

Work Orientation and Placement Scheme



The participating employer will receive a financial incentive



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People with disabilities, just like their able-bodied counterparts, can perform well in jobs of various natures and actualize their working potential to contribute to society at large only if they are given equal employment opportunities. They are not only loyal employees of the company, but also reliable working partners.

Objectives

The "Work Orientation and Placement Scheme" (WOPS in short) aims to enhance the employability and competitiveness of people with disabilities through comprehensive pre-employment training and work trial placement.



The Scheme

Pre-employment Training

Under the Scheme, a short-term **pre-employment training** programme will be offered to each participating job seeker with disabilities, covering the latest job market information, job-search skills, interviewing techniques, work ethics, communication / interpersonal skills, etc.

On completion of the pre-employment training, the job seeker with disabilities will receive a training allowance of HK\$60 per day.

Work Trial Placement

The participating employer will offer a **three-month work trial** to the job seeker with disabilities and will be free to decide whether to continue the employment upon completion of the work trial period. During the work trial period, the placement officer of the Selective Placement Division will actively follow up the performance of the disabled employee to facilitate the latter's smooth settlement into the job.

Financial Incentive

The participating employer will receive a **financial incentive** equal to two-thirds of the actual wages paid to the employee during the work trial period, with a ceiling of HK\$4,000 per month. Depending on the merit of individual cases, the subsidy period will be extended from three months to a maximum of six months.

On-the-Job Coaching by Mentor

The participating employer is encouraged to appoint an experienced staff as the **Mentor** of the disabled employee. During the work trial period, the Mentor will coach the disabled employee on relevant job skills, as well as assist him/her to adapt to the new job and integrate with co-workers.

Awards

Employer

A **Certificate of Appreciation**, in addition to the financial incentive, will be awarded to every employer who continues to employ the disabled employee after the three-month work trial period as a recognition of the former's enlightened employment policy.



Mentor

A **Cash Award** of HK\$500 will be given to every Mentor who has assisted the disabled employee to continue with the work trial after the first month.



Employee

A **Certificate of Commendation**, as a token of encouragement, will be presented to every disabled employee who has successfully completed the three-month work trial.



Application & Enquiry

Employers wishing to participate in WOPS may fill in and fax the reply slip below to the respective regional office of the Selective Placement Division. Our placement officers will provide you with professional job matching / referral services promptly. For further enquiry, please contact:

Hong Kong Office

Tel: 2852 4801

Fax: 2541 5290

Kowloon Office

Tel: 2755 4835

Fax: 2796 0369

New Territories Office

Tel: 2417 6190

Fax: 2499 3713

Remarks:

- (1) In joining the Scheme, the disabled employee must be referred by the Selective Placement Division of the Labour Department.
- (2) Employers with no previous experience in employing the disabled (or people with a particular type of disability) will be accorded priority in joining the Scheme.
- (3) The Labour Department is vested with the final authority in approving all applications.

Reply Slip

To: Selective Placement Division, Labour Department
Our company is interested in joining the "Work Orientation and Placement Scheme" and intends to place a vacancy order for work trial placement. Please contact us as soon as practicable. Our particulars are as follows:

Company Name: _____ (Chinese)

_____ (English)

Company Address: _____

Contact Person: _____ Position: _____

Tel: _____ Fax: _____

The personal data you provide here would be used by the Selective Placement Division in :

- (1) providing recruitment service to you ;
- (2) providing information on open employment of people with disabilities to you