

HKCC

Exploring Talents through Work-Integrated Education

企業實習教育 發掘明日棟樑



HKCC's Work-Integrated Education programme offers you:

- enthusiastic and energetic manpower
- a way to identify future talents
- an opportunity to perform social responsibility and foster a good company image
- enough flexibility to meet your needs

香港專上學院企業實習教育讓您：

- 接觸一群充滿熱誠及朝氣的生力軍
- 發掘未來棟樑
- 彰顯企業社會責任，建立良好公司形象
- 靈活安排人手，配合不同需要

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Director's Message

Dear Industry Leaders,

Hong Kong Community College endeavours to collaborate with industry leaders on implementation of the Work-Integrated Education (WIE) programme with the aim of nurturing professionals for different industries. We believe this partnership will prove mutually rewarding to you and to our students.

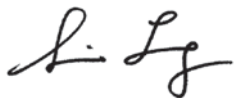
On the business front, companies which provide internship opportunities for students not only can demonstrate a sense of social responsibility and create goodwill for their organisations, but also have access to students of different disciplines, thus allowing them to nourish and identify future talents.

On the student front, interns who are assigned to different companies could apply theories to real-life situations and gain invaluable work experience so as to better equip themselves for future challenges.

HKCC's WIE programme is designed with enough flexibility. It could either take place during the semester or in summer break. The duration of internship could also be tailored to meet the needs of industry partners.

This booklet serves to introduce our potential industry partners to the concept of the WIE programme and outline how it has been implemented at HKCC.

If you are interested in collaborating with us or have any questions, please contact me or our Programme Officer (Work-Integrated Education).



Simon Leung, PhD
Director
Hong Kong Community College

院長的話

各位企業先進：

香港專上學院的辦學宗旨是為同學提供優質的高級文憑和副學士課程，亦為工商業界培育人才，以迎合社會不斷轉變的需求。因此，學院致力推行企業實習教育，以期與各界先進攜手合作，互通有無。

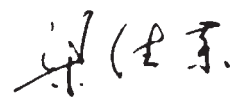
對企業而言，為學生提供實習機會，不但可以彰顯企業對社會的承擔，建立良好形象，更可藉此良機接觸不同學科的學生，扶掖後進，發掘未來棟樑之才。

對學生而言，在不同機構實習，可使他們學以致用，汲取寶貴工作經驗，迎接未來的機遇與挑戰。

學院的企業實習教育甚具彈性，可以靈活安排學生於學期內或暑假期間實習，而實習期亦可長可短，以配合企業的需要。

這本小冊子扼要闡述本院企業實習教育的理念及推行情況，希望增進企業對此計劃的了解。

假如閣下有興趣成為學院的合作夥伴或有任何垂詢，請與學院的課程主任（企校合作）或本人聯絡。



香港專上學院
院長
梁德榮博士



About Hong Kong Community College

Established in 2001 under the auspices of The Hong Kong Polytechnic University (PolyU), Hong Kong Community College (HKCC) is a self-financed post-secondary institution which offers Associate Degree (AD) and Higher Diploma (HD) programmes spanning arts, science, social sciences, business and a number of specialised areas for Form 7 graduates. In addition, HKCC also offers a Pre-Associate Degree Programme for Form 5 graduates.

At present, the student population of HKCC totals over 6,000.

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香港專上學院簡介

香港理工大學轄下香港專上學院成立於2001年，為有志進修的高中畢業生提供自資的副學士及高級文憑課程，範圍不但涵蓋文、理、社、商四大範疇，更有設計和健康護理等專科課程，供中七同學報讀。此外，學院亦開辦副學士先修課程，供中五同學修讀。

目前，學院學生人數逾6,000人。

What is Work-Integrated Education (WIE)?

Work-Integrated Education (WIE) is “work-based learning experiences which take place in an organisational context relevant to a student's future profession, or the development of generic skills which are valuable in that profession.” Through internships in a variety of organisations, students are able to apply theories learnt from college to practical workplace, and develop better all-round attributes and generic competencies.



甚麼是企業實習教育 (WIE)?

企業實習教育為學生提供在機構實習的機會，汲取工作經驗，從而增進與修讀課程相關或有助未來事業發展的知識。通過不同類型的實習，學生能夠將學院裡學習到的理論應用到實際的工作環境中，並發展各種技巧和能力。



WIE in HKCC

With the mission of offering quality professional-based programmes and nurturing all-round students, HKCC makes WIE a mandatory component of the Higher Diploma Programmes and an elective component of the Associate Degree programmes.

Types and Duration of WIE

The WIE programme can either take place in summer from June to August or during the semester on a part-time basis. The duration of WIE activities varies from programme to programme. The programme length and work schedule for our student interns can be mutually decided by Industry Partner and the College.

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香港專上學院的企業實習教育

香港專上學院將企業實習教育列為所有高級文憑課程的必修部分及副學士課程的選修部分，致力培育學生全人發展及提供以專業為基礎的優質課程。

企業實習教育的種類和期限

企業實習教育課程一般在六至八月的暑假期間進行，或在學期期間以部分時間形式進行。每項課程對企業實習教育課程的長短要求均有不同，實習生的實習期限和工作時間由合作機構和學院協商。

Objectives

- To provide HKCC students with the opportunity to gain practical work experience and integrate their knowledge into real-life applications while enthusiastic and quality manpower is made available to industry partners on a temporary basis, leading to a win-win situation.
- To help cultivate students' all-round development via work-based learning.

Benefits to Industry Partners

- A pool of quality students from different streams of study can serve as additional manpower and bring new ideas to your organisation.
- To perform social responsibility and contribute to the development of young talents, thus enhancing your company image and creating a pipeline of talents for future workforce.



目標

- 為香港專上學院的學生提供機會，汲取實際工作經驗，並讓他們將知識運用到現實生活。同時，充滿熱誠和高質素的學生可以滿足合作機構對臨時員工的需求，為雙方帶來裨益。
- 透過企業實習，促進學生的全面發展。

合作機構效益

- 一群修讀不同專業的優秀學生可為合作機構提供額外的人力資源，並可帶來新意念。
- 履行社會責任，並為培訓年輕人才作出貢獻，從而協助公司建立良好形象。

College Support and Resources

- **Job Posting Services:** Internship positions will be publicised via emails to our students.
- **Screening and Shortlisting of Candidates:** HKCC will collect résumés and conduct preliminary interviews based on industry partners' requirements. Interviews between shortlisted candidates and the host organisations will then be arranged accordingly.
- **Pre-internship Training:** Pre-internship training will be provided to students so as to make them better prepared for the internship, thus facilitating students' smooth adaptation to the work environment.
- **Coaching and Consultation:** Each intern will be coached by a mentor who will provide all necessary support and guidance while consulting services will be made available to industry partners throughout the internship process. All these endeavours serve to ensure students' performance and deliverables live up to industry partners' expectations.



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學院的支援

- **職位張貼服務：**實習空缺資料將以電郵通知學生。
- **甄選學生：**學院負責收集履歷表，並按合作機構的要求進行初步面試，然後安排學生到機構面試。
- **實習前培訓：**學院會為學生提供實習前培訓，令他們更容易適應及投入工作環境。
- **指導和諮詢服務：**實習期間，學院導師會為學生提供指導，並為合作機構提供諮詢服務，確保學生的表現達到合作機構的要求。

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Recruitment Schedule

Summer Internship	
Dec - Mar	HKCC receives recruitment requests with specific requirements from Industry Partners.
Mar - May	<ul style="list-style-type: none">• HKCC proceeds to arrange job postings, invite applications, and shortlist potential candidates upon Industry Partners' request.• Industry Partners conduct interviews and confirm suitable candidates.
Jun - Aug	<ul style="list-style-type: none">• Interns begin their internship at the host organisations.• Industry Partners evaluate the interns' performance at the end of the internship.
Sept	Industry Partners provide HKCC with feedback and suggestions.

For term-time internship, industry partners are welcome to contact us anytime.

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招聘時序

暑期實習	
12 - 3月	香港專上學院接受合作機構提出的招聘要求。
3 - 5月	<ul style="list-style-type: none">• 學院安排張貼職位空缺、收集申請及按合作機構要求進行初步甄選。• 合作機構進行面試，並確定合適人選。
6 - 8月	<ul style="list-style-type: none">• 同學開始在合作機構實習。• 合作機構在實習期完結時評估實習生的表現。
9月	合作機構向院校提出建議。

有關學期期間的實習，歡迎機構隨時與我們聯絡。

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Frequently Asked Questions 常見問題

1. What kinds of work assignments are suitable for interns?

Work assignments can be decided based on companies' needs as well as the skills and knowledge of the potential candidates. Work assignments can take the form of projects or operational tasks which help students advance their professional competencies, or develop generic and operational skills which are valuable to their future career.

哪一類型的工作適合實習生?

學院可以根據機構的需要以及實習學生的技能和知識而作出安排。有關工作可以是特定或臨時的工作項目，或一般辦公室職務，以協助學生提升基本和專業技能，有助未來事業發展。

2. What types of skills can we expect from interns?

You can specify the requirements in terms of both professional skills and soft skills in the recruitment request and indicate your preference for students from a particular Higher Diploma or Associate Degree programme if applicable. Meanwhile, we can help identify the appropriate candidates for you during the screening and shortlisting process.

實習生擁有甚麼知識和技能?

你可以在招聘要求中明確列出實習生需要具備的專業知識和技能，並指明希望招收哪一個高級文憑或副學士課程的學生(如適用)。同時，學院可以根據你的要求初步甄選合適的學生。

3. What is the appropriate level of compensation? What about insurance and MPF contribution?

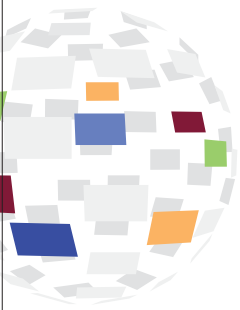
Compensation and/or benefits are solely at your discretion. You are welcome to give a training allowance or wages to cover the basic expenses such as meals and transportation of interns.

All HKCC interns are covered by the Group Personal Accident (GPA) insurance policy provided by HKCC. Normally, it is not necessary for a host organisation to contribute MPF for HKCC students taking work placement unless a bona fide employer-employee relationship is established and the employment contract is no less than 60 calendar days. For details, please refer to the official website of Mandatory Provident Fund Schemes Authority: <http://www.mpfa.org.hk/eindex.asp>.

適當的津貼是多少? 保險和強積金又如何安排?

津貼和福利由合作機構自行決定。我們歡迎合作機構為同學提供津貼，以應付膳食和交通等基本開支。

所有香港專上學院的實習生都受到學院團體個人意外保險的保障。一般而言，除非合作機構與學生訂立正式的僱傭關係及合約期限超過 60 天，否則合作機構無需為同學支付強積金供款。詳情請瀏覽強制性公積金計劃管理局網頁: <http://www.mpfa.org.hk/>。



4. What is expected from host organisations?

Host organisations are expected to plan the internship and select work assignments which offer students learning opportunities beyond the classroom. Meanwhile, they are expected to provide a safe work environment, and supervision throughout the internship process. At the end of the internship, the host organisations are responsible for evaluating students' performance, issuing reference letter/certificate to students with good performance, and offering feedback to HKCC.

合作機構的角色是甚麼？

合作機構負責計劃實習內容，並分配工作予學生，為學生提供課堂以外的學習機會。同時，合作機構須為學生提供安全的工作環境，並給予督導。在實習期完結時，合作機構需要評估學生的表現、向表現良好的學生發出證明書，並向香港專上學院提出建議。



5. Can I withdraw from the programme?

The final decision on the selection rests with you. You can withdraw if you find no suitable students for the position(s) that you provide.

我可以退出計劃嗎？

你擁有篩選申請者的最終決定權。如你未能找到合適人選，可以退出計劃。

6. How do I sign up for the programme?

Please return the completed placement requisition form to us. If you have any questions, please feel free to contact our Programme Officer (WIE), by email at ccwie@hkcc-polyu.edu.hk or by phone at 3746 0123.

如何參加這個計劃？

請將填妥的實習空缺表格交回香港專上學院。如有垂詢，請聯絡學院課程主任(企校合作)，電話：3746 0123或電郵：ccwie@hkcc-polyu.edu.hk。

Feedback 意見摘錄

Industry Partners 企業夥伴



Mr. Paul Chan 陳愛波先生

District Manager, American International Assurance Company (Bermuda) Limited
美國友邦保險 (百慕達) 有限公司區域經理

"I have provided about thirty summer internship positions for HKCC students. They not only demonstrated their eagerness to learn but also the ability to handle assignments systematically. Some of them have the potential to become promising financial planners whom I am looking forward to collaborating with in the future."

「我曾在暑假為近三十位HKCC同學提供實習機會。他們不但十分好學，做事亦有條不紊。我更發現其中一些同學甚有潛質在理財策劃行業發展，日後有望再度合作。」

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Mr. Brian Liu Ka Sing 廖家陞先生

Group Director of Human Resources, Regal Hotels International
富豪國際酒店集團集團人力資源總監

"Through the WIE programme of HKCC, enterprises can contribute to the training of talents. As long as enterprises are willing to take the first step, an internship programme that could be beneficial to themselves, the College and students is achievable."

「通過香港專上學院的企業實習教育計劃，企業可以為行業培訓人才。其實只要企業願意踏出第一步，必能實現一個企業、學院和同學三方各有裨益的實習計劃。」



Ms. Elly Yeung Mei Wah 楊美華小姐

Director, Yao Shun Language Services Limited
堯舜語言服務有限公司董事

"The WIE programme is a mutually beneficial partnership in the sense that interns could apply theories to real-life situations through participating in every working procedure, while their initiative also spurs our colleagues to strive for continuous improvement. Besides, The performance of HKCC interns parallels that of university students."

「實習同學有機會參與每個工序，實踐所學理論，他們的主動性也有助鞭策和激勵員工，雙方各有所得。此外，香港專上學院實習同學的表現更絕對不比大學生遜色。」



Ms. Ada Yu 余穎章小姐

Chief Physiotherapist, ATech Health Specialists Ltd.
康正綜合治療中心主診物理治療師

"Quick-minded and responsible, HKCC students are always able to accomplish their tasks in an efficient manner. I have invited one of the interns to work for me after the internship. I urge industry practitioners to join the WIE programme of HKCC and take an active role in nurturing talents."

「HKCC的同學思維敏捷和富責任心，能夠妥善完成工作。我還邀請其中一名同學在實習期後繼續替我工作。我呼籲工商業界踴躍參加香港專上學院的企業實習教育計劃，為培育人才出一分力。」

Students 學生

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Lawrence Tsang Tang Kwan 曾騰君

Higher Diploma in Translation and Interpretation
翻譯及傳譯高級文憑

"I was assigned to a language consultancy company where I was responsible for translation and research. My supervisor has helped me polish my interpersonal skills and understand the importance of efficiency and accuracy of work."

「我曾在一間語言顧問公司負責翻譯和資料搜集，負責人悉心指導，令我獲益良多，不但改善人際溝通技巧，也明白到工作效率和準確的重要性。」



Gloria Tsui Ka Fong 徐嘉芳

Higher Diploma in Financial and Investment Planning
財務及投資策劃高級文憑

"During my internship at an insurance company as an Assistant Financial Planner, my supervisor arranged for me to meet with clients and let me take part in company functions. Such experience has deepened my understanding of the financial planning industry. I long to develop my career in this sector after graduating from university."

「我在保險公司擔任助理財務策劃顧問一職時，負責人安排我跟客戶會面，還帶我出席大小的公司活動，加深了我對理財策劃行業的了解。大學畢業後，我希望在這個行業一展所長。」

Acknowledgement

鳴謝

We would like to express our gratitude to the following organisations for providing internship opportunities to our students in 2008 – 2009.
我們衷心感謝下列機構於2008-2009年度提供實習機會予本學院學生。

Adecco Personnel Limited
American International Assurance Company (Bermuda) Limited
AMTD Financial Planning Limited
Associated Tours Ltd.
Association for the Rights of Industrial Victims
ATech Health Specialists Ltd.
CASH Wealth Management Limited
Centaline Wealth Management Limited
Civic Party
CMA CGM Group
EGL Tours Company Limited
Family Health Service
Fortis Insurance Company (Asia) Limited
Garden Hotel, Guangzhou
Gray Line Tours (Hong Kong) Ltd.
Green Living Education Foundation
GUCCI Group
Harbour Plaza North Point
Hong Kong Association for Democracy and People's Livelihood
Hong Kong Disneyland Resort
Hong Kong PHAB Association
Hong Kong Road Safety Patrol Association
Hong Kong Social Workers' General Union

Hong Thai Travel Services Ltd.
Horizon Hotels & Suites Limited
Hotel Jen
Housing Policy Advice Council
Hui Kam Shing District Office
ING Life Insurance Co (Bermuda) Ltd.
International Scholars Exchange Centre
Island South Property Management Limited
Jubilee International Tours Centre Ltd.
KCL Language Consultancy Ltd.
Mander Accountancy & Secretarial Services Ltd.
Manulife (International) Limited
Marco Polo Hotel Groups
MassMutual Asia Ltd.
Mega Box Management Services Limited
Mentalcare Connect Company Limited
MKKFA Chan Hing Social Service Centre
MTR Corporation
Nanyuan Hotel, Ningbo
NextVIEW Limited
Ninfeng Hotel, Yinchuan
Office of Cheung Kwok Che, Member of Legislative Council
Office of Fung Kin Kee, Member of Legislative Council

Office of Tong Ka Wah, Member of Legislative Council
People Factor Company Limited
Regal Hotels International
Select Service Partner Hong Kong Limited
Shangri-La Hotels and Resorts
Shatin Public School
SPCA
Splendid Tours & Travel Ltd.
St. James' Settlement
Stanford Hillview Hotel
Stanford Hotel Hong Kong

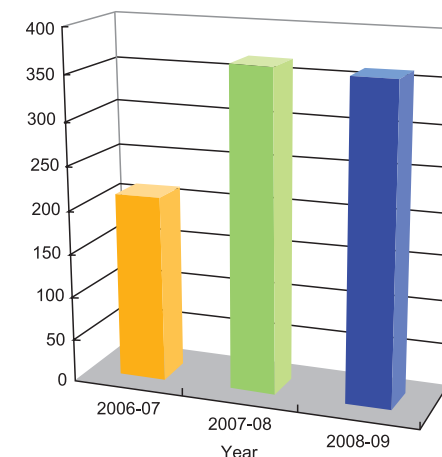
The Boys' & Girls' Clubs Association of Hong Kong
The Hong Kong Federation of Youth Groups
The Kimberly Hotel Hong Kong
The Neighbourhood Advice-Action Council
The Royal Pacific Hotel and Towers Hong Kong
Yan Oi Tong
Yao Shun Language Services Limited
YMCA of Hong Kong
Yum Kwok Tung District Office

Statistics

統計數字

Number of HKCC students who have participated in internship over the years

過往曾參加企業實習教育的香港專上學院學生人數





Contact Information 聯絡方法

For internship opportunities and general enquiries,
please contact:

有關實習安排和一般查詢，請聯絡：

Programme Officer (WIE)

課程主任 (企校合作)

Tel 電話：(852) 3746 0123

Email 電郵：ccwie@hkcc-polyu.edu.hk

PolyU Hong Kong Community College (Hung Hom Bay Campus)

理大香港專上學院 (紅磡灣校園)

8 Hung Lok Road, Hung Hom, Kowloon
九龍紅磡紅樂道8號

PolyU Hong Kong Community College (West Kowloon Campus)

理大香港專上學院 (西九龍校園)

9 Hoi Ting Road, Yau Ma Tei, Kowloon
九龍油麻地海庭道9號

Tel 電話：(852) 3746 0123

Fax 傳真：(852) 2994 8721 / 2625 4159

Email 電郵：ccoffice@hkcc-polyu.edu.hk

Website 網址：<http://www.hkcc-polyu.edu.hk>