



Dear AEP members,

**Project WeCan: Job Tasting Programme 2020**

With an objective to give students hands-on experience and a chance to explore their vocational choices, the Institute is invited by the Project WeCan to participate in its Job Tasting Programme 2020. This Programme will offer an opportunity for the local secondary students to cultivate practical skills under real-life working environment.

Benefits to **YOU** as an employer:

- Assistance with daily workload and fill the gap during peak loads
- Cost effective recruitment
- Fulfill the professional responsibility by providing students with real work experience

**Details of the internship:**

Duration:	2 to 4 weeks within the period 27 July to 21 August 2020
Discipline of Internship:	Form 4 or 5 students (age 16 or above)
Nature of Internship:	Full-time
Type of work:	Accounting or any related work assignment
Allowance:	\$180/per working day (provided by Project WeCan)
Insurance:	Procured by the students' respective schools

We sincerely hope that you could support this meaningful internship programme by providing work opportunity to the local students. Interested members please complete and return the attached form to Ms Helen Mak by email ([helen.mak@tihk.org.hk](mailto:helen.mak@tihk.org.hk)) **by 6 April 2020 (Monday)**. Should you have any queries, you can also contact Ms Mak at 2810-0438.

Yours faithfully,

The Secretariat  
The Taxation Institute of Hong Kong



**Project WeCan: Job Tasting Programme 2020 Reply Slip**

(Please send the completed form to [helen.mak@tihk.org.hk](mailto:helen.mak@tihk.org.hk) by 6 April 2020)

Application to Register as an Internship Employer			
Name:		TIHK Membership No:	
Company name:			
Contact person:			
Job title:			
Email:		Contact No.:	
Mailing address:			

Details of Internship Provided		
Position:		
Department:		
Number of vacancies:	Central Pool (for any schools):	
	Exclusive Offers (for partner school only):	
Period <sup>^</sup> :	From	to
Working hours#:	From	to
Working location:		
Bilingual job description (please also specify if there are any special requirements):		
Teachers' observation:	<input type="checkbox"/> Allowed <input type="checkbox"/> Not allowed	
Signature of Person-in-charge:		

<sup>^</sup> 2 to 4 weeks within 27 July to 21 August 2020

# Please specify if working on shifts/weekends will be required.

**NOTE: Shift work is not preferred**

If you will be organizing training workshop(s) for students before or during the job tasting programme, please complete the following for the Secretariat's reference.

Training Workshops	
Expected date:	
Content of the workshop:	<input type="checkbox"/> Introduction on Job tasting <input type="checkbox"/> CV writing skills <input type="checkbox"/> Interview skills <input type="checkbox"/> Others, please specify: