|  |  |
| --- | --- |
| **Industrial Attachment Information** | Attach Student Photo Here |

(to be completed by IVE Mentor and Student)

**(A) Student Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of student: | (English) | | |  | (Chinese) | | |
| Student ID:  HKID No.: | (     ) | | |  | Department: Campus: |  | |
| Course Code/Year or Level: | | / | | | Course title: |  | |
| Contact telephone number: | | |  | | E-mail Address: | |  |

**(B) Training Organization Information (Company, School, Association, etc.)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization Name: | | (English) | | | | |
|  | | (Chinese) | | | | |
| Address of Organization: | | (English) | | | | |
|  | | (Chinese) | | | | |
| Name of Mentor: | | (Chinese)       (English) | | | | |
| Job Title of Mentor: | |  | | Department : | |  |
| Contact Telephone Number: | |  | | Fax Number: | |  |
| E-mail Address: | |  | |  | |  |
| Contact Person (To report duty on the First Day) | | | | | | |
| Name: |  | | Telephone number: | |  | |

**(C) Details of Industrial Attachment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Duration: | weeks | | | | | | |
| Start Date (D/M/Y) : |  | | Finish Date (D/M/Y): | |  | |
| Job title: |  | | Department/Division: | |  | |
| Working Day(s) per Week: | Day(s) | | Working Hours: From            \* To            \* | | | | | |  |
| Basis:      \*  Shift Duty:      \* | | For Attachment outside Hong Kong (       )\*  where S: Station Outside Hong Kong / D: Daily Travel /  O: Occasional / NA: Not Applicable | |  | | | | | | |  |
| *\* Delete as appropriate* | | | | | |

**IVE Attachment Coordinator**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Attachment Coordinator | | | | | | |
| (English) : |  | (Chinese) : |  | | |
| Department/Campus : |  | Rank : | |  | | |
| Contact telephone number : |  | E-mail Address : | | |  | | |
| Name and address of campus : |  | | | | | | |

**Contact of IVE Mentor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Mentor | | | | | |
| (English) : | \_\_\_\_\_\_ | (Chinese) : | \_\_\_\_\_\_ | |
| Department/Campus : |  | Rank : | |  | |
| Contact telephone number : |  | E-mail Address : | |  | |
| Name and address of campus : |  | | | | |

***Students should inform the above staff immediately concerning any problems or irregularities that arise.***

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| --- |
|  |

**Emergency Contact Information**

***In the case of any emergency regarding the student, please contact:***

|  |
| --- |
| Name : (English)       (Chinese) |
| Relationship with student :       Contact telephone number : |

*Notes:*

[*Privacy Policy Statement*](http://intra.vtc.edu.hk/policy/VTCpps.html) *﹣The information collected will be used only for activities related to the workplace attachment scheme.*

*School, Student and IVE keep a copy of this information sheet each.*