**Industrial Attachment Scheme for IVE Full-time Students**

**IVE全日制學生「工作實習計劃」**

**Survey to Organization 機構意見調查**

Industrial Attachment is an accepted “valued-added” mode of delivery that let students gain valuable learning experience for classroom theory combined with on-the-job practical work. The Scheme is provided for full-time students of Higher Diploma of IVE. The main objective is to enable students to identify and gain practical knowledge, Key Skills and appropriate working attitudes required for the workplace through hands-on experience in your organization.

「工作實習計劃」是一種廣為人接受的「增值」教授方式，讓學生通過實際工作經驗與課堂知識結合，從而取得寶貴的學習經驗。此項計劃的對象為本學院全日制高級文憑課程學生。此項計劃的主要目標是協助學生透過在 貴機構的親身工作經驗汲取實際知識、關鍵技能、應有的工作態度。

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| --- | --- | --- |
|  | Organization  機構 ： | IVE Campus/Department  IVE院校/部門 ：     / |

**Part I : Details of Industrial Attachment**

1. Position of the Attachment實習職位 :

1. Duration of the Attachment實習期 :

🞏 1-2 weeks 一至兩星期

🞏 3-4 weeks 三至四星期

🞏 Others 其他 : \_\_\_\_ day(s)

1. Attachment Period實習時間 :

|  |  |
| --- | --- |
| 🞏 Term Time Only 學期間  🞏 Term and Summer Time學期及暑假期間  🞏 Summer Time only 暑假期間 |  |

1. Orientation provided to the students實習前預備

🞏 Group Training　團體訓練

🞏 Briefing　簡介會

🞏 Discussion with mentor　與指導員面談

🞏 Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II : Survey**

There are **6** questions in this survey本調查包括**6**條問題。

1. Student's Performance學員表現:

Please rate the student's improvement in the following areas that you observed during the attachment period and choose the appropriate response for each item.

請就學員於實習期內，在下列各個環節所表現的進步情況，給予評分，並為每一項選擇合適的回饋項。

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Showed notable improvement  有顯著進步 | | | Showed some improvement  有某些進步 | Showed a little improvement  有少許進步 | No improvement at all  全無進步 | Not applicable  不適用 |
| 1.1 溝通能力  Communication skills | |  | |  |  |  |  |
| 1.2 資訊管理  Managing information | |  | |  |  |  |  |
| 1.3 數字運用  Using numbers | |  | |  |  |  |  |
| 1.4 思考及解難  Critical thinking and problem solving | |  | |  |  |  |  |
| 1.5 表現正面  態度及行為  Demonstrating positive attitudes and behavior | | |  |  |  |  |  |
| 1.6 承擔責任  Responsibility | |  | |  |  |  |  |
| 1.7 適應能力  Adaptability | |  | |  |  |  |  |
| 1.8 持續學習  Learning continuously | |  | |  |  |  |  |
| 1.9 安全工作  Working safely | |  | |  |  |  |  |
| 1.10 與其他人合作  Working with others | |  | |  |  |  |  |
| 1.11 積極參與工作  Participating in projects and tasks eagerly | |  | |  |  |  |  |

1. What are the major contributions of the student to your company?

該實習學員對貴公司有甚麼主要貢獻？

1. What are the identifiable strengths of the student?

該學員有甚麼長處？

1. What are the identifiable weaknesses of the student?

該學員有待改善的地方是...？

1. Will you consider offering a permanent position to the student if suitable vacancies arise?

若貴公司出現適當空缺，你們會考慮聘用該學員為全職員工嗎？

* Yes會
* No不會

1. Evaluation of the Student Industrial Attachment Scheme對工作實習計劃的意見：

Please choose the appropriate response for each item

請就VTC學生實習計劃，為以下各項加以評分，並為每一項選擇合適的回饋項。

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree  非常同意 |  |  |  |  |  |  |  | Strongly  disagree  非常不同意 | |
|  | (10) | (9) | (8) | (7) | (6) | (5) | (4) | (3) | (2) | (1) |
|  | | | | | | | | | | |
| Liaison and arrangement of students' attachment by VTC was smooth and effective.  與VTC的商議和安排都很暢順。 |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | |
| Supervision on student by VTC was adequate and effective.  VTC對實習學員的督導很適當。 |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | |
| Documentation for the scheme was useful for supervision and mentoring the students.  實習計劃的文件清晰，有助督導實習學員。 |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | |
| Overall, I am satisfied with the student attachment scheme.  整體上，我很滿意此項實習計劃。 |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | |
| We hope to provide attachment opportunities to VTC again in the future.  我們將來也希望再次提供實習機會給VTC學員。 |  |  |  |  |  |  |  |  |  |  |

Thank you for completing the survey! We look forward to future collaboration with you.

謝謝閣下完成剛才的問卷！我們期待再次與貴公司合作。