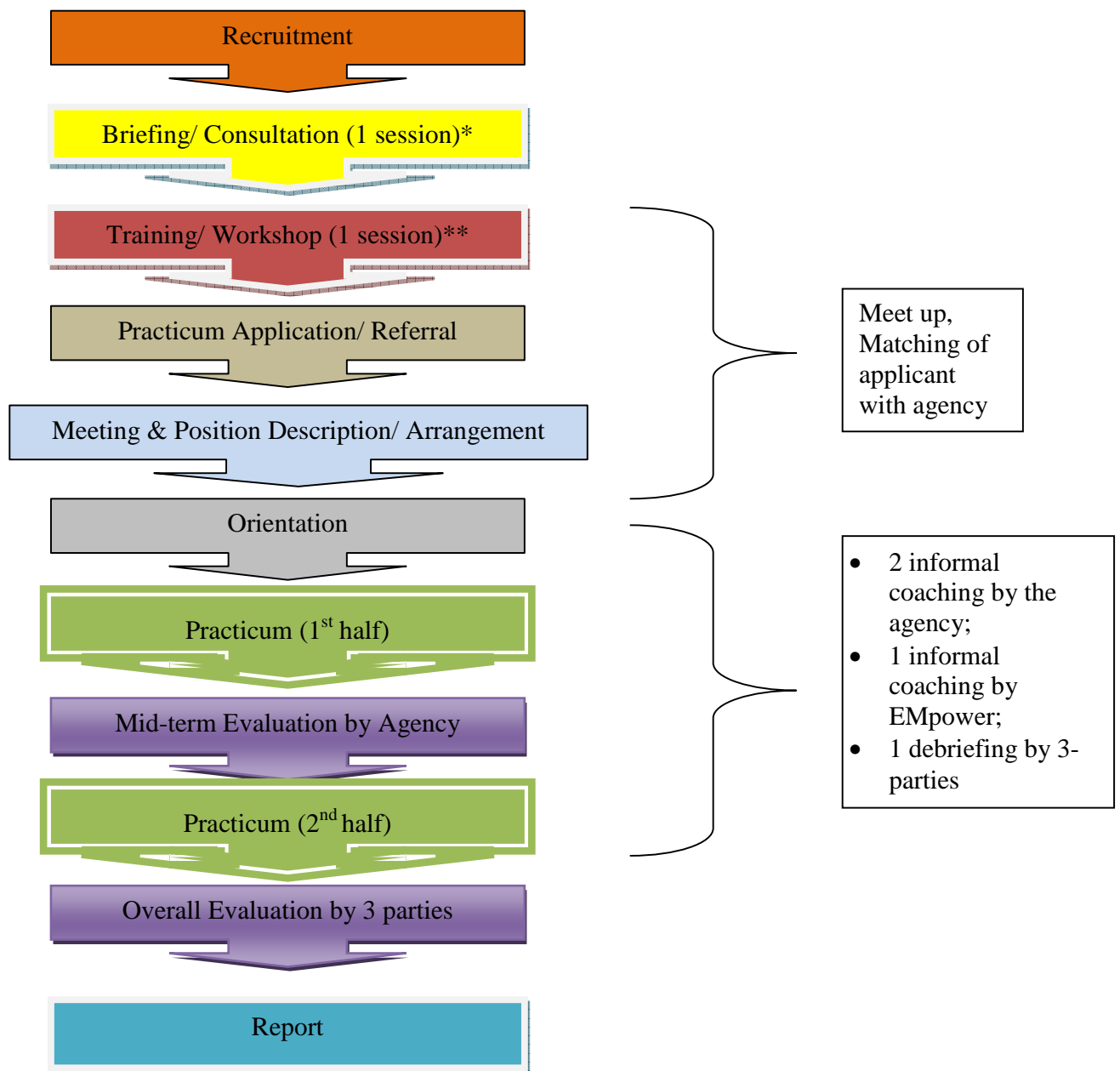


EMpower

Procedure, Content and Guideline of the Practicum

Procedure on 3-Month Practicum



***Content of the briefing/ consultation of the 3-Month Practicum**

- Purpose/ Objectives/ Aims/ Goals
- Expectation sharing (100 words)
- Guideline
- Role of all 3 parties
- Requirements
- Application
- Selection of district, service areas, schedule, etc.

****Content of the training/ workshop of the 3-Month Practicum**

- Characteristics of Hong Kong NGO
 - Background and Hong Kong culture
 - Hong Kong Social Services (Areas: Elderly, youth, unemployment, family, children, minorities, mental or physical disabilities, women, etc & Work: case, general enquiry, classes, activities, project)
 - Hong Kong Government and society
- Self Protection from work environment
 - Anti-discrimination
 - How to do/ protect ourselves at working place?
 - Harmony at work
- Basic office manner and management of special event
 - Preparation
 - Communication
 - Basic conduct and attitude
 - Safety concern
 - Back-up support

Guideline for the Application of “3-Month Practicum”

Criteria for 3-month Practicum:

- Participants in the Community Funding Scheme and Intensive Leadership Training Schemes will deserve the highest priority for admission;
- Second-priority group will be reserved for EM individuals with the recommendation from registered EM groups, subgroups or tertiary institutes;
- EM College students;
- For every individual EM who wants to earn practical and operational experience from working at non-government organization.
- Both the leaders and potential leaders from EM are encouraged to participate;
- Each person can apply once;
- No academic credits from school could be earned;
- Follow the spirit and content of the three-way agreement;
- Able to contribute 120 working hours for up to 4 successive months;
- Must be 18 or above;
- Fluent English is required;
- Should pass the interview;
- Must join a session of briefing and training workshop respectively before the practicum while the hours from briefing and training will not be included in the 120 hours of practicum;
- EMpower staff will review the application and determine whether the application is approved;
- Completed application form is required

During Application Period:

- Applicant should request signature and seal from his/her group for the application;
- Applicant should submit a completed application form;
- Successful applicants will be informed with a formal letter within two months after submission of the application;
- A three-way agreement will be signed by all three parties, including the participant, EMpower and practicum-providing NGO in all successful applications, while EMpower will keep the Master Agreement;
- Participant is responsible to take part in briefing, training workshop, expectation sharing writing, meetings, and interview provided by CA and practicum-providing NGO.

During the Practicum

- Each independent practicum should be started within two months after the approval;
- Each independent practicum would last for around three months;
- Maximum sponsored amount to each completed practicum is HK\$6,000 while HK\$1,500 from it will be offered to the successful applicant before the beginning of practicum;
- EMpower staff will provide monitoring on the practicum but EMpower staff will not be involved in the operation of the practicum-providing NGO;
- The participant will be supervised by the NGOs offering practicum opportunities and will be monitored by EMpower;
- Approximately 40 working hours each month for three months;
- Participant’s roster is discussed and decided by participant and employing NGO;
- Participant will receive the last settlements of \$4,500 after completing all 120 hours of practicum;
- Practicum-providing NGO will be responsible to provide or arrange work for the participant;
- Participant should follow the guideline from the Master Agreement and other rules, regulations and requirements from the practicum-providing NGO;

- EMpower staff may visit practicum-providing NGO and monitor the work of participant and 1 debriefing may be arranged between all 3 parties;
- 2 informal coaching and 1 formal mid-term are required to be done between participant and practicum-providing NGO during practicum;
- 1 formal final evaluation is required to be done between all 3 parties after the completion of practicum;
- Practicum-providing NGO will ensure participant gets reimbursed for his/her expenditure (including transportation fee and other work-related expenditure) during work hours;
- Participants should inform both EMpower staff and practicum-providing NGO about any absence or special circumstance;
- Both EMpower and practicum-providing NGO have the authority to discontinue the practicum due to unqualified performance or severe misconduct of participant (in normal case, a meeting among three parties will be provided in order to make further action on the continuation of the practicum) and both parties would retain the right for not giving out the allowance;
- Any incomplete practicum could be continued within half a year with the permission of EMpower and practicum-providing NGO, while participant has to provide an acceptable reason(s);

After the program is completed:

- A final evaluation on participant's overall performance will be given after discussion among the participant, EMpower staff and staff from practicum-providing NGO;
- A feedback form from participant and employing NGO will be collected respectively after the practicum;
- A practicum report should be provided by participant within two months; and the final amount of \$4,500 will be given.