

**Work-Integrated Education (WIE)
Registration Form – For Job Solicited by Student**

Please return this form to Ms Janice Lau via email: bsjanlau@polyu.edu.hk. Details are available on <http://www.cmi.polyu.edu.hk/>.

A. Personal Particulars (To be completed by Student)

Student Name: _____ Student ID: _____
Programme: _____ Year of Study: _____
Graduation Year: _____ Source of this placement: _____
Telephone: _____ Email: _____
Student _____ Date of Submission: _____
Signature: _____

B. Employer Information

Employer Name: _____ Website (if any): _____
Employer Address: _____
Total no. of Employees in HK, China, overseas*: _____ Main Business: _____
Contact Person: _____ Department: _____
Title: _____ Tel.: _____ Email: _____

C. Terms and Conditions of the Placement

Title of Placement/Position: _____ Dept/Section: _____
Job Description (Additional sheet(s) can be added for giving us more details on this.): _____

Work Period: From _____ to _____ (dd/mm/yy)

Working Hours: (Mon-Fri) From _____ am/pm* to _____ am/pm*; (Sat) From _____ am/pm* to _____ am/pm*

Possible Work Location: Office/Construction Site/Both*; Only in HK/Outside HK*

Industrial Supervisor Name: _____ Title: _____ Tel.: _____

Rate of Remuneration/Allowance*: HK\$ _____ per hour/day/week/month*

D. Acknowledgment (To be completed by Employer/Industrial Supervisor)

Confirm the above details of Placement and the following, whichever is applicable:

- From Employer: We have read WIE - Guideline for Employer/Industrial Supervisor. We understand and take the role and responsibility of Employer. We will appoint an Industrial Supervisor to the student for WIE purpose.
- From Industrial Supervisor: I have read those documents for Work-integrated Education. I understand and take the role and responsibility of Industrial Supervisor.

Company Chop with _____ Name : _____ Date: _____
Authorized Signature: _____

E. Checklist for Students - Please attach the following document with your submission of this form to CMI:

1. Photocopy of Placement Agreement or Employment Contract.
2. Work description from job advertisement, if any.
3. Printout of the Confirmation of Student Intern Status Under the Minimum Wage Ordinance”, if applicable.

Students are reminded the following:

- Failure to obtain endorsement from CMI prior to commence of work will risk CMI’s objection on endorsing the work for WIE requirement, and thus securing insurance coverage offered by the University.
- Please read CAPS’s notice on your eligibility of applying for Offshore WIE Sponsorship, and indicate if you will apply.

* Please delete the inappropriate one

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For Internal Use

The Department endorses/does not endorse* this placement as WIE activity.

Work-Integrated Education - Guideline for Employer/Industrial Supervisor

Introduction of the Department

The Department of Construction Management and Intelligence (CMI) has developed a leading position in providing a wide range of academic programmes that nurture preferred graduates for the construction management, intelligence and real estate industry, one of the largest and most competitive industries in the region.

CMI is well recognized locally and internationally amongst construction professionals. With our on-going endeavours and achievements, we are committed to providing students with the best educational experience possible. As a major provider of professional education in real estate and construction, the Department understands the importance and responsibilities of enhancing the intellectual as well as the holistic development of our students.

Work-Integrated Education

Work-Integrated Education (WIE) is a mode of course delivery wherein students learn to connect classroom theory with practical workplace applications through on-the-job work placements. Work-based learning experiences which take place in an organizational context relevant to a student's future profession, or relevant to the development of generic skills that will be valuable in that profession, will be considered as satisfying the WIE requirement.

Potential benefits to Employer

WIE can immediately increase staffing flexibility by using students to undertake special projects and to ease short-term manpower shortage. At the same time, corporations gain access to bright, motivated and enthusiastic people, eager to bring new ideas to an organization. It can be deemed as a good platform for employers to preview potential graduates. We believe, through WIE, the partnership between the Industry and CMI Department will be further strengthened.

Intended Learning Outcomes

1. To identify, formulate and solve problems related to the Surveying Profession/Property Industry/Building Engineering & Management profession.
2. To communicate effectively
3. To contribute as a team member and lead effectively

Mode of WIE

Mode	Duration/Period of Work	Availability
Full time WIE	Minimum: Four weeks or equivalent	Summer Term (June to August) or during the academic year

Flexibility of accepting part time WIE in equivalent work duration may be introduced.

Administrative Aspects of WIE - Highlights

Job tasks arrangement: To maximize enthusiastic efforts contributed by students, it is advised if industrial supervisor considers assigning diverse job tasks in nature which is highly related to students' studies in a phrase-by-phrase learning/working process over the whole placement period.

Selection: The students are allowed to seek and choose placements for their WIE requirement. On the other hand, final decision on selection will be made by employers. CMI Department can be of assistance in the selection process if requests are made by employers.

Terms and conditions: CMI Department does not impose requirement on compensation or allowances to students. Nevertheless, you are encouraged to provide compensation or allowances to students with reference to market rate at that time as a kind of incentive for work.

Legal aspects: In employer-employee relationship, contribution of mandatory provident fund and provision of employee compensation insurance by employers for students are required by law. Exemption from Statutory Minimum Wage Ordinance applies should terms and conditions meet with the legal requirement.

Roles and Responsibilities

Employer (Company/Organization)

- Be aware of the nature of WIE and provide learning opportunities in workplace to the student.
- Appoint an Industrial Supervisor to oversee the placement.
- Provide CMI Department and the student with the terms and conditions of the placement, including possible compensation and/or allowance for overtime work, location of work and job duties.
- Notify CMI Department of change of placement status and disciplinary issues, if any.

Industrial Supervisor at Workplace

- Provide real work experience, which let the student apply and practise the theory learnt in class, in a safe working environment.
- Oversee the placement, including orienting and coaching student.
- Discuss with CMI Department for student's progress and meet CMI Department if a site visit is arranged.
- Complete the Industrial Supervisor's Report on Student's Performance.

Academic Supervisor at CMI Department

- Endorse the overall assessment for student based on the Industrial Supervisor's Report on Student's Performance and student's Reflective Journal.
- May conduct a site visit with Executive Officer (Student Affairs and Services) to monitor the student's performance if it is deemed appropriate.
- Provide academic advice on the subject-related aspects of placement for the student concerned.

Executive Officer (Student Affairs and Services) at CMI Department

- Source and liaise with industry for placement.
- Inform prospective employers of details of WIE.
- Provide assistance to the students, including guiding them on application for placement and briefing them the expectation of the industry and employer.
- Conduct a site visit to monitor the student's performance if it is deemed appropriate.

Student

- Be employable. It is the responsibility of the student to secure a placement, by keeping an eye on placement opportunities, getting well-prepared for the recruitment process and being ready for employment. CMI Department will support students to seek placements.
- Become a self-managing worker and learner. Act responsibly so that a student can get the most out of the WIE experience and at the same time represent CMI Department in a professional manner. During the placement period, behaviour should meet with the common expectation of the employers including being punctual at work, working with common sense, good attitude and intelligence as well as interpersonal relationship. Students should try his/her best to perform and contribute to the employer.
- Seek, as and when appropriate, and follow the guidance of Industrial Supervisor, Academic Supervisor and Executive Officer (Student Affairs and Services).

Enquiries

Should you need more information, please feel free to contact Ms Janice Lau at Tel: 2766 5885 or bsjanlau@polyu.edu.hk