



## Professional Manpower Training to Open up Career Opportunities

### 專業人才培訓 促進轉型就業

#### Integrated Vocational Development Centre

Established in 2008,  
Integrated Vocational  
Development Centre (IVDC) is  
a member of the VTC Group  
which aims to provide  
professional programmes to  
enhance the employability of  
people with diverse  
educational attainments and  
backgrounds, promoting  
lifelong learning.

In response to the HKSAR Government's manpower training policy, IVDC offers a series of programmes under the "Manpower Development Scheme" for people aged 15 or above, with educational attainment not higher than sub-degree level. These include the placement-tied courses for the unemployed, Skills Upgrading Scheme Plus (SUS Plus) courses for skills enhancement, as well as generic skills training courses. IVDC also provides an array of professional, value-added and staff development programmes.

IVDC配合特區政府的人力培訓政策，為15歲或以上，具副學位或以下教育程度人士開辦一系列「人才發展計劃」課程。課程包括為待業人士而設的「就業掛鉤課程」、協助學生提升技能的「新技能提升計劃課程」，以及「通用技能培訓課程」。IVDC亦為有志進修人士提供全面及有系統的专业培訓課程、增值課程及企業員工發展活動。

#### 匯縱專業發展中心

匯縱專業發展中心(IVDC)為VTC機構成員，於2008年成立，致力提供多元化及適切的专业培訓，切合不同背景和程度人士的進修需要，協助他們提升就業競爭力，鼓勵終身學習。



## Wide Selection of Courses to Raise Competitiveness

### 多元化課程 提升就業優勢

IVDC offers courses under the "Manpower Development Scheme" funded by Employees Retraining Board (ERB) covering a wide range of subjects including finance, logistics, retail, catering, beauty care, hairdressing, information technology, property management, hotels and tourism, watches and jewellery, and arboriculture etc.

Under the Scheme, the one to two months placement-tied courses are specially designed for the unemployed. The courses provide students with practical knowledge and skills to enhance their employability. Topics include the industry operation and overview, regulations and code of practice, interpersonal skills and job search skills. Upon completion of the courses, IVDC provides students with a three to six months placement follow-up services to help them re-enter the job market. Graduates are well received by employers.

IVDC also offers the SUS Plus courses and the generic skills training courses for both the unemployed and in-service personnel. The SUS Plus courses cover topics including hairdressing, latte art, floral design and decoration, retail and watches to enhance students' knowledge and skills in specific industries; while the generic skills training courses strengthen students' vocational English and Mandarin, as well as information technology skills. Those who look for a career change may also enrol in the courses in order to understand more about the industries and enhance their competitiveness in the next career.



IVDC開辦的「人才發展計劃」課程由僱員再培訓局撥款，涵蓋不同行業，包括金融財務、物流、零售、飲食、美容、美髮、資訊科技、物業管理、酒店旅遊、鐘錶及珠寶、樹藝等。

其中，「就業掛鈎課程」專為待業人士而設，為期一至兩個月。課程教授實務知識和技巧，提升學生的就業機會。課程內容涵蓋行業運作和概況、相關法規和守則，以至待人接物和求職技巧等。完成課程後，IVDC為學生提供三至六個月的就業跟進服務，幫助他們重投勞動市場，畢業生廣受僱主歡迎。

IVDC同時為待業及在職人士開辦「新技能提升計劃」課程和跨行業的「通用技能培訓」課程。「新技能提升計劃」涵蓋美髮、咖啡拉花、花藝設計及佈置、零售及鐘錶等課程，協助學生提升相關行業知識與技能；而「通用技能培訓」則讓學生掌握職業英語、普通話及資訊科技應用技巧。計劃轉職人士亦可報讀此類課程，增加對行業的認識，提高轉職機會。

## Professional Courses Recognised by the Industry

### 專業課程 行業認可

In collaboration with industry partners, IVDC offers professional courses in various fields such as catering, food hygiene, veterinary assistant, medical device regulatory and marketing, and arboriculture. Some of these courses also help students to prepare for examinations in order to obtain a professional qualification.

IVDC與業界伙伴合作，開辦餐飲、食物衛生、獸醫助理、醫療器材法規及市場推廣，以及樹藝等專業課程，為有志進修人士增值。部分課程更會為學生提供訓練，裝備他們參加業內考試，考取專業資格。

## Fun-filled Staff Development Programmes

### 團隊培訓 趣味盎然

IVDC offers an array of fun-filled staff development programmes from dessert and dim sum making, latte art to floral design, beauty care and hairstyling, to facilitate team-building and communications training through interactive activities.

IVDC提供一系列趣味盎然的企業員工發展活動，包括甜品及點心製作、咖啡拉花、花藝設計、美容及髮型設計等，讓參與機構的員工透過活動，加強團隊合作及溝通。



Ivy Poon  
潘佩儀

Regional Manager, Training & Development, Pacific Coffee Company Limited  
太平洋咖啡區域經理 – 培訓及發展

"The training offered by IVDC is very practical. IVDC graduates are well equipped with industry knowledge and practice. They also possess good communication skills and high commitment to their career. We are very pleased with their performance."

「IVDC提供的實務培訓十分到位，畢業生充分掌握行業運作的知識，而且擁有良好的溝通能力，對工作亦很有熱誠，我們對他們的工作表現十分滿意。」

## All-round Training Support

### 全面支援培訓需要

From programme design to training and job seeking, IVDC provides all-round service with the industry and learners' needs in mind. Industry advisors are invited to advise on the planning of the programme in order to meet the manpower needs. Centres are equipped with state-of-the-art facilities to enable practical training for students in simulated work environment, such as professional beauty and hairdressing studios, training kitchens and catering training centres.

IVDC also organises regular job fairs with the support from employers. Job seekers may attend interviews on the spot and get the latest employment news and related course information at the fairs.

IVDC的課程設計、培訓以至就業服務都經悉心安排，全面配合業界及學生的發展需要。IVDC的行業顧問會為課程設計提供專業意見，以確保課程內容切合行業人力需求。IVDC的教學中心設備完善，學生可於專業美容室、美髮工作室、訓練廚房及餐飲訓練中心等模擬工作環境中接受訓練，提升工作技巧。

此外，IVDC又定期舉辦招聘活動，邀請不同行業的僱主參與，為求職者安排即場面試，並提供相關課程及就業資訊。



Leung Chun Wai  
梁俊威

Graduate of Foundation Certificate in  
Clocks and Watches Repair Assistant Training  
鐘錶維修服務助理基礎證書課程畢業生

"The course has enriched my industry knowledge and my skills in clock and watch repair. Upon completion of the programme, I successfully got a job offer from a clock and watch chain store with the assistance of the IVDC placement officer."

「課程豐富了我的知識與技能，助我掌握行業運作，成功加入鐘錶行業。完成課程後，我在IVDC就業主任的協助下，成功獲得一所鐘錶連鎖店聘用。」

## Developing New Career through Skills Upgrading and Retraining

### 轉型就業 重投勞動市場

The IVDC courses are designed to meet the changing needs of the market, facilitating the students to re-enter the job market. With their passion for excellence, graduates are well received by employers. Many of them have got a new career with bright development opportunities.

IVDC開辦的課程緊貼市場需要，讓學生更具優勢，重投勞動市場。畢業生具工作熱誠，廣受僱主歡迎。許多畢業生轉型後都得到理想的發展。



#### Cheung Tak Shing 張德成

Graduate of Certificate in Junior Technicians (Civil Engineering) Training  
初級技術員 (土木工程) 證書課程畢業生

"I was unemployed after the financial crisis and my friend encouraged me to enrol in IVDC. Upon completion of the diploma course, I successfully changed my career and worked as a foreman at a foundation engineering company. I am now taking a higher diploma programme in civil engineering after work at IVE to prepare myself for further career development."

「金融風暴後，我成為待業人士，後來得到朋友的鼓勵，報讀了IVDC課程。修畢文憑課程後，我便成功轉型，於地基工程公司任職管工。公餘時，我修讀IVE土木工程高級文憑課程，為自己增值，希望能在事業上有更大發展。」

## About VTC

### 職業訓練局簡介

Established in 1982, the Vocational Training Council (VTC) is the largest vocational and professional education and training provider in Hong Kong. With some 250,000 students across our 13 member institutions, this not only makes us VIBRANT, but VITAL to the Hong Kong educational landscape.

We provide a spectrum of opportunities through multiple pathways for graduates to determine their own destination, whether it is employment or further studies. Our “think and do” approach offers students the chance to cultivate their passions for learning while imparting the necessary skills and know-how for them to succeed.

職業訓練局(VTC)於1982年成立，是香港最具規模的職業專才教育機構。VTC旗下13個機構成員，共有學生約25萬名，足見VTC的蓬勃發展，且在香港教育體制中舉足輕重。

VTC提供多元進修途徑，學生無論決定就業或升學，均有充分機會朝著自己選定的路向發展。我們「思考與實踐」並重的教學方針，讓學生掌握專業技術知識的同時，也培養出對學習的熱忱，引領他們踏上成功之路。



## Contact Information

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