

**Maritime and Aviation Training Fund**  
**Maritime and Aviation Internship Scheme 2017**  
**FAQs for Companies in the Aviation Sector**

**Note:**

*This set of FAQs is intended for companies in the aviation sector which are keen to participate in the Maritime and Aviation Internship Scheme (Aviation). Companies in the maritime sector should refer to another separate set of FAQs available at the Transport and Housing Bureau 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 (Aviation)?**

*(i) MATF*

To reimburse the participating companies of monthly honorarium paid to interns up to 75% or HK\$6,000 (whichever is lower) for an internship period up to three months.

*(ii) Participating Companies*

- To register and offer internship places under the MATF throughout the year for a minimum of 4 weeks;
- To 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;
- To give a fruitful and rewarding experience to the interns; and
- To release the interns for activities organised by the MATF (if any).

### 3. What company can participate in the Internship Scheme (Aviation)?

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

### 4. Who are eligible to apply under the Internship Scheme (Aviation)?

The Internship Scheme (Aviation) 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, Hang Seng Management College (HSMC), Hong Kong Shue Yan University (HKSJU), the Open University of Hong Kong (OUHK) and the Vocational Training Council (VTC) OR a secondary six school leaver.

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

- Companies should register with the MATF **at least two months before the commencement of the internship, unless otherwise specified**. Companies should indicate the number of internship places they wish to offer and provide all essential information<sup>1</sup>. They may also provide a link to a relevant website if their own application form and/or advertisement is used.
- Companies will receive confirmation from the MATF on the number of places successfully registered and other detailed information and documents relating to the internship **two weeks before the commencement of the internship**.

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<sup>1</sup> By filling in (MATF\_IN\_F1 (Aviation) (Rev 1/2017) and (MATF\_IN\_L1 (Aviation) (2017)

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

### Uploading on webpages

- The MATF will upload information on the internship places received onto the MATF webpage regularly.
- The MATF will also provide information on the internship places received to the eight UGC-funded education institutions, HSMC, HKSYU, OUHK, VTC and the Hong Kong International Aviation Academy for uploading on 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\_F2 (Aviation) (Rev 1/2017)) or the company's own application form.

### Recruitment of interns by companies

- Companies should 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 should perform their duties, and participating companies should pay honorarium direct to the interns.

### On completion of internship

- Companies should complete claim form for reimbursement of honorarium paid, including an evaluation of the scheme, and forward to the MATF the completed claim form (MATF\_IN\_F5 (Rev 1/2017)) together with –
  - (a) proof of payment of honorarium; and

(b) a completed Certification of Internship (MATF\_IN\_F4 (Rev 1/2017)) from each intern under the scheme.

- Companies should assist in collecting the evaluation forms of interns or interns should 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 contract 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 in relation to the internship post.

**8. How long should the intern place last?**

To help provide a meaningful internship experience for 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 place may last for over three months, but the MATF's contribution will only cover up to three months of an intern place under the Internship Scheme (see Q2 above) and 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% or HK \$6,000 (whichever is the 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 updating to the MATF?**

- Companies would need to provide update to the MATF, on request, on the total number of applicants and student interns taken up.
- Companies would need to the MATF bi-weekly an excel table providing information on all interns that have reported for duty under the Scheme until all interns have reported for duty.

**Enquiries**

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**Maritime and Aviation Training Fund Unit**  
**Transport and Housing Bureau**  
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