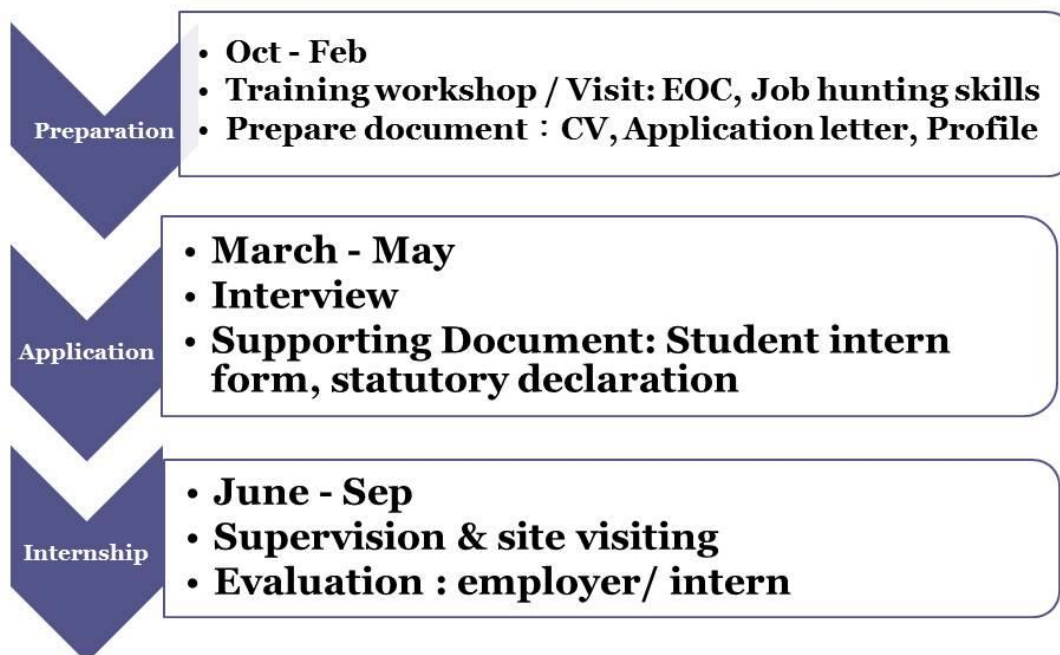


## Introduction to Internship

### Flow for Internship Application



## *Preparation*

- Talk / visit arranged by Institute (SAO/Dept)
- Oassis System /Email:  
[eso@cihe.edu.hk](mailto:eso@cihe.edu.hk)
- CV / Application Letter / Profile



## *Application*

### **Internship posts from:**

- **Self-recommendation**
- **Provided by Dept**
- **Provided by SAO**

### **Supporting Document**

- **Student intern form**
- **Statutory declaration**



## Internship Supporting Document

《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》所稱的課程類別有關連的情況下，在《最低工資條例規定的機構或公司名稱》進行工作，而該工作經驗於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 encompassing 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及認可的工作

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: 請在適當方格內加上✓號 Please put a tick against the appropriate box <input type="checkbox"/> (本地課程) 全日制經評審課程 <sup>1</sup> (local programme) a full-time accredited programme <sup>1</sup> <input type="checkbox"/> (非本地教育課程) 全日制學位或更高程度的教育課程 <sup>2</sup> (non-local education programme) a full-time programme of education at the level of degree or higher <sup>2</sup>
實習職位名稱 Internship position	
進行工作的期間 Period of Work	

《最低工資條例》(第608章)「工作經驗學員」學生身份確認書

Confirmation of student status for "work experience student" under the Minimum Wage Ordinance (Cap. 608)

茲確認以下學生在 \_\_\_\_\_ 學年(由 \_\_\_\_\_ 年 \_\_\_\_\_ 月至 \_\_\_\_\_ 年 \_\_\_\_\_ 月)正修讀本教育機構提供，並屬《最低工資條例》所稱的課程類別。

This is to confirm that the following student is enrolled in a programme provided by this education institution and is of a kind specified in the Minimum Wage Ordinance during the academic year \_\_\_\_\_ (from \_\_\_\_\_ (month) \_\_\_\_\_ (year) to \_\_\_\_\_ (month) \_\_\_\_\_ (year)).

工作經驗學員的個人資料以及正修讀的課程名稱和類別

Personal particulars of the work experience student as well as the name and the kind of programme enrolled

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="checkbox"/> (本地課程) 全日制經評審課程 <sup>1</sup> (local programme) a full-time accredited programme <sup>1</sup> <input type="checkbox"/> (非本地教育課程) 全日制學位或更高程度的教育課程 <sup>2</sup> (non-local education programme) a full-time programme of education at the level of degree or higher <sup>2</sup>

負責人姓名 Name of Responsible Officer: \_\_\_\_\_ 職位 Position: \_\_\_\_\_

簽署 Signature: \_\_\_\_\_ 代表 signed for and on behalf of

(教育機構名稱 name of education institution)

發出日期 Date of Issue: \_\_\_\_\_

## Exemption for Statutory Min Wage

### Student Intern

- FT student
- Program provided by local institute
- Compulsory / elective component of the programmes
- No age restriction

### Work Exper. Student

- FT student
- Program provided by local institute
- Not curriculum-related
- Under 26

## *Internship*

Hours : 300 – 500 hours

Period : June - Sep

Subsidy: \$100/day - \$6800/month

employer consult with intern

Contract: Terms & conditions agreed from both  
employer and intern

Working hours: Contract basis

Sick leave : supporting document

Benefit: Statutory leave, uniform, day off, insurance

Terminate contract : 1 or 7 days in advance



Evaluation : Assessment Form

***Interns should be got***



## Others

- 1) Labor insurance
- 2) Body check
- 3) Transportation /travel allowance

