

Maritime and Aviation Training Fund
Maritime and Aviation Internship Scheme (Maritime) (Summer 2019)
(May 2019 to September 2019)

FAQ for Companies in the Maritime Sector

Note:

This set of FAQs is intended for companies in the maritime sector which are keen to participate in the Maritime and Aviation Internship Scheme (Maritime). Companies in the aviation sector should refer to another separate set of FAQs available at the Maritime and Aviation Training Fund's website.

1. What is the objective of the Maritime and Aviation Internship Scheme (Internship Scheme)?

The Internship Scheme is an initiative subsidised by the Maritime and Aviation Training Fund (MATF) of the Transport and Housing Bureau (THB). It aims to give the young generation early exposure to the wide spectrum of career opportunities in the maritime and aviation sectors.

2. What roles do the MATF and participating companies play under the Internship Scheme (Maritime)?

MATF

The MATF would reimburse the participating companies of honorarium paid to each intern up to 75% or HK\$7,000 per month (whichever is lower) for an internship period up to three months.

Participating Companies

- (a) register and offer internship places under the MATF during 2019 summer vacation i.e. from May to September 2019 for a minimum of 4 weeks;
- (b) pay the monthly honorarium to student interns during the internship period, and then claim for reimbursement from the MATF regarding the sum sponsored by the Government, together with an evaluation of the scheme, after completion of internship;

- (c) give a fruitful and rewarding experience to the interns; and
- (d) release the interns for activities organised by the MATF.

3. What companies can participate in the Internship Scheme (Maritime)?

Any company in the maritime sector with a valid business registration in Hong Kong which can offer students meaningful exposure can apply to join.

4. What students are eligible to apply under the Internship Scheme (Maritime)?

The Internship Scheme (Maritime) will cover registered internship places taken up by a student who is:

- (a) a Hong Kong resident;
- (b) lawfully employable in Hong Kong; and
- (c) a **non-final year** full-time local student studying any undergraduate or sub-degree programme of the eight University Grants Committee-funded (UGC-funded) education institutions, the Hang Seng University of Hong Kong (HSUHK), Hong Kong Shue Yan University (HKSYU), the Open University of Hong Kong (OUHK) and the Vocational Training Council (VTC).

5. What should companies do to enrol into the Internship Scheme (Maritime)?

- On or before 29 March 2019, companies register with the MATF the number of intern places they wish to offer, and provide all essential information¹. A company may also provide a link to a relevant website if the company's own application form and/or advertisement is used.
- Companies will subsequently receive confirmation from the MATF on the number of places successfully registered and other

¹ By submitting the completed (MATF_IN_F1 (Maritime) (Rev 1/2019))

detailed information and documents relating to the internship in April 2019.

6. What will happen after the registration of a company's internship places?

Uploading on webpages of universities

- Other than uploading the intern places onto the MATF's and Hong Kong Maritime and Port Board's webpages, the MATF will provide information on the intern places received to the eight UGC-funded education institutions, HSUHK, HKSYU, OUHK and VTC for uploading onto their webpages.

Students making applications to companies

- Students should apply to the companies direct. They may use either the MATF's application form (MATF_IN_FA (Maritime) (Rev 1/2019)) or the company's own application form for application.

Recruitment of interns by companies

- Companies will conduct recruitment on their own to select eligible and suitable interns for employment. There is no obligation to fill all registered places if companies are unable to select sufficient number of suitable candidates. However, companies are encouraged to fill all the registered places as far as possible.

Interns to report for duty

- Interns will perform their duties and participating companies will pay honorarium direct to the interns.

On completion of internship

- Companies have to complete application form for reimbursement of honorarium paid, including an evaluation of the scheme, and forward to the MATF the completed application form

(MATF_IN_F4 (Maritime) (Rev 1/2019)) together with –

- (a) proof of payment of honorarium; and
- (b) a completed Certification of Internship (MATF_IN_F5 (Maritime) (Rev 1/2019)) from each intern under the scheme.

- Companies have to assist in collecting the evaluation forms (MATF_IN_F6 (Maritime) (Rev 1/2019)) of interns or interns return the forms direct to the MATF.
- The MATF will process the claim for reimbursement and reimburse the companies.

7. Are there any specific requirements on the employment contracts or working arrangements?

No. Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme, and shall bear full responsibility for the compliance with all applicable statutory requirements, such as statutory minimum wage, paid annual leave and paid statutory holidays, in relation to the internship post. Details could be found at www.labour.gov.hk.

8. How long should the intern places last?

To help provide a meaningful internship experience to the students, the scheme requires that an intern place lasts for a minimum of four weeks, and Government sponsorship will cover up to three months of internship.

Depending on the need of the company concerned, the intern places may last for over three months, but the MATF's contribution will only cover up to first three months of an intern place under the Internship Scheme (see Q2 above), the rest will be the responsibility of the company concerned.

9. How much will the MATF contribute if an intern position lasts longer than a completed month but less than three months?

The MATF will reimburse to the company up to 75% of the monthly honorarium or HK\$7,000 per intern (whichever is lower) for each completed month of internship and on a pro-rata basis for the portion of the honorarium paid beyond the completed month.

10. Will the company need to make regular updates to the MATF?

- Companies have to provide updates to the MATF, on request, on the total number of applicants and student interns taken up.
- Companies have to provide the MATF bi-weekly an excel table (MATF_IN_F3 (Maritime) (Rev 1/2019)) providing information on all interns that have reported for duty under the Scheme until all interns have reported for duty.

Enquiries

MATF e-mail: matf@thb.gov.hk
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MATF website: www.matf.gov.hk

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Transport and Housing Bureau
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