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| **Statement of Understanding between the Company, the Vocational Training Council and the Student**  **for the Industrial Attachment Scheme (Version 2.6)** | |
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| 1. **The Parties and the Attachment Period**   This document constitutes a tripartite agreement between the following parties for the student Industrial Attachment scheme with the objectives as stated in (B) (hereinafter referred to as “*the Scheme*”) for *the attachment period* as stated in the **Annex**:   1. the organization as named in the **Annex** (hereinafter referred to as “*the Company*”) providing attachment place(s) for the Scheme, 2. the Department/Campus as named in the **Annex** of Hong Kong Institute of Vocational Education (hereinafter referred to as “IVE”), and 3. the student(s) as named in the **Annex** who accepts the offer of attachment place, or, in other words, participates in the Scheme (hereinafter referred to as “*the Student*”) 4. **Objectives of the Collaboration**   The parties shall work in collaboration towards the following objectives of *the Scheme*:   * 1. 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 skills for learning, employment and life.   2. To strengthen the quality of vocational education provided by IVE.   3. To provide the training companies with a good opportunity to learn more about IVE students.   4. To provide information of the current job requirements to assist IVE teachers with their curriculum planning and selection of modes for course delivery.   5. To strengthen current initiatives and explore the possibilities for future joint development of mutually beneficial partnership opportunities/projects.  1. **Function of the Statement**   This Statement of Understanding, although not a legal binding document, provides general guidelines within which *the Scheme* will be implemented and sets out the responsibilities that have been identified and the consensus reached among the parties concerned.   1. **Responsibilities of the Participating Parties**   D1. The Company   * 1. To provide training and/or working opportunities for *the Student*(s) from IVE during *the attachment period*.   2. To assign an industry mentor within *the Company* to supervise and appropriate guidance to *the Student*(s) on the attachment.   3. To provide a safe working environment and on-the-job safety instructions for *the Student*(s).   4. To keep in contact with the IVE IA Supervisor to provide ongoing feedback on *the Student*(s) progress and programme issues / concerns throughout *the attachment period*.   5. To report to IVE at once of *the Student*(s)’ absence of any 2 consecutive half-days.   6. To provide, where possible, some financial considerations for lodging, meal and transportation to *the Student*(s) on attachment to *the Company* if the attachment is located outside Hong Kong.   7. To immediately inform the IVE IA Supervisor of any accidents or injuries that involve *the Student*(s) during *the attachment period*.   8. To allow the IVE IA Supervisor to visit *the Student* at least once during *the attachment period*. | D2. The Department / IVE   1. To provide guidance to *the Student*(s) on working attitudes, workplace safety and relevant key skills before the attachment. 2. To ensure that *the Student*(s) on attachment is covered by a Group Personal Accident Insurance Policy. 3. To assign an IVE IA Supervisor to liaise with *the Company* to set up attachment visit(s) to meet with *the Student*(s) / mentor concerned. 4. To provide guidance, monitor, and document the progress of *the Student*(s) during *the attachment period*. 5. To keep in contact with *the Company* throughout *the attachment period* and act on / follow up any areas of concern with *the Student*(s) and/or *the Company*. 6. To provide ongoing feedback to industry mentor and *the Student*(s) to foster effective communication and establish supportive relationships before, during and after *the attachment period.*   D3. *The Student*(s)   1. To observe the rules and regulations (in particular, those relating to safety and security) of *the Company*. 2. To comply with the instructions and orders of their IVE IA Supervisor, industry mentor and such staff members of *the Company*, as the job requires. 3. To observe the office hours of *the Company* and be punctual. 4. To observe and comply with the legal laws where the attachment takes place. 5. To take care of herself/himself during and after work hours and not to leave the designated workplace or dormitory at night if the attachment is outside Hong Kong. 6. To notify *the Company* before leaving the designated workplace or dormitory if it is located outside Hong Kong 7. To report any unsafe working conditions or other concerns to the mentor and/or the attachment IVE IA Supervisor. 8. Not to take unapproved leave during *the attachment period*. 9. **Termination of the Scheme**    1. *The Company* shall have the right to terminate *the Scheme* before the expiration of *the attachment period* in case *the Student*(s) has infringed *the Company*’s rules and regulations.    2. IVE shall have the right to terminate *the Scheme* for *the Student*(s) before the expiration of *the attachment period* in case the working opportunities provided by *the Company* for *the Student*(s) lacks a training element or deviates from the objectives of *the Scheme*.    3. If *the Student*(s) wishes to withdraw from *the Scheme* before the expiration of *the attachment period*, he/she should first contact the IVE IA Supervisor. Prior approval of both the industry mentor and the IVE IA supervisor is required.    4. 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 Student*(s), IVE and the Company concerned. 10. **Other Conditions**     1. If *the Student*(s) on attachment wishes to make formal comments, requests or complaints concerning the training (including applications for withdrawal from *the Scheme*), these shall be handled jointly by the industry mentor, and the IVE IA Supervisor, in consultation with *the Student*(s).     2. 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. |

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| **Vocational Training Council | Engineering Discipline**  **The Annex to the Statement of Understanding (Version 2.6)** | | | |
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| **IVE#** | | | **Department:** |  | | | | | | |
| **Campus:** | CW / HW / LWL / MH / ST / TM / TY | | | | | | |
| **Programme:** | EG114XXX HD in XXXXX | | | | | | |
| **Company Name#:** | | |  | | | | | | | |
|  | | | | | | | | | | |
| **Student Name#** | | | **Student Number** | **Attachment Period#** | | | | | **Student Signature\*** | |
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| # Refer to Clause A of the Statement of Understanding.  \* Declaration by the Student(s):  I am a participant of the IA/IBSP scheme, and have read and understand the information on the Statement of Understanding as stated. I agree to abide by all terms as stipulated in the Statement of Understanding. | | | | | | | | | | |
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|  | **Company Representative** | | | |  |  | **IVE Representative** | | |  |
|  | Signature | | | |  |  | Signature | | |  |
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|  | Full Name: |  | | |  |  | Full Name: |  | |  |
|  | Title: |  | | |  |  | Title: |  | |  |
|  | Date: |  | | |  |  | Department of | | |  |
|  |  |  | | |  |  | IVE ( ) | | |  |
|  |  |  | | |  |  | Date: |  | |  |
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