



Maritime and Aviation Training Fund Maritime and Aviation Internship Scheme (Aviation) 2024

FAQs for Companies in the Aviation Sector

Note:

This set of FAQs is applicable for companies in the aviation sector which are keen to participate in the Maritime and Aviation Internship Scheme (Aviation). Companies in the maritime sector should refer to a separate set of FAQs available on the Maritime and Aviation Training Fund's website (<https://www.tlb.gov.hk/matf/eng/maritime.html>).

1. What is the objective of the Maritime and Aviation Internship Scheme (Internship Scheme)?

The Internship Scheme is an initiative subsidised by the Maritime and Aviation Training Fund (MATF) of the Transport and Logistics Bureau (TLB). It aims to give the young generation an early exposure to the wide spectrum of career opportunities in the maritime and aviation sectors.

2. What roles do the MATF and participating companies play under the Internship Scheme (Aviation)?

MATF

The MATF would reimburse the participating companies of honorarium paid to each intern up to 75% or HK\$7,000 per month (whichever is lower) for an internship period up to three months.

Participating Companies

- (a) register and offer internship places under the MATF **throughout the financial year for a minimum of four weeks (i.e. 28 days)**;
- (b) pay the monthly honorarium to student interns during the internship period, and then claim reimbursement from the MATF regarding the sum sponsored by the Government, together with an evaluation of the scheme, after completion of internship;
- (c) give a fruitful and rewarding experience to the interns; and
- (d) encourage and release the interns for activities organised by the

MATF during the internship period, if any.

3. What companies can participate in the Internship Scheme (Aviation)?

Any company in the **aviation sector** with a valid business registration in Hong Kong which can offer students meaningful exposure can apply to join.

4. Who are eligible to apply under the Internship Scheme (Aviation)?

Registered internship places under the Internship Scheme (Aviation) are only open to the **Hong Kong residents** who are **lawfully employable in Hong Kong**, and currently¹:

- (i) full-time local students² (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **local institutions**³; or
- (ii) full-time students (including students who are in the final year of their study) undertaking undergraduate or sub-degree programmes in any **institutions outside Hong Kong**; or
- (iii) secondary six school leavers.

5. What should companies do to enrol for the Internship Scheme (Aviation)?

- Companies can submit applications **throughout the year** and should register with the MATF **at least two months before the commencement of the internship, unless otherwise specified**. Companies should indicate the number of intern places⁴ they wish to offer and provide all essential information⁵. If companies wish to use their own application forms and/or advertisements, links to the relevant websites should also be provided.

¹ Excluding the students currently undertaking postgraduate programmes

² For the definition of 'Local Students', please visit the website of Joint University Programmes Admission System for more details (<https://www.jupas.edu.hk/en/page/detail/3670/>).

³ Lists of Local Institutions offering undergraduate or sub-degree programmes: <https://www.edb.gov.hk/en/edu-system/postsecondary/local-higher-edu/institutions/index.html> and <https://www.cspe.edu.hk/en/institution-list.page>

⁴ One number of intern place is valid for recruitment of one eligible student in one financial year and it is not recurring within the same financial year (*i.e. from April this year to March next year*).

⁵ By submitting the completed "*Registration Form for Intern Positions*".

- Companies will receive confirmation from the MATF on the number of places successfully registered and other detailed information and documents relating to the internship in **around one month's time**.

6. What will happen after the registration of a company's internship places?

Uploading on webpages

- The MATF will upload information on the internship places received onto the MATF webpage regularly.
- The MATF will also provide information on the approved internship places to local institutions offering undergraduate or sub-degree programmes for their information and promotion use.

Students making applications to companies

- Students should **apply to the companies direct**. They may use either the MATF's "*Application Form for Interns under the Maritime and Aviation Internship Scheme (Aviation)*" or the company's own application form for application.

Recruitment of interns by companies

- Companies will conduct recruitment on their own to select eligible and suitable interns for employment. There is no obligation to fill all registered places if companies are unable to select sufficient number of suitable candidates. However, companies are encouraged to fill all the registered places as far as possible.

Interns to report for duty

- Interns will perform their duties and participating companies will pay honorarium direct to the interns.

On completion of internship

- Companies have to complete the application form for reimbursement of honorarium paid, including an evaluation of the Internship Scheme, and forward to the MATF the completed

“Application Form for Reimbursement” together with –

- (a) proof of payment of honorarium with clear indications of the intern(s)’ name and internship period;
- (b) a completed *“Certification of Internship”* from individual intern under the Internship Scheme; and
- (c) a completed *“Evaluation Form for Interns”* from all intern(s)

- The MATF will process the claim for reimbursement and reimburse the companies.

7. Are there any specific requirements on the employment contracts or working arrangements?

No. Companies are at their discretion to enter into any employment contracts or working arrangements with the interns under the Internship Scheme, and shall **bear full responsibility** for the compliance with all applicable statutory requirements in relation to the intern positions, such as statutory minimum wage, paid annual leave and paid statutory holidays, etc. Details can be found at www.labour.gov.hk.

8. How long should the internship last?

To help provide a meaningful internship experience to students, the Internship Scheme requires that an internship lasts for **a minimum of four weeks (i.e. 28 days)**, and Government sponsorship will cover **up to three months** of internship.

Depending on the need of the company concerned, an internship may last for over three months, but the MATF’s contribution will only cover up to first three months of an intern place under the Internship Scheme (see Q2 above), the rest will be the responsibility of the company concerned.

9. How much will the MATF contribute if an internship lasts longer than a completed month but less than three months?

The MATF will reimburse to the company up to 75% of the monthly honorarium or HK\$7,000 per intern (whichever is lower) for each

completed month of internship and on a pro-rata basis for the portion of the honorarium paid beyond the completed month.

10. Will companies need to make regular updates to the MATF Secretariat?

Companies should inform the MATF Secretariat of any changes to the following information:

- the total number of applications (by education institutions) using the spreadsheet “*Summary of Applications Received by Institutions*”; and
- information on all interns that will report for duty under the Internship Scheme using the spreadsheet “*Information on Interns*”, until all interns have reported for duty.

11. Is there any clause that participating companies should pay special attention to?

Participating companies should not have engaged, be engaging, or be reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, public interest of Hong Kong, public morals, public order or public safety.

Enquiries

Internship Scheme e-mail: internship_matf@tlb.gov.hk

Internship Scheme hotline: 3509 7267

MATF website: www.matf.gov.hk

**Maritime and Aviation Training Fund
Transport and Logistics Bureau
July 2024**