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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](mailto: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 STUDENT-WORKERS –**

**NOVEMBER 2018 INTAKE**

**學員申請表格 – 2018年11月**

**(Application deadline: 28 September 2018 截止申請日期：2018年9月28日)**

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| Notes:  注意： | (i) | Please read the “Programme Information” carefully before completing this application form (“**Form**”).  填寫此申請表格（“**表格**”）前請細閱《計劃詳情》。 |
|  | (ii) | Please complete this Form in **BLOCK LETTERS** using black or blue pen.  請用黑色或藍色筆以**正楷**填寫本表格。 |
|  | (iii) | Applicant shall (A) submit the ORIGINAL completed Form by post, fax or email together with the following supporting documents: (a) a photocopy of academic certificates and/or employment references; (b) a curriculum vitae; (c) cover letter(s) (applicable to general applicants) or a photocopy of current employment contract (applicable to company referral applicants); and (B) satisfy the HKID Card requirement to provide proofs on his/her residency status[[1]](#footnote-1). To satisfy (B), applicant must present the original copy of the HKID Card to the Secretariat of the Pilot Programme to Enhance Talent Training for the Insurance Sector, or send a photocopy of the HKID Card to the Secretariat by post, fax or email after they have accepted offer of traineeship placement. **Applications which are incomplete, late or not accompanied by copies of the required supporting documents, or those which do not comply with the HKID Card requirement will not be processed.** All the HKID Card copies collected will be destroyed after the completion of the verification process.  申請人須填妥（甲）申請表格正本連同以下文件以郵遞、傳真或電郵方式遞交：（a）學歷及／或工作證明副本；（b）履歷表；及（c）求職信（適用於一般申請人）或 現職僱傭合約副本（適用於公司轉介申請人）；及（乙）符合香港身份證要求以證明其居民身份1。為符合（乙）項，申請人須在接受工作安排後，親身前往「提升保險業人才培訓先導計劃」秘書處出示香港身份證正本，或以郵遞、傳真或電郵方式遞交香港身份證副本。**資料不全、遲交或欠缺所須證明文件副本，或未能符合香港身份證要求的申請概不受理。**所有收集的香港身份證副本將在驗證過程完成後被銷毀。 |

I wish to participate in “Work and Learn Programme – Insurance Industry” (“**WLP**”) organised by Vocational Training Council (“**VTC**”). In consideration of the processing of my application, I hereby undertake to, at the time of my application and if my application is approved (as appropriate), comply with the “Terms & Conditions” of WLP concerning the obligations of the Student-worker as set out at Appendix and any other conditions subject to which the approval is given.

本人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**”）。為處理本人之申請，本人在此承諾，在本人申請時及如本人的申請予以批准時（如適用），同意遵守進修實習計劃所列於附件與學員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 申請人資料**

General applicant 一般申請人  Company referral applicant 公司轉介申請人

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name 姓名﹕ | Chinese  (中文) |  | 先生／女士／小姐\* | |
|  | English  (英文) | (姓 Surname) | (名 Given Name) Mr/Ms/Miss\* | |
| HKID Card No.  香港身份證號碼： |  | | Date of Birth  出生日期： | (dd/mm/yyyy) |
| Telephone No.  電話號碼： |  | | Mobile Phone No.  手提電話號碼： |  |
| Email Address  電郵地址： |  | |  |  |
| Correspondence Address 通訊地址： |  | | | |

\* Delete as appropriate 請刪去不適用的項目

|  |  |
| --- | --- |
| *For official use only 本欄不必填寫* |  |
|  | |
| *The applicant complies with the requirements on Hong Kong residency status.* | |
| *申請人符合香港居民身份的要求。* |  |
|  | *Receiving Officer:* |
| *🞎 Yes 是 🞎 No 否* | *負責人員：* |

**Job Preference 工作選擇** (Applicable to general applicants 適用於一般申請人)

Please prioritise your job preference with priority 1 to 3 (1 being the highest priority). The job vacancy information is available at [www.instalent.org.hk](http://www.instalent.org.hk). Job mapping and job interview shall be conducted by VTC and the participating employer respectively according to the priority indicated in the table below if your application is approved.

請以優先次序1至3（1為最優先）填寫閣下欲申請的職位，職位資料可於www.instalent.org.hk瀏覽。若閣下的申請予以批准，職業訓練局及參與僱主將根據下列所填寫的優先次序安排工作配對及入職面試。

|  |  |  |
| --- | --- | --- |
| Priority  次序 | Company Name  公司名稱 | Position  職位 |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Academic Qualifications 學歷資料** *(in chronological order 請按日期順序列出)*

|  |  |  |
| --- | --- | --- |
| Programme Title  課程名稱 | Institution/Exam  院校／考試名稱 | Year of Graduation  畢業年份 |
|  |  |  |
|  |  |  |
|  |  |  |
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**Work Experience 工作經驗** *(in chronological order 請按日期順序列出)@*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name 公司名稱 | Position Held 職位 | Full-time/Part-time 全職／兼職 | Date 日期 | |
| From 由  (mm/yyyy) | To 至  (mm/yyyy) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

@ Work experience is optional if the applicant is a Degree holder

　若申請人擁有大學學位，則可選擇是否填寫工作經驗

**Source of Information 資料來源**

How did you learn about this Programme? (can select more than one choice)

你是如何得知此計劃的資料？（可選擇多於一個答案）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 🞎 | Pilot Programme Website先導計劃網頁 | 🞎 | Pilot Programme Facebook Page 先導計劃面書專頁 | | | 🞎 | Career Fair / Talk at School  學校招聘會／講座 |
| 🞎 | e-Newsletter from School學校通訊電郵 | 🞎 | School Website  學校網站 | | | 🞎 | Poster / Notice Board at School校內海報／告示板 |
| 🞎 | Facebook  面書 | 🞎 | Instagram | | | 🞎 | Website / App Advertisement  網頁／手機程式廣告 |
| 🞎 | Recruit Magazine  Recruit刊物 | 🞎 | Headline Daily  頭條日報 | | |  |  |
| 🞎 | Lecturer / Family / Friends  (please delete as appropriate)  講師／家長／朋友（請刪去不適用者） | | | 🞎 | Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  其他（請列舉：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_） | | |

**Declaration 聲明**

I declare that the information provided in this Form is accurate and complete to the best of my knowledge. I understand that if I knowingly provide any information in this Form that is misleading, false or inaccurate, or is reckless as to whether the information is misleading, false or inaccurate, my application for participating in WLP will not be further processed or, if the approval for my application is already granted, the same may be withdrawn without further notice.

本人聲明就本人所知，本申請表內所填報的各項資料均屬正確。本人明白如故意提供誤導性、虛假及不準確資料，或是罔顧該資料在要項上是否具誤導性、虛假或不準確，本申請將不獲處理，即使申請已獲接納，本人亦有可能被終止參與此計劃，而無須另行通知。

I understand and accept that the information given above would be provided to VTC, the Financial Services and the Treasury Bureau and the participating companies of WLP[[2]](#footnote-2) (hereafter collectively referred to as “**Data Users**”) to process my application herein (e.g. qualification and integrity checking).

我明白並同意上述資料或會送交職業訓練局、財經事務及庫務局及進修實習計劃之參與機構2（以下統稱“**資料使用者**”）以處理本人的申請（例如查核資歷及品行等）。

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature by Applicant 申請人簽署 |  | Date 日期 |

**Handling of Information 個人資料處理**

1. The personal data (“**Data**”) requested in this Form covers the information the applicant provides in this Form and in other supporting documents submitted with this Form as specified under note (iii) on the first page of this Form, as well as any other additional information that may be requested in connection with this application (paragraph 6 below refers).

本表格所要求的個人資料（“**資料**”）包括申請人於本表格及其他於本表格第一頁注意事項（iii）所列的文件中所提供的資料，以及與此申請相關的其他附加資料（見此下第6段）。

2. The Data are collected by the Data Users for processing the applications to participate as student-workers under WLP, an initiative under the Pilot Programme to Enhance Talent Training for the Insurance Sector. The Data will be treated as confidential and will be used for the purposes set out in this Form only.

資料由資料使用者收集以用作處理提升保險業人才培訓先導計劃下的進修實習計劃學員申請事宜，所有資料將予絕對保密，並只用作此表格所列明之用途。

3. The Data will be used by the Data Users for the following purposes:

資料使用者將應用資料於下列用途：

(a) processing the applications to participate as student-workers under WLP and all other purposes arising from or incidental to it, including matching of the Data provided against other databases currently held by VTC;

所有與處理進修實習計劃學員申請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；

(b) providing information of the activities under WLP to student-workers and employers as potential applicants to participate in WLP and to 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；

(c) 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

(d) any other legitimate purposes as may be required, authorised or permitted by law.

因應法律所須的合法用途。

4. The Data may be disclosed to Government bureaux and departments and other organisations for the purposes mentioned in paragraphs 2 and 3 above or where such disclosure is required, authorised or permitted by law.

資料或會因應上文第2及第3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。

5. If necessary, the Data Users will contact the applicant, Government bureaux and departments and other organisations to cross-check the Data provided with those held by them for the purposes mentioned in paragraphs 2 and 3 above.By signing this Form, the applicant accepts that his/her Data will be used for such purpose where necessary.

如有需要，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2及第3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需要時可用作該等用途。

6. The provision of all Data and any other additional information as may be requested by the Data Users in connection with this application is obligatory. Data Userswill be unable to process this application if the Data or any other information requested is not provided, is incomplete or if it is unclear from the information and/or supporting documents provided by the applicant that he/she is eligible to apply for WLP (see the paragraphs under “Persons who are eligible to apply” in the Appendix).The applicant’s provision of misleading, false or inaccurate information knowingly, or he/she being reckless as to whether the information provided is misleading, false or inaccurate will lead to the discontinuation of processing of this application or, if the approval for this application is already granted, the same may be withdrawn without further notice.

申請人必須提供此申請所須的個人資料及附加資料。申請人如未能提供所須資料，或所填寫的資料未能清楚顯示申請人具備進修實習計劃所規定的條件（請參閱附件中「符合資格的申請人」一段），或故意隱瞞或虛報資料，將導致無法處理此申請，甚至撤銷已獲准的申請而無須另行通知。

7. Data and additional information provided for this application (excluding HKID Card copy arrangement of which is specified in Notes (iii) above) will normally be destroyed within 36 months after the completion of the recruitment exercise (i.e. for the November 2018 intake under this application, the recruitment exercise will be completed by the end of October 2018. Accordingly, the Data and additional information of the unsuccessful applicants of this November 2018 intake will be destroyed by end of October 2021).

就此申請所遞交的資料及附加資料（除香港身份證副本外，有關安排已在上述注意事項（iii）訂明），在一般情況下，將於招聘活動完成後的36個月內全部銷毀（即2018年11月的申請，其招聘活動將於2018年10月底完結。2018年11月的申請人如未獲取錄，其資料及附加資料將於2021年10月底銷毀）。

8. Applicants have the right 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 a Student-worker if his/her application is approved:

申請人的申請若予以批准，必須遵守下列與學員責任相關的條款及細則：

**Persons who are Eligible to Apply 符合資格的申請人**

General Applicants 一般申請人

1. A general 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;

申請人必須為香港特別行政區居民及可在香港合法受僱；

2. A general applicant shall attend the job interview(s) to be conducted by the participating employer of WLP; and the academic admission interview to be conducted by VTC and shall either be:

申請人須參加由參與僱主安排的入職面試，以及職業訓練局的入學面試，並符合以下資格﹕

(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 participating employer; provided that experienced candidates with insurance background who do not meet the academic requirements, i.e., being a Degree holder or a Higher Diploma holder will also be considered 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；

Company Referral Applicants 公司轉介申請人

3. WLP also accepts application of existing practitioners in the insurance industry referred by his/her employer, 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 listed in paragraph 2 above; and

公司轉介申請人須符合上述第2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。

**Employment Terms 僱用條款**

4. The successful applicant (“**Student-worker**”) 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 an employee with the participating employer of WLP (“**Employer**”). 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 employment contract to fulfil terms as set out in paragraph 5 to 10, 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（“**學員**”）將與參與計劃的僱主（“**僱主**”）簽訂為期最少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5至10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；

5. The Student-worker shall receive 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)) from the Employer during the term of the Employment Contract;

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）；

6. The total working hours for each Student-worker to be stipulated in the Employment Contract shall not exceed 211 hours per month during the initial 16-month of Employment Contract;

於僱傭合約期內，僱傭合約須訂明每名學員於首16個月的僱傭期的工作時數每月不多於211小時；

7. 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；

8. The Student-worker shall be entitled to annual leave, statutory holiday and other employee’s benefits 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；

9. 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 7 in this Appendix or is de-registered by VTC, the Employer shall be entitled to terminate the Employment Contract in accordance with the Employment Contract and 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7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；

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

其他聘用福利或條款或會根據僱主的政策予以學員，有關條款必須符合香港法例的規定；

**Tuition Fee 學費**

11. The Student-worker shall be entitled to a sponsorship on the tuition fee that shall be paid by the Employer to VTC directly every trimesterupon the Employer’s receipt of the debit note from VTC for his/her attendance of class at VTC (if any) as referred to in paragraph 7 in this Appendix in a total sum of no less than HKD$30,300[[3]](#footnote-3), the exact amount of which will be notified by VTC in the above debit note to be issued to the Employer every trimester during the initial 16-month of employment;

在僱傭期的首16個月內，學員可獲僱主贊助此附件第7段所指的職業訓練局課堂的學費（如適用），並每4個月由僱主直接繳交予職業訓練局，合共不少於港幣$30,3003元，職業訓練局將在首16個月的僱傭期內每4個月向僱主發出繳費通知書並知會應繳學費；

**Implementation of WLP 計劃執行**

12. The Student-worker shall be subject to appraisal by the Employer every four months during the initial 16-month of employment using a Student-worker Appraisal Form devised by VTC;  
在僱傭期的首16個月內，僱主須每4個月為學員的表現進行評估，並填寫由職業訓練局提供的學員表現評核報告；

13. The Student-worker shall observe the clear working and learning objectives as provided by the Employer for the Student-worker in the workplace;

學員須留意僱主為學員在其職位上所制定的清晰工作及學習目標；

14. The Student-worker shall receive training, feedback and performance assessment (conducted every four months during the initial 16-month of employment) by a mentor as assigned by the Employer at the workplace. Such performance assessment shall be included in the appraisal form (paragraph 12 in this Appendix refers). The Student-worker acknowledges and agrees that the Employer will submit such appraisal form to VTC every four months during the initial 16-month of employment;

學員可獲僱主在其職位上安排導師以提供培訓、回饋，及評估表現（於僱傭期的首16個月內每4個月進行一次）。學員知悉及同意其表現評估將填寫於學員表現評核報告（請見此附件第12段），並在僱傭期的首16個月內每4個月由僱主向職業訓練局提交；

15. Subject to the Student-worker’s satisfactory performance at work and at class at VTC (other than a Student-worker who is exempted from attending class as referred to in paragraph 7 in this Appendix), the Government will offer each Student-worker a monthly allowance of HKD2,500 upon the Student-worker’sattainment of an attendance rate of 70% or above (i) at class at VTC (other than a Student-worker who is exempt from attending class as referred to in paragraph 7 in this Appendix) and (ii) at the Employer’s workplace. 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 of employment (paragraph 14 in this Appendix refers). For this purpose, the Student-worker acknowledges that (i) the Employer shall maintain his/her attendance record (with annual leave and sick leave approved by the Employer also counted towards his/her attendance) at the Employer’s workplace; (ii) his/her performance at the workplace shall be assessed by VTC based on the appraisal form (paragraph 14 in this Appendix refers); and (iii) his/her 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. The Student-worker shall allow the Employer to provide the attendance record at the Employer’s workplace to VTC and, if requested, to the Government;

依照學員於工作及課堂（請見此附件第7段，此附件第7段所指已獲豁免上課的學員除外）方面的出勤率及表現，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7段所指獲豁免上課的學員除外）分別達到70%出勤率。在僱傭期的首16個月內，職業訓練局將在收取僱主每4個月所提交的評估報告後（此附件第14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，學員已知悉（i）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）；及（ii）職業訓練局將根據評核報告對其工作表現（請見此附件第14段）作出評估；及（iii）其於職業訓練局課堂（如適用）的所有考試中取得合格成績，將被視為於課堂中取得良好表現。學員須准許僱主記錄及保存其工作出勤資料，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. 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;  
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；

17. In the event that the Student-worker withdraws from WLP or whose Employment Contract is terminated by the Employer during the initial 16-month of employment in accordance with the Employment Contract, the allowance offered by the Government referred to in paragraph 15 in this Appendix will be calculated on a pro-rata basis based on the actual period that the Student-worker has worked for the Employer. The Student-worker shall forthwith return to the Government the overpaid allowance, if any;

若學員於首16個月的僱傭期內自願退出此進修實習計劃或根據僱傭合約條款而遭解僱，政府將根據學員為僱主工作的實際時期，按比例發放此附件第15段所指的津貼。學員如獲發多於實際工作時期可獲得的津貼，則必須將差額全數退還予政府；

**Remuneration for Student-workers upon Completion of the 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[[4]](#footnote-4) staring from the 17th month of employment for one year. The Employer shall adjust the remuneration in the existing Employment Contract 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;

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150,0004元的薪酬。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；

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. Non-permanent Hong Kong resident, if he/she works in Hong Kong, is required to be free to take up any employment in Hong Kong without the Director of Immigration’s prior permission and have not breached any condition of stay. Please visit the Immigration Department’s website for details at www.immd.gov.hk.

   非香港永久性居民如在香港工作，需要在無須得到入境處處長的事先批准下即可自由在港從事任何僱傭工作，同時沒有違反任何逗留條件。詳情請瀏覽入境處網頁www.immd.gov.hk。 [↑](#footnote-ref-1)
2. 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-2)
3. 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-3)
4. 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-4)