

申請流程 School Application Steps

步驟一

Step 1

遞交職位
空缺申請

Submit
vacancy

- 學校到計劃網頁下載及填妥「電子教學空缺申請表格」
School may download the "eLSS Vacancy Form" (Form 1) at the eLSS website and fill in Form 1 accordingly
- 連同教育局所簽發有效的學校註冊證明書副本或／及法團校董會證明書副本或／及商業登記證副本遞交至計劃辦事處
Submit Form 1 to YETP's office along with copies of valid Certificate of Registration of a School and/or Certificate of IMC and / or Business Registration Certificate

學校透過以下途徑物色學員：

Schools recruit trainees in the following ways:

- 經本處轉介學員面試；及／或
Receive trainees' resume referred by YETP; and / or
- 自行物色合適的學員或符合參加計劃聘用對象的青年
Schools source suitable trainees or young people who are eligible to join YETP by themselves

注意 本年度計劃不設中央招聘日
Note No Central Recruitment Day will be held for eLSS 2024

步驟二

Step 2

物色學員

Recruit
trainees

- 學校揀選學員後，須於學員入職前及不遲於職前培訓課程開班日5個工作天前將填妥的「學校取錄學員確認表格」（表格二）遞交至計劃辦事處
Upon recruiting a trainee, schools should submit the "Employment Confirmation Form" (Form 2) to YETP's office before the commencement of employment of selected trainees and in any case no later than 5 working days prior to the commencement of pre-employment training course
- 學校揀選的求職者如非「展翅青見計劃」學員，請同時遞交「學員申請表」（表格三）（請確保求職者符合參加「展翅青見計劃」要求（年齡介乎15至24歲，學歷在副學士或同等程度以下的離校青年）
If schools recruit candidates who are non-current YETP trainees, schools should also submit the "Trainee Application Form" (Form 3) (School should ensure the selected candidates meet the requirement to join YETP (School leavers aged 15 to 24, education attainment at sub-degree level or below))

文件遞交方法 Means of document submission

✉ 電郵 Email : elss_er@ywets.labour.gov.hk 📠 傳真 Fax : 2382 3121

✉ 郵寄或親身 By post or in person :

九龍觀塘鯉魚門道12號東九龍政府合署9字樓勞工處「展翅青見計劃」（九龍辦事處）
9/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon YETP (KLN Office)



中文版



English
Version

詳情及最新公佈，請留意計劃網頁
Please browse our website for
details and updates

查詢
Enquiry

2382 2611

電子教·學 支援計劃 e-Learning Support Scheme 2024

電子教·學支援計劃
E-LEARNING SUPPORT SCHEME



學校向青年人提供12個月電子教學在職培訓職位空缺，可於在職培訓期間獲勞工處就每名學員發放每月最高**\$5,000**在職培訓津貼

Schools engage young people and provide 12-month on-the-job training position of e-Learning Support Officer may apply for a monthly on-the-job training allowance up to a maximum amount of **\$5,000** per month per trainee during the on-the-job training period with the Youth Employment and Training Programme (YETP).

網址
Website

<https://www.yes.labour.gov.hk/YETP/ELSS/>

計劃介紹 Scheme Introduction

「電子教·學支援計劃」為有意投身資訊科技、教育及多媒體創意等行業的青年人提供培訓與就業機會，同時協助學校進一步推行電子學習。獲學校聘用的學員將免費入讀由香港浸信會聯會專業書院提供的電子教學職前培訓課程，上課期間學員可獲培訓津貼。完成職前培訓後，學員會於2024年9月開始在學校擔任電子教學支援員，接受為期12個月有薪在職培訓。

The e-Learning Support Scheme ("eLSS") introduced under the Youth Employment and Training Programme (YETP) of the Labour Department provides pre-employment training and job opportunities for young people who wish to pursue their career in information technology, education and multi-media industries, and at the same time, assists schools to promote e-Learning. Recruited trainees will attend a free pre-employment training course provided by Academy of The Baptist Convention of Hong Kong and are entitled to training allowance. Upon completion of pre-employment training, trainees will undergo 12-month on-the-job training with pay at schools as an e-Learning Support Officer starting from September 2024.

職位 Post

電子教學支援員 e-Learning Support Officer

工作內容 Job Description

- 協助學校準備多媒體資訊及電子學習教材
Assist schools to prepare multimedia information and e-learning materials
- 整理網上教學平台
Manage online teaching platform
- 協助學校設置、操作、監察、管理及維護電腦設備及軟件、網絡和伺服器、電子學習平台、學校內聯網及網頁
Assist schools in setting up, operating, monitoring, managing and maintaining computer equipment and software, networks and servers, e-learning platforms, intranet and webpages of schools
- 協助學生運用平板電腦等電子學習工具
Assist students in using e-learning tools such as tablets
- 協助有關支援資訊科技教育的行政工作
Assist in administration work in support of IT education

薪酬 Salary

學校可自行設定薪金範圍
School may set up salary range freely

學歷為中六 / 文憑

建議月薪\$11,500或以上

Educational attainment of Secondary 6 / Diploma

Suggested salary : \$11,500 or above

學歷為高級文憑 / 副學士

建議月薪\$14,000或以上

Educational attainment of High Diploma / Sub-degree

Suggested salary : \$14,000 or above

計劃內容 Details

聘用對象 Recruitment targets

- 15至24歲的離校青年、學歷介乎中六至副學位程度
Aged 15-24, school leavers of Secondary 6 to Sub-degree level (or equivalent)
- 無需工作經驗／沒有修讀相關科目均可申請
No related work experience required
- 可在香港合法受僱
Lawfully employable in Hong Kong

職前培訓 Pre-employment Training

- 獲學校聘用的學員將於9月入職前，在7月至8月期間免費入讀由香港浸信會聯會專業書院提供的電子教學課程（共100小時）
Trainees employed by participating schools will be arranged to attend a free pre-employment training provided by Academy of The Baptist Convention of Hong Kong (total 100 hours) during July-August 2024

課程內容：

Content of Pre-employment Training :

- ◆ 職場禮儀及溝通技巧
Work etiquette and communication skills
- ◆ 學校IT系統認識、互聯網、多媒體、網絡應用、電腦程式編寫知識等
School IT system, networking, multimedia applications, computer programming, etc
- ◆ STEM教育應用、電子教學實踐及教材製作等
Application of STEM education, e-Learning implementation and production of e-Learning teaching materials, etc

在職培訓津貼 On-the-job training allowance

- 學員於9月入職後，學校可就每名學員向展翹青見計劃辦事處申領於在職培訓期間每月最多\$5,000的在職培訓津貼（全期12個月，共\$60,000）
Trainees engaged as e-Learning Support Officer at schools and commenced on-the-job training in September, schools may apply for a monthly on-the-job training allowance up to a maximum amount of \$5,000 per month per trainee during the on-the-job training period with YETP (the total allowance for the 12-month period amounts to \$60,000).

在職支援 On-the-job support

- 工作期間，學校須安排有相關工作經驗的教職員作為學員的在職培訓導師
Schools shall appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work
計劃辦事處可能於在職培訓期間安排職員到工作場所探訪學員
The YETP's Office may arrange staff to visit the trainee at the workplace during the on-the-job training period

注意 Note

參與本計劃人士，過往必須未曾以任何方式為同一學校工作。
Those who have previously worked in the same participating school under any forms of employment or services are not eligible for the posts offered by the same school under YETP.