

花旗集團－社聯大學生社責實踐計劃 2022
Citi-HKCSS Community Intern Program 2022

申請須知 Application Guideline

「花旗集團－社聯大學生社責實踐計劃 2022」旨在透過實習，啟發本港大學工商管理學生於非牟利服務機構，發揮其商科知識，加強他們對企業社會責任的意識，培育他們成為關心社會的商業人才。

The Citi-HKCSS Community Intern Program 2022 aims at inspiring university students in Hong Kong majoring in Business Studies to contribute their business knowledge and expertise to non-profit organizations. The ultimate aim is to cultivate their concept of Corporate Social Responsibility and to provide these future business professionals with a broadened understanding of the community.

計劃目標 Program Goals

1. 提升本港大學工商管理學生對本地社區的認識；

To broaden the understanding of Hong Kong university students majoring in Business Studies towards the community;

2. 為學生提供實習機會，讓他們將課堂所學，應用於協助非牟利服務機構，實踐機構的目標；

To provide an opportunity for students to contribute their business knowledge from classroom learning to non-profit organizations, so as to help these organizations achieve their goals;

3. 為非牟利服務機構及未來工商管理人才建立橋樑，鼓勵學生於畢業後投身職場時，實踐企業社會責任。

To build networks between future business elites and non-profit organizations and encourage students to put the concept of Corporate Social Responsibility into practice when they start their career after graduation.

計劃內容 Program Details

為期： Duration	第一部分：開幕禮 Part I: Launching Ceremony	2022年6月 June 2022
	第二部分：實習前培訓 (20小時) Part 2: CSR Training (20 hours)	2022年6月 June 2022
	第三部分：實習工作 (160小時) Part 3: Internship (160 hours)	2022年7月至8月 July to August 2022
	第四部分：實習評估 Part 4: Internship Evaluation	2022年9月 September 2022
	第五部分：嘉許禮 / 發出津貼 Part 5: Recognition Ceremony / Issue Subsidy	2022年10月 October 2022
工作形式： Format	以2名實習生為一組，於同一間機構實習。 A team of 2 interns in one placement organization	
名額： Capacity	40間實習機構；以及 80名來自本港各大學工商管理學系的全日制一年級至三年級本地 ¹ 本科生	

¹並非持有學生簽證

	40 NGOs, and 80 Full-time undergraduates (Year 1 to 3) majoring in business studies from local ² Hong Kong universities
實習機構津貼： Subsidy to Organization:	每間機構可獲得 港幣 3,000 元 津貼，共提供 2 個實習崗位 Each placement organization will be granted a subsidy of HK\$3,000 for offering 2 internship positions.
實習生資助： Student Allowance	每名實習生於完成實習並提交報告後，可獲資助 港幣 6,000 元 Each intern will be granted an allowance of HK\$6,000 , after the completion of the internship and submission of report

提供實習機構之申請資格：

Eligibility of Placement Organization:

1. 參與機構須符合以下準則：

Eligible Placement Organizations should fulfill the following requirements:

✧ 須為社聯的會員機構，服務對象為長者、兒童及青少年、復康人士或家庭及社區。非政府資助以及中小型社會服務機構（年度開支少於 1,000 萬）將獲優先考慮。

Agency Members of HKCSS providing social services for Elderly, Children and Youth, Rehabilitation, and Family and Community, and Rehabilitation. Priority will be given to small-to-medium sized non-profit organizations with annual budget less than HK\$10 million, and those without government financial aid.

✧ 實習機構須提供實質學習機會。

Concrete learning opportunities should be identified in the internship.

✧ 機構提供之實習工作可讓學生發揮其商業知識及技能，例如支援社企運作或市場營銷等等。

The internship should be designed for the interns to demonstrate their business knowledge and skills, such as posts relating to social enterprise, marketing, etc.

2. 實習工作可提升參與機構的發展以及對社區有效益。

Tasks in the internship should be valuable to the development of the placement organization as well as to the community.

3. 參與機構必須提供合適及安全的工作環境，和配以適當的設施予實習生完成被委派的工作，並備有合適保險以保障實習生的工作；

A safe and suitable working environment with required facilities for particular tasks should be provided for the interns, and the interns should be covered by a valid insurance.

4. 實習工作不應涉及宗教和政治因素。

Internship projects should not be related to advocacy of religion and political matters.

有興趣並符合申請資格之機構須於 2022 年 2 月 21 日下午 5 時正前或之前 於網上提交申請，本會將於 2022 年 3 月 3 日 個別通知遴選結果。

Interested and eligible NGOs please submit online application by 21st February 2022 (5 p.m.). All results will be notified individually on 3rd March 2022.

² Non-student visa holders

參與機構須提供以下協助:

Placement organization would be required to assist in the followings:

1. 提供 2 個實習崗位，並於 2022 年 7 月至 8 月期間完成合共 160 小時的實習工作；
To offer placements to 2 interns between July to August 2022 (160 hours in total);
2. 安排實習生甄選面試(2022 年 3 至 4 月)，與學生會面及甄選實習生；
To arrange Intern Selection Interview (March to April 2022) to select interns for the organization;
3. 在實習開始前，填妥「實習前調查問卷」及與學生制定上班時間表，並於網上提交予社聯作紀錄；
To complete and submit the online “Pre-internship Survey” and upload the “Placement Schedule” for HKCSS’s record;
4. 委派一名於機構工作一年或以上的職員，為實習生提供直接的工作指導；
To assign a person-in-charge whom the intern(s) directly report to. The person-in-charge should have worked in the NGO for at least 1 year;
5. 如機構因應情況需要而實施「在家工作」安排，實習生需要跟隨機構的安排轉換工作模式；
機構亦需為實習生重新檢視及調配工作內容，並確保適時的指導和溝通；

If the placement organization need to implement “work-from-home” arrangement in response to current situation, the interns are required to follow the related arrangement on the change of working mode while it is necessary for the placement organization to review and adjust the task assigned and ensure adequate supervision and communication;

6. 在實習完結時，上述職員須填寫對實習生之實習評估表及簽核實習時間紀錄表；
To complete an internship evaluation form, confirm and counter sign the time sheet of each intern upon the end of the internship by the person-in-charge mentioned above;
7. 機構需為實習生於實習期間購買第三者保險；
To purchase public liability insurance for the interns during internship period;
8. 如機構位如偏遠地區（如大嶼山南部或離島），須為實習生按需要提供住宿安排。
If the placement organization is located at remote areas, e.g., South Lantau Island or Outlying Islands, accommodation has to be arranged for the interns on request.

建議實習生協助以下的工作項目:

Interns are recommended to assist NGOs in the following areas:

1. 社區網絡：組織、聯繫義工或地區人士，籌辦社區活動、建立伙伴合作關係以及資料庫管理；或
Network Building: assist in liaison work of volunteers, event and community activities organizing as well as database management that helps to strengthen partnership between NGO and other sectors; or
2. 機構形象管理：協助推廣及建立機構形象（例如：宣傳品、短片製作、社交媒體管理及聯繫社區等），提升社會人士對機構的認識；或
Brand Building: promotion and publicity activities of the NGO (e.g. production of promotional materials, video production, social media management and liaison work etc.), that enhance public awareness of the organization in the community; or
3. 活動策劃：策劃及參與機構的實體或網上活動、草擬活動計劃書、拓展或整理捐獻者的資料庫等；或
Event Planning: assist to organize or participate in online or physical activities, draft event proposal, maintain and expand donor database; or
4. 支援社會企業業務工作（例如：日常營運或服務、數據管理、會計整合等）。
Support daily business routine of Social Enterprise including operation, social service, information system management and accounting consolidation, etc.

***機構如能提供將商科知識和相關技巧學以致用的工作機會予實習生，將獲優先考慮。**

*** Priority will be given to NGOs which could provide learning opportunity related to the interns’ business knowledge and relevant skills.**

社聯將提供以下支持予實習生:

Role of HKCSS in supporting the interns:

1. 預備實習協議書、安排活動³期間的保險，並於實習期完結後向實習生發放資助；
Prepare Internship Agreement, internship insurance⁴ and grants allowances to the interns upon their completion of the internship;
2. 預備參與機構的協議書，並於實習期完結後向機構發放津貼；
Prepare Internship Agreement with the placement organizations prior to the commencement of the internship, and grant subsidies to respective organizations upon completion of the internship;
3. 在實習開始前，向實習生提供 20 小時的培訓工作坊，讓實習生了解本港社會服務的發展、貧富懸殊問題、人口老化以及環保情況，讓學生在實習展開前作充分裝備；
Organize a 20-hour CSR Training for equipping the interns prior to the internship with better understanding in the aspects of social service development in Hong Kong, the problems of disparity between the rich and the poor, aging problems and the situation of environmental protection in Hong Kong;
4. 實習開始後，社聯職員將到部份參與機構探望實習生。
Arrange HKCSS staff visit for some interns during placement period.

³ 只適用於由社聯主辦的活動

⁴ Only applicable for the activities organized by HKCSS