

Industrial Attachment & Industry-based Student Project (IA/IBSP)

IA/IBSP is part of the curriculum of the IVE Higher Diploma programmes. Students are required to attach to an organization for a period of time to obtain work experience and to identify industry-related topics for their final-year projects. The project aims to equip students and help them to get ready for the workplace as well as to facilitate their transition from study to work. Involvement of and collaboration with industry partners are the critical factors for the success of the scheme. This information sheet outlines the main features and essential information of the scheme for the industry partners.

1. Higher Diploma Programmes in IVE Engineering

Final-year full-time students of Higher Diploma programmes from Engineering Discipline are involved in the IA/IBSP. The Higher Diploma programmes include:

CONSTRUCTION

- Higher Diploma in Civil Engineering
- Higher Diploma in Building Studies
- Higher Diploma in Surveying
- Higher Diploma in Building Technology with Interior Design
- Higher Diploma in Architectural Studies
- Higher Diploma in Environmental Technology

ELECTRICAL AND ELECTRONIC ENGINEERING

- Higher Diploma in Electronic and Communications Engineering
- Higher Diploma in Electrical Engineering
- Higher Diploma in Computer Engineering

MECHANICAL, MANUFACTURING AND INDUSTRIAL ENGINEERING

- Higher Diploma in Mechanical Engineering
- Higher Diploma in Building Services Engineering
- Higher Diploma in Automotive Engineering
- Higher Diploma in Product Testing
- Higher Diploma in Optical Technology
- Higher Diploma in Ophthalmic Dispensing
- Higher Diploma in Jewellery Design and Technology

These programmes, which are designed for S6 secondary school graduates, aim at providing students with comprehensive and balanced education and training. Students can acquire generic as well as trade specific knowledge and skills which

could help to prepare them for various positions at higher technician level in the engineering industry. For details of their curriculum, please visit www.vtc.edu.hk/eng-ia.

2. Timeline

IA/IBSP will be conducted in the final semester, that is, from Jan to April, before the students graduate in May. Dates of commencement and completion of the attachment as well as the duration are very flexible and subject to the following criteria:

- The student can attach herself/himself to the organization on a full-time or part-time basis ranging from several weeks to about 3 months.
- The final assessment of the student's performance has to be completed by the end of April.

An approximate timeline for the operation of IA-IBSP is presented in the following table:

September	Start of final academic year
September – December	IA-IBSP Allocation: <ul style="list-style-type: none"> - Selecting students for industry partners - IA-IBSP Interview (if necessary)
January – April	Industrial Attachment & Industry-based Student Project (IA/IBSP)
May	Graduation

3. Selection of Students for IA-IBSP

The final-year full-time students who have acquired the essential trade specific knowledge and skills will be assigned to take up IA/IBSP placements.

Industry partners who would like to join IA-IBSP can specify their requirements by using the Reply Slip attached as Annex I and return it to the IVE Engineering Discipline. The Discipline will then contact the industry partners to discuss their requirements and nominate a number of students for their selection.

IVE Engineering Discipline will provide pre-attachment orientation seminars to the students explaining the operation, supervision and assessment requirements of IA/IBSP and also orienting them towards reasonable expectation and appropriate work attitude.

4. Statement of Understanding

In order to foster a collaborative understanding between the industrial partner, the student and the IVE, a tripartite agreement in the form of Statement of Understanding will be signed by the three parties. A template of the Statement of Understanding is attached as Annex II.

5. Statutory Minimum Wage

Statutory minimum wage does not apply to students taking IA/IBSP, as this is a mandatory component of the Higher Diploma programme. IVE will prepare a “Confirmation of ‘student intern’ status under the Minimum Wage Ordinance (Cap 608)” for each student taking IA/IBSP.

6. Insurance Coverage

VTC has in place a Group Personal Accident insurance (GPA) policy covering the students and a Personal Liability insurance policy covering legal liabilities for property damages to third party while they are participating in IA-IBSP (The period ranges from 1 to 4 months). For further information on the insurance provided by the VTC, please contact the IVE Engineering.

7. Enquiry

Sub-discipline	Contact Person	Telephone
Construction	Miss Elsa YAU	2436 8608
Electrical and Electronic Engineering	Miss Vicky CHAN	2436 8662
Mechanical, Manufacturing and Industrial Engineering		
Enquiry e-mail: eng-ia@vtc.edu.hk		

Annex I – Reply Slip

Details of the Participating Organization			
Company Name:	Contact Person:		
	Position:		
Address:	Tel No.:		
	e-mail:		
	Fax No.:		
<p>Which Higher Diploma programme(s) you would like to select for IA-IBSP: <i>Please fill with number in the appropriate space(s).</i></p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>CONSTRUCTION</p> <p>_____ Higher Diploma in Civil Engineering</p> <p>_____ Higher Diploma in Building Studies</p> <p>_____ Higher Diploma in Surveying</p> <p>_____ Higher Diploma in Building Technology with Interior Design</p> <p>_____ Higher Diploma in Architectural Studies</p> <p>_____ Higher Diploma in Environmental Technology</p> <p>ELECTRICAL AND ELECTRONIC ENGINEERING</p> <p>_____ Higher Diploma in Electronic and Communications Engineering</p> <p>_____ Higher Diploma in Electrical Engineering</p> <p>_____ Higher Diploma in Computer Engineering</p> </td> <td style="vertical-align: top;"> <p>MECHANICAL, MANUFACTURING AND INDUSTRIAL ENGINEERING</p> <p>_____ Higher Diploma in Mechanical Engineering</p> <p>_____ Higher Diploma in Building Services Engineering</p> <p>_____ Higher Diploma in Automotive Engineering</p> <p>_____ Higher Diploma in Product Testing</p> <p>_____ Higher Diploma in Optical Technology</p> <p>_____ Higher Diploma in Ophthalmic Dispensing</p> <p>_____ Higher Diploma in Jewellery Design and Technology</p> </td> </tr> </table>		<p>CONSTRUCTION</p> <p>_____ Higher Diploma in Civil Engineering</p> <p>_____ Higher Diploma in Building Studies</p> <p>_____ Higher Diploma in Surveying</p> <p>_____ Higher Diploma in Building Technology with Interior Design</p> <p>_____ Higher Diploma in Architectural Studies</p> <p>_____ Higher Diploma in Environmental Technology</p> <p>ELECTRICAL AND ELECTRONIC ENGINEERING</p> <p>_____ Higher Diploma in Electronic and Communications Engineering</p> <p>_____ Higher Diploma in Electrical Engineering</p> <p>_____ Higher Diploma in Computer Engineering</p>	<p>MECHANICAL, MANUFACTURING AND INDUSTRIAL ENGINEERING</p> <p>_____ Higher Diploma in Mechanical Engineering</p> <p>_____ Higher Diploma in Building Services Engineering</p> <p>_____ Higher Diploma in Automotive Engineering</p> <p>_____ Higher Diploma in Product Testing</p> <p>_____ Higher Diploma in Optical Technology</p> <p>_____ Higher Diploma in Ophthalmic Dispensing</p> <p>_____ Higher Diploma in Jewellery Design and Technology</p>
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Curriculum of the programme can be found at www.vtc.edu.hk/eng-ia.

Job Nature	

Skills Required (if any)	

Others (if any) e.g. work location, working hours etc.	

Do you want to receive further information from IVE Engineering?	Signed by Responsible Person:
YES / No	_____

Please send the completed form to us by:

Fax: 2435 8990

e-mail: eng-ia@vtc.edu.hk

Online: www.vtc.edu.hk/eng-ia

Annex II - Template of Statement of Understanding

Statement of Understanding Between (The company providing attachment places) and Hong Kong Institute of Vocational Education and Student

(A) The Parties

This document constitutes a tripartite agreement between the organization providing attachment place(s) (hereinafter referred to as the “company”), the Hong Kong Institute of Vocational Education (hereinafter referred to as “IVE”) and the student who accepts the offer of attachment place (hereinafter referred to as the “student”).

(B) Objectives of the Collaboration

- To increase student industrial exposure opportunities in order to allow students to gain experience in a real industrial/commercial environment, to build on their subject discipline knowledge, and develop and document the essential Key Skills for learning, employment and life
- To strengthen the quality of vocational education provided by IVE
- To provide the training companies with a good opportunity to learn more about IVE students
- To provide information of the current job requirements to assist IVE teachers with their curriculum planning and selection of modes for course delivery
- To strengthen current initiatives and explore the possibilities for future joint development of mutually beneficial partnership opportunities/projects

(C) Function of the Statement

This Statement of Understanding provides general guidelines within which the workplace attachment scheme will be implemented. The details about the implementation of this statement are to be formulated and agreed upon amongst the parties on the basis of mutual benefit.

(D) Responsibilities of the Participating Parties

- (i) Company
 - To strengthen current initiatives and explore the possibilities for future joint development of mutually beneficial partnership opportunities/projects
 - To provide training and/or working opportunities for the student from _____ (Name of teaching department) / Campus
 - To assign a company mentor for the student on attachment
 - To provide a safe working environment and on-the-job safety instruction for the student
 - To keep in close contact with the IVE Attachment Coordinator to provide ongoing feedback on student progress and programme issues / concerns throughout the attachment period
 - To report to IVE at once of a student’s absence of any 2 consecutive half-days.
 - To provide, where possible, some financial considerations for lodging, meal and transportation to the IVE student on attachment to the company (if the attachment is located outside Hong Kong)
 - To immediately inform the IVE Attachment Coordinator concerned of any accidents or injuries that involve the student during the attachment
 - To allow the IVE Attachment Coordinator to visit the student during the attachment period from _____ to _____
- (ii) Department / Campus / IVE
 - To provide guidance to the student on working attitudes, workplace safety and relevant Key Skills before the attachment
 - To ensure that each student on attachment is covered by a Group Personal Accident Insurance Policy
 - To assign an IVE Attachment Coordinator to liaise with the company to set up attachment visit(s) to meet with the student / mentor concerned
 - To provide guidance, monitor, and document the progress of the student during the attachment period
 - To keep in close contact with the company throughout the attachment period and

- act on / follow up any areas of concern with the student and/or the company
 - To provide ongoing feedback to the company mentor and the student to foster effective communication and establish supportive relationships before, during and after the attachment period
- (iii) Student
- To observe the rules and regulations (in particular, those relating to safety and security) of the company
 - To comply with the instructions and orders of their Attachment Coordinator(s), mentor(s) and such staff members of the company, as the job requires
 - To observe the office hours of the company and be punctual
 - To behave appropriately (as advised by the Attachment Coordinator and company) as a representative of IVE in the important role of attachment student at the company
 - To observe and comply with the legal laws where the attachment takes place
 - To take care of herself/himself during and after work hours and not to leave the factory building or dormitory at night if the attachment is outside Hong Kong
 - To notify the company mentor before s/he leaves the factory or dormitory if it is located outside Hong Kong
 - To report any unsafe working conditions or other concerns to the mentor and/or the Attachment Coordinator
 - Not to take unapproved leave during the attachment period

(E) Termination of the Scheme

- The Company shall have the right to terminate the attachment offer for a student in case he/she has infringed the Company's rules and regulations.
- IVE shall have the right to terminate the Scheme for a student in case the work that he/she involved lacks a training element.
- If a student wishes to withdraw from the workplace attachment, he/she should first contact the Attachment Coordinator. Prior approval of both the company mentor and the IVE Attachment Coordinator is required.
- Before termination of the Scheme takes effect, for whatever reasons, the participating parties should discuss in a co-operative manner with a view to providing the best possible solution for the students, IVE and the company concerned.

(F) Principle of operation

This Statement of Understanding, although not a legally binding commitment, sets out the responsibilities that have been identified and the consensus reached among the parties concerned.

(G) Other conditions

- The company may not ask the students to sign a separate Company Employment Contract or any other Agreement.
- If a student on attachment wishes to make formal comments, requests or complaints concerning the training (including applications for withdrawal from the workplace attachment), these shall then be handled jointly by the mentor, and the IVE Attachment Coordinator concerned, in consultation with the student.
- The parties will work together with the goal to jointly resolve any difficulties or misunderstanding which may arise, in a spirit of cooperation and mutual trust.

Signature

Name of representative
Title of representative
Company Name
(Date)

Signature

Name of HoD
Head of Department / IVE (Campus)
(Date)

Signature

Name of student:
HKID#:

Date: