



裘錦秋中學(屯門)
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk>

電話 Tel.: (852)-2461 1555

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家長通告 2024-2025/395
ERB 青年實習計劃 2025

敬啟者：

為協助學生探索職業興趣、累積職場經驗及規劃未來發展，本校獲僱員再培訓局（ERB）邀請參與「ERB 青年實習計劃 2025」，增加學生對工作世界及不同行業的實習或職場體驗機會，了解行業的運作和發展。現誠邀貴子弟報名參加，詳情如下：

計劃實習期：	2025 年 7 月 21 日至 8 月 22 日期間，全期實習時數 40 至 65 小時（每天不超過 8 小時）。
行業範疇：	資訊科技、旅遊及酒店、零售飲食、社會服務、公共事業等
費用：	全免
報名方式：	1. 在 5 月 30 日或之前自行於 ERB 尋找有興趣之實習空缺（ https://www.erb.org/youthintern/vacancies/ ）。 2. 記下有興趣之實習空缺的編號，並自行填寫「網上實習生申請表」（ https://www.erb.org/youthintern/apply/ ），隨後將系統確認電郵（包括申請編號）轉發給張鎮良主任辦理報名手續。
支援與福利：	1. 實習津貼（不少於法定最低時薪）及完成證書（出席率達 80%） 2. 職前培訓工作坊（AI 應用、職場禮儀、溝通技巧） 3. 企業探訪及影子體驗活動，拓寬行業視野 4. 僱主機構將會安排「實習導師」協助實習生適應工作
備註：	1. 本校最多提名 6 名學生參與計劃，擇優而錄； 2. 有關計劃的詳情，亦可參閱附件的海報 3. 實習匹配結果由機構決定，名額有限，額滿即止

如有查詢，請致電 2461 1555 與張鎮良主任聯絡。

此致
貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二五年五月二十二日



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Parent Notice 2024-2025/395
ERB Youth Internship Program 2025

Dear Parents,

To assist students in exploring career interests, accumulating workplace experience, and planning for their future development, our school has been invited by the Employees Retraining Board (ERB) to participate in the "ERB Youth Internship Program 2025." This program aims to provide students with internship or workplace experience opportunities, helping them understand the operations and development of various industries. We sincerely invite your child to apply for participation. Details are as follows:

Internship Period: July 21 to August 22, 2025, with a total internship duration of 40 to 65 hours (not exceeding 8 hours per day).

Industry Scope: Information Technology, Tourism and Hospitality, Retail and Food Services, Social Services, Public Utilities, etc.

Cost: Free of charge

Application Method:

1. Self-search for interested internship vacancies on the ERB website (<https://www.erb.org/youthintern/vacancies/>) by May 30.
2. Note down the numbers of the vacancies of interest and fill out the "Online Internship Application Form" (<https://www.erb.org/youthintern/apply/>). Forward the system confirmation email (including the application number) to Mr. Cheung Chun Leung for processing the application.

Support and Benefits:

1. Internship allowance (not less than the statutory minimum hourly wage) and a completion certificate (attendance rate of 80% or above).
2. Pre-internship training workshops (AI applications, workplace etiquette, communication skills).
3. Company visits and shadowing activities to broaden industry perspectives.
4. Employer organizations will arrange "internship mentors" to assist interns in adapting to the workplace.

Remarks:

1. Our school can nominate a maximum of 6 students for the program, selected based on merit.
2. For more details about the program, please refer to the attached poster.
3. Internship matching results are determined by the organizations, and spots are limited, so apply early.



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If you have any inquiries, please contact Mr. Cheung Chun Leung at 2461 1555.

Yours faithfully,

Chan Yuet Ping

Principal