**花旗集團－社聯大學生社責實踐計劃 2023**

**Citi-HKCSS Community Intern Program 2023**

**申請須知 Application Guideline**

「花旗集團－社聯大學生社責實踐計劃2023」旨在透過實習，啟發本港大學不同學系學生於非牟利服務機構，發揮其學科知識，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人才。

The Citi-HKCSS Community Intern Program 2023 aims at inspiring university students in Hong Kong majoring in various studies to contribute their knowledge and expertise to non-profit organizations. The ultimate aim is to cultivate their concept of Corporate Social Responsibility and to provide these future professionals with a broadened understanding of the community.

**計劃目標Program Goals**

1. 提升本港大學不同學系及主修科(工商管理、新聞與傳播、藝術設計及社會影響評估等)的大學生對本地社區的認識；

To broaden the understanding of Hong Kong university students majoring in multiple disciplines including business and marketing, communications and journalism, visual studies and design, and social impact assessment) towards the community;

1. 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 knowledge from classroom learning to non-profit organizations, so as to help these organizations achieve their goals;

1. 為非牟利服務機構及未來大學生人才建立橋樑，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 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**

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| 為期：Duration | 第一部分：計劃啟動及培訓Part 1: Program Kick-off & training第二部份：日營 Part 2: Day Camp第三部分：實習前培訓 Part 3: CSR Training 第四部分：實習工作 (160小時)Part 4: Internship (160 hours)第五部分：實習評估Part 5: Internship Evaluation第六部分：嘉許禮 / 發放津貼Part 6: Recognition Ceremony / Issue Subsidy | 2023年6月June 20232023年6月June 20232023年6月June 20232023年7月至8月July to August 20232023年9月September 20232023年10月/11月October /November 2023 |
| 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名來自本港各大學不同學系及主修科(工商管理、新聞與傳播、藝術設計及社會影響評估等)的全日制一年級至三年級本地[[1]](#footnote-1)本科生40 NGOs, and80 Full-time Year 1 to 3 undergraduates majoring in multiple disciplines including business and marketing, communications and journalism, visual studies and design, and social impact assessment from local 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 |

**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. 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知識及技能，例如支援社企運作、市場營銷、評估研究等。
The internship should be designed for the interns to demonstrate their knowledge and skills, such as posts relating to social enterprise, marketing, evaluation and research etc.
1. 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.
2. 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.
3. 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2023年3月23日下午5時正前或之前於網上提交申請，本會將於2023年3月31日個別通知遴選結果。**
Interested and eligible NGOs please submit online application **by 23rd March 2023 (5 p.m.)**. All results will be notified separately on 31st **March 2023**.

**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2023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 2023 (160 hours in total);
2. 安排實習生甄選面試(2023年4至5月)，與學生會面及甄選實習生；
To arrange Intern Selection Interview (April to May 2023) 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;

1. 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;
2. 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;
3. 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 routine of Social Enterprise including operation, social service, information system management and accounting consolidation, etc.

**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[[2]](#footnote-2)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 insurance[[3]](#footnote-3) and grant 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15-20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 15-20-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.
1. 並非持有學生簽證 [↑](#footnote-ref-1)
2. 只適用於由社聯主辦的活動 [↑](#footnote-ref-2)
3. Only applicable for the activities organized by HKCSS [↑](#footnote-ref-3)