

《最低工资条例》（第608章）「实习学员」身份确认书
Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)

须知事项

Note

- 1 「实习学员」身份确认书（下称「确认书」）适用于属《最低工资条例》（第608章）所指的实习学员。「实习学员」指下列类别的学生：
- (a) 在一段期间内，进行在与某教育机构正向该学生提供的任何经评审课程¹有关连的情况下，由该机构安排或认可的工作；或
 - (b) 居于香港，并在一段期间内，进行在与某机构正向该学生提供的任何非本地教育课程²有关连的情况下，由该机构安排或认可的工作，
- 而该工作就颁授该课程所达致的学术资格而言，属颁授要求中的必修或选修部分。

The Confirmation of “student intern” status (“Confirmation”) applies to a student intern as defined in the Minimum Wage Ordinance (Cap. 608). “Student intern” means:

- (a) a student undergoing a period of work arranged or endorsed by an education institution in connection with an accredited programme¹ being provided by the institution to the student; or
 - (b) a student resident in Hong Kong and undergoing a period of work arranged or endorsed by an institution in connection with a non-local education programme² being provided by the institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.
- 2 法定最低工资不适用于实习学员，雇主根据《雇佣条例》（第57章）须备存教育机构发出的文件或其副本，以显示有关工作期是在与该教育机构正向该实习学员提供的课程（该课程属《最低工资条例》第2条中「实习学员」的定义所涵盖的类别）有关连的情况下，由该教育机构安排或认可。本确认书样本供教育机构参考，以确认实习学员的身份及所安排或认可的工作的资料。

Statutory Minimum Wage does not apply to a student intern. Under the Employment Ordinance (Cap. 57), the employer shall keep a document (or copy of a document) issued by an education institution showing that the period of work is arranged or endorsed by the education institution in connection with a programme being provided by the education institution to the student intern that is of a kind covered by the definition of “student intern” in section 2 of the Minimum Wage Ordinance. This Specimen Confirmation is for education institutions’ reference in confirming the identity of the student intern and particulars of the work as arranged or endorsed.

- 3 香港特别行政区政府劳工处的执法人员会前往不同的工作地点视察，以确保雇主遵行由劳工处负责执行的法例。如有需要，雇用实习学员的雇主须根据《雇佣条例》的要求，出示雇员的资料及纪录，包括确认书（如适用），以供查阅。若雇主提供给实习学员的工作涉嫌违反相关法例的要求，确认书所载的资料会被劳工处用作执法之用，劳工处亦可能将有关资料转交其他政府部门及机关，作进一步调查。有关政府部门及机关或会就确认书内的实习学员资料，向相关教育机构查询。

Public officers of the Labour Department (LD) of the Government of the Hong Kong Special Administrative Region conduct inspection visits to places of employment to ensure employers’ compliance with ordinances administered by the LD. Employers taking on student interns are required under the Employment Ordinance to provide employees’ information and records, including the Confirmation (if applicable), for inspection by public officers of the LD when necessary. Should there be any suspected contravention of any relevant ordinances in connection with the work provided by the employer to the student intern, the information provided in the Confirmation may be used by the LD for law enforcement purpose. The LD may also transfer the information to relevant government departments and authorities for further investigation. Government departments and authorities may contact the education institution concerned to enquire about the information on the student intern as provided in the Confirmation.

¹ 见确认书附注1。 See footnote 1 in the Confirmation.

² 见确认书附注2。 See footnote 2 in the Confirmation.

《最低工资条例》（第 608 章）「实习学员」身份确认书

Confirmation of “student intern” status under the Minimum Wage Ordinance (Cap. 608)

兹确认本教育机构安排或认可以下学生于指定的一段期间内，在与本教育机构向该名學生提供《最低工资条例》所指的课程类别有关连的情况下，在 _____（雇用该名实习学员的机构或公司名称）进行工作，而该工作就颁授该课程所达致的学术资格而言，属颁授要求中的必修或选修部分。

This is to confirm that the specified period of work for the following student at _____ (name of organisation or company employing the student intern) is arranged or endorsed by this education institution in connection with a programme that is of a kind specified in the Minimum Wage Ordinance and being provided by this education institution to the student, for which the work is a compulsory or elective component of the requirements for the award of the academic qualification to which the programme leads.

实习学员的个人资料、正修读的课程名称和类别以及获安排或认可的工作

Personal particulars of the student intern, the name and the kind of programme enrolled as well as the period of work being arranged or endorsed

| | |
|--|--|
| 姓名(正楷) Name (in block letters) | |
| 香港身份证 / 护照* 号码 HK Identity Card / Passport* No. | |
| 正修读的课程 Programme Enrolled | 课程名称: Name of the programme: |
| | 课程类别 Kind of the programme: (请选择适当项目 Please select appropriate box) <input type="radio"/> (本地课程) 全日制经评审课程 ¹ (local programme) a full-time accredited programme ¹ <input type="radio"/> (非本地教育课程) 全日制学位或更高程度的教育课程 ² (non-local education programme) a full-time programme of education at the level of degree or higher ² |
| 实习职位名称 Internship Position | |
| 进行工作的期间 Period of Work | |

负责人姓名 Name of Responsible Officer: _____ 职位 Position: _____

签署 Signature: _____ 代表 signed for and on behalf of

签署

(教育机构名称 name of education institution)

发出日期 Date of Issue: _____

教育机构印章
Chop of Education Institution

如有任何查询，请与以下人士联络 For enquiries, please contact the following person:

姓名 Name: _____ 职位 Position: _____

教育机构地址 Address of Education Institution: _____

联络电话 Telephone Number: _____ 传真号码 Fax Number: _____

电邮地址 Email Address: _____ 网址 Website: _____

* 请删去不适用者。 Please delete as appropriate.

¹ 根据《最低工资条例》，「经评审课程」指符合以下说明的全日制课程：

- (a) 由附表 1 指明的教育机构提供（名单见下页）；
- (b) 属《学术及职业资历评审条例》（第 592 章）附表 3 第 1、2 或 3 条描述的类别的进修计划；及
- (c) （如该全日制课程由根据《教育条例》（第 279 章）注册或临时注册的学校提供）属该条例所指的专上教育程度。

The Minimum Wage Ordinance provides that “accredited programme” means a **full-time** programme that:

- (a) is provided by an education institution specified in Schedule 1 (see the list on next page);
- (b) is a learning programme of a kind described in section 1, 2 or 3 of Schedule 3 to the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592); and
- (c) if provided by a school registered or provisionally registered under the Education Ordinance (Cap. 279), is at the level of post secondary education (within the meaning of that Ordinance).

² 根据《最低工资条例》，「非本地教育课程」指达致颁授属学位或更高程度的非本地学术资格的全日制教育课程。

The Minimum Wage Ordinance provides that “non-local education programme” means a **full-time** programme of education which leads to the award of a non-local academic qualification which is at the level of degree or higher.

注意：资料使用者须遵守《个人资料（私隐）条例》（第 486 章）有关保障个人资料原则的规定。

Note: Data users should comply with the requirements of the Personal Data (Privacy) Ordinance (Cap. 486) concerning data protection principles.

《最低工资条例》附表 1 指明的教育机构
Education institutions specified in Schedule 1 to the Minimum Wage Ordinance

- 1 由《香港教育大学条例》（第 444 章）设立的香港教育大学
The Education University of Hong Kong established by The Education University of Hong Kong Ordinance (Cap. 444)
- 2 由《香港大学条例》（第 1053 章）设立的香港大学
University of Hong Kong established by the University of Hong Kong Ordinance (Cap. 1053)
- 3 由《香港理工大学条例》（第 1075 章）设立的香港理工大学
The Hong Kong Polytechnic University established by The Hong Kong Polytechnic University Ordinance (Cap. 1075)
- 4 由《香港中文大学条例》（第 1109 章）设立的香港中文大学
The Chinese University of Hong Kong established by The Chinese University of Hong Kong Ordinance (Cap. 1109)
- 5 由《香港浸会大学条例》（第 1126 章）设立的香港浸会大学
Hong Kong Baptist University established by the Hong Kong Baptist University Ordinance (Cap. 1126)
- 6 由《香港城市大学条例》（第 1132 章）设立的香港城市大学
City University of Hong Kong established by the City University of Hong Kong Ordinance (Cap. 1132)
- 7 由《香港演艺学院条例》（第 1135 章）设立的香港演艺学院
The Hong Kong Academy for Performing Arts established by The Hong Kong Academy for Performing Arts Ordinance (Cap. 1135)
- 8 由《香港科技大学条例》（第 1141 章）设立的香港科技大学
The Hong Kong University of Science and Technology established by The Hong Kong University of Science and Technology Ordinance (Cap. 1141)
- 9 由《香港公开大学条例》（第 1145 章）设立的香港公开大学
The Open University of Hong Kong established by The Open University of Hong Kong Ordinance (Cap. 1145)
- 10 由《岭南大学条例》（第 1165 章）设立的岭南大学
Lingnan University established by the Lingnan University Ordinance (Cap. 1165)
- 11 根据《专上学院条例》（第 320 章）注册的认可专上学院
Approved post secondary colleges registered under the Post Secondary Colleges Ordinance (Cap. 320)
- 12 根据《职业训练局条例》（第 1130 章）第 6(2)(h)条设立的机构
Bodies established under section 6(2)(h) of the Vocational Training Council Ordinance (Cap. 1130)
- 13 根据《教育条例》（第 279 章）注册或临时注册的学校
Schools registered or provisionally registered under the Education Ordinance (Cap. 279)