



香港專業聯盟

The Hong Kong Coalition of Professional Services

榮譽贊助人：香港特別行政區行政長官梁振英先生

Honorary The Chief Executive of the Hong Kong Special Administrative Region

Patron : The Honorable C Y Leung, GBM, GBS, JP

**Hong Kong Coalition of Professional Services
Yuen Long District Secondary School Student Internship Programme 2016**

Brief

Internship Programme

In year 2015, the Coalition and the Headmasters' Association of the Yuen Long District Secondary Schools together provided more than 280 placements for Form 5 students for two weeks. The placements were provided by 79 professional practices as well as commercial firms. The opportunities to participate in real life working environment help broaden the horizons of the young people and help them build self-confidence. It is also a precious opportunity for them to go beyond the Yuen Long District and experience working in the business center of Hong Kong.

The programmes in last few years were highly commended by the interns, the teachers and the participating companies. The Coalition would continue to organize the internship programme this year and aim at providing a few hundred placements.

Reminders for the employers

1. Internship period
 - Recommended to be between 18th July to 29th July 2016 for 2 weeks
 - Employers can negotiate with the interns directly for extension of internship period. Daily allowance in the extended period should not be less than \$32.5 per working hour.
2. Allowance for the interns
 - Allowances in the two-week internship period should be no less than HK\$32.5 per working hour for at least 8 working hours per day and 5 days per week
 - The employers should coordinate with the interns for the payment method
3. Insurance for the interns
 - The employers are responsible for the insurance of the interns during the internship
4. Early termination
 - If the employer and intern agree to terminate the internship programme earlier than the schedule abovementioned, the allowance should be paid according to the days worked.
5. Contact person
 - Ms. Pamela Ku Tel: 2169 3128 Fax: 2169 3730
 - Ms. Janice Lam Tel: 2231 9115 Fax: 2169 3730
6. Reply deadline
 - On or before 20 May 2016



Unit 1, G/F, The Center, 99 Queen's Road Central, Hong Kong
香港中環皇后大道中 99 號中環中心地下 1 室

Tel 電話: (852) 2169 3128 Fax 傳真: (852) 2169 3730 E-mail 電郵: info@cps.hk Website 網址: http://www.cps.hk



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香港專業聯盟元朗區中學生 2016 年暑期見習計畫

簡要介紹

2015 年，「香港專業聯盟」與「元朗區中學校長會」為超過 280 名元朗區中五畢業生安排了為期 2 個星期的在職見習，共有 79 家專業事務所及商業機構為學生提供了見習機會。該區學生大部份來自基層家庭，因此見習不僅讓學生瞭解各行業領域，並體會到處理人際關係的基本技巧，更讓他們走出元朗、走進更廣闊的「社會大學」。

過去數年的見習計劃，獲得各同學、家長、老師以至專業事務甚高的評價。今年專業聯盟決定繼續舉辦計劃，希望覓得 300 多個見習職位。

「香港專業聯盟元朗區中學生 2016 年暑期見習計畫」僱主注意事項

1. 活動時間
 - 建議安排在 2016 年 7 月 18 日至 29 日共 2 個星期
 - 僱主可在原定見習期結束後，繼續聘用該學生。具體事宜，由僱主和該學生直接商榷，之後聘用期間每日津貼不可低於每小時 32.5 元港幣
2. 見習津貼
 - 2 星期見習中，僱主需向學生提供每小時不低於 32.5 元港幣津貼（建議每週 5 個工作天，每天 8 個工時），以符合最低工資規定
 - 支付方式由雙方同意
3. 見習生保險
 - 見習期內，僱主須為學生購買保險
4. 提前終止
 - 若雙方同意縮短見習，津貼按日支付
5. 聯絡人
 - 古小姐 (Pamela) 電話：2169 3128 傳真：2169 3730
 - 林小姐 (Janice) 電話：2231 9115 傳真：2169 3730
6. 回覆
 - 請於 2016 年 5 月 20 日或以前回覆



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