

TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

General Guidelines for Work-integrated Learning in THEi

Introduction

1. THEi adopts a ‘learn and do’ approach to higher education, which links programme contents to real life, so integrating the knowledge and theories acquired by students with the practice of work. Its degree programmes are, therefore, vocationally oriented, developed in close collaboration with industry, with students learning importantly through experience.

2. Work-integrated learning (WIL), industrial attachment, industry attachment or internship is an important part of this approach¹. They also enable students to develop skills in communicating, working independently and as a member of a team, solving problems, self-management, as well as developing professional values and a good attitude, all of which will improve their chances of being employed.

3. Some programmes (e.g. engineering) also require Industrial Training (IT) to provide hands-on training for students in identifying and preventing potential hazards and accidents on construction sites and workplaces. Students have to pass a test to obtain a Green Card. IT is different to WIL and has to be taken on top of it. The course must be recognised by the Commissioner for Labour as a Mandatory Basic Safety Training Course under Section 6BA(2) of the Factories and Industrial Undertakings Ordinance for persons employed in carrying out construction work.

¹ These four terms have been used inter-changeably. WIL has little currency in the work place. The word ‘industrial’ is popularly associated with the manufacture of physical goods, whereas industry can also refer to activities that produce services (e.g. the banking industry). Internship can also refer to a graduate, especially in medicine, given practical training under supervision. Under these circumstances, industry attachment is probably the best term but as WIL is used in the validation documents, it will be used here.

Contents

4. This document is only on WIL. It has the following parts:
 - a. Institutional attachment
 - b. Duration
 - c. Contents
 - d. Organisation
 - e. Administrative support
 - f. Assessment
 - g. Other operational issues.

Institutional Attachment

5. As WIL is keenly sought by all tertiary education institutions and are therefore difficult to secure, a pragmatic approach should be adopted in defining WIL. Consequently, the following are suitable for WIL in Hong Kong:

- a. A firm (e.g. Gammon);
- b. A professional, industry or commercial association (e.g. Hong Kong Institution of Engineers);
- c. A statutory body (e.g. Hong Kong Monetary Authority);
- d. A government department (e.g. Development Bureau);
- e. A non-government organisation (e.g. Oxfam Hong Kong);
- f. A social enterprise (e.g. MentalCare Connect Hong Kong);
- g. A club (e.g. The Hong Kong Jockey Club);
- h. A VTC's building under construction (e.g. the Student Dormitory in Tsing Yi or THEi's new campus in Chai Wan);
- i. An administrative unit in a tertiary education institution (e.g. the VTC's External Relations Office and Estates, Safety and Health Division); and
- j. Any other environment approved by the Programme Leader (e.g. a simulated environment on campus or a research/consultancy project conducted by a member institution of the VTC or other institutions).

6. Similar categories of WIL attachments can also be arranged with equivalent organisations overseas.

Duration

7. The nature of the WIL varies greatly from industry to industry and therefore from degree programme to degree programme. This is why it is graded only on a Pass/Fail basis because inter-industry differences make the awarding of different grades very difficult. Likewise, no minimum or maximum number of hours is prescribed, with some programmes requiring a larger number of hours spread over the four years of the programme and some a smaller number of hours taken during the senior years. The only requirement is that it be no less than what is required in similar programmes offered by other tertiary education institutions. **Annex 1** gives the minimum number of WIL hours by faculty and programme.

Contents

8. The WIL should:

- be directly related to the student's programme of study and career goals;
- provide meaningful and worthwhile learning activities;
- ideally increase in complexity and responsibility as the student progresses through the attachment and require progressively higher standards of performance; and
- provide opportunities for personal growth and professional preparation.

9. Normally, students should take the initiative to find WIL. Only if they have difficulties should they approach their Programme Leaders for help. Student-initiated WIL, which must be supported by documented evidence, can be one of the following:

- blocks of employment over several weeks;
- regular part-time employment over an extended period;
- short-term temporary/casual employment (e.g. casual work at an event or function);
- non-paid or voluntary work;
- community services; and
- any other arrangements approved by the Programme Leader.

10. WIL can also be initiated by the Programme or at the instigation of organisations. If the latter, they can be in the form of a longer association with the organisation, of which the WIL is only a part, though probably taken in the first part of the period. Normally, WIL initiated by the Programme or organisation is more formalised and longer-term arrangements between industry partners and THEi and they can take any of the student-initiated form of attachment.

Organisation

11. The organisation of WIL activities will vary in detail from faculty to faculty but all should normally have a faculty-wide committee dealing with WIL, though this committee might have a different name and deals with other matters such as student exchanges and overseas study programmes. Its proposed terms of reference and membership are given in **Annex 2**.

12. For ease of reference, the membership is:

- A senior academic staff member (Chair);
- Programme Leaders;
- The Faculty WIL Co-ordinator;
- Other Faculty WIL Co-ordinators; and
- Industry member(s).

Senior academic staff

13. The Chair should normally be a senior academic staff member at the professorial rank with experience of working in industry and in administering WIL.

Programme Leader

14. A Programme Leader, the head of a degree programme, is responsible for all elements of the WIL and has to:

- work with the Academic Supervisors to ensure WIL has been secured and approved for all students before the start of the attachment and are conducted according to the stipulated requirement;
- work with other Programme Leaders in the Faculty to ensure consistency in the supervision and assessment of each other's WIL;
- validate the WIL results entered into the *MyPortal* by the Academic Supervisors before they are transferred to the Student Records System to confirm the fulfillment of the graduation requirement; and
- present a Programme WIL report for his / her programme to the Faculty WIL Committee.

Faculty WIL Co-ordinator

15. The Faculty's WIL Co-ordinator will:

- help students, the initiator, to secure their WIL and after that work with the Programme Leader and Academic Supervisor to see that the activities are carried out properly;
- give an induction talk and briefing to students of the faculty on WIL-related issues and arrangements;
- liaise with students, Academic Supervisors and the Industry Supervisors on the students' performance at the workplace and handle any irregularity arising from their work- or industry- placement activities;
- check and ensure all WIL results have been entered into the Student Records System to confirm the fulfillment of the graduation requirement;
- co-ordinate the development and maintenance of a close relationship with the industry partners for long-term collaboration; and

- prepare and submit the Programme WIL Report, which includes quantitative data (e.g. number of WIL commenced / completed in the year by cohort year) and qualitative data (e.g. recommendations and comments from industry partners and Academic Supervisors) for submission to the Faculty Board.
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- Annex 3** gives the template for the Programme WIL Report.

Other Faculty WIL Co-ordinators

16. Their role is to provide other faculties' perspectives and experiences on the design and implementation of WIL and to ensure that the Institute's basic requirements are met.

Industry Member(s)

17. The role is to provide an industry perspective on the design and implementation of WIL to ensure that they are useful not only to students and the Institute but also to the organisations hosting them.

Other key players

18. Four important players who are not members of the committee are the Academic Supervisor, Industry Supervisor, Industry Partner and students.

Academic Supervisor

19. Even though students are normally expected to secure their WIL, Academic Supervisors, working with Programme Leaders, will help them in this search, as they are very well placed to do so. An Academic Supervisor can supervise the WIL of a number of students and will therefore work with a number of Industry Supervisors from the same external organisation or a number of them.

20. For each WIL, the Academic Supervisor has to:
- work closely with the Industry Supervisor to ascertain the range of experiences on offer and the characteristics of the work placement in order to properly advise the student on the requirements;
 - ensure that there is sufficient content and depth for a student's learning process;
 - ensure that authentic material and resources from the external organisation's practice will be provided to the student by the Industry Supervisor;
 - keep contact with the student and the Industry Supervisor to monitor the well-being and behaviour of the student, and obtain feedback from the student and Industry Supervisor;
 - work with the Industry Supervisor to ensure appropriate supervision and guidance will be given to the student;
 - provide input for the student's overall WIL performance by assessing the student's performance;
 - recommend, if necessary, to the Faculty's WIL Co-ordinator future improvements to the work placement;
 - develop and maintain a close relationship with the Industry Supervisor for long-term collaboration with the external organisation; and
 - enter the WIL results in the *MyPortal* and arrange validation of the results by the Programme Leader before they are transferred to the Student Records System.

Industry Supervisor

21. The major responsibility of the Industry Supervisor is to provide a position for the student which is relevant to his/her study and professional development. Compensation for the student's services is optional and is a personal matter between the student and the Industry Supervisor.

22. The specific duties of the Industry Supervisor are to:

- sign an 'Work-integrated Learning Agreement';

- ensure, prior to the beginning of the WIL, the student has been inducted on practical issues, including job duty, company policy, health and safety guidelines;
- observe and evaluate the student's job performance;
- assist the student in obtaining his/her learning objectives;
- deep contact with the student and Academic Supervisor during the WIL period;
- arrange on-site visits with the student and the Academic Supervisor;
- provide a brief qualitative assessment of the student's overall performance; and
- assess the student's performance at the conclusion of the WIL experience. **Annex 4** is an example of an assessment scheme.

Industry Partner

23. The Industry Partner, the organisation hosting the WIL and the Industry Supervisor's employer, has to provide a safe and healthy environment for the WIL and ensure that the Industry Supervisor carry out the duties specified in the WIL agreement. In large organisations, these functions are carried out by the Human Resources or Training Department.

Students

24. Normally, students are responsible for initiating and securing their WIL. Once WIL positions have been accepted, students have to meet the work assignments and responsibilities defined by the industrial partner and Industry Supervisor. The success of THEi's WIL programme depends importantly on every student doing their best, as this will help in securing more placements for future students.

25. During the WIL, students are expected to:

- participate as ambassadors of the Faculty and THEi;
- show maturity and behave professionally and ethically;
- be productive, proactive, motivated and responsible;
- perform responsibilities defined by the industrial partner/Industry Supervisor and ask questions when necessary;

- be familiar with and respect the company's policies and need for confidentiality;
- be a team player and avoid office politics and gossip;
- submit reflective journals on time and keep contact with the Academic Supervisor; and
- notify the Industry Supervisor and Academic Supervisor immediately if they are experiencing any difficulties on the job.

Administrative Support

26. Currently, the Faculty WIL Co-ordinator is an existing Teaching Fellow who takes on this role but with a reduced teaching load. Additional Teaching Fellow positions will now be provided, who will take over the faculty's WIL co-ordinating function, as well as other student-related duties, such as organising student exchange and study abroad programmes.

Assessment

27. The assessment of a student's WIL performance will vary from faculty to faculty but should consist of some combination of completing a Training Logbook, a Reflective Journal, an Oral Presentation and a Final Written Report. The combination of assessment items and the relative importance of each are given in the programme documentation approved by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

Training Logbook

28. In the Training Logbook, students have to record systemically:
- The activities and events that occur during their WIL experiences;
 - The communications they have with their Academic Supervisors on the WIL's progress and related issues; and
 - Reflections of their learning experiences and personal developments.

29. Through these entries, an assessment can be made of students' progressive development of applications and integration of knowledge, as well as their practical and professional skills, generic skills and trade-specific competencies.

30. The Training Logbook can be in the form of a diary or portfolio, depending on the preference of the student, with entries daily, bi-weekly or weekly, depending on the nature of the WIL. It will eventually serve as a verification of the hours of work experience needed for the completion of the attachment.

31. The assessment of the Training Logbook will be graded as either PASS or FAIL. However, in view of the need to provide more feedback and encouragement to students, the pass grade for each assessment item can be divided into different levels (e.g. Excellent, Good and Average) and an overall performance grade level arrived from these individual grades. **Annex 5** is an example of an assessment scheme for the Training Logbook.

Reflective Journal

32. In the Reflective Journal, students have to:

- record the overall development of their ideas and insights;
- reflect on their experiences in applying technical knowledge from their study to the work place; and
- analyse their learning for self-improvement and development.

33. Academic Supervisors will provide help and encourage students in their retrospective reflections and self-evaluation through sharing sessions. The timing of entries in the Reflective Journal is up to the students and their Academic Supervisors.

34. As with the Training Logbook, the assessment is graded as either PASS or FAIL, and the pass grade for each assessment item can be divided into different levels (e.g. Excellent, Good and Average) and an overall performance grade level arrived from these individual grades. **Annex 6** is an example of an assessment scheme for the Reflective Journal.

Oral Presentation

35. Students present the findings of their draft Final Written Report, paying particular attention to how the work experience has helped them to:

- integrate what they have learned in classes with the practice of work; and
- crystallise their future employment and career goals.

36. The oral presentation will also be an important part of the training to develop presentational skills. The format, place and time for the presentation can vary from programme to programme, but should be held before the submission of the Final Written Report to enable comments, where appropriate and necessary, to be incorporated in the final written report.

---- **Annex 7** is an example of an assessment scheme for the Oral Presentation.

Final Written Report

37. The Final Written Report should contain students' observations and assessments of:

- the practice and nature of the Industry Partner and the industry;
- the duty and technical knowledge and skills required by the job;
- the workplace environment and operation;
- the problems encountered and possible solutions for them;
- the skills and knowledge they have gained; and
- the ways that the WIL experience has served their present and future learning and professional goals.

38. It will also serve as an instrument to measure how effectively the WIL has fulfilled the purposes and objectives of the field experience and professional development. In addition, lessons from it can help to improve the design and intent of future WIL.

39. Topics may include:

- An analysis of the work performed by the student in a given position;

- Technical research and problem-solving conducted on materials, systems or processes, which has some future application for the student;
- Career information concerning a given position or career path; and
- An analysis of some human relations or management issues concerning the specific employment situation.

40. The format of the report can vary but should have at the least the following sections:

- Title Page - title 'A Work-integrated Learning Experience Report On _____', names of the industry partner, Industry Supervisor and his/her title, the student's name and number, date completed, and the module code and title;
- Table of contents, listing topics and sub-topics by chapter and page;
- Introduction, with an overview of the contents for the entire report;
- Main Body, written in narrative form, on the selected topics and subtopics; and
- Appendix, with forms, charts, brochures, technical and descriptive literature, graphs, photos, and other information relating to the job and occupation, where appropriate.

---- 41. **Annex 8** is an example of an assessment scheme for the Final Written Report.

Other Operational Issues

Statutory Minimum Wage (SMW)

42. Since all degree programmes include WIL as a mandatory component, students undertaking WIL will be regarded as *student interns* in the context of the Minimum Wage Ordinance and, therefore, will be exempted from the Statutory Minimum Wage. However, faculties liaising with employers should encourage them to provide at least basic meal and transportation

---- allowance to the students. **Annex 9** is the Confirmation of ‘student intern’ status under the Minimum Wage Ordinance (Cap. 608). Where firms are prepared to pay minimum or higher wages, then that should be allowed.

Mandatory Provident Fund (MPF)

43. According to the MPF regulations, if there is an *employment relationship* between the student (aged over 18) and the employing organisation for a continuous period of not less than 60 days, the offering organisation is required to enrol the student into an MPF scheme.

Insurance coverage

44. The VTC has in place a Group Personal Accident (GPA) Insurance policy and a Group Travel Insurance policy covering students/staff of the VTC while they are undertaking WIL locally and overseas respectively. These policies cover accidental death, permanent disablement, third-degree burn and accidental medical expenses. Students (and guardians, where applicable) should be notified of this arrangement before their WIL activities commence.

---- Annex 10 and Annex 11 give the GPA policy and the Group Travel Insurance policy of the VTC respectively.

45. The above insurance coverage is only intended as a nominal benefit and should not be taken as a comprehensive personal insurance. Students who wish to have a comprehensive personal insurance coverage may arrange separate cover with insurance companies at their own costs.

Annex 1: Minimum number of Work-integrated Learning hours

Faculty	Programme	Minimum number of hours ¹		
		Year-1 entry		Year-3 entry
		Degree exit	HD exit	
FCF	Surveying	240	90	240
FDE	Advertising	126	90	126 ²
	Fashion Design	126	90	126 ²
	Product Design	126	90	126 ²
	Landscape Architecture	126	90	126 ²
	Horticulture & Landscape Management	126	90	126 ²
FMH	Sports & Recreation Management	240	120	240 ³
	Culinary Arts & Management	480	120	120
	Professional Accounting	120	90	120 ²
	Hotel Operations Management	480	240	240
	Public Relations & Management	120	90	120 ²
	Retail Management	400	200	400 ²
FST	Civil Engineering	480	90	480 ²
	Environmental Engineering & Management	480	90	480 ²
	Health Care	200	90	120
	Multimedia Technology & Innovation	90	90	90 ²
	Building Services Engineering	480	90	480 ²
	Food Science & Safety	200	90	200 ²
	Information and Communications Technology	200	90	200 ²

¹ This is to be verified by the Academic Supervisor.

² Students with prior working experience in a relevant industry can apply for exemption, which will be assessed by the Programme Leader on a case-by-case basis.

³ Students with prior working experience from a relevant industry can apply for exemption of up to a maximum of 40 hours.

Annex 2: Faculty Work-integrated Learning Committee: Terms of Reference and Membership

The Faculty Work-integrated Learning Committee reports to the Faculty Board and is responsible for the implementation of the Institute's guidelines for the proper operation of work-integrated learning.

Terms of reference

1. To ensure the Faculty's guidelines for WIL are carried out properly;
2. To ensure consistency in the application of WIL policies and practices across all programmes within the Faculty and, in consultation with counterparts in other faculties, across the Institute;
3. To ensure proper records are kept of all the Faculty's WIL activities and in a form suitable for use in Student Graduation Statements;
4. To build good relationships between the Faculty and its WIL partners;
5. To consider the Programme WIL Reports submitted by Programme Leaders;
6. To arrange submission of a Faculty WIL Report to the Faculty Board; and
7. To perform other relevant duties as assigned by the Faculty Board.

Membership

Chairperson

Senior academic staff of the Faculty

Ex-officio Members

Programme Leaders

Faculty WIL Co-ordinator

Faculty WIL Co-ordinators from other faculties

Industry member(s)

Secretary

Annex 3: Programme Work-integrated Learning Report



Programme Work-integrated Learning Report (Academic Year 20__/__)

Programme Attributes

Programme code:

Programme title:

Host Faculty:

Mode of delivery:

Programme Leader:

Faculty's WIL Co-ordinator:

Minimum Number of WIL Hours

Entry and Exit Point	Minimum No. of Hours
Year-1 Entry Degree Exit	
Year-1 Entry Higher Diploma Exit	
Year-3 Entry Degree Exit	

Questions

1. No./% of students completed the WIL module (3rd and 4th Year students)

Cohort Year	No. of Students on Roll	No. of Students Completed the WIL	% of Students Completed the WIL

2. Feedback from Academic Supervisors, Industry Supervisors, Faculty WIL Co-ordinators and students concerning the operation of the WIL module.

3. Issues and difficulties encountered in the administration of the WIL module this year.

4. Suggestions and recommendations for improvement.

Formulae and Explanatory Notes

$$\text{WIL Completion Rate} = \frac{\text{Number of students completed the WIL}}{\text{No. of students enrolled as at the official cut-off date (3rd and 4th Year students)}} \times 100\%$$

Annex 4: Student's Performance Evaluation Report (Industry Supervisor)

PRIVATE & CONFIDENTIAL

Attention:

1. This report should be completed by the Industry Supervisor only. **DO NOT DISCLOSE THIS REPORT TO THE STUDENT.**
2. If more than one Industry Supervisor is involved, then all Industry Supervisors should assess the student over their periods of supervision.

The Industry Supervisor should submit this form to :

Programme's Academic Supervisor
Faculty of XXX
Technological and Higher Education Institute of Hong Kong
Hong Kong

Student's Performance Evaluation Form

(To be filled by the Industry Supervisor(s))

Thank you for participating in the Student Work-integrated Learning Programme. We hope your experience was rewarding. In order to help us to improve this programme and the students their skills, please take a few minutes to fill out this evaluation report and return it to us by Fax: (852) xxxx yyyy. Please be as candid as possible.

Student Name		Student I. D. No.
Programme Name		
Training Duration	From:	To:
Company Name		
Company Address		
Industry Supervisor		
Position		
Contacts	Tel:	Email:

Assessment of the student

Please tick (✓) the performance as: A (Excellent), B (Good), C (Average) or F (Fail)					
		Performance			
Section I: Performance and tasks completion		A	B	C	F
1.	Knowledge about workplace				
2.	Ability to understand the instructions for, or requirements of, the job				
3.	Job performance				
4.	Quality of work				
5.	Ability to complete the tasks within a given time				
Section II: Student's competencies					
6.	Leadership				
7.	Initiative				
8.	Inquisitiveness and desire to learn				
9.	Safety consciousness				
10.	Dedication				
11.	Adaptability				
12.	Responsibility				
13.	Integrity				
14.	Teamwork				
15.	Decision-making ability				
16.	Communication				
Section III: List 3 major activities of training to which the student has been exposed.					
(a)		(%)			
(b)		(%)			
(c)		(%)			
	Total	(100 %)			

Section IV: Comment on the student's performance.		
Please comment on the student's performance and attributes as assessed above and other related matters.		
Industry Supervisor's Signature		Company Stamp
Industry Supervisor's Name		
Position		
Date		

Thank you. Your time and comments are most appreciated!

Annex 5: Training Logbook Assessment Scheme (Academic Supervisor)

Student Name:					
Student I.D. No.:					
Date of Submission:					
Please tick (✓) the performance as: A (Excellent), B (Good), C (Average) or F (Fail)					
Item	Assessment	Performance			
		A	B	C	F
1	Systematic or chronological recording of activities				
2	Systematic presentation of ideas				
3	Critical assessment of activities				
4	Reflection of learning				
	▪ Application of theory to real-life practice				
	▪ Evaluation of different WIL activities				
	▪ Things learnt from WIL experience				
	▪ Identification of student's personnel development over WIL period				
5	Overall organisation of Training Logbook and use of English				
6	Overall performance				
Other comments					
Academic Supervisor's signature					
Academic Supervisor's name					
Position					
Date					

Annex 6: Reflective Journal Assessment Scheme (Academic Supervisor)

Student Name:					
Student I.D. No.:					
Date of Submission:					
Please tick (✓) the performance as: A (Excellent), B (Good), C (Average) or F (Fail)					
Item	Assessment	Performance			
		A	B	C	F
1	Introduction				
2	Summary of all WIL activities				
3	Linkage of WIL activities to subject area studies in the Programme				
4	Self-learning process and experience through all WIL activities				
5	Personal development				
	▪ Lessons learned and experience gained				
	▪ Career identification/aspiration				
	▪ Future career development needs				
6	Overall organisation of Reflective Journal and use of English				
7	Overall performance				
Other comments					
Academic Supervisor's signature					
Academic Supervisor's signature					
Position					
Date					

Annex 7: Oral Presentation Assessment Scheme (Academic Supervisor)

Student Name		Student I. D. No.				
Programme Name						
Training Duration From		To				
Company Name						
Please tick (✓) the performance as: A (Excellent), B (Good), C (Average) or F (Fail)						
Item	Assessment Item	Description	Performance			
			A	B	C	F
1.	Visual	<ul style="list-style-type: none"> ▪ Appearance; confidence ▪ Gestures; eye contact 				
2.	Content	Clear and concise background, objectives, continuity of content				
		Analysis and results <ul style="list-style-type: none"> ▪ Suitable analysis of the tasks and process, and thoughtful interpretation of results 				
		Conclusions and recommendations <ul style="list-style-type: none"> ▪ Adequacy of key ideas pertinent to objectives ▪ Acceptable recommendations 				
3.	Clarity of presentation	<ul style="list-style-type: none"> ▪ Fluency and choice of words ▪ Tone of voice 				
		<ul style="list-style-type: none"> ▪ Pace and continuity ▪ Use of aids 				
4.	Questions and Answers	<ul style="list-style-type: none"> ▪ Ability to listen and attitude towards the person asking the question 				
		<ul style="list-style-type: none"> ▪ Technical and factual accuracy; Grasp of subject ▪ Creativity and ability to handle question, and use of examples ▪ Ability to respond 				
Comments:						
Academic Supervisor's signature						
Academic Supervisor's name						
Position						
Date						

Annex 8: Final Written Report (Academic Supervisor)

Student Name		Student I. D. No.			
Programme Name					
Training Duration From		To			
Company Name					
Please tick (✓) the performance as: A (Excellent), B (Good), C (Average) or F (Fail)					
Item	Assessment Item	Performance			
		A	B	C	F
1.	Acknowledgement and table of contents				
2.	Introduction				
3.	WIL projects and main activities (Technical Contents, Work-based problem-solving and originality)				
4.	Lesson learned and experience gained				
5.	Discussion and recommendations				
6.	Conclusion and references				
Comments:					
Academic Supervisor's signature					
Academic Supervisor's name					
Position					
Date					

Annex 9: Confirmation of ‘student intern’ status under the Minimum Wage Ordinance (Cap. 608)

《最低工資條例》（第608章）「實習學員」身份確認書

Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)

須知事項

Note

1 「實習學員」身份確認書（下稱「確認書」）適用於屬《最低工資條例》（第608章）所指的實習學員。「實習學員」指下列類別的學生：

(a) 在一段期間內，進行在與某教育機構正向該學生提供的任何經評審課程¹有關連的情況下，由該機構安排或認可的工作；或

(b) 居於香港，並在一段期間內，進行在與某機構正向該學生提供的任何非本地教育課程²有關連的情況下，由該機構安排或認可的工作，而該工作就頒授該課程所達致的學術資格而言，屬頒授要求中的必修或選修部分。

The Confirmation of “student intern” status (“Confirmation”) applies to a student intern as defined in the Minimum Wage Ordinance (Cap. 608). “Student intern” means:

(a) a student undergoing a period of work arranged or endorsed by an education institution in connection with an accredited programme¹ being provided by the institution to the student; or

(b) a student resident in Hong Kong and undergoing a period of work arranged or endorsed by an institution in connection with a non-local education programme² being provided by the institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.

2 法定最低工資不適用於實習學員，僱主根據《僱傭條例》（第57章）須備存教育機構發出的文件或其副本，以顯示有關工作期是在與該教育機構正向該實習學員提供的課程（該課程屬《最低工資條例》第2條中「實習學員」的定義所涵蓋的類別）有關連的情況下，由該教育機構安排或認可。本確認書樣本供教育機構參考，以確認實習學員的身份及所安排或認可的工作的資料。

Statutory Minimum Wage does not apply to a student intern. Under the Employment Ordinance (Cap. 57), the employer shall keep a document (or copy of a document) issued by an education institution showing that the period of work is arranged or endorsed by the education institution in connection with a programme being provided by the education institution to the student intern that is of a kind covered by the definition of “student intern” in section 2 of the Minimum Wage Ordinance. This Specimen Confirmation is for education institutions’ reference in confirming the identity of the student intern and particulars of the work as arranged or endorsed.

3 香港特別行政區政府勞工處的執法人員會前往不同的工作地點視察，以確保僱主遵行由勞工處負責執行的法例。如有需要，僱用實習學員的僱主須根據《僱傭條例》的要求，出示僱員的資料及紀錄，包括確認書（如適用），以供查閱。若僱主提供給實習學員的工作涉嫌違反相關法例的要求，確認書所載的資料會被勞工處用作執法之用，勞工處亦可能將有關資料轉交其他政府部門及機關，作進一步調查。有關政府部門及機關或會就確認書內的實習學員資料，向相關教育機構查詢。

Public officers of the Labour Department (LD) of the Government of the Hong Kong Special Administrative Region conduct inspection visits to places of employment to ensure employers' compliance with ordinances administered by the LD. Employers taking on student interns are required under the Employment Ordinance to provide employees' information and records, including the Confirmation (if applicable), for inspection by public officers of the LD when necessary. Should there be any suspected contravention of any relevant ordinances in connection with the work provided by the employer to the student intern, the information provided in the Confirmation may be used by the LD for law enforcement purpose. The LD may also transfer the information to relevant government departments and authorities for further investigation. Government departments and authorities may contact the education institution concerned to enquire about the information on the student intern as provided in the Confirmation.

¹ 見確認書附註1。 See footnote 1 in the Confirmation.

² 見確認書附註2。 See footnote 2 in the Confirmation.

《最低工資條例》（第608章）「實習學員」身份確認書

Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)

茲確認本教育機構安排或認可以下學生於指定的一段期間內，在與本教育機構向該名學生提供《最低工資條例》所指的課程類別有關連的情況下，在_____（僱用該名實習學員的機構或公司名稱）進行工作，而該工作就頒授該課程所達致的學術資格而言，屬頒授要求中的必修或選修部分。

This is to confirm that the specified period of work for the following student at _____ (name of organisation or company employing the student intern) is arranged or endorsed by this education institution in connection with a programme that is of a kind specified in the Minimum Wage Ordinance and being provided by this education institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.

實習學員的個人資料、正修讀的課程名稱和類別以及獲安排或認可的工作

Personal particulars of the student intern, the name and the kind of programme enrolled as well as the period of work being arranged or endorsed

姓名(正楷) Name (in block letters)	
香港身份證 / 護照* 號碼 HK Identity Card / Passport* No.	
正修讀的課程 Programme Enrolled	課程名稱: Name of the programme:
	課程類別 Kind of the programme: (請選擇適當項目 Please select appropriate box) <input type="radio"/> (本地課程) 全日制經評審課程 ¹ (local programme) a full-time accredited programme¹ <input type="radio"/> (非本地教育課程) 全日制學位或更高程度的教育課程 ² (non-local education programme) a full-time programme of education at the level of degree or higher²
實習職位名稱 Internship Position	
進行工作的期間 Period of Work	

負責人姓名 Name of Responsible Officer: _____ 職位 Position: _____

簽署 Signature: _____ 代表 signed for and on behalf of

簽署

(教育機構名稱 name of education institution)

發出日期 Date of Issue: _____

教育機構印章

Chop of Education Institution

如有任何查詢，請與以下人士聯絡 For enquiries, please contact the following person:

姓名 Name: _____ 職位 Position: _____

教育機構地址 Address of Education Institution: _____

聯絡電話 Telephone Number: _____ 傳真號碼 Fax Number: _____

電郵地址 Email Address: _____ 網址 Website: _____

* 請刪去不適用者。 Please delete as appropriate.

1 根據《最低工資條例》，「經評審課程」指符合以下說明的全日制課程：

- (a) 由附表 1 指明的教育機構提供（名單見下頁）；
- (b) 屬《學術及職業資歷評審條例》（第 592 章）附表 3 第 1、2 或 3 條描述的類別的進修計劃；及
- (c) （如該全日制課程由根據《教育條例》（第 279 章）註冊或臨時註冊的學校提供）屬該條例所指的專上教育程度。

The Minimum Wage Ordinance provides that “accredited programme” means a full-time programme that:

- (a) is provided by an education institution specified in Schedule 1 (see the list on next page);
- (b) is a learning programme of a kind described in section 1, 2 or 3 of Schedule 3 to the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); and
- (c) if provided by a school registered or provisionally registered under the Education Ordinance (Cap. 279), is at the level of post secondary education (within the meaning of that Ordinance).

2 根據《最低工資條例》，「非本地教育課程」指達致頒授屬學位或更高程度的非本地學術資格的全日制教育課程。

The Minimum Wage Ordinance provides that “non-local education programme” means a full-time programme of education which leads to the award of a non-local academic qualification which is at the level of degree or higher.

注意：資料使用者須遵守《個人資料（私隱）條例》（第 486 章）有關保障個人資料原則的規定。

Note: Data users should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) concerning data protection principles.

SMW-1 (5/2016)

《最低工資條例》附表1指明的教育機構

Education institutions specified in Schedule 1 to the Minimum Wage Ordinance

- 1 由《香港教育大學條例》(第 444 章)設立的香港教育大學
The Education University of Hong Kong established by The Education University of Hong Kong Ordinance (Cap. 444)
- 2 由《香港大學條例》(第 1053 章)設立的香港大學
University of Hong Kong established by the University of Hong Kong Ordinance (Cap. 1053)
- 3 由《香港理工大學條例》(第 1075 章)設立的香港理工大學
The Hong Kong Polytechnic University established by The Hong Kong Polytechnic University Ordinance (Cap. 1075)
- 4 由《香港中文大學條例》(第 1109 章)設立的香港中文大學
The Chinese University of Hong Kong established by The Chinese University of Hong Kong Ordinance (Cap. 1109)
- 5 由《香港浸會大學條例》(第 1126 章)設立的香港浸會大學
Hong Kong Baptist University established by the Hong Kong Baptist University Ordinance (Cap. 1126)
- 6 由《香港城市大學條例》(第 1132 章)設立的香港城市大學
City University of Hong Kong established by the City University of Hong Kong Ordinance (Cap. 1132)
- 7 由《香港演藝學院條例》(第 1135 章)設立的香港演藝學院
The Hong Kong Academy for Performing Arts established by The Hong Kong Academy for Performing Arts Ordinance (Cap. 1135)
- 8 由《香港科技大學條例》(第 1141 章)設立的香港科技大學
The Hong Kong University of Science and Technology established by The Hong Kong University of Science and Technology Ordinance (Cap. 1141)

- 9 由《香港公開大學條例》(第 1145 章)設立的香港公開大學
The Open University of Hong Kong established by The Open University of Hong Kong Ordinance (Cap. 1145)
- 10 由《嶺南大學條例》(第 1165 章)設立的嶺南大學
Lingnan University established by the Lingnan University Ordinance (Cap. 1165)
- 11 根據《專上學院條例》(第 320 章)註冊的認可專上學院
Approved post secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320)
- 12 根據《職業訓練局條例》(第 1130 章)第 6(2)(h)條設立的機構
Bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130)
- 13 根據《教育條例》(第 279 章)註冊或臨時註冊的學校
Schools registered or provisionally registered under the Education Ordinance (Cap. 279)

Annex 10: Group Personal Accident Insurance (GPA) policy of the VTC

For Internal Use Only

(Policy Period: 1 Sep 2016 – 31 Aug 2017)

Type of Insurance Policy	Indemnity Limit / Sum Insured	Policy Excess	Insurer / Policy Reference	Insured Information
<p>Group Personal Accident (*Special Insured Event)</p> <p>* Special Insured Event refers the following –</p> <p>(a) Industrial / job attachments of period up to 1 year.</p> <p>(b) <u>Extra-curricular activities in Hong Kong</u> included ^sports competitions, adventure-based education camp, training camp and war games day camp of period ranges from 1 to 7 days.</p> <p>(c) <u>Industrial /job attachments for Earn and Learn Pilot Scheme</u> up to 12 days</p>	<p><u>Indemnity Limit</u></p> <p><i>(a) Per each student & teacher/ administrative staff</i></p> <p><u>Insured Event in Hong Kong</u></p> <p>i) Accident Death & Permanent Disablement HK\$100,000</p> <p>ii) Third Degree Burns HK\$100,000</p> <p>iii) #Accidental Medical Expenses HK\$5,000</p> <p>^Sports competition refers to competition taken by IVE Sports Teams including any inter-campus ball games competitions, athletic meet, swimming gala and any participation to any inter-university sports competition on the Council behalf.</p> <p># Inclusive of Chinese medical bone-setting and acupuncturists expenses arising from the participation of sport team competition subject to \$4,000 in aggregate for each insured person.</p> <p><u>(b)&(c) Per each student Extra-curricular Activities</u></p> <p>i) Accident Death HK\$100,000</p> <p>ii) Permanent Disablement HK\$100,000</p> <p>iii) Third Degree Burns HK\$100,000</p> <p>iv) Accidental Medical Expenses (in Hong Kong) HK\$5,000</p>	<p>No policy excess applied</p>	<p><u>Insurer</u> Zurich Insurance Company</p> <p><u>Policy Ref.</u> ZZG0002987ZC</p> <p>24-hour Global Emergency Assistance <i>Hotline:</i> (852)2886 3977</p>	<p>Vocational Training Council and/or subsidiaries and/or associates</p>

Type of Insurance Policy	Indemnity Limit / Sum Insured	Policy Excess	Insurer / Policy Reference	Insured Information
	<p><i>(d) Per each student</i> <u>Industrial/job attachment for Earn and Learn Scheme</u> i) Accident Death & Permanent Disablement HK\$400,000 ii) Accidental Medical HK\$5,000 Maximum in Aggregate HK\$50 Million</p>	No policy excess applied		

Annex 11: Group Travel Insurance policy of the VTC

For Internal Use Only

(Policy Period: 1 Sep 2016 – 31 Aug 2017)

Type of Insurance Policy	Indemnity Limit / Sum Insured	Policy Excess	Insurer / Policy Reference	Insured Information
<p>Group Travel Insurance</p> <p>(For oversea/mainland trips only)</p>	<p><u>Indemnity Limit</u></p> <p><u>Per each student / staff</u></p> <ul style="list-style-type: none"> a) Accident Death & Permanent Disablement - HK\$1M b) Medical benefits- HK\$400,000 c) Personal Liability - HK\$2M d) Loss of Property - \$7,500 e) Travel Delay - \$1,000 f) Trip Curtailment - \$25,000 g) Trip Cancellation - \$25,000 h) Global Emergency Assistance Services <p>\$50M in aggregate</p>	<p>No policy excess applied</p>	<p><u>Insurer</u> Zurich Insurance Company</p> <p><u>Policy Ref.</u> TTT0002281ZC (for Student) TTT0002293ZC (for Staff)</p> <p>24-hour Global Emergency Assistance Hotline: (852)2886 3977</p>	<p>Teachers, staffs, students & trainees of Vocational Training Council</p>

General Guidelines for Work-integrated Learning (WIL) in THEi

Summary of changes made for the February 2017 edition:

Chapter	Change
Paragraph 44, Annex 10 & Annex 11	<ul style="list-style-type: none">• Updates on the insurance policies under VTC General Insurance Programmes 2016/17 (p.13, p.31-33)
Annex 1	<ul style="list-style-type: none">• Updates on the minimum number of WIL hours for the following programmes (p.14):<ul style="list-style-type: none">• Surveying;• Hotel Operations Management;• Retail Management; and• Information and Communications Technology.
Annex 9	<ul style="list-style-type: none">• Updates on the Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608) (May 2016 edition) (p.25-30)