

The Sponsorship Scheme
Of
I.T. Internship Coordination & Facilitation Programme
In
2007/08

Issued by
Hong Kong Cyberport Management Company Limited

November 2007

The Sponsorship

1. This is an invitation for applications on the Sponsorship Scheme of I.T. Internship Coordination & Facilitation Programme in 2007/08. As the “Secretary”, the Hong Kong Cyberport Management Company Limited will serve as a focal point and contact for the sponsored scheme.

The Scheme

2. Since year 2000, the Government has been putting enormous effort in enhancing the supply quality of I.T. manpower resources, particularly students with desires to become I.T. professionals. The “IT Internship Coordination & Facilitation Programme 2007-2008” provides on-job skill advancement opportunities for local fresh graduates and undergraduates with IT-related, including digital media, disciplines. To increase the IT-related fresh graduates and undergraduates with real-life training opportunities, the “Sponsorship Scheme for I.T. Internship Coordination & Facilitation Programme 2007-2008” (hereafter the “Scheme”) has therefore been sponsored by the Office of the Government Chief Information Officer (OGCIO).
3. The Scheme aims to provide local post-secondary fresh graduates and undergraduates with related on-job skill advancement opportunities through sponsored intern places to relevant companies, targeting at local students who are studying or graduated with-in twelve month from the following programmes.
 - University Grants Committee funded information technology, engineering, and digital media related programmes¹ organized by local post-secondary institutes
 - Hong Kong Council for Accreditation of Academic & Vocational Qualifications accredited high diploma or above information technology, engineering, and digital media related programmes² organized by local post-secondary institutes
4. Sponsorship will be allocated to this Scheme for twenty-five intern places in year 2007 to 2008 for up to HK\$4,000 per month per Intern for a maximum term of twelve month for companies to apply.
5. Internship progress of the twenty-five intern places will be reviewed in quarter basis.

¹ See <http://www.ugc.edu.hk/eng/doc/ugc/stat/pgmlist.pdf> for the list of UGC funded programmes in year 2006/07

² See <http://www.hkcaa.edu.hk/First.htm> for the list of HKCAAVQ accredited programmes

Scope of Sponsorship

6. Under the Scheme, the OGCIO will provide sponsorships for companies who have information technology or digital media projects and are willing to train local students or local fresh graduates as Interns.
7. The subsidy of each intern place is fifty percent of the monthly basic salary and employer's MPF contribution offered to Intern or a maximum amount of four thousand Hong Kong dollars per month whichever is lower for a maximum term of twelve month.
8. Each company can apply subsidy for up to three intern places.
9. Sponsorship shall be disbursed by the Secretary to the successful applicants in every three month, for each of the sponsored intern place.
10. The Secretary shall cease the disbursement upon termination of the Internship and reserve the right to withdraw the remaining portion of the sponsorship if in any case the successful applicants are not able to carry out their responsibilities stated on sentence (23) in this Scheme.

Eligibility

11. All Hong Kong registered companies who met all the following criteria are eligible to apply.
 - Small and medium enterprise with less than fifty employees;
 - Secured information technology or digital media related project;
 - Available full-time intern place(s) in subject area of information technology or digital media production from six to twelve month;
 - Capable of providing on-job training to successful student applicants as a plan during the employment period of the internship
12. Sponsorship will NOT be granted to cover the following types of Internship or expenses.
 - (a) No information technology or digital media related project for the Intern(s) to work on during the employment period.
 - (b) No relevant planned training for the Intern(s) during the employment period.
 - (c) Intern who does not meet the criteria stated on sentence (3) in this Scheme
 - (d) Expenses other than basic salary and employer's MPF contribution; such as allowances, overhead or fringe benefits...etc.

- (e) Intern who is not permanent Hong Kong resident or is resident permitted to remain in Hong Kong for less than 7 years
 - (f) Internship contract does not comply with the employment laws of Hong Kong³.
13. The decisions of the OGCIO on the eligibility of applicants and on the amount of the sponsorship are final.

Application and Selection

14. The Applicants should quote the monetary figures in Hong Kong Dollars and make sure that monetary figures quoted are accurate before submission. Under no circumstances will the Secretary accept any request for adjustment on the ground that a mistake has been made in the monetary figures quoted.
15. The Applicants must complete the attached application form at Appendix A.
16. All Applications must be submitted in both eMail and hard copy format.
17. All Applications should be sent to the following address on or before 31 December 2007

eMail format

dmc@cyberport.hk

Hard copy format (in a sealed envelope marked CONFIDENTIAL):

Cyberport Digital Media Centre
Unit 311, Level 3
IT Street, Cyberport 3
100 Cyberport Road
Hong Kong
(Re.: Sponsorship Scheme for I.T. Internship Coordination & Facilitation Programme 2007/08)

18. A separate application form has to be submitted for each intern position offered.
19. The copy of the Scheme and application form will be made available on the Cyberport web site <http://training.cyberport.hk/IT-Internship.htm> for downloading.

³ See <http://www.labour.gov.hk/eng/legislat/contentA.htm> for a summary of the employment laws of Hong Kong.

20. Cyberport will promote the Scheme and the Internship Facilitation System, InternsLink.hk which web site is <http://www.internslink.hk> at all relevant local post-secondary institutes.

21. All sponsorship is on first-come, first served bases and in the order of applications received by the email address, dmc@cyberport.hk.

Announcement of Result

22. The Secretary shall notify the applicants of the result on or before 2 January 2008. Approved sponsorship amount shall be disbursed to successful Applicants on quarterly bases upon received of the quarterly review reports and the statement of accounts with proof of salary disbursement prepared by successful Applicants.

Responsibilities of Successful Applicants

23. Successful Applicants should:

- (a) Ensure that the objectives of the submitted training plan set out in part IV in their applications are fulfilled;
- (b) Post the internship opening at The Internship Facilitation System, InternsLink.hk which web site is <http://www.internslink.hk> ;
- (c) Provide all profiles applied for the intern place offered to the Secretary for record purpose;
- (d) Keep the Secretary informed of any changes/updates of the internship at the earliest convenience;
- (e) acknowledge the sponsorship of the OGCIO and the Secretary in all publicity materials including both printed and online material;
- (f) attend the review sessions with Interns arranged by the Secretary during and after the internship for the benefits of future programme development and enhancement;
- (g) prepare the review reports in accordance with the prescribed format at Appendix B;
- (h) submit the statement of accounts with proof of salary disbursement to Interns to the Secretary within three month after the each salary disbursement for verification and release of the sponsorship. Failing that may result in the withdrawal of the OGCIO's sponsorship and the

requirement of repaying the sponsorship to the OGCIO in full; and

- (i) comply with the employment laws of Hong Kong.

Declaration of Interests

24. To ensure impartiality of the Scheme, Applicants are required to declare on the applications any relation, interest, or benefit which the Applicants may have or may receive from the collaborative partners and parties of the internship.

**Hong Kong Cyberport Management Company Limited
November 2007**

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Appendix A

For Official Use Only

SERIAL NO.:

Application Form

To be completed by the Applicant

PART I – Company Details

1. Company Name	(in English)
	(in Chinese)
2. Address	
3. Nature of Business	
4. No. of staff Employed	
5. Business Registration No.	

PART II – Contact Person Details

6. Name (Mr/Ms)			
7. Position			
8. Tel. No.		9. Fax. No.	
10. eMail Address			

PART III – Programme Details

11. Project Title	
12. Feature of Projects	
13. Entry Requirements	(a) Academic Qualifications:
	(b) Skills:
	(c) Language: (i) Cantonese <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (ii) Mandarin <input type="checkbox"/> Fair <input type="checkbox"/> Fluent (iii) English <input type="checkbox"/> Fair <input type="checkbox"/> Fluent
	(d) Others:
14. Required period	No. of months: _____ (6 to 12 months subject to the training plan)
15. Commencement date of Internship: _____ (dd/mm/yy)	
16. Address of Workplace	

17. Interview	Name of Interviewer: (i) Mr/Ms: _____ (ii) Tel. No.: _____ (iii) Venue(if different from item 16): _____
18. Terms and Condition of Employment	(a) Working hours: From _____ am/pm To _____ am/pm Working days per week: _____ days
	(b) Require Shift Work? <input type="checkbox"/> Yes (Shift hours from _____ To _____) <input type="checkbox"/> No
	(c) Rest Day: <input type="checkbox"/> Every _____ <input type="checkbox"/> Shift Holiday
	(d) Holidays: <input type="checkbox"/> Public Holidays <input type="checkbox"/> Statutory Holidays
	(e) Proposed Salary (subsidy included):
	(f) Other Benefits of Allowance:

PART IV – Training Details

19. Training Objectives	
12. Skills and Knowledge to be acquired	
13. Training Milestones	1 st Quarter: 2 nd Quarter: 3 rd Quarter (if applicable): 4 th Quarter (if applicable):

PART V – Undertakings

- 1) In case of application being approved, the company will:
 - (a) Ensure that the objectives of the submitted training plan set out in part IV in their applications are fulfilled;
 - (b) Post the internship opening at The Internship Facilitation System, InternsLink.hk which web site is <http://www.internslink.hk> ;
 - (c) Provide all profiles applied for the intern place offered to the Secretary for record purpose;
 - (d) Keep the Secretary informed of any changes/updates of the internship at the earliest convenience;
 - (e) acknowledge the sponsorship of the OGCIO and the Secretary in all publicity materials including both printed and online material;
 - (f) attend the review sessions with Interns arranged by the Secretary during and after the internship for the benefits of future programme development and enhancement;
 - (g) prepare the review reports in accordance with the prescribed format at Appendix B;
 - (h) submit the statement of accounts with proof of salary disbursement to Interns to the Secretary within three month after the each salary disbursement for verification and release of the sponsorship; and
 - (i) comply with the employment laws of Hong Kong.

- 2) The company would make necessary arrangement to release interns to attend suitable off-the-job vocational training courses, including part-time-day-release courses, if necessary.
- 3) The company would not displace existing staff with trainees during the period of training.
- 4) The company certify that all the information provided above is true and. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.

Signature and Company Chop

Date

Notes:

Please return the filled application form to the Hong Kong Cyberport Management Company Limited – Digital Media Centre reside at Unit 311, Level 3, IT Street, Cyberport 3, 100 Cyberport Road, Hong Kong and eMail to dmc@cyberport.hk .

Priority of applications shall be counted by the order of applications received at dmc@cyberport.hk only.

The purpose of collecting company and personal data by the Hong Kong Cyberport Management Company Limited is to process cases of the Sponsorship Scheme of the I.T. Internship Coordination & Facilitation Programme and to carry out the subsequent follow-up work only.

11. Skills and Knowledge acquired	
12. Training Milestones	Achieved Milestones: Not Achieved Milestone: Explanation Remarks (if any)
13. Sponsorship Sought (Please attached a statement of accounts with copies of supporting)	HK\$

PART III – Undertakings

The company certify that all the information provided above is true and. The company understood that it is a criminal offence if the company provide false or withhold information in order to obtain the training subsidy.

Signature and Company Chop

Date

Notes:

Please return the filled application form to the Hong Kong Cyberport Management Company Limited – Digital Media Centre reside at Unit 311, Level 3, IT Street, Cyberport 3, 100 Cyberport Road, Hong Kong and eMail to dmc@cyberport.hk .

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