



Dear members and member practices,

### **Yuen Long District secondary school student internship programme 2015**

The Hong Kong Coalition of Professional Services, of which the Institute is a member body, organizes an internship programme annually for students from Yuen Long District secondary schools (i.e. secondary schools from Yuen Long and Tin Shui Wai) to work for two weeks in a professional office.

The programme, now on its seventh year, aims to provide 300 placements to widen the horizon of and build self-confidence for these students. It also gives them opportunities to learn about different professions in Hong Kong and experience to work in the business centre of Hong Kong. In the past few years, over 100 CPA practices and organizations employing Institute members participated in the programme. Details of the internship arrangements are as follows:

- The participating interns will be Form Five students aged 16 years or above.
- The internship period will be two weeks, recommended to be between 13 and 24 July.
- Any extension of the internship will be subject to the agreement between the intern and the employer.
- Participating CPA practices / companies are recommended to provide each intern with an allowance of no less than HK\$1,300 per 8-hour 5-day work week. The payments should be calculated on a daily basis if the internship is terminated earlier.
- It is recommended that the allowance should be paid on a weekly basis. Payment methods have to be agreed between the intern and the employer.
- The intern and the employer will form a short-term contractual relationship and should be covered by the insurance of the employer during the internship.

Members / member practices are cordially invited to support the programme by taking on these teenagers to work in your office to help them learn more about the accountancy profession and the soft skills needed to prepare for their future career.

If you are interested, please complete and return the [reply slip](#) to the Institute **on or before Friday, 26 June**. For enquiries, please contact Corporate & Mainland Affairs Department at 2287 7067 / 030 or [mcs.scm@hki CPA.org.hk](mailto:mcs.scm@hki CPA.org.hk).

We look forward to receiving your support to this meaningful programme.

Yours sincerely,

Hong Kong Institute of CPAs