

**Post-Secondary Student Summer Internship Programme  
Request Form**

Name of invited Institution: Chu Hai College of Higher Education

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department (Division/Section): Correctional Services Department

No. of Interns to be Recruited: 24 No. of Nominations: 4

Description of Internship Programme: Summer interns will be responsible for assisting in one or some of the following areas: (a) conducting researches of various areas including but not limited to psychology, rehabilitation, education, human resources and physical education provided by the Department; (b) reviewing various prison services and exploring feasibility for services enhancement; and (c) cooperating with non-government organizations or charitable organizations for the provision of rehabilitation services; etc.

Programme Commencement Date: Early July 2022 Allow Flexible Commencement Date: Yes/No\*

Period of Internship: July to August 2022 (about 8 weeks) Working Hours: 44 per week

Office Venue: Any office venue of Correctional Services Department Allowance per Month: HK\$10,500

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study: No special requirement.

Year of Study: Students currently enrolled in full-time courses of post-secondary institutions. Final year students may also apply as long as they can commit to serve until the end of the programme.

Specific Knowledge/Skills: Good command of written and spoken English and Chinese, good knowledge in computer applications, including MS Word, PowerPoint, Excel, etc.

Work Experience (if applicable): N/A

Other Requirements (e.g. Extra-Curricular Activities) (if applicable): N/A

**APPLICATION METHOD** (may choose more than one as appropriate)

By E-mail       By JIIS  
(By mail or by fax is also acceptable.)

Submit a completed application form for Post-Secondary Student Summer Internship Programme together with a short essay not less than 300 words in English specifying the reasons for applying for the internship programme and expected achievements upon participation of the programme through the Students Affairs Offices/Career Centres of respective institutions.

Submit Resume/Covering Letter & Resume/Others\*: \_\_\_\_\_

Deadline for Application (DD/MM/YYYY): 28/4/2022 Require Selection Interview: Yes/No\*