**Statement of Understanding**

**Between**

**(The Organization providing attachment places)**

**and**

**Hong Kong Institute of Vocational Education**

*(To be completed in triplicate)*

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| **(A)** | The Parties This document constitutes a tripartite agreement between the organization (such as company, school, association, etc.) providing attachment place(s) (hereinafter referred to as the “Organization”), the Hong Kong Institute of Vocational Education (hereinafter referred to as “IVE”) and the student who accepts the offer of attachment place (hereinafter referred to as the “Student”). |
| **(B)** | Objectives of the Collaboration  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 Key Skills for learning, employment and life 2. To strengthen the quality of vocational education provided by IVE 3. To provide the Organization 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 |
| **(C)** | **Function of the Statement**  This Statement of Understanding provides general guidelines within which the Industrial Attachment (IA) scheme will be implemented. The details about the implementation of this statement are to be formulated and agreed upon amongst the parties on the basis of mutual benefit. |
| **(D)** | **Responsibilities of the Participating Parties**  (i) Organization   * To provide training and/or working opportunities for Student from      /      ( Name of IVE teaching department / campus) * To assign an Organization mentor for Student on attachment * To provide a safe working environment and on-the-job safety instruction for Student * To keep in close contact with the IVE IA Coordinator to provide ongoing feedback on Student progress and programme issues / concerns throughout the attachment period * To report to IVE at once of Student’s absence of any 2 consecutive half-days. * To immediately inform the IVE IA Coordinator concerned of any accidents or injuries that involve Student during the attachment * To allow the IVE IA Coordinator to visit Student at least once during the attachment period   (ii) (     /     ) / IVE   * To provide guidance to Student on working attitudes, workplace safety and relevant Key Skills before the attachment * To ensure that Student on attachment is covered by a Group Personal Accident Insurance Policy * To assign an IVE IA Coordinator to liaise with Organization to set up attachment visit(s) to meet with Student and Organization Mentor concerned * To provide guidance, monitor, and document the progress of Student during the attachment period * To keep in close contact with Organization throughout the attachment period and act on / follow up any areas of concern with Student and/or Organization * To provide ongoing feedback to the Organization Mentor and Student to foster effective communication and establish supportive relationships before, during and after the attachment period   (iii) Student   * To observe the rules and regulations (in particular, those relating to safety and security) of Organization * To comply with the instructions and orders of their Attachment Coordinator(s), Mentor(s) and such staff members of Organization, as the job requires * To observe the office hours of Organization and be punctual * To behave appropriately (as advised by the Attachment Coordinator and Organization) as a representative of IVE in the important role of attachment Student at Organization * To observe and comply with the legal laws where the attachment takes place * To report any unsafe working conditions or other concerns to the Organization Mentor and/or the IVE IA Coordinator * Not to take unapproved leave during the attachment period |
| **(E)** | Termination of the Scheme  1. Organization shall have the right to terminate the attachment offer for Student in case he/she has infringed the Organization’s rules and regulations. 2. IVE shall have the right to terminate the Scheme for Student in case the work that he/she involved lacks a training element. 3. If Student wishes to withdraw from the workplace attachment, he/she should first contact the IVE IA Coordinator. Prior approval of both the Organization Mentor and the IVE IA Coordinator 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 Student, IVE and Organization concerned. |
| **(F)** | **Principle of operation**  This Statement of Understanding, although not a legally binding commitment, sets out the responsibilities that have been identified and the consensus reached among the parties concerned. |
| **(G)** | **Attachment Duration and Allowance**   1. The attachment duration is fixed at \_\_\_\_\_\_ weeks (from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). Student will serve Organization \_\_\_\_\_ day(s) per week on regular / request / project basis\*. The placement is stationed in / outside \* Hong Kong. 2. Student is entitled to a training allowance which is mutually agreed by all parties. 3. The allowance is proposed to be NOT less than HK$\_\_\_\_\_\_\_\_\_ per day. 4. The allowance shall be paid to the student at the end of each working day / week / month\*. 5. Student is entitled to a bonus of HK$\_\_\_\_\_\_\_\_\_ upon satisfactory completion of the attachment and the payment is to be made on the last working day of the attachment. |
| **(H)** | *\*delete as appropriate*  **Other conditions**   1. Organization may not ask Student to sign a separate Employment Contract or any other Agreement. 2. If Student on attachment wishes to make formal comments, requests or complaints concerning the training (including applications for withdrawal from the industrial attachment), these shall then be handled jointly by the Organization Mentor, and the IVE IA Coordinator concerned, in consultation with Student. 3. 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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| Signature |  | Signature |
| Name of representative  Title of representative  Organization Name  Date July 11, 2014 |  | Name of Head of Department  HoD(     )/IVE (     )  Date July 11, 2014 |

I,       (Student in Class \_\_\_\_\_\_\_\_\_\_\_\_\_of Course      ), am a participant of the industrial attachment programme/scheme (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). I have read and understand the information on the Statement of Understanding as stated. I agree to abide by all terms as stipulated in this Statement of Understanding.

I,      , “**does not have**” a conviction record against the specified list of sexual offences as at a particular date on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Day/Month/Year).

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| Signature |  |  |
| Name of Student  HKID No.  Date July 11, 2014 |  |  |

*(Note: Organization, Student and IVE keep one copy of this Understanding each.)*