

SPED District Service Points

New Territories

Padma & Hari Harilela Integrated Rehabilitation Centre (SPED Office) 310 Kwai Shing Circuit, Kwai Chung	Tel: 3980 9677
Tin Chak Vocational Services Centre G/F, Chak Yu House, Chak Yun House & Chak Fai House, Tin Chak Est, Tin Shui Wai	Tel: 2486 3888
Yao Ling Sun Hostel 4/F, Ancillary Facilities Block, Tin Chak Estate, Tin Shui Wai	Tel: 2486 3366
Lau Chan Siu Po Integrated Rehabilitation Centre 5/F & 6/F, Ancillary Facilities Block, Tin Yan Estate, Tin Shui Wai	Tel: 3525 0898
Wing Lung Bank Golden Jubilee Sheltered Workshop & Hostel 33 Razor Hill Road, Sai Kung	Tel: 2358 3301
District Support Centre (Shatin) Units 17-24, G/F, Heng Hoi House, Heng On Estate, Ma On Shan, Shatin	Tel: 3749 9311
Y. C. Cheng Centre 9 You Ting Street, Tai Wai, Shatin	Tel: 2699 3355
Li Siu Chung Memorial Rehabilitation Centre 7 You Ting Street, Tai Wai, Shatin	Tel: 2699 3355
Tin Ka Ping Rehabilitation Support Centre Wing A & B, G/F, Hin Fu House, Hin Keng Estate, Shatin	Tel: 3525 1013
Tin Ka Ping Harmony Land for Families Unit 16, G/F, Ching Chiu House, Ching Ho Estate, Sheung Shui	Tel: 3499 1507

Hong Kong Island

Po Leung Kuk Rehabilitation Services 5/F, 66 Leighton Road, Causeway Bay	Tel: 2277 8381 Tel: 2277 8392
Pokfulam Rehabilitation Centre 5/F & 6/F, 147 Pokfulam Road	Tel: 2551 3302

Kowloon

Shek Kip Mei Vocational Services Centre Podium Floor, Blocks 42 & 43, Shek Kip Mei Estate, Shamshui	Tel: 2778 1237
88 Kwun Tong Workshop G/F, Tsui Tung House, Tsui Ping Estate, Kwun Tong	Tel: 2772 3046
Yuen Fung Po Tim Memorial Hostel 1/F, Tsui Tung House, Tsui Ping Estate, Kwun Tong	Tel: 2772 3049
Yue Yiu Sun Memorial Workshop G/F, King Yu House, King Lam Estate, Tseung Kwan O	Tel: 2706 2998
King Lam Hostel G/F, King Yung House, King Lam Estate, Tseung Kwan O	Tel 2701 5333

SPED Office

Address: 310 Kwai Shing Circuit

Service hour: 9am - 5pm (Monday to Friday)



Fax : 3980 9633

Email : sped@poleungkuk.org.hk

Website : www.poleungkuk.org.hk

Facebook : www.facebook.com/sped.hk

Hotline 3980 9677

Feedback

To convey feedback about our programme to the Programme Leader of SPED.



保良局
PO LEUNG KUK

SUPPORT PROGRAMME FOR EMPLOYEES WITH DISABILITIES

Subsidy to Employers for Procurement of Assistive Devices and/or Workplace Modifications

SUPPORT PROGRAMME FOR EMPLOYEES WITH DISABILITIES

EMPLOYERS

EMPLOYEES

About the SPED

To support the employment of persons with disabilities, the Social Welfare Department (SWD) has launched the Support Programme for Employees with Disabilities (SPED) which provides employers of persons with disabilities with a one-off subsidy for procurement of assistive devices and/or workplace modifications. The SPED aims at facilitating employees with disabilities to discharge their duties at the workplace and enhancing their work efficiency.

Po Leung Kuk (PLK) is commissioned by SWD to administer the SPED. Assessors from PLK will contact SPED applicants to assess the appropriateness of the proposed assistive devices and/or modification works. The SPED Assessment Committee of SWD will vet the applications with reference to PLK's assessment and recommendation.

Service Provision

- To carry out territory-wide promotion of the SPED ;
- To encourage employers to procure assistive devices and/or carry out workplace modifications, with a view to facilitating their employees with disabilities to discharge their duties and enhancing their work efficiency;
- To assist employers to apply for subsidies under the SPED;
- To conduct assessment on individual applications and prepare reports for consideration by the Assessment Committee;
- To enhance public understanding of the potentials and abilities of persons with disabilities.

Application Procedures

- Employers of persons with disabilities should be referred by any of the following organisations:
 - (a) NGOs operating SWD-subvented vocational rehabilitation services;
 - (b) NGOs running training courses for persons with disabilities or persons recovering from work injuries with the funding support of the Employees Retraining Board;
 - (c) Selective Placement Division of the Labour Department;
- Applicants may also contact PLK SPED office for assistance.
- SWD will invite applications at quarterly intervals.
- SPED information note and application form can be downloaded from the following website:

<http://www.swd.gov.hk>

- Applications from employers should be made on the prescribed application form to SWD through the referring organisations, together with quotations from at least two suppliers for each item.
- Assessors from PLK will make appointment with the applicants as soon as referrals are received from SWD.
- Applicants may consult PLK for cases requiring special arrangement.

- Following approval of the subsidy, successful applicants shall procure the devices and/or carry out the modification works within two months. Assessors from PLK will visit the workplace for inspection, monitoring and evaluation.

Subsidy and Scope of Support

- The subsidy is one-off in nature. The subsidy is basically capped at a maximum support level of \$20,000 for each employee with disabilities. A grant up to \$40,000 may be considered for deserving cases for which the price of a single item of assistive device and its essential accessories being applied for has exceeded \$20,000.
- A wide range of assistive devices and workplace modifications which caters for the special needs of employees with disabilities at the workplaces may be supported. Examples include accessories or adaptive equipment for computer, optical magnifying device, hearing and assistive devices, Braille products, handrails, etc.

Special Provisions

- Successful applicants are not allowed to sell, rent or transfer any of the items funded by the SPED to other organisations or individuals/ employees, unless with prior approval of SWD.
- Upon termination of the employment contract(s) with the employee(s) with disabilities concerned, successful applicants should make use of the subsidised items to benefit other employee(s) with disabilities.
- The SWD reserves the right to request for return of the assistive devices.