



## “Summer Internship Programme” – Insurance Industry 保險業 – 「暑期實習計劃」

### PROGRAMME INFORMATION FOR 2020 INTAKE 2020年度計劃詳情

#### Background 背景

1. Insurance industry is one of the fastest growing economic sectors in terms of manpower requirements. At present, there are about 163 authorised insurers. The total gross premiums of Hong Kong insurance industry reached HK\$514.5 billion in 2018<sup>1</sup>, offering a promising career and plenty of opportunities for career advancement. 保險業是本港其中一個人力需求增長最快的經濟行業。現時香港約有 163 間獲授權的保險公司，2018 年的毛保費總額達到 5,145 億港元<sup>1</sup>，前景理想而且提供大量晉升機會。

2. To enhance the professional competence and expand the pool of talents of the insurance sector, the HKSAR Government has launched a pilot programme to promote talent training for the insurance sector since 2016. Among the initiatives, the primary objective of Summer Internship Programme (“SIP”) is to give university and tertiary students a better understanding of the operation of middle and back office of the insurance industry and to provide them an early opportunity to get some hands-on experience of working in the industry, so as to facilitate their future career planning. 為提升保險從業員的專業水平及培訓人才，香港特別行政區政府在 2016 年起推出提升保險業人才培訓先導計劃，當中的暑期實習計劃（“計劃”）旨在讓大學及大專學生更了解業界中台及後勤部門運作，以及在較早的階段在保險業汲取實際工作經驗，幫助他們為未來事業發展作出更好的規劃。

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<sup>1</sup> Figures as at September/October 2019.  
資料截至 2019 年 9/10 月。

## Summer Internship Programme 暑期實習計劃

3. An SIP participating university and tertiary student will be offered an internship at a participating company (“**Employer**”, i.e. an insurance brokerage company or professional intermediary company). The internship vacancy information is available at [www.instalent.org.hk](http://www.instalent.org.hk). Applicants should read the vacancy information carefully and indicate job preferences in the application form.

參與計劃的大學及大專學生在暑假期間可獲安排在參與機構（“僱主”，包括保險公司或專業中介公司）接受實習。暑期實習職位資料可於 [www.instalent.org.hk](http://www.instalent.org.hk) 瀏覽，申請人應詳閱暑期實習職位資料，並於申請表格內填寫欲申請的職位。

4. A successful applicant (“**Intern**”) will be offered an internship and will enter into an employment contract up to 59 consecutive days with an employer in accordance with the Minimum Wage Ordinance (Cap. 608). Of note is, the Minimum Wage Ordinance (Cap. 608) does not apply to, such as, interns and work experience students during a period of exempt student employment. Accordingly, should a work experience student need to make a statutory declaration as regards the exempt student employment, please refer to Appendix II of the Application Form.

成功獲聘的申請人（“實習生”）須與僱主（根據《最低工資條例》（第608章）規定）簽訂為期最多長達59天的連續期間的僱傭合約。須注意的是，《最低工資條例》（第608章）並不適用於包括實習學員，以及正處於獲豁免學生僱用期的工作經驗學員。就此，如工作經驗學員須就獲豁免學生僱用作出法定聲明，請參閱申請表的附件二。

## Programme Quota 實習生名額

5. SIP will invite application once a year to recruit around 60 Interns per year. Any adjustments to the quota will be separately announced.

計劃每年招收約60名實習生。若名額有所調整將會另行公告。

## Eligible Applicants 合資格申請人

6. An applicant shall make this application only if he/she is a resident of the Hong Kong Special Administrative Region and lawfully employable in Hong Kong<sup>2</sup>.

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<sup>2</sup> Non-local students studying full-time locally-accredited local or non-local programmes at undergraduate level, or full-time locally-accredited local programmes at sub-degree level, may take up internship subject to the required conditions set out in paragraphs 20 to 24 of the “Guidebook for Entry for Study in Hong Kong”, which can be downloaded at the Immigration Department’s website

He/she should also be a non-final year undergraduate student who enrolled in a full-time accredited programme provided by a local education institution<sup>3</sup>, or a sub-degree final year student who received a conditional offer from a full-time locally-accredited degree programme.

合資格的申請人必須為香港特別行政區居民及可在香港合法受僱<sup>2</sup>；申請人亦必須為就讀本地教育機構<sup>3</sup>提供的全日制經評審學士學位課程的非應屆畢業生，或應屆副學位畢業生並已獲經評審的本地全日制學士學位課程有條件取錄。

## Selection Criteria 甄選準則

7. Applicants are required to submit application form together with copies of student identity card, academic transcript, as well as curriculum vitae and cover letter to Vocational Training Council (“VTC”) before the application deadline. Applicants may also be required to attend job interview(s) arranged by the Employer(s). Employer may select an applicant based on their academic attainment as well as interview performance.

申請人須將申請表格，連同學生證副本、成績副本、個人履歷及求職信，於截止日期前交回職業訓練局。申請人或需出席由僱主安排的人職面試。僱主將根據申請人的學業成績及面試表現，考慮是否聘請申請人。

## Honorarium and Subsidy 酬金及津貼

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([www.immd.gov.hk/eng/forms/forms/id-e-996.html](http://www.immd.gov.hk/eng/forms/forms/id-e-996.html)). Non-local students may take up employment during the summer months from 1 June to 31 August (both dates inclusive) without any limit in relation to work hours and location if he/she obtains a valid "No Objection Letter" (NOL). Otherwise, he/ she should provide the supporting document from the education institution before the internship commencement date.

修讀全日制經本地評審的學士學位本地或非本地課程，或全日制經本地評審的本地副學位課程的非本地學生，在符合「來港就讀入境指南」第 20 至 24 段所列的條件下，可從事實習工作。該指南可於入境處網頁([www.immd.gov.hk/hkt/forms/forms/id-c-996.html](http://www.immd.gov.hk/hkt/forms/forms/id-c-996.html))下載。非本地學生持有由入境處發出的有效「不反對通知書」，可在暑假期間由六月一日至八月三十一日(首尾兩日包括在內)接受聘用，工作時數和地點沒有限制。否則，非本地學生必須於實習期開始前提交由就讀院校發出的許可文件。

<sup>3</sup> Local education institutions included: The Education University of Hong Kong, University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology, The Open University of Hong Kong, Lingnan University, Approved post-secondary colleges registered under the Post-secondary Colleges Ordinance (Cap. 320) (according to information as at May 2015, these approved post-secondary colleges include: Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Hang Seng Management College, HKCT Institute of Higher Education, Hong Kong Nang Yan College of Higher Education, Hong Kong Shue Yan University and Tung Wah College), bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130), schools registered or provisionally registered under the Education Ordinance (Cap. 279).

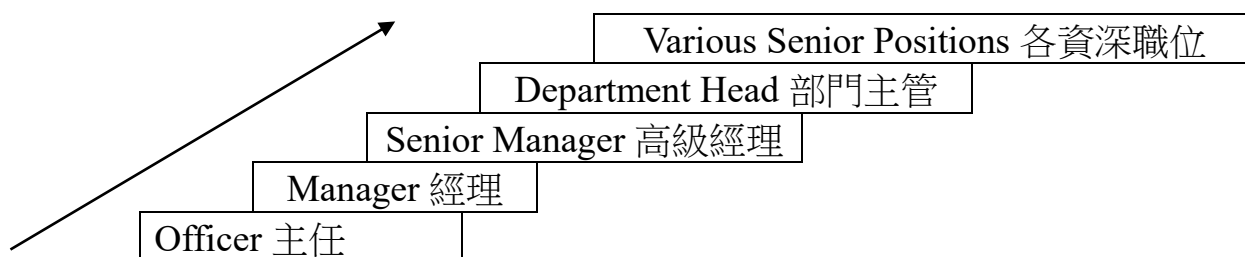
本地教育機構包括：香港教育大學、香港大學、香港理工大學、香港中文大學、香港浸會大學、香港城市大學、香港演藝學院、香港科技大學、香港公開大學、嶺南大學、根據《專上學院條例》(第 320 章)註冊的認可專上學院(截至 2015 年 5 月的資料，這些認可專上學院包括：明愛專上學院、明德學院、珠海學院、恒生管理學院、港專學院、香港能仁專上學院、香港樹仁大學、東華學院)、根據《職業訓練局條例》(第 1130 章)第 6(2)(h)條設立的機構，及根據《教育條例》(第 279 章)註冊或臨時註冊的學校。

8. During the internship period, an Intern will be entitled to monthly honorarium offered by the Employer. The Government will contribute up to 75% or \$7,000 (whichever is the lower) of the monthly honorarium paid by the Employer per month. 於實習期內，實習生可獲僱主發放每月酬金，當中的75%或7,000元（以金額較少者為準）由政府津貼予僱主。

### Career Path in Insurance Industry 保險業發展階梯

9. University and tertiary students joining SIP will be able to gain hands-on experience in the middle and back office of insurance industry. Upon graduation, students who intended to join the insurance industry may develop a professional career through the below pathway:

暑期實習計劃讓大學及大專生親身了解保險業中台及後勤部門的運作。學生於畢業後如欲投身保險行業，可循以下階梯發展專業事業：



### Application Method 申請方法

10. Please download the application form at [www.instalent.org.hk](http://www.instalent.org.hk). The completed application form together with supporting documents should be submitted to VTC by post, fax or email no later than 5:00 pm, 27 March 2020:

請於 [www.instalent.org.hk](http://www.instalent.org.hk) 下載報名表格。填妥表格後連同所須文件於 2020 年 3 月 27 日下午 5 時或以前以郵寄、傳真或電郵形式交回職業訓練局：

Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector

9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.

提升保險業人才培訓先導計劃秘書處

香港灣仔活道 27 號職業訓練局大樓 9 樓

Fax 傳真： 2893 5879

Email 電郵： [instalent@vtc.edu.hk](mailto:instalent@vtc.edu.hk) / [angelfung@vtc.edu.hk](mailto:angelfung@vtc.edu.hk)

11. If a black rainstorm warning signal or tropical cyclone signal No. 8 or above is hoisted between 9:00 am and 12:00 noon on the above deadline, the deadline will be extended to 12:00 noon on the following working day, i.e. 30 March 2020.

如在上述截止申請日期當天的上午9時至中午12時期間，黑色暴雨警告信號或八號或以上熱帶氣旋警告信號生效，截止申請日期將會延至下一個工作天，即2020年3月30日的中午12時。

## **Enquiries 查詢**

12. Enquiries about SIP should be made to:  
有關計劃的查詢，請聯絡：

Secretariat of the Pilot Programme to Enhance Talent Training for the  
Insurance Sector

提升保險業人才培訓先導計劃秘書處

Tel 電話： 3974 3669 / 2836 1840

Email 電郵： [instalent@vtc.edu.hk](mailto:instalent@vtc.edu.hk)

Website 網址： [www.instalent.org.hk](http://www.instalent.org.hk)