



11 March 2013

Dear members and member practices,

Yuen Long District secondary school student internship programme 2013

The Hong Kong Coalition of Professional Services, of which the Institute is a member, is organizing an [internship programme](#) for secondary school students from Yuen Long and Tin Shui Wai to work for two weeks in a professional office. The programme, now in its fifth year, aims to provide 200 placements this year to widen the horizon of these students and give them opportunities to learn about different professions in Hong Kong. In the past few years, nearly 100 CPA practices and companies led by our members participated in the programme. Details of the internship arrangements are as follows:

- The participating interns will be Form Four, Five or Six students aged 16 years or above. Priority will be given to Form Five students.
- The internship period will be two weeks, recommended to be between 15 and 31 July.
- Any extension of the internship will be subject to the agreement between the intern and the employer.
- Participating organizations are recommended to provide each intern with subsidies of no less than HK\$1,200 per week. The payments should be calculated on a daily basis if the internship is terminated earlier. Payment methods have to be agreed between the intern and the employer.
- It is recommended that the allowance should be paid on a weekly basis.
- The intern and the employer will form a short-term contractual relationship and should be covered by the insurance of the employer during the internship.

You are invited to support the programme by taking on these teenagers to work in your office and learn more about the accountancy profession and the soft skills through inter-personal interactions in a professional office.

If you are interested, please return the completed [reply slip](#) to the Institute **on or before Friday, 3 May**. For enquiries, please contact Kyna Ko at 2287-7361 or mcs.ms@hki CPA.org.hk.

We look forward to receiving your support to this meaningful programme.

Sincere regards,

Member and corporate services
Hong Kong Institute of CPAs
Enquiry : 2287-7361 (Kyna Ko)