

## **Frequently Asked Questions for Applicants of Green Employment Scheme: Graduates Subsidy Programme**

### **General and Eligibility**

1. What is the purpose of the Green Employment Scheme: Graduates Subsidy Programme?

The purpose of the Green Employment Scheme: Graduates Subsidy Programme (the Programme) is to provide subsidies to prospective employers of graduates of environment-related disciplines with a view to sustaining the provision of job opportunities for 2019 or 2020 graduates to work in environment-related areas as well as nurturing young people with environmental knowledge, talents and passion to meet the environmental needs of Hong Kong.

2. What type of employers (and organisations) are eligible for the Programme?

An applicant must be a holder of a valid business registration certificate and (a) has recently recruited an Eligible Graduate employee who reported duty on or after 1 April 2020; or (b) is in the process of recruiting; or (c) is planning to recruit at least one Eligible Graduate employee (see para. 4 of the Guidance Notes<sup>1</sup>), to work on a full-time basis in an Eligible Job Place (see para. 5 of the Guidance Notes<sup>1</sup>).

3. Which graduates are eligible for the Programme?

An Eligible Graduate employee under the Programme must be:

- (a) a fresh graduate who has completed a Bachelor's degree programme in a relevant environment-related subject from a Hong Kong higher education institution, or equivalent, in 2019 or 2020;
- (b) a Hong Kong Special Administrative Region (HKSAR)

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<sup>1</sup> Guidance Notes on Application for Green Employment Scheme: Graduates Subsidy Programme

resident with a valid Hong Kong Identity Card; and

- (c) able to produce an official final academic transcript or certificate of the Bachelor's degree.

Except under the following circumstances:

- (a) Outsourced service contractors work for Government contracts unless the income of the contractors has been seriously affected because of the COVID-19;
- (b) Specified statutory bodies and corporations<sup>2</sup>; and
- (c) Specified public organisations, government-owned companies or subvented organisations<sup>2</sup>.

4. What are the relevant environment-related discipline included?

The relevant environment-related disciplines include environmental conservation, environmental science, environmental management, sustainable development or other subjects relevant to the duties of the Eligible Job Places.

5. Is a graduate with a relevant Bachelor degree from an overseas higher education institution eligible under this Programme?

The Programme is not limited to Bachelor degree graduate of local higher education institution. Graduate with relevant Bachelor degree from overseas higher education institution is also eligible under the Programme.

6. What job places are eligible under the Programme?

An Eligible Job Place under the Programme must be:

- (a) with entry requirements pitched at fresh graduates described in para. 4 of the Guidance Notes<sup>1</sup>; and
- (b) with environment-related job nature and duties<sup>3</sup>

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<sup>2</sup> A list of specified statutory bodies and corporations, specified public organisations, government-owned companies or subvented organisations is provided in Appendix II of Guidance Notes on Application for Graduates Subsidy Programme.

<sup>3</sup> A list of relevant job places with environment-related job nature and duties is shown in Appendix I of

7. What is environmental-related job nature and duties included?

A list of relevant job places with environment-related job nature and duties is in Appendix I of Guidance Notes for reference.

Application Procedures

8. How much is the subsidy per month to a successful applicant? And how long does the Programme last?

Under the Programme, a successful applicant will be provided with monthly subsidy of HK\$ 5,610 per month per Eligible Job Place approved under the Programme for a maximum of 18 months.

9. When is the application period?

The application period is from 26 June 2020 to 28 August 2020 (inclusive).

10. How to submit an application for the Programme?

All applicants must complete and submit the Application Form together with all necessary supporting documents (see para. 13 of the Guidance Notes<sup>1</sup>) on 26 June to 28 August 2020 (inclusive). For applications by post, the date of application will be determined according to the postmark date. Late applications will not be considered. Applications can be submitted as follows:

In person	<i>Secretariat of Green Employment Scheme: Graduates Subsidy Programme  Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong</i>	<i>Opening hours (except public holidays) Monday to Friday, 09:00-12:45 and 14:00-18:00</i>
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By post	<i>Secretariat of Green Employment Scheme: Graduates Subsidy Programme</i>  <i>Reception, G/F, HKPC Building, 78 Tat Chee Avenue, Kowloon,</i>
By email	<a href="mailto:gsp_secretariat@hkpc.org">gsp_secretariat@hkpc.org</a>

Applicants should clearly mark “Application for Green Employment Scheme: Graduates Subsidy Programme” on the envelope or at the email subject. To avoid delayed or unsuccessful delivery of applications, please call the Secretariat of the Programme (phone no. 2788 5438) if you do not receive receipt of acknowledgement by e-mail within seven working days after submission of application.

#### 11. What supporting documents are required for the application?

The following supporting documents must be provided together with the application form:

- (1) Single-staged approval process : For an applicant who has recently recruited an Eligible Graduate employee who reported duty on or after 1 April 2020 :
  - (a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;
  - (b) A copy of the relevant recruitment advertisement;
  - (c) A copy of the employment contract/letter or offer letter; and
  - (d) Documents of the Eligible Graduate employee –
    - (i) A copy of the HKSAR identity card; and
    - (ii) A copy of the official academic transcript or certificate.
- (2) Two-staged approval process :  
 Approval-in-principle – For an applicant who is in the process of recruiting or is planning to recruit Eligible Graduate employee(s):

- (a) A copy of a valid Business Registration Certificate issued under the Business Registration Ordinance (Cap. 310) which bears the same company name as that of the applicant in the application form, and is valid as of the date of application;
- (b) A copy of the relevant recruitment advertisement; and
- (c) A copy of the offer letter (if available).

Final approval – Documents of the Eligible Graduate employee who has been given an approval-in-principle and reports duty:

- (i) A copy of the HKSAR identity card;
- (ii) A copy of the official academic transcript or certificate; and
- (iii) A copy of the employment contract/letter or offer letter.

12. Will an acknowledgement be sent out to confirm receipt of the application?

Yes, the Secretariat will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application.

13. When and how will the applicants know the application results? Can the applicants keep track of the application progress?

The Secretariat will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application, and will notify an applicant of the application result and the subsidy disbursement arrangement by e-mail.

Applicants may check with the Secretariat via e-mail [gsp\\_secretariat@hkpc.org](mailto:gsp_secretariat@hkpc.org) or by phone at 2788 5438 to keep track of the application progress. For verification of applicants' identity and follow-up, please provide the application number and name of company/corporation/ organisation applying for the Programme.

14. Can applicants make amendments to the information in the

application forms or withdraw applications after submission?

During the application period (see para. 11 of the Guidance Notes<sup>1</sup>), applicants can make amendments to the information in the application forms or withdraw applications after submission by sending an e-mail to the Secretariat (*gsp\_secretariat@hkpc.org*) to specify the amendments to the applications.

For verification of applicants' identity and follow-up, please provide in the e-mail the application number and name of company/corporation/organisation applying for the Programme.

### Application Result and Disbursement Arrangement

15. How will the applicants be informed of the application results?

The Secretariat will send an acknowledgment of receipt and application number to an applicant within seven working days upon receipt of an application, and will notify an applicant of the application result and the subsidy disbursement arrangement by e-mail.

16. How will the successful applicant subsidies be disbursed?

The Government will disburse subsidy to the employers directly.

17. What should the employer do if he/she has not received the subsidy?

The employer may check with the Environmental Protection Department via e-mail (*graduates\_subsidy@epd.gov.hk*) or phone at 28351870 on the disbursement of subsidy by providing the application number and name of company/corporation/organisation applying for the Programme.

18. Could the employer reduce the monthly salary of the employee during the subsidising period under the Programme?

The Programme does not bind on the monthly salary of the Eligible

Job Place, however, the amount of monthly subsidy disbursed to the employer will not be more than the monthly salary paid to the employee.

19. Would there be any penalty if the employer lay off the Eligible Graduate employee during the course of the Programme?

No penalty will be imposed under the Programme. However, there will be no further disbursement of subsidy when the employment is terminated and no further salary payment is made.

20. How can an applicant make enquiries or questions about the subsidies?

Applicants may enquire with EPD via the following ways:–

1. E-mail to [graduates\\_subsidy@epd.gov.hk](mailto:graduates_subsidy@epd.gov.hk); or
2. Contact by phone at 2835 1870.

#### Undertaking, monitoring and training

21. Should employers fill the vacancies as a result of departure of employees during the subsidising period?

No, however, if the Programme is still open for application, the employer can submit a fresh application during the application period for subsidy of another Eligible Graduate employee(s).

22. How will the Government ensure that the employer fulfil the eligibility under the Programme during the subsidising period?

The Government will conduct random check with the employer, the Eligible Graduate employee and / or supervisor of the Eligible Graduate employee during the subsidising period. The Government reserves the rights to take appropriate action, including but not limited to refusing or not approving an application for subsidy or revoking any approval given and recovering any subsidy granted and all related expense incurred.

23. How would the training sessions affect the daily work of the graduates?

The training sessions will be arranged by the the Environmental Protection Department. The aim is to provide training on different environmental aspects to the Eligible Graduate employees under the Programme. The attendance is on a voluntary basis to minimise impact on the daily work. We suggest the employer to encourage and facilitate the Eligible Graduate employee to attend the training as far as possible.

24. Is it mandatory to release the Eligible Graduate employee to attend training by the EPD?

The attendance is on a voluntary basis. We suggest the employer to encourage and facilitate the employee to attend the training as far as possible.

### Enquiry

25. What can an applicant do if he/she needs assistance during the submission of application?

Applicants may enquire via the following ways:–

#### General enquiry on the Programme

1. E-mail to [graduates\\_subsidy@epd.gov.hk](mailto:graduates_subsidy@epd.gov.hk); or
2. Contact by phone at 2835 1870.

#### Enquiry on progress of application

1. E-mail to the Secretariat [gsp\\_secretariat@hkpc.org](mailto:gsp_secretariat@hkpc.org); or
2. Contact by phone to the Secretariat at 2788 5438.