

9 December 2005

### **IVE Free Job Attachment Programme**

The Business Administration Department of Hong Kong Institute of Vocational Education - Haking Wong will launch a Free Job Attachment Program. The aim of the programme is to offer free services to companies in Hong Kong while giving their students an opportunity to work part-time in order to expose to the real commercial world and gain valuable working experience. However, employers are encouraged to provide travelling and lunch allowances.

The programme will be participated by their students currently studying in the Foundation Diploma, Diploma and Higher Diploma Course in the Business Administration Department. They will be available on some half-days and some whole days as well as Saturdays from February 2006 to May 2006.

Members wishing to participate in this programme may complete and return the enclosed Reply Form to IVE Haking Wong before 16 December 2005. For enquiries, please contact Ms Fanny Yeung at 2708 5363 or email to [fyeung@vtc.edu.hk](mailto:fyeung@vtc.edu.hk)

Policy, Research and Communications Division

2005 年 12 月 9 日

### **香港專業教育學院工作實習計劃**

香港專業教育學院(黃克競分校)工商管理系即將推出工作實習計劃。計劃目的讓該校學生為本港公司提供免費服務，而從中接觸商業社會及爭取工作經驗。參與計劃的公司須為該校學生提供交通及膳食津貼。

參與計劃的學生現正就讀該校工商管理系的基礎文憑、文憑及高級文憑。這些學生將可在 2006 年 2 月至 5 月期間，提供半日或整日的服務，服務日期亦可包括星期六。

會員如有興趣參與計劃，請填妥夾附之回條，並於 2005 年 12 月 16 日或之前交回香港專業教育學院(黃克競分校)。如有查詢，請與楊小姐聯絡(電話：2708 5363 或電郵：[fyeung@vtc.edu.hk](mailto:fyeung@vtc.edu.hk))。

政策、研究及傳訊科



**Student Job Attachment Program**  
**Company Reply Form**

**(\*Please reply before 16 December 2005)**

To: Ms Fanny Yeung -The Department of Business Administration,  
Hong Kong Institute of Vocational Education (Haking Wong)

Fax #: 2957 5730 Tel: 2708 5363

e-mail: fyeung@vtc.edu.hk

Our company would like to participate in the Student Job Attachment Program. Please find details below and assign suitable student(s) accordingly.

Company Name:	
Nature of the Business:	
Nature of Job to be involved by students	
Company Address: (Address of Work Place)	
Contact Person:	
E-mail Address:	
Telephone and Fax No:	

While providing free supporting services to the company, please provide traveling and lunch allowances to our students, if possible say, \$80 per person per day. Yes  No  Other suggestion by your company: amount: \$ \_\_\_\_\_ per day.

-- Thank you for your support ! --