



## 「提升保險業人才培訓先導計劃」 「進修實習計劃」第7期於2018年11月2日開課

截止  
申請日期  
9月14日

「進修實習計劃」是香港特別行政區政府推行的「提升保險業人才培訓先導計劃」下其中一個項目。此「進修實習計劃」為有志從事保險業中台及後勤職位的人士，提供有系統的課堂學習及在職培訓，讓學員可同時學習專業保險知識及認識保險業的各類工作及發展機遇。透過參與「進修實習計劃」，學員可獲取薪酬、政府每月津貼以及接受課堂培訓。

### 有系統培訓

每周四天工作，一天上課

### 穩定入息、津貼及資助

每月不少於\$10,000薪酬，每月\$2,500政府津貼及\$30,300全額學費資助

完成計劃之學員如繼續受僱於培訓期間的同一僱主，月入將不少於\$12,500

### 學歷具認受性

完成課程可獲頒發保險學專業文憑\*



### 專業發展階梯

學員可獲保險相關專業學會認可

### 海外進修機會

表現傑出之學員將有機會到海外參與為期兩星期的進修課程

## 開展事業路 保險業中後勤專業職位

專業職位包括：核保師、理賠師、風險管理師、精算師等

(沒有工作經驗)	(2-4年工作經驗)	(5年工作經驗或以上)
學員 \$12,500 - \$15,000	助理主任 ▶ 主任 \$13,000 - \$34,000	高級主任 ▶ 助理經理 ▶ 經理 \$16,000 - \$50,000

註：以上例子適用於學士學位畢業生

主辦機構



香港特別行政區政府  
財經事務及庫務局

協辦機構



### 申請資格

香港特別行政區居民並可在香港合法受僱；及學士學位畢業生；或高級文憑畢業生並具有一年以上工作經驗；或現職保險業員工並於現職公司工作不超過兩年。

### 申請及計劃詳情

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



f [insurancetalent](https://www.facebook.com/insurancetalent)



\*課程資歷已獲評定為達到資歷架構第4級，編號：14/002698/L4，有效期為2014年4月1日至2022年3月31日

查詢及報名

提升保險業人才培訓先導計劃秘書處

電話：3974 3669

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

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## Work and Learn Programme - Insurance Industry (Nov 2018 Intake)

### 保險業「進修實習計劃」(2018年11月招生)

#### Participating Companies & Vacancies (as at 17 August 2018)

#### 參與機構及職位空缺 (截至2018年8月17日)

Stream 分流	Company 機構	Job Title 職位名稱	Job Duties 工作範圍	Job Requirement* (*Basic requirement for the WLP: - Degree holder; or - Higher Diploma holder with more than 1 year work experience) 職位要求 (*進修實習計劃基本要求: - 持有學士學位; 或 - 持有高級文憑及具一年或以上經驗)
YIE	Blue Cross (Asia-Pacific) Insurance Limited	Customer Services Representative (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>Handle phone-in, walk-in enquiries</li> <li>Handle email correspondences</li> <li>Coordinate with teammates to provide timely and quality services to our customers</li> <li>Handle and support any ad-hoc projects or tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>Good customer service skill, communication skill and telephone manner</li> <li>Customer focused, positive attitude, self-motivated and willing to learn</li> <li>Proactive, detail-oriented and able to work under pressure in a dynamic and changing environment</li> <li>Good problem-solving capabilities</li> <li>Good command of spoken and written English and Chinese</li> <li>Proficiency in Microsoft Word / Excel</li> </ul>
YIE	China BOCOM Insurance Company Limited	Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>The successful candidate will be responsible for handling underwriting &amp; reinsurance administration or claims related duties in our Underwriting and Claims Department, and will be given access to career development support and exposure to our business operations</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor degree holder or Higher Diploma holder with more than one year work experience in general insurance industry</li> <li>Aggressive, proactive at work &amp; result - oriented</li> <li>Able to work independently and ahead of deadline</li> <li>Good command of spoken and written English and Chinese</li> <li>Proficiency in Microsoft Office tools (e.g. Word, Excel) and Chinese word processing</li> </ul>

YIE	China Taiping Insurance (HK) Company Limited	Marine Hull Underwriting Assistant (Vacancy Available: 2)	<ul style="list-style-type: none"> <li>• Provide underwriting and clerical support to Underwriters</li> <li>• Manage effective underwriting record</li> <li>• Ensure all underwriting data is accurately kept up-to-date and entered into system</li> <li>• Assist in following up underwriting outstanding issues</li> <li>• Assist in providing quality service to clients / brokers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor degree or other recognised insurance qualifications</li> <li>• 1 - 2 years relevant working experience preferably from marine insurance / shipping industry</li> <li>• Proficiency in Microsoft Office tools</li> <li>• Organised, independent and a good team player</li> <li>• Good communication and interpersonal skills to deal with internal and external parties</li> <li>• Confident in mastering data integrity and sensitive to numbers</li> <li>• Good command of spoken and written English, Mandarin and Cantonese</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Accounting Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To prepare monthly accounting and financial schedules</li> <li>• To prepare management report and budget</li> <li>• To handle petty cash and other ad-hoc assignment</li> <li>• To handle full set accounting and commissions calculations</li> </ul>	<ul style="list-style-type: none"> <li>• LCC Intermediate level or above is preferred</li> <li>• Detail-minded and well-organised</li> <li>• Outgoing with good written &amp; spoken English, Cantonese &amp; Mandarin</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Sales Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To provide support to the sales &amp; marketing team to meet the needs of corporate and individual clients</li> <li>• To follow up client's application according to compliance and standard sales process</li> <li>• To update sales &amp; marketing materials of products &amp; sales process of all insurers or partners</li> </ul>	<ul style="list-style-type: none"> <li>• From PRC or HK University is welcome</li> <li>• Good written and verbal communication skills in English, Cantonese &amp; Mandarin</li> <li>• Excellent communication and interpersonal skills</li> </ul>
Professional Brokerage	Everbest Insurance and Financial Services Limited	Customer Service Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To assist the customer service offices to handle MPF administrative, corporate and individual after sales service and general office work etc.</li> <li>• To support to sales &amp; marketing team and corporate clients</li> </ul>	<ul style="list-style-type: none"> <li>• Detail-minded and well-organised</li> <li>• Good written &amp; verbal communication skills in English, Cantonese &amp; Mandarin</li> </ul>

YIE	FWD Life Insurance Company (Bermuda) Limited	Trainee, General Insurance (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Support the sales and marketing team</li> <li>• Assist the Account Manager to handle quotation</li> <li>• Process sales administration and clerical works</li> <li>• Participate in small projects</li> <li>• Conduct simple research through internet or broker</li> </ul>	<ul style="list-style-type: none"> <li>• Good command of both spoken and written English and Chinese</li> <li>• Proficient in MS Office tools, Chinese word processing and internet research</li> <li>• Pleasant and helpful attitude</li> <li>• Willing to learn new things and accept different tasks</li> </ul>
YIE	Hong Leong Insurance (Asia) Limited	Assistant Officer - Sales Support (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Handle customer enquiries and requests via various channels</li> <li>• Provide high standard service and support to customers</li> <li>• Perform call centre related administrative duties and</li> <li>• Ad-hoc business support</li> </ul>	<ul style="list-style-type: none"> <li>• Passed in IIQE Paper 1, 2 and 3</li> <li>• 1-2 years of hotline working experience in the insurance industry</li> <li>• Good telephone manner and effective communication skills</li> <li>• Proficient in English and Chinese (Putonghua is an advantage)</li> </ul>
Professional Brokerage	Lockton Companies (Hong Kong) Limited	Account Executive (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• To support the accounts managers on the day to day client servicing duties to the clients</li> <li>• To liaise or follow up with the insurers for insurance documents</li> <li>• To support the account managers in billing &amp; record management</li> <li>• To provide clerical support to the team</li> <li>• To take up other duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• University graduate or equivalent in any discipline</li> <li>• Knowledge on insurance products will be an advantage</li> <li>• Good Microsoft Office tools</li> <li>• Good spoken &amp; writing skills in both English &amp; Chinese</li> <li>• Proactive, hardworking and willing to learn</li> </ul>
Professional Brokerage	Money Concepts (Asia) Holdings Limited	Administrative Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Administrative and clerical duties, including filling data input</li> <li>• Office support and outdoor duties, faxes and mails handling</li> <li>• Phone calls handling and other ad-hoc daily operation services</li> </ul>	<ul style="list-style-type: none"> <li>• Independent, self-motivated, hardworking and able to work under pressure</li> <li>• IT skills are preferred</li> </ul>

Professional Brokerage	Money Concepts (Asia) Holdings Limited	Customer Service Officer (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Provide quality client support, prepare proopsals &amp; meeting report</li> <li>• Follow up clients' enquiries and build long-term relationship with clients</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills in Microsoft Office tools required</li> <li>• Good communication and interpersonal skills</li> <li>• Self-management</li> <li>• Insurance experience preferred</li> </ul>
Professional Brokerage	Nova Insurance Consultants Limited	Executive Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Responsible for customer services and sales administration of commercial and corporate clients</li> <li>• Support account manager in preparation of business proposal and client presentation materials</li> <li>• Coordination with product providers (e.g. insurers)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or Higher Diploma holder</li> <li>• Fluent in written and spoken English and Chinese</li> <li>• Knowledge of Excel and MS Word</li> </ul>
YIE	Target Insurance Company Limited	Claims Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in general claims handling</li> <li>• Assist in coordinating work with Underwriting and Accounting</li> <li>• Assist in compiling and analysis of claims related statistics and projects</li> <li>• Handle ad hoc projects and assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Diploma or above</li> <li>• Positive in attitude and hard working</li> <li>• Sufficient English and Chinese language skill</li> <li>• Good PC skills in MS Word, Excel &amp; Chinese Word Processing</li> <li>• Good interpersonal and communication skills</li> <li>• Good team player</li> </ul>
YIE	Target Insurance Company Limited	Customer Services Assistant (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Responsible for handling customer contacts (both inbound &amp; outbound in telephony and other medias)</li> <li>• Provide excellent customer experience to all contacts</li> <li>• Follow operational guidelines in accordance with company's requirements and procedures</li> <li>• Handle daily customer enquiries and correspondences from call center in professional manner</li> <li>• Perform administrative duties related to service support</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Diploma or above</li> <li>• Positive attitude, cheerful manner, with desire to serve people and self-motivated</li> <li>• Strong sense of data integrity</li> <li>• Good communication skills in English, Cantonese and Mandarin</li> <li>• Proficient in MS Office</li> </ul>

YIE	Target Insurance Company Limited	Management Trainee (Vacancy Available: 1)	<ul style="list-style-type: none"> <li>• Assist in different department and attend industry training and earn your professional insurance license and qualification</li> <li>• Gain hands-on experience and build credibility by doing the job you will manage in the future</li> <li>• Be mentored by management of Target Insurance</li> <li>• Build your ability to contribute in team' motivate, inspire and develop a team</li> <li>• Work on real life business projects and make meaningful contributions</li> <li>• Demonstrate your ability to achieve top results</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree, preferably in Business, Insurance or related field</li> <li>• At least a 3.0 cumulative undergraduate GPA</li> <li>• Demonstrated leadership experience on campus, within the community and/or at work</li> <li>• Well-developed analytical, problem-solving and decision-making skills</li> <li>• Strong communication, relationship building and organizational skills</li> <li>• Proficiency in written and spoken Chinese (Cantonese &amp; Putonghua &amp; English)</li> </ul>
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\* 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 by the Employer.

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。

- END 完-

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

### PROGRAMME INFORMATION 計劃詳情

#### Programme Mode 計劃模式

1. Under “Work and Learn Programme” – Insurance Industry (“WLP”), a successful applicant (“Student-worker”) will be offered a job placement of middle or back office at a participating company (“Employer”, i.e. an insurance company or professional intermediary company) for 16-month (“the period”). During the period, a Student-worker will generally work four days in the participating company and attend classes at Vocational Training Council (“VTC”) one day a week.

在保險業 – 「進修實習計劃」（「計劃」）下，成功的申請人（「學員」）可獲安排在參與機構（「僱主」，包括保險公司或專業中介公司）的中台及後勤部門接受為期16個月（「實習期」）的在職實習。實習期間，學員每週在公司4天工作，1天在職業訓練局上課。

#### Programme Intake and Quota 計劃招生及學員名額

2. Our targets are to conduct WLP and to invite application three times a year, i.e. every March, July and November, throughout 2016/17 to 2018/19, to recruit around 15 Student-workers per intake. Any adjustments to the quota will be separately announced.

我們計劃於2016/17至2018/19年間，每年招生三次，即三月、七月及十一月，每次招收約15名學員。若名額有所調整將會另行公告。

#### Eligible Applicants 合資格申請人

##### General Applicants 一般申請人



3. 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, and attained the following academic qualifications and/or work experience:

一般申請人必須為香港特別行政區居民及可在香港合法受僱；一般申請人亦必須持有以下學歷及工作經驗：

- Bachelor Degree holder, or  
持有學士學位，或
- Higher Diploma holder with more than one year work experience, 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.  
持有高級文憑並具有一年以上工作經驗，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

4. 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：

- Company referral applicant fulfilled the academic requirements of WLP listed in paragraph 3 above; and  
公司轉介申請人須符合上述第3段所列的學歷要求；及
- 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
- 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。

5. The approval of company referral applicants will take into account factors such as the number of applications in each intake and applicants' work experience and background, etc.

公司轉介申請人的審批將會因應每期招生的報名人數、其工作經驗及背景等因素作出考慮。



## **Selection Criteria 甄選準則**

6. Applicants are required to submit application form together with curriculum vitae, cover letter(s) and copies of all academic transcripts/employment references (applicable to general applicants), or current employment contract (applicable to company referral applicants) to VTC before the application deadline. Applicants may also be required to attend job interview(s) arranged by the Employer(s) (not applicable to company referral applicants) and/or academic admission interview(s) conducted by VTC. Employer may select an applicant based on their academic attainment, work experience (if applicable), as well as interview performance.

申請人須將申請表格，連同個人履歷、求職信及所有學歷副本／工作證明（適用於一般申請人）、或現職僱傭合約（適用於公司轉介申請人）的副本，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（不適用於公司轉介申請人）及／或由職業訓練局安排的人學面試。僱主將根據申請人的學歷成績、工作經驗（如適用）及面試表現，考慮是否聘請申請人。

## **Programme Structure : Work Component 計劃結構：工作實習方面**

7. The job placement is divided into two streams, namely the Young Insurance Executive (YIE) Stream and the Professional Brokerage Stream, to reflect its nature of work. The job placement information is available at [www.instalent.org.hk](http://www.instalent.org.hk). Applicants should read the job placement information carefully and indicate job preferences in the application form (not applicable to company referral applicants). Student-worker will be offered a job placement and will enter into an employment contract with at least 16-month duration with an Employer.

在職實習職位分為兩個分流：保險才雋分流及專業中介分流，以反映職位的工作性質。在職實習職位的資料可於[www.instalent.org.hk](http://www.instalent.org.hk)瀏覽，申請人應詳閱在職實習職位資料，並於申請表格內填寫欲申請的職位（不適用於公司轉介申請人）。學員須與僱主簽訂為期最少16個月的僱傭合約。

## **Programme Structure: Study Component 計劃結構：課堂方面**

8. A Student-worker will be enrolled into the Professional Diploma in Insurance (“PDI”) programme offering by Institute of Professional Education And Knowledge (“PEAK”) of VTC and shall attend classes one-day per week according to the schedule provided by VTC. Each student-worker is required to study 8 modules during the period (2 modules per trimester) and each module consists of 30

lecture hours. A student-worker should attain at least 70% attendance rate and pass in each module in order to award with a certificate of Professional Diploma in Insurance.

學員將入讀職業訓練局轄下的高峰進修學院所開辦的保險學專業文憑課程，並每週上課一天。在此課程下，學員須於實習期內修畢8個單元（每個學期修讀2個單元），每個單元包括30個授課小時。學員須於每個單元達到最少70%出席率、以及取得合格成績，方可獲頒發保險學專業文憑課程證書。

9. The modules under the PDI programme are as follows:

保險學專業文憑課程單元如下（只提供英文單元名稱）：

<b>Core Modules 核心單元</b>	
Insurance Organization Operations	
Insurance Principle and Practice*	
Insurance Underwriting and Claims	
<b>Elective Modules 選修單元</b> (Student-worker should choose Elective Modules based on Employer's preference) (學員應根據僱主意見選擇選修單元)	
<b><u>General Insurance Modules:</u></b>	<b><u>Life Insurance Modules:</u></b>
Property Insurance	Personal Investment and Financial Services (or Financial Planning)
Legal Aspect of General Insurance <sup>#</sup> (or Legal Framework for Insurance Contract <sup>#</sup> )	Life and Health Insurance
Liability Insurance	Life Insurance Underwriting and Claims
Marine and Aviation Insurance	Legal Aspect of Life Insurance <sup>#</sup> (or Legal Framework for Insurance Contract <sup>#</sup> )
Motor Insurance	Business Financial Planning

Remarks 備註：

The 8 modules should consist of one core module marked with \* and one legal module marked with #.

8 個單元中必須包括一個註有\*的核心單元及註有#的法律單元。

10. The PDI programme for November 2018 intake will commence on 2 November 2018. In the 1<sup>st</sup> trimester, student-worker will be required to study 2 modules (subject to change upon the final arrangement by PEAK) as follows:

2018年11月入學的保險學專業文憑課程將於2018年11月2日開課。學員須於第一

個學期修讀下列兩個單元（或會因應高峰進修學院的最終安排作出改動）：

	<b>Module Name</b> 單元名稱	<b>Class Schedule</b> 上課時間	<b>Date of Examination</b> 考試日期
<b>Two elective modules</b> 兩個選修單元	Motor Insurance  or 或  Business Financial Planning	Every Friday, 9:30am – 12:30pm (from 2 Nov 2018 to 11 Jan 2019).  逢星期五，上午9時30分至12時30分（2018年11月2日至2019年1月11日）	Motor Insurance: 28 January 2019 2019年1月28日  or 或  Business Financial Planning: 31 January 2019 2019年1月31日
	Legal Aspect of Life Insurance  or 或  Marine and Aviation Insurance	Every Friday, 2:00pm – 5:00pm (from 2 Nov 2018 to 11 Jan 2019)  逢星期五，下午2時至5時（2018年11月2日至2019年1月11日）	Legal Aspect of Life Insurance: 25 January 2019 2019年1月25日  or 或  Marine and Aviation Insurance: 1 February 2019 2019年2月1日

11. The PDI programme will be taught in English and supplemented with Cantonese where necessary; and assessment is in English, normally including a written assignment (30%) and a written examination (70%). Student-worker must obtain a minimum of 40% in both assignment and the examination for a pass in a module.

保險學專業文憑課程以英語授課，輔以廣東話講解。各單元之評估一般包括一份書面作業（30%）及一次考試（70%），須以英語作答。學員必須於兩者均取得最少 40% 分數，才可於該單元取得合格成績。

## **Remuneration and Allowance 薪酬及津貼**

12. During the initial 16-month employment<sup>1</sup>, a Student-worker will be entitled to the following remuneration/sponsorship from the Employer:

<sup>1</sup> Company referral applicant who successfully enrolled into WLP is not obligated to sign a new employment contract with the Employer. However, the Employer should add an addendum to the existing contract to fulfil terms and

在僱傭合約的首 16 個月期間<sup>1</sup>，學員將可獲僱主發放以下薪酬／贊助：

- Monthly remuneration of no less than \$10,000; and  
每月不少於\$10,000 薪酬；及
- PDI tuition fee sponsorship<sup>2</sup> by Employer (a total of 8 modules)  
僱主贊助保險學專業文憑課程學費<sup>2</sup>（共 8 個單元）

13. If a Student-worker fulfills all criteria below, he/she will also be entitled to a monthly Government allowance of \$2,500 (to be disbursed every four months during the initial 16-month employment):

如學員符合以下所有條件，更可於僱傭合約期內獲發每月\$2,500的政府津貼（在僱傭合約的首16個月期間每四個月發放一次）：

- Obtains 70% or above attendance rate in class at VTC or at the Employer's workplace every month; and  
每月在職業訓練局課堂及職場取得70%或以上出席率；及
- Passes in PDI modules; and  
於所修讀的保險學專業文憑課程單元取得合格成績；及
- Performs satisfactorily at workplace<sup>3</sup>.  
工作表現良好<sup>3</sup>。

14. For Student-worker who entered into an employment contract that exceeds 16-month period, upon completion of the initial 16-month employment, the Student-worker will be entitled to an annual remuneration of no less than \$150,000<sup>4</sup> starting from the 17<sup>th</sup> month of employment for one year. Should a Student-worker complete a 16-month employment contract and enter into a new employment contract to become a full-time employee of the Employer, the same adjustment on annual remuneration applies during the first year of the full-time employment.

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，其月入在第 17 個月起計的一年內，可獲每年不少於港幣 150,000 元<sup>4</sup>的薪酬。如學

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conditions under WLP. Please refer to the "Application Form for Companies" for details.

成功的公司轉介申請人無需與僱主簽訂新僱傭合約，惟僱主須在現有合約中增訂條款，以符合計劃條款。詳情請參閱「機構參加表格」。

<sup>2</sup> The tuition fee per module is \$3,600, and to be increased to \$3,850 starting from March 2019. PDI tuition fee is not less than \$30,300 for 8 modules.

每個單元的學費為\$3,600，並將於 2019 年 3 月起增至\$3,850。保險學專業文憑課程 8 個單元學費合共不少於 \$30,300。

<sup>3</sup> Student-worker will be subject to a workplace performance assessment every 4 months.

學員須接受每四個月一次的工作表現評估。

<sup>4</sup> The 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。

員完成 16 個月的僱傭期後與僱主簽訂新僱傭合約成為全職員工，上述有關年薪的要求於第一年的全職合約期內同樣適用。

## **Professional Qualification Obtained 專業資格及學歷**

15. A Student-worker who has successfully completed 8 modules and passed the relevant assessment of the PDI programme will be awarded with the Professional Diploma in Insurance, an academic qualification which is recognised under the Qualifications Framework at Level 4<sup>5</sup>.

成功完成8個保險學專業文憑課程單元及於所有單元取得合格成績的學員，將可獲頒發證書，學歷級別達到本港資歷架構第四級<sup>5</sup>。

16. Upon PDI programme completion, a Student-worker will also be eligible for application for the Australian and New Zealand Institute of Insurance and Finance (ANZIIF) Senior Associate Membership and be awarded up to a maximum of 120 credits for Chartered Insurance Institute (CII) insurance qualification.

取得保險學專業文憑學歷的學員，可獲澳大利亞及新西蘭保險與金融學會（ANZIIF）頒發高級會員資格，及英國特許保險學院（CII）保險學歷最多 120 學分。

## **Overseas Immersion Programme 海外進修機會**

17. To broaden Student-workers' horizon and to enable them to gain international perspective as well as understanding of the global insurance market, the Government will offer sponsorship for a maximum of 10 places per year from 2018/19 to 2019/20 to top performing Student-workers for a two-week intensive immersion programme in overseas insurance institutions. VTC would assess Student-workers based on their performance at workplace and at class.

為讓學員增廣見聞、擴闊視野及更了解環球保險市場，政府將在2018/19至2019/20年間，每年提供最多10個名額，資助計劃中最優秀的學員前赴海外保險機構，參與為期兩周的進修課程。職業訓練局將根據學員的工作及學業表現進行甄選。

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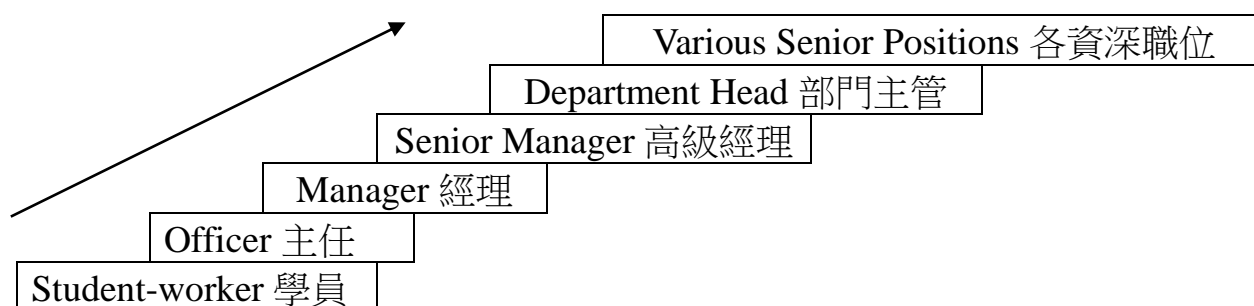
<sup>5</sup> The programme is recognised under the Qualifications Framework at Level 4. QR registration no.: 14/002698/L4. Validity period: From 1 April 2014 to 31 March 2022.

課程資歷已獲評定為達到資歷架構第 4 級。編號：14/002698/L4。有效期為 2014 年 4 月 1 日至 2022 年 3 月 31 日。

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

18. At present, there are 160 authorised insurers, with 65% of the world's top 20 insurers conducting business in Hong Kong. Our insurance industry has experienced continued growth in the past five years, with an average annual growth of 14.8%. The total gross premiums of Hong Kong insurance industry amounting to HK\$132.5 billion in first quarter of 2018, offering a promising career and plenty of opportunities for career advancement. Student-worker may develop a career through the below pathway:

現時香港共有 160 間獲授權的保險公司，在全球 20 間頂尖保險公司中，便有 65% 在香港經營業務。香港保險業過去五年錄得 14.8% 的平均年增長率，2018 年首季的毛保費總額合共為 1,325 億港元，前景理想而且提供大量晉升機會。學員可循以下階梯發展事業：



## Application Method 申請方法

19. 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 or email no later than 5:00 pm, 14 September 2018:

請於 [www.instalent.org.hk](http://www.instalent.org.hk) 下載報名表格。填妥表格後連同所需文件於 2018 年 9 月 14 日下午 5 時或以前以郵寄或電郵方式交回職業訓練局：

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

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

20. 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. 17 September 2018.

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2018年9月17日的中午12時。

## **Enquiries 查詢**

21. Enquiries about WLP 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

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

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





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)

## “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: 14 September 2018 截止申請日期：2018年9月14日)

- Notes: (i) Please read the “Programme Information” carefully before completing this application form (“Form”).  
注意：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<sup>1</sup>. 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<sup>1</sup>。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

<sup>1</sup> 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](http://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](http://www.immd.gov.hk)。

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

<i>For official use only 本欄不必填寫</i>	
<i>The applicant complies with the requirements on Hong Kong residency status.</i> <i>申請人符合香港居民身份的要求。</i>	
<input type="checkbox"/> Yes 是	<input type="checkbox"/> No 否
<i>Receiving Officer:</i> <i>負責人員:</i>	

### **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](http://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

## **Work Experience 工作經驗** (in chronological order 請按日期順序列出)<sup>②</sup>

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)

<sup>②</sup> 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）

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Pilot Programme Website<br>先導計劃網頁               | <input type="checkbox"/> Pilot Programme Facebook Page<br>先導計劃面書專頁                                       | <input type="checkbox"/> Career Fair / Talk at School<br>學校招聘會／講座    |
| <input type="checkbox"/> e-Newsletter from School<br>學校通訊電郵              | <input type="checkbox"/> School Website<br>學校網站  | <input type="checkbox"/> Poster / Notice Board at School<br>校內海報／告示板 |
| <input type="checkbox"/> Facebook<br>面書                                  | <input type="checkbox"/> Instagram   | <input type="checkbox"/> Website / App Advertisement<br>網頁／手機程式廣告    |
| <input type="checkbox"/> Recruit Magazine<br>Recruit 刊物                  | <input type="checkbox"/> Lecturer / Family / Friends (please delete as appropriate)<br>講師／家長／朋友（請刪去不適用者） |  |
| <input type="checkbox"/> Others (Please specify: _____)<br>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<sup>2</sup> (hereafter collectively referred to as “Data Users”) to process my application herein (e.g. qualification and integrity checking).

<sup>2</sup> 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。

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<sup>2</sup>（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）。

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Signature by Applicant 申請人簽署

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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 Users will 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。

**“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人職面試，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：
  - (i) 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

- (ii) 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
- (iii) 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;  
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 trimester upon 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<sup>3</sup>, 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\$30,300<sup>3</sup>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

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<sup>3</sup> 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。

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's attainment 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<sup>4</sup> starting from the 17<sup>th</sup> 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150,000<sup>4</sup>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 –

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<sup>4</sup> 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。