 元)  <b>Higher Diploma: HK\$2,900/ month</b> (高級文憑: 每月 2,900 元)
Government's allowance to student-worker <sup>3</sup> 政府給予學員的津貼額	HK\$2,000/ month (每月 2,000 元)

- The Scheme details are subject to the final confirmation of the HKSAR Government and VTC.  
計劃細則的最終決定權以香港特別行政區政府及職業訓練局為準。
- The retail industry is defined as the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization.  
零售業向大眾轉售(即不加工改造而出售)全新及二手貨品, 供個人或家庭使用。
- The VTC will help disburse the allowance every semester, for example four semesters in total for Diploma of Foundation Studies (Retail) subject to verification of the student-workers' attendance in class and workplace (80%) of the semester in question.  
職業訓練局會每學期發放津貼, 例如基礎課程文憑全期共有四個學期, 但會先核實學員在某一學期的課堂及職場出勤率是否符合有關要求, 才發放津貼。

For details, please refer to event website: [http://www.hkrma.org/en/development/earn\\_learn\\_highdi.php](http://www.hkrma.org/en/development/earn_learn_highdi.php)

## **Terms & Conditions 計劃參與條款**

The “Earn & Learn Pilot Scheme for Retail Industry” is launched in 2014. The Scheme includes the programmes of Diploma of Foundation Studies (Retail) (“DFS”) and Higher Diploma (“HD”)<sup>1</sup>. The participating retailers<sup>2</sup> should undertake to fulfill the following criterion:

零售業「職」學創前路先導計劃自 2014 年推出，並設有基礎課程文憑及高級文憑課程<sup>1</sup>。參與的零售公司<sup>2</sup>需要承諾遵守下列有關計劃的細則：

### **A. Employment Terms 僱用條款**

1. To enter into an 18-months (applicable to DFS) or 30-months (applicable to HD) employment contract with the participating student-workers;  
需僱用參與計劃的學員為期 18 個月(適用於基礎課程文憑) 或 30 個月(適用於高級文憑)；
2. To provide an average monthly remuneration of HKD\$5,300 (applicable to DFS) or HKD\$5,920 (applicable to HD) to each participating student-worker in a progressive increase approach as follows:  
向每名學員支付每月平均薪金港幣\$5,300 (適用於基礎課程文憑) 或 \$5,920 (適用於高級文憑)，支付安排如下：

#### **Foundation Diploma 基礎課程文憑**

Month 1-6 (第 1-6 個月)：月薪 \$4,500/month

Month 7-12 (第 7-12 個月)：月薪 \$5,400/month

Month 13-18 (第 13-18 個月)：月薪 \$6,000/month

#### **Higher Diploma 高級文憑**

Month 1-6 (第 1-6 個月)：月薪 \$4,500/month

Month 7-12 (第 7-12 個月)：月薪 \$5,400/month

Month 13-18 (第 13-18 個月)：月薪 \$6,000/month

Month 19-24 (第 19-24 個月)：月薪 \$6,600/month

Month 25-30 (第 25-30 個月)：月薪 \$7,100/month

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<sup>1</sup> The programmes refer to the Diploma of Foundation Studies (Retail) and the Higher Diploma in Retail and e-Tail Management provided by the VTC. The two programmes are recognized as Qualifications Framework Level 3 and Level 4 respectively.

課程指由職業訓練局舉办的基礎課程文憑(零售)及網店及零售管理高級文憑，分別已獲資歷架構認可為第三級及第四級的課程。

<sup>2</sup> The participating company should be member company of Hong Kong Retail Management Association. The work to be assigned should be related to the "retail trade", the definition for which is found in the [Hong Kong Standard Industrial Classification Version 2.0](#) issued by the Census and Statistics Department (please see code 47). Briefly, retail refers to the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilisation.

參與公司必須是香港零售管理協會之會員。根據政府統計署的香港標準行業分類 2.0 版第 47 分類，零售是指向大眾轉售(即不加工改造而出售)全新及二手貨品提供個人或家庭使用。

3. The total working hours for each student-worker **should not be more than 117 hours per month**;  
為每名學員安排每月的工作時數不多於 117 小時；
4. To schedule a workplace roster of 3 days per week to allow the student-workers to acquire work experience and at the same time attend class at the Vocational Training Council (VTC) 3 days per week;  
為參加計劃的學員編排適當的工作時間表，使學員能夠每星期三天在校園上課，其餘三天在店舖工作；
5. The arrangements of Annual Leave and Statutory Holiday should be provided in accordance with the Employment Ordinance;  
年假及法定假日的安排應根據勞工法例的要求；
6. If the student-workers drop out from studies or being de-registered by VTC, the participating employers have the right to terminate the contract;  
如學員退學或被職業訓練局撤銷學位，參與僱主有權終止合約；
7. Any other benefits or terms provided in accordance with the company's policy and governed by the laws of the HKSAR;  
其他聘用條款將根據公司守則及必須符合香港法例的規定；

## **B. Tuition fee 學費資助**

8. Participating company is required to sponsor each student-worker's tuition fee of HKD\$1,300 per month (applicable to DFS) or HKD\$2,900 per month (applicable to HD). The amount is paid directly from participating company to the VTC every semester. The tuition fee is non-refundable if the student withdraws from the Scheme amidst the semester.  
於計劃期內，資助每名學員學費每月港幣1,300 元(適用於基礎課程文憑) 或 \$2,900 (適用於高級文憑)，並於每個學期向職業訓練局繳交。如學生於學期中退出計劃，已繳交的學費將不獲退還。

## **C. Recruitment of student-workers 學員招募**

9. The applicants are required to attend the job and academic admission interviews and meet the following qualifications:
  - Diploma of Foundation Studies (Retail): Secondary 6 or above
  - Higher Diploma: Five HKDSE subjects at Level 2 or above, including English Language and Chinese Language; OR VTC Foundation Diploma (Level 3); OR VTC Diploma in Vocational Education; OR Yi Jin Diploma; OR Equivalent.

申請學員需參加入職及入學面試，並符合以下資格：

- 基礎課程文憑：中六畢業或以上程度
- 高級文憑：香港中學文憑考試五科成績達第 2 級或以上，包括中國語文及英國語文；或 VTC 基礎文憑（級別三）；或 VTC 中專教育文憑；或毅進文憑；或同等學歷

10. To recruit Secondary 6 school leavers to join the Scheme, a recruitment day will be arranged on the DSE Result Release Day at VTC's campuses. VTC and participating retailers will arrange walk-in interviews with interested candidates. Participating company is required to arrange staff to conduct interviews with candidates. The recruitment procedures are as follows:

- VTC assesses the candidate's qualifications.
- VTC distributes the participating company list to candidate.
- Candidate selects interested participating company.
- Participating company conducts interview with candidate and confirm offer.
- VTC register for the admitted candidate and arrange payment of registration fee.

為招募中六畢業生報讀「職」學創前路先導計劃，職業訓練局將於香港中學文憑放榜日，開放其轄下 IVE 院校接受中六生報讀課程，而參與計劃的公司亦須委派員工駐場，以便即場面見及招募學生，程序如下：

- 如有學生報讀此課程，先由職業訓練局初步核實入學資格
- 職業訓練局向學生發放參與計劃的公司名單和資料
- 學生即場選擇有意投身工作的公司
- 公司即場面見學生，決定是否取錄
- 如學生被取錄，職業訓練局會為學生安排辦理課程留位手續

11. Participating company is required to conduct interview and select their candidate on their own. Otherwise, participating company will not be assigned any candidate.

參與計劃的公司須自行面見及揀選學生，主辦單位一概不會代為面見。如參與計劃的公司未能安排人員到場進行面見，將不會獲分派任何學員。

#### **D. Implementation of the Scheme 計劃執行**

12. To maintain close communications with VTC on the learning and working progress of the participating student-workers;

就學員的學習和工作進度，與職業訓練局保持緊密聯繫；

13. To provide standardized practical working and learning objectives for the student-workers in the workplace;

為學員制定清晰及適當的學習及工作目標；

14. To provide a mentor to train, give feedback and assess the performance of the student-workers at the workplace;

在職場上為學員提供導師，給予培訓、工作指導及工作評估；

15. The Government will offer each student-worker with satisfactory attendance in class and workplace (80% respectively) an allowance of an average of \$2,000. For this purpose, participating companies have to keep and retain attendance record of student-workers at workplace. Company may require to provide the attendance record upon request when necessary;

由於政府會在學員的正常修業期內，向每名符合課堂及職場出勤率（須分別達 80%）的學員提供每月 2,000 元津貼。因此，公司將會為學員記錄及保存出勤資料，有需要時可能被要求提交以作證明。

16. To inform VTC in writing within 7 days if any student-workers resign from the Scheme or being terminated due to breach of the employment contract.

若學員自願離職或觸犯僱傭合約條款而遭解僱，公司需於 7 天內以書面通知職業訓練局。

#### **E. Arrangement for graduated student-workers 畢業學員的安排**

17. Upon graduation, if participating employers continue to employ the graduates, participating employers have to offer the graduate of DFS a monthly salary inclusive of commission and allowances of no less than HKD\$11,000<sup>3</sup>. For graduates of HD, the monthly salary inclusive of commission and allowances should not less than HKD\$13,000<sup>3</sup>.

如繼續聘用畢業的學員為全職員工，公司將向學生提供月入不少於港幣11,000元<sup>3</sup>（包括佣金連津貼）（適用於基礎課程文憑畢業學員），或月入可達港幣13,000元<sup>3</sup>（包括佣金連津貼）（適用於高級文憑畢業學員），並為學員提供清晰的事業晉升路徑。

<sup>3</sup> The salary may include commission and allowances.  
每月收入包括佣金及津貼。

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