

香港專業聯盟  
The Hong Kong Coalition of Professional Services

## Hong Kong Coalition of Professional Services

### Yuen Long District Secondary School Student Internship Programme 2013

#### Brief

#### *Internship Programme*

Professionals earn their living by their professional knowledge instead of from investment returns. And they have to observe a high standard of professional conducts. They are good role-models for the youngsters.

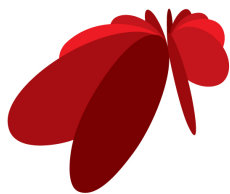
In the past few years, the Coalition and the Headmasters' Association of the Yuen Long District Secondary Schools together provided a few hundred placements for the Form 5 students for two weeks. The placements were provided by several dozens practices from the professions including: legal service, architecture, accountancy, engineering, landscape architectural, planning and surveying. The opportunities to work with professionals help broaden the horizon of the young people in the neighbourhoods, and help 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 past few years were commended by the interns, the teachers and the participating professional practices. The Coalition continues to organize the internship programme this year and aims at providing 200 placements.

#### *Reminders for the employers*

1. Internship period
  - Recommended to be between 15 July and 31 July 2013 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 HK\$30 per hour.
2. Allowance for the interns
  - Allowances in the two-week internship period should be no less than HK\$1,200 per week
  - The employers should coordinate with the interns for the payment method
  - Employers are recommended to pay the interns weekly
3. 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 number of days worked.
4. Contact person
  - Ms. Pamela Ku: 2169 3128 or Miss Janice Lam: 2231 9115





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## 香港專業聯盟元朗區中五學生 2013 年暑期見習計畫

### 簡要介紹

專業人士不以錢賺錢，而以專業知識謀取有一定水平的生活，同時堅守專業操守，為客戶服務，因此是年青人的良好學習榜樣。

過去數年，「香港專業聯盟」與「元朗區中學校長會」累計為數百名元朗中五畢業生安排了為期 2 個星期的見習，共有數十家專業事務所(包括律師、大律師、建築、會計、工程、園境、規劃、測量等)為學生提供了見習機會。該區學生與專業人士接觸的機會較少，因此見習不僅讓學生瞭解各專業領域，並體會到專業人士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。今年專業聯盟繼續舉辦計劃，希望覓得 200 個見習職位。

### 「香港專業聯盟元朗區中五學生 2013 年暑期見習計畫」僱主注意事項

#### 1. 活動時間

- 建議安排在 2013 年 7 月 15 日至 31 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 30 元港幣

#### 2. 見習津貼

- 2 星期見習中，僱主至少向學生提供每週 1,200 元港幣津貼，以符合最低工資規定
- 支付方式由雙方同意
- 建議僱主按周支付津貼

#### 3. 提前終止

- 若雙方同意縮短見習，津貼按日支付

#### 4. 聯絡人

- 古小姐 (Pamela) : 2169 3128
- 林小姐 (Janice) : 2231 9115





**Reply Slip**

(Please reply on or before **Friday, 3 May 2013**)

To: Member & Corporate Services Department      Fax. no.: 2803 4620  
 Hong Kong Institute of Certified Public Accountants      Email: mcs.ms@hkcipa.org.hk  
 37th floor, Wu Chung House      Enquiries: 2287 7361  
 213 Queen's Road East  
 Wan Chai, Hong Kong

**HKCPS Yuen Long District Secondary School Student Internship Programme 2013**

We would like to offer \_\_\_\_\_ internship place(s) to the secondary school students in Yuen Long and Tin Shui Wai for two weeks commencing from 15 July 2013. (If a different internship period is preferred, please specify: \_\_\_\_\_.)

We shall pay no less than HK\$30 per work hour to each intern for the two-week internship (no less than HK\$1,200 per week). We also understand that we will form a contractual relationship with the intern(s) and shall accordingly take out insurance cover for the intern(s).

(\* Please delete as appropriate.)

Name of Member:      \*Mr./Ms.

Membership No.: \_\_\_\_\_

Employing Organisation / Member Practice:      (Eng.)

\_\_\_\_\_ (Chi.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

Contact Person:      \*Mr./Ms.

Telephone no.:      (Office)      (Mobile)

Fax no.: \_\_\_\_\_

Email: \_\_\_\_\_

Work Location of the Intern:      (Chi.)

Working Hours:      \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 (Monday – Friday)

(No. of estimated work hours / day: \_\_\_\_\_ )  
 (1303014)