

## 計劃特色 Scheme Highlight

### 免費職前培訓課程

#### Free Pre-employment Training

- 獲參與學校聘用的學員將於2024年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職前培訓課程（共100小時），完成後並可獲培訓津貼。

Trainees successfully 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 and are entitled to training allowance upon completion.

### 職前培訓課程內容

#### 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

### 有薪在職培訓

#### On-the-job Training with Pay

- 完成職前培訓課程後，學員將於9月受聘在學校工作，並接受為期12個月的有薪在職培訓。After completion of the pre-employment training, trainees will be engaged as employees at schools on-the-job training of 12 months with salary starting from September.

### 在職支援

#### On-the-job support

- 學校將安排有相關工作經驗的教職員擔任學員的在職培訓導師，為學員提供適當的指導。Schools appoint staff with relevant work experience to be mentors of trainees and provide appropriate guidance at work.

### 職外職業技能培訓津貼

#### Off-the-job Vocational Training Allowance

- 接受在職培訓的學員可報讀相關的職外職業技能培訓課程及參加考試，及向計劃申請補助課程及考試費用。During on-the-job training period, trainees may enrol in relevant vocational courses and examinations and may apply for reimbursement of course and examination fees from YETP.

### 個案管理服務

#### Case Management Services

- 服務機構的專業社工會擔任學員的個案經理，以同行者的角色，提供為期12個月的個案管理服務。Trainees are provided with support by professional social workers in the form of 12 months' case management services.

# 電子教·學 支援計劃

ELSS  
電子教·學支援計劃  
E-LEARNING SUPPORT SCHEME

# 2024

## 「電子教學支援員」 e-Learning Support Officer

多間學校提供12個月的  
有薪在職培訓空缺  
Schools provide 12-month  
on-the-job training vacancies

立即致電熱線或於  
展翅青見網頁登記參加！

**ACT NOW!** For registration, please call  
our hotline or visit our website

☎ 2382 1310

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



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

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.

勞工處  
Labour Department

展翅青見  
YETP

香港浸信會聯會專業書院  
ACADEMY OF THE BAPTIST CONVENTION OF HONG KONG



## 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個月的有薪在職培訓。

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 training, trainees will undergo 12-month on-the-job training with pay at schools as an e-Learning Support Officer in September 2024.

## 申請資格 Recruitment targets

- 15至24歲、中六至副學士程度（或同等學歷）的離校青年  
School leavers aged 15-24, Secondary 6 to sub-degree level (or equivalent)
- 無需相關工作經驗  
No related work experience required
- 可在香港合法受僱  
Lawfully employable in Hong Kong



## 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



注1：實際工作內容及薪酬視乎個別僱主安排而定。

NOTE 1: Actual job duties and wages to be determined by employers.

注2：請注意不同學校的入職要求。

NOTE 2: Please note that the entry requirements of individual schools may be different.