

## Industrial Attachment & Industry-Based Student Project

# IA-IBSP

IA-IBSP is part of the curriculum of the Higher Diploma programme of Engineering Discipline of VTC.

Full-time students will be allocated in industry to work at their final year of study, to develop proper working attitude and acquire necessary technical skills at workplace, so that students will be readily employable upon graduation.

Students are required to identify industry-related topic for their final-year project, which allow them to integrate and apply the academic knowledge into practice. The project will be supervised by mentors from both industry and IVE.



**Outstanding  
IA Student  
Award**  
eligible for nomination



## Timeline

### JAN - APR IA-IBSP Phase I

- Students commence IA-IBSP
- Students engage full-time at work for 4 days a week (max.)\*
- Phase I - IA shall not be shorter than 91hrs

### JAN - APR IA-IBSP Phase II

- Phase II - IBSP shall finish before end of Semester\*
- Students develop projects base on industrial experience

### MAY - JUN Completion

- Students' graduation
- Eligible for long-term employment

### SEP - DEC Recruitment

- Company enrolment
- Engineering Discipline provides job-matching
- Companies conduct interviews
- Offers made to suitable students

*\* subject to individual's study timetable*

## Your Participation

**Nurture**  
Engineering elites  
for the future

**Support**  
short-term  
manpower

**Evaluate**  
students' performance  
with guidance

**Identify**  
outstanding students  
as potential employees

**Establish**  
partnership  
with VTC

## Application Form for IA-IBSP (Spring 2019)

Please complete the form below and send to us:

By Email: [eng-ia@vtc.edu.hk](mailto:eng-ia@vtc.edu.hk) By Fax: 2434 5695

By Post: Engineering Discipline Planning Office - Industrial Attachment Team  
B318, IVE (Tsing Yi), 20 Tsing Yi Road, Tsing Yi, NT

### Organization Particulars

Name of Organization:	Contact Person:
	Position:
Address:	Tel No.:
	E-mail:

### Recruitment

Number of vacancies available for Higher Diploma Programme(s) students below:

<input type="checkbox"/> HD in Civil Engineering	<input type="checkbox"/> HD in Electrical Engineering
<input type="checkbox"/> HD in Building Studies	<input type="checkbox"/> HD in Computer Engineering
<input type="checkbox"/> HD in Surveying	<input type="checkbox"/> HD in Electronic and Communications Engineering
<input type="checkbox"/> HD in Architectural Studies	<input type="checkbox"/> HD in Mechanical Engineering
<input type="checkbox"/> HD in Environmental Engineering	<input type="checkbox"/> HD in Building Services Engineering
<input type="checkbox"/> HD in Building Technology with Interior Design	<input type="checkbox"/> HD in Automotive Engineering
<input type="checkbox"/> HD in Testing and Certification	<input type="checkbox"/> HD in Ophthalmic Dispensing

\*Please refer to <http://engineering.vtc.edu.hk/en/IndustryPartner.php> for programme curriculum

Job Nature

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Skills Required (if any)

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Others (if any) e.g. working hours, allowance, work location etc.

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Do you want to receive further information from IVE Engineering in the future? <b>Yes / No</b>	Name and Title:	Signature:
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### Enquiry

Tel: 2436 8694 / 2436 8695  
E-mail: [eng-ia@vtc.edu.hk](mailto:eng-ia@vtc.edu.hk)  
Website: <http://engineering.vtc.edu.hk>



## IA-IBSP Information for Participating Organizations

### 1. Statement of Understanding

In order to foster a collaborative understanding among the industrial partner, student and IVE, a tripartite agreement in the form of Statement of Understanding will be signed among the three participating parties.

### 2. Statutory Minimum Wage

Statutory minimum wage does not apply to students taking IA-IBSP, which is a mandatory component of the Higher Diploma programme. IVE shall prepare a “Confirmation of ‘student-internship’ status under the Minimum Wage Ordinance (Cap 608)” for each student undertaking IA-IBSP.

### 3. Insurance Coverage

VTC has in place a Group Personal Accident insurance (GPA) policy covering students; and a Personal Liability insurance policy covering legal liabilities for property damages to third party while students are participating in IA-IBSP (The period ranges from 2 weeks up to 3.5 months). For further information on the insurance provided by VTC, please contact IVE Engineering.

### 4. Roles of Participating Organizations

We recommend the participating organizations to:

- provide students with a safe and supportive working environment
- offer students with a project or tasks such as research, production, administration; and day-to-day operation with learning opportunities
- assign an industry mentor to supervise the students during their job attachment period and evaluate their performance
- keep in contact with IVE supervisor whenever necessary to facilitate the assessment of the students’ performance
- provide feedback to us on the arrangement

### 5. Evaluation of students performance

We welcome companies to provide guidance for the students engaging in IA-IBSP. To improve the IA-IBSP Scheme in the future, evaluation form will be supplemented approaching the end of the scheme to review students’ performance and provide suggestions to the scheme. Further details will be provided by the respective IVE Supervisors.