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**To** 致：Vocational Training Council 職業訓練局

**Fax** 傳真：2893 5879 **Email** 電郵：instalent@vtc.edu.hk

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| **“Work and** **Learn Programme” – Insurance Industry**保險業 –「進修實習計劃」 |

**APPLICATION FORM FOR COMPANIES –**

**NOVEMBER 2018 INTAKE**

**機構參加表格 – 2018年11月**

**(Application deadline: 17 August 2018 截止申請日期: 2018年8月17日)**

Our company wishes to participate in “Work and Learn Programme” – Insurance Industry (“**WLP**”) organised by Vocational Training Council (“**VTC**”). In consideration of the processing of our application, we hereby undertake to, if our application is approved, comply with the “Terms & Conditions” of WLP concerning the obligations of the Employer as set out at Appendix and any other conditions subject to which the approval is given.

本機構欲參與職業訓練局舉辦的保險業 –「進修實習計劃」（下稱“**進修實習計劃**”）。為處理本機構之申請，本機構在此承諾，在本機構申請時及如本機構的申請予以批准時（如適用），同意遵守進修實習計劃所列於此表格附件與僱主責任相關的條款及細則，以及所有於申請獲准後的其他附帶條款。

**Applicant Information** 參與機構資料

|  |  |  |
| --- | --- | --- |
| Company Name 機構名稱﹕ | （Chinese 中文） |  |
|  | （English 英文） |  |

Company Nature 機構性質： ☐ Insurance Company 保險公司

☐ Insurance Brokerage Company or Professional Intermediary Company 保險經紀公司或專業中介公司

|  |  |
| --- | --- |
| Year 年份 | Estimated number of student-worker(s) to be recruited擬聘請學員的人數[[1]](#footnote-2) |
| 2018 |  |
| 2019 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of authorisedperson授權人簽署： |  |  |  |  |
| Name of the authorised signatory for and on behalf of the applicant授權人姓名： |  | Company seal/chop 機構蓋章： |  |
| Title 職位： |  | Telephone 電話： |  |
| Email 電郵： |  | Date 日期： |  |

**Placement Information 職位資料[[2]](#footnote-3)**

Please provide the details of the placement of **middle- and back-office roles** below:

請提供**中台及後勤部門的職位**詳情：

**Placement 1 職位一**

|  |  |  |  |
| --- | --- | --- | --- |
| Title 職位名稱： |  | Remuneration 薪酬： |  |
| Job duties工作範圍： |  |
|  |  |
|  |  |
| Job requirements職位要求： |  |
|  |  |
| No. of placement職位數目： |  |  |  |

 This placement is open to [ ]  General applicant [ ]  Company referral applicant

 此職位適用於 一般申請人 公司轉介申請人

**Placement 2 職位二**

|  |  |  |  |
| --- | --- | --- | --- |
| Title 職位名稱： |  | Remuneration 薪酬： |  |
| Job duties工作範圍： |  |
|  |  |
|  |  |
| Job requirements職位要求： |  |
|  |  |
| No. of placement職位數目： |  |  |  |

 This placement is open to [ ]  General applicant [ ]  Company referral applicant

 此職位適用於 一般申請人 公司轉介申請人

**Placement 3 職位三**

|  |  |  |  |
| --- | --- | --- | --- |
| Title 職位名稱： |  | Remuneration 薪酬： |  |
| Job duties工作範圍： |  |
|  |  |
|  |  |
| Job requirements職位要求： |  |
|  |  |
| No. of placement職位數目： |  |  |  |

 This placement is open to [ ]  General applicant [ ]  Company referral applicant

 此職位適用於 一般申請人 公司轉介申請人

**Contact Information of the Applicant 申請機構聯絡資料**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact person (Mr/Ms)聯絡人（先生／女士）： |  |  | Position職位： |  |
| Email電郵地址： |  |  | Telephone電話： |  |
| Address地址： |  |

**Handling of Information 資料處理**

1. The personal data (“**Data**”) requested in this application form(“**Form**”)are collected by VTC, the Financial Services and the Treasury Bureau and the participating companies of WLP[[3]](#footnote-4) (hereafter collectively referred to as “**Data Users**”) for processing the applications for the recruitment of student-workers under WLP, an initiative under the pilot programme to enhance talent training for the insurance sector.

 本參加表格（**“表格”**）的資料（**“資料”**）由職業訓練局、財經事務及庫務局及進修實習計劃之參與機構3（下統稱**“資料使用者”**）收集，以用作處理保險業人才培訓先導計劃下 的進修實習計劃學員招聘事宜。

1. The information provided in this Form, including the Data, will be used by the Data Users for the following purposes:

 資料使用者於此表格所收集的資料，將應用於下列用途：

1. processing the applications for the recruitment of student-workers under WLP and all other purposes arising from or incidental to it, including matching of the information provided in this Form provided against other databases currently held by VTC;

 所有與處理進修實習計劃學員招聘及其他由此所產生或附帶的事宜，包括與職業訓練局資料庫的資料配對；

1. providing information of the activities under WLP to student-workers and employers as potential applicants to participate in WLP and other members of the public;

為進修實習計劃的潛在申請人，即學員及僱主，以及其他公眾人士提供與進修實習計劃相關的活動資料；

1. compiling statistics and conducting research for operation of WLP; and

 為進修實習計劃進行統計及研究；及

1. any other legitimate purposes as may be required, authorised or permitted by law.

 因應法律所須的合法用途。

3. The information provided in this Form, including the Data, may be disclosed to Government bureaux and departments and other organisationsfor the purposes mentioned in paragraphs 1 and 2 above or where such disclosure is required, authorised or permitted by law.

 此表格所提供的資料或會因應上文第1及第2段所述的用途，或在法例授權或規定須予以披露的情況下，披露予相關政府決策局、部門及其他機構。

4. If necessary, the Data Users will approach the contact person of the applicant, Government bureaux and departments and other organisations to cross-check the Data provided in this Form with those held by them for the purposes mentioned in paragraphs 1 and 2 above. By signing this Form, the applicant accepts that the Data will be used for such purpose where necessary.

如有須要，資料使用者將聯絡申請人、政府決策局、部門及其他機構等，以核實此等機構所持有的資料作上文第1及第2段所述的用途。申請人在此表格上簽署，代表申請人已同意資料在須要時可用作該等用途。

5. Applicants have the rights to request access to and to request the correction of the Data. Such requests may be made in writing to: Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong.

申請人有權查閱或更正其資料。如欲查閱或更正資料，請以書面形式郵寄至「香港灣仔活道27號職業訓練局大樓9樓『提升保險業人才培訓先導計劃』秘書處」。

Appendix 附件

**“Work and Learn Programme” – Insurance Industry (November 2018 Intake)**

**保險業 –「進修實習計劃」（2018年11月）**

**Terms & Conditions for the Applicant 申請人條款及細則**

The applicant undertakes to comply with the following terms and conditions concerning the obligations as Employer if its application is approved**:**

申請人的申請若予以批准，必須遵守下列與僱主責任相關的條款及細則：

**Employment Terms 僱用條款**

1. The successful applicant shall enter into an employment contract with at least 16-month duration that comes into effect on 2 November 2018(“**Employment Contract**”) in the capacity as the participating employer (“**Employer**”) with the participating student-worker (“**Student-worker**”). Company referral applicant is not obligated to enter into a new Employment Contract with the Employer. However, the Employer should add an addendum to the existing contract to fulfil terms as set out in paragraphs 2 to 7, 16 and 18 of this appendix. The Employer should provide a copy of the addendum to VTC for checking;

成功的申請人（“**僱主**”）須與參與計劃的學員（“**學員**”）簽訂最少為期16個月的僱傭合約，由2018年11月2日開始生效（“**僱傭合約**”）。公司轉介申請人無須與僱主簽訂新僱傭合約，惟僱主須在現有合約中增訂條款，以符合此附件第2至7段，以及第16及18段之要求，並提供增訂條款之副本予職業訓練局核實；

1. The Employer shall provide remuneration to be stipulated in the Employment Contract of no less than HKD10,000 per month during the initial 16-month of employment (i.e., an annual remuneration of no less than HKD120,000, and in any event the remuneration payable to the Student-worker under the Employment Contract shall be no less than the minimum wage in accordance with the Minimum Wage Ordinance (Cap. 608)) to each Student-worker during the term of the Employment Contract. The Employer shall provide a copy of the Employment Contract to VTC for checking the Employer’s compliance with this paragraph;

在僱傭合約期內，僱主須於僱傭合約訂明學員可於首16個月的僱傭期內獲月薪不少於港幣10,000元（即年薪不少於港幣120,000元，以及於任何情況下，僱傭合約所訂明的薪酬不可少於《最低工資條例》（第608章）所列的最低薪酬）。僱主須提供僱傭合約副本予職業訓練局核實學員薪酬是否符合此段的規定；

1. The total working hours of each Student-worker to be stipulated in the Employment Contract shall not exceed 211 hours per month during the initial 16-month of employment. The Employer shall provide a copy of the Employment Contract to VTC for checking the Employer’s compliance with this paragraph;

於僱傭合約期內，僱傭合約須訂明每名計劃的學員於首16個月的僱傭期的工作時數每月不可多於211小時。僱主須提供僱傭合約副本予職業訓練局核實學員工作時數是否合乎此段的規定；

1. During the initial 16-month employment, save during the two-week intensive immersion programme (paragraph 16 in this Appendix refers) to be attended by the Student-worker in overseas insurance institutions (if applicable), the Employer shall schedule a workplace roster of 4 days per week such that the Student-worker may attend class at VTC according to the timetable provided by VTC during the day of the week when no work is scheduled for him/her by the Employer. Should a Student-worker be exempted from attending class in accordance with the prescribed procedures of VTC, the Employer shall schedule work for the Student-worker 5 days per week;

豁除為期兩週的海外保險機構深造計劃外（如適用，請參考此附件第16節），僱主須在首16個月的僱傭期內為計劃的學員編排適當的時間表，使學員能夠每星期一天的工作日無須工作，並根據職業訓練局提供的時間表於職業訓練局上課，其餘四天工作日則在機構工作。如該學員按指定程序獲職業訓練局批准豁免上課，僱主則須為學員安排每星期在公司工作五天；

1. Annual leave, statutory holiday and other employee’s benefits shall be provided to the Student-worker in accordance with the Employment Ordinance (Chapter 57 of the laws of Hong Kong) and any other related and applicable laws of Hong Kong;

學員的年假及法定假日及相關僱員福利將由僱主按《僱傭條例》（香港法例第57章）及相關的香港法例要求作出安排；

1. Without prejudice to the Employer’s right to terminate in accordance with the Employment Contract and the laws of Hong Kong, if the Student-worker drops out from the class at VTC referred to in paragraph 4 in this Appendix or is de-registered by VTC, the Employer shall be entitled to terminate the Employment Contract in accordance with the Employment Contractand having provided prior written notice to VTC;

在不影響僱主按僱傭合約及香港法例可行使的終止僱傭合約權下，如計劃的學員退出此附件第4段所指的職業訓練局課堂、或被職業訓練局撤銷學位，僱主有權根據僱傭合約及以書面形式提前知會職業訓練局，終止僱傭合約；

1. Any other benefits or terms may be provided to the Student-worker in accordance with the Employer’s policy, subject to the compliance with the laws of Hong Kong;

其他福利及聘用條款或會根據機構的守則提供予參加學員，有關條款必須符合香港法例的規定；

**Sponsorship of Tuition Fee 學費資助**

1. The Employer shall sponsor the tuition fee of each Student-worker for his/her attendance of the class at VTC (if any) as referred to in paragraph 4 in this Appendix in a total sum of no less than HKD30,300[[4]](#footnote-5), the exact amount of which will be notified by VTC in a debit note to be issued to the Employer every trimester during the initial 16-month of the Employment Contract. The tuition fee shall be paid by the Employer to VTC directly every trimesterupon the Employer’s receipt of the above debit note from VTC. The tuition fee paid by the Employer is non-refundable even in cases where the Student-worker drops out from the class at VTC referred to in paragraph 4 in this Appendix or is de-registered by VTC;

在僱傭合約期內，僱主須贊助每名學員於此附件第4段所指的課堂學費（如適用），合共不少於港幣30,300元４，職業訓練局將在首16個月的僱傭期內每4個月向僱主發出邀費通知書並知會應繳學費，學費須由僱主直接向職業訓練局繳交。如學員於學期中退出此附件第4段所指的課堂，或被職業訓練局撤銷學位，已繳交的學費將不獲退還；

**Recruitment of Student-worker 學員招募**

General Applicants 一般申請人

1. The Employer shall conduct job interview(s) with potential Student-worker only if he/she is:

僱主必須面見合資格的學員申請人，合資格的學員申請人必須為：

* 1. a resident of the Hong Kong Special Administrative Region and lawfully employable in Hong Kong; and
	香港特別行政區居民及可在香港合法受僱；及
	2. (i) a Degree holder; or

持有學士學位；或

(ii) a Higher Diploma holder with more than one year working experience as at the date of the first job interview (or, if there is only one interview, the date of that interview) with the Employer, provided that the Employer may also consider experienced candidates with insurance background who do not meet the academic requirements, i.e., being a Degree holder or a Higher Diploma holder, on a case by case basis;

 持有高級文憑並於第一次面試時須具一年或以上工作經驗（如申請人只獲安排一次面試，則以面試當天的日期為準），僱主或會個別考慮學歷未達到上述要求的申請人，即未持有學士學位或高級文憑學歷，惟相關申請人必須具備保險方面的工作經驗；

1. The Employer shall, at its sole cost and expense, conduct interview for recruiting the Student-worker(s). Otherwise, the Employer shall not be assigned any Student-worker;

僱主須面見及甄選學員，並自行承擔所牽涉的費用，否則僱主將不會獲分派任何學員；

Company Referral Applicants 公司轉介申請人

11. WLP also accepts application of existing practitioners in the insurance industry referred by his/her employers, and application form for student-workers and companies should be submitted together by the employer, provided that:

計劃亦接受現職保險業員工的公司轉介申請，而僱主應同時提交學員及公司申請表格，惟必須符合以下條件：

1. Company referral applicant fulfilled the academic requirements of WLP listed in paragraph 9 above; and

 公司轉介申請人須符合上述第9段所列的學歷要求；及

1. Company referral applicant served the current company for not more than two years; and

公司轉介申請人在其現職公司工作不超過兩年；及

1. The current employer of the company referral applicant has also joined WLP as a participating company;

公司轉介申請人現時的僱主必須同時為計劃的參與機構;

12. Should the Employer fail to employ any Student-worker in the November 2018 intake, the job placement provided at this Form will be automatically retained for subsequent rounds of intake until the placement has been filled. A written notice shall be submitted to VTC if the Employer ceased to offer the job placement;

如僱主未能於2018年11月的招生成功聘請學員，僱主在本表格所填寫的實習職位空缺，將自動保留至下一期及往後的進修實習計劃招生，直至學員獲聘任職該空缺為止。如僱主停止提供該空缺，請以書面形式通知職業訓練局；

**Implementation of WLP 計劃執行**

13. During the initial 16-month employment, the Employer shall provide clear working and learning objectives for the Student-worker in the workplace, and shall assign a mentor to train, give feedback and assess the performance of the Student-worker at the workplace every four months. Such performance assessment shall be included in the Student-worker Appraisal Form devised by VTC and submit to VTC every four months during the initial 16-month employment;

於僱傭合約期的首16個月內，僱主須為學員在職場上提供清晰的工作和學習目標，以及安排導師以提供培訓、回饋，及每4個月為學員的表現進行評估。該表現評估須填寫於職業訓練局提供的學員表現評核報告，並每4個月向職業訓練局提交；

14. The Employer shall maintain close communications with VTC on the learning and working progress of the Student-worker in the workplace;

僱主須就學員的學習和工作進度，與職業訓練局保持緊密聯繫；

15. Subject to the Student-worker’s satisfactory performance at work and in class at VTC (other than a Student-worker who is exempted from attending class as referred to in paragraph 4 in this Appendix), the Government will offer each Student-worker a monthly allowance of HKD2,500 upon the Student-worker’s attainment of an attendance rate of 70% or above (i) in class at VTC (other than a Student-worker who is exempt from attending class as referred to in paragraph 4 in this Appendix) and (ii) at the Employer’s workplace during the initial 16-month employment. The Student-worker’s performance at the workplace shall be assessed by VTC based on the appraisal form (paragraph 13 in this Appendix refers); and that the Student-worker’s performance at class at VTC (if any) shall be regarded as satisfactory if he/she passes all the examination for his/her class at VTC. If the Student-worker satisfies the above conditions for receiving allowance, the Government will offer the Student-worker concerned a sum of HKD10,000 on each occasion after VTC has received and conducted the assessment based on the appraisal form submitted by the Employer to VTC every four months during the initial 16-month employment (paragraph 13 in this Appendix refers). For this purpose, the Employer shall maintain the attendance record of each Student-worker (with annual leave and sick leave approved by the Employer also counted towards the Student-worker’s attendance) at its workplace and shall provide the same to VTC and, if requested, to the Government);

依照學員於工作及課堂（請見此附件第4段，此附件第4段所指已獲豁免上課的學員除外)方面的出席率及表現，政府在學員首16個月的僱傭期內將向每名表現良好的學員提供每月港幣2,500元津貼。要取得政府津貼，學員必須於職場及職業訓練局的課堂（此附件第4段所指獲豁免上課的學員除外）分別達到70%出席率。在首16個月的僱傭期內，職業訓練局將在收取僱主每4個月所提交的評核報告後（此附件第13段所指），向學員發出合共港幣10,000元的政府津貼。在此用途下，僱主須為學員記錄及保存出勤資料（僱主所批准的年假及病假亦須視作學員出勤），以提交予職業訓練局及／或政府以作證明；

16. The Government will offer sponsorship of a maximum of 10 places per year to top performing Student-workers who have completed the initial 16-month of employment for a 2-week intensive immersion programme in overseas insurance institutions with an aim to broaden their horizon and enable them to gain international exposure and understanding of the global insurance market. In the event that a Student-worker who entered into an Employment Contract that exceeds 16-month is selected to the immersion programme, the Employer shall release the Student-worker for his/her participation of the immersion programme. The Employer shall not regard the Student-worker concerned as absent from its workplace and shall offer the Student-worker paid leaves during the immersion programme. Employer shall add the above terms on top of the existing Employment Contract, and shall provide a copy of the revised Employment Contract to VTC for checking the Employer’s compliance with the provision of paid leaves referred to in this paragraph. Should a Student-worker complete a 16-month Employment Contract and is selected to the immersion programme, and if he/she remains a full-time employee of the Employer (paragraph 18 in this Appendix refers) pursuant to another employment contract to be entered into between the Student-worker and the Employer (“**New Contract**”), the same arrangement on paid leaves of the immersion programme above applies. The Employer shall also provide a copy of the New Contract to VTC for checking;

 為了讓學員增廣見聞、擴闊國際視野和更了解環球保險市場，政府每年會贊助最多10名已完成進修實習計劃並表現優秀的學員，到外地的保險機構進行為期兩週的深造計劃。如獲選參與此深造計劃的學員於進修實習計劃開始時與僱主簽訂為期超過16個月的僱傭合約，僱主須准許獲選學員參與深造計劃，在深造計劃進行期間，獲選學員將不會視為缺勤，並享有有薪假期參與此深造計劃。僱主須於現有之僱傭合約加入此條款，並提供已修訂的僱傭合約副本予職業訓練局核實所提供的有薪假期是否合乎此段的規定。如獲選參與此深造計劃的學員在完成16個月的僱傭合約後，獲僱主繼續聘請為全職僱員（請見此附件第18段），雙方並簽訂新的僱傭合約（“**新合約**”），在新合約條款下，上述有關深造計劃的有薪假期同樣適用，僱主須提供新合約副本予職業訓練局核實；

17. The Employer shall inform VTC in writing within 7 days if any Student-worker withdraws from WLP or whose contract is terminated by the Employer in accordance with the employment contract during the employment period before completing the WLP;

若學員於完成進修實習計劃前的僱傭期內自願退出此計劃或根據僱傭合約條款而遭僱主解僱，僱主須於7天內以書面形式通知職業訓練局；

**Remuneration for Student-workers upon Completion of the Initial 16-month Employment 完成首16個月僱傭期學員的薪酬**

18. For Student-worker who entered into an Employment Contract that exceeds 16-month period, upon completion of the initial 16-month employment, the Employer shall offer an annual remuneration of no less than HKD150,000[[5]](#footnote-6) staring from the 17th month of employment for one year. The Employer shall adjust the remuneration in the existing Employment Contract and provide a copy of the revised Employment Contract to VTC for checking the Employer’s compliance with the provision of the annual remuneration referred to in this paragraph. Should a Student-worker complete a 16-month Employment Contract and enter into a New Contract to become a full-time employee of the Employer, the same adjustment on annual remuneration applies for the first year of such full-time employment to be stipulated in the New Contract. The Employer shall also provide a copy of the New Contract to VTC for checking;

與僱主簽訂超過16個月僱傭合約的學員在完成首16個月的僱傭期後，僱主須在第17個月起計的一年內，提供每年不少於港幣150,000元４的薪酬。僱主須根據此條款修訂現行之僱傭合約，並須向職業訓練局提交已修訂的合約副本以核實聘用條款是否符合此段所述之年薪要求。如學員完成16個月的僱傭期後與僱主簽訂新合約成為全職員工，上述有關年薪的要求同樣適用，僱主須在新合約中訂明於第一年的全職聘用期內提供上述的年薪要求，並須向職業訓練局提交新合約副本以作核實；

19. For the avoidance of doubt and notwithstanding anything herein to the contrary, neither VTC nor the Government shall have any obligation whatsoever in respect of the Employment Contract or the New Contract.

為免生疑問及與此附件所列不相符，職業訓練局及政府於僱傭合約及新合約中並無任何責任或義務。

* END 完　–
1. The estimated number of student-worker(s) serves as a reference as to the need of the applicant and should not include such student-workers who have already entered into an Employment Contract with the Employer in the preceding years. The actual number of student-worker(s) to be recruited is subject to the result of the interview between the successful applicant and the student-worker(s).

擬聘請學員數目用以了解參申請機構的需求，申請機構不應把此進修實習計劃實施前已獲聘請的員工數目計算於在內。申請機構確實能聘請的學員數目，須視乎獲准機構面見之學員的取錄結果。 [↑](#footnote-ref-2)
2. The number of placement(s) to be proposed by an applicant may be less or more than three.Please use spare sheet(s) if necessary.

 擬聘請的學員職位可少於或多於三個職位。如有需要請另加附頁。 [↑](#footnote-ref-3)
3. Participating companies of WLP are the three self-regulatory organisations of the insurance sector (i.e., the Insurance Agents Registration Board (including the Hong Kong Federation of Insurers), the Hong Kong Confederation of Insurance Brokers and the Professional Insurance Brokers Association) with which VTC collaborates to promote WLP, as well as the member companies of those three organisations.
進修實習計劃之參與機構包括與職業訓練局協力推廣此計劃的三個自律規管機構（即保險代理登記委員會，包括香港保險業聯會、香港保險顧問聯會及香港專業保險經紀協會），及其屬下之會員機構。 [↑](#footnote-ref-4)
4. The tuition fee per module is $3,600, and to be increased to $3,850 starting from March 2019. The total tuition fee is not less than $30,300.

每個單元的學費為$3,600，並將於2019年3月起增至$3,850。總學費合共不少於$30,300。 [↑](#footnote-ref-5)
5. Remuneration comprises basic salary and other allowances such as meal allowance and transportation allowance.

　酬金包括基本薪金和膳食津貼、交通津貼等其他津貼 [↑](#footnote-ref-6)