

# 2012 實習培訓計劃

## Workplace Attachment Programme

“ **Get Revitalized with Young Blood** ”  
**積極 · 進取 · 創意 為企業灌注新動力**

### About the Programme 計劃簡介

1. Host companies are expected to provide experienced personnel to guide and supervise students.  
僱主安排有經驗的員工監督及指導培訓學員。
2. Host companies should keep records of the trainees' attendance. IVE will check the attendance records if necessary.  
出席紀錄：僱主須登記培訓學員的出勤率，以便考核同學的紀律。
3. Duration of the training programme can be separately proposed by individual employers\*.  
培訓計劃日期：可由僱主另行建議\*。
4. Monthly allowance to each student from employer: around \$3,000.  
僱主提供學生每月津貼：約\$3,000。

\*Remarks: Period of the programme: Mid June – Early September 2012

備註：培訓期及時間由2012年6月中至2012年9月初

### Students are able to assist in the following tasks:

學生可協助僱主完成以下工作：

- Find the right source according to customer's requirement on the product  
根據買家對產品的特定要求及概念，尋找合適的供應商
- Assist in monitoring production process, quality control & inspection and shipping arrangement  
協助監管生產步驟、品質檢定及安排貨品付運的事宜
- Handle orders and import / export documents  
處理訂單及出入口文件
- Design promotional materials such as product catalogue, brochure, flyer, poster and assist in preparing promotional activities such as exhibition event  
設計宣傳物品如產品目錄、宣傳冊、傳單、海報，以及協助籌辦推廣活動如展覽會、展覽設計、佈局設計等
- Conduct market research that helps to understand market needs and trend  
市場調查幫助了解市場需求及走勢
- Develop e-marketing programmes such as website revamp, social media and online shopping platform  
幫助發展網絡營銷，如網站、社交網站管理、網上購物平台
- Assist in selling product and providing customer service  
協助銷售貨品及提供顧客服務
- Assist in designing the website and show room decoration.  
協助設計網頁及佈置陳列室
- The programme offers a good opportunity for companies to demonstrate their corporate social responsibility in providing students with first-hand working experience.

這計劃亦提供機會給參與的公司展示他們的社會責任，讓學生早日了解公司運作。



### Previous Employers' Endorsements:

僱主高度評價：

- Students were trustworthy; they also possessed the sense of responsibilities and made every effort to complete the job on time.  
學生誠實可靠，且具備責任感，能全力以赴如期完成所委派的工作。
- Students brought us with many innovative and creative ideas.  
實習學生帶來多方面的創作概念，為公司作出貢獻。
- Students were willing to learn and accept the new challenges.  
學生們很好學，且主動性很強，完成工作後，也會虛心聽取上司意見。

# 2012 實習培訓計劃回條

## Workplace Attachment Programme Reply Slip

Attn: Ms. Joanna So (Tel: 2730 9851, Email: jso@exporters.org.hk, Fax:2730 1869)  
Ms. Kelian Yu (Tel: 2544 8474, Email: info@hkciea.org.hk, Fax:2581 4979)

Company Name 公司名稱: \_\_\_\_\_

Company Address 公司地址: \_\_\_\_\_

Nature of Business 業務性質: \_\_\_\_\_

No. of Staff 員工數目: \_\_\_\_\_ No. of Students Required 要求學員數目: \_\_\_\_\_

Working Time and Period Required 工作時間及日期: \_\_\_\_\_

Brief Description on Work to be Performed by Students 工作要求簡述:

Design promotional material 設計宣傳物品       Customer service 客戶服務       Handle documents 文件處理

Purchasing and merchandising 採購       Others (please specify) 其他(請列明): \_\_\_\_\_

Remuneration Offered 每月津貼: \_\_\_\_\_

Contact Person 聯絡人: \_\_\_\_\_ Tel. 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

Contact Email 聯絡人電郵: \_\_\_\_\_

Name 姓名: \_\_\_\_\_ Signature 簽署: \_\_\_\_\_

Title 職銜: \_\_\_\_\_ Date 日期: \_\_\_\_\_

### For Further Details:

The Hong Kong Exporters' Association  
Tel: 2730 9851  
Email: exporter@exporters.org.hk

The Hong Kong Chinese Importers' & Exporters' Association  
Tel: 2544 8474  
Email: info@hkciea.org.hk

### Organized by:

The Import / Export and Wholesale Trades Training Board of VTC  
The Hong Kong Exporters' Association  
The Hong Kong Chinese Importers' & Exporters' Association  
Hong Kong Institute of Vocational Education

### Co-Sponsored by:

The Chartered Institute of Purchasing and Supply (Hong Kong Branch)  
The Chinese General Chamber of Commerce  
The Chinese Manufacturers' Association of Hong Kong  
Federation of Hong Kong Industries  
The Hong Kong Chamber of Small & Medium Business Ltd.  
Hong Kong General Chamber of Commerce  
The Institute of Purchasing and Supply of Hong Kong

### 索取資料:

香港出口商會  
查詢熱線: 2730 9851  
電郵: exporter@exporters.org.hk

香港中華出入口商會  
查詢熱線: 2544 8474  
電郵: info@hkciea.org.hk

### 合辦機構:

職業訓練局出入口及批發業訓練委員會  
香港出口商會  
香港中華出入口商會  
香港專業教育學院

### 支持機構:

英國特許採購及供應學會(香港分會)  
香港中華總商會  
香港中華廠商聯合會  
香港工業總會  
香港中小企業商會  
香港總商會  
香港物資採購與供應學會



Member of VTC Group  
VTC 機構成員

