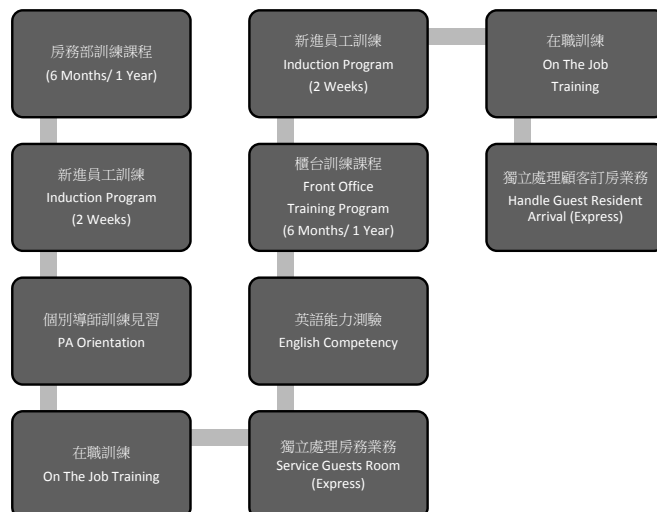
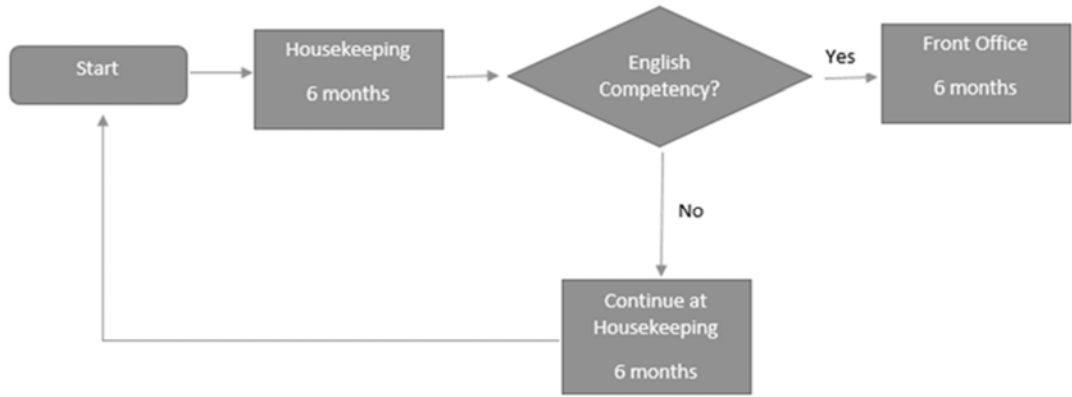


新加坡
 UE PARK AVENUE HOTEL
 海外實習計畫
 OVERSEAS INTERNSHIP
 BROUGHT TO YOU BY
 UE PARK AVENUE INTERNATIONAL PTE LTD

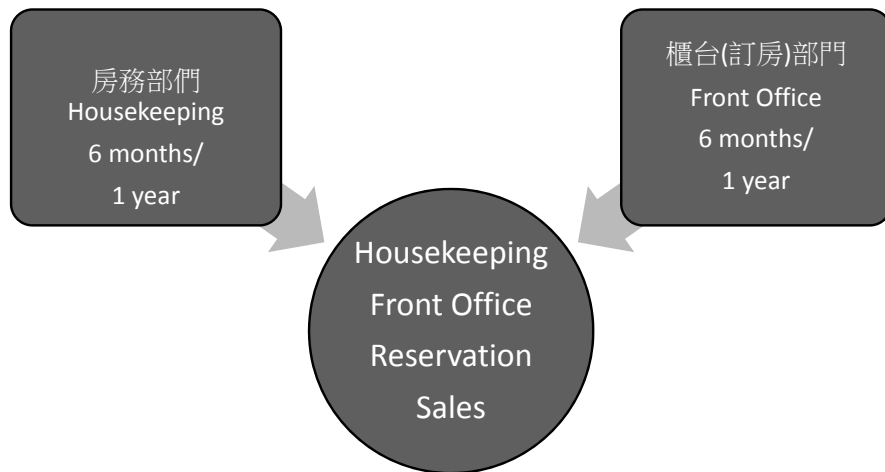
高應大學生實習流程圖(12個月)



高應大學生實習流程圖(12個月)



實習時職業發展 CAREER PROGRESSION



高應大學生實習時可能分發的職位 INTERNSHIP OPTION

- 客房服務人員 Room Attendant
- 公共區域服務人員 Public Area Attendant
- 辦公室 Office Area Attendant
- 大門接待 Bellhop
- 顧客關係 Guest Relation Officer

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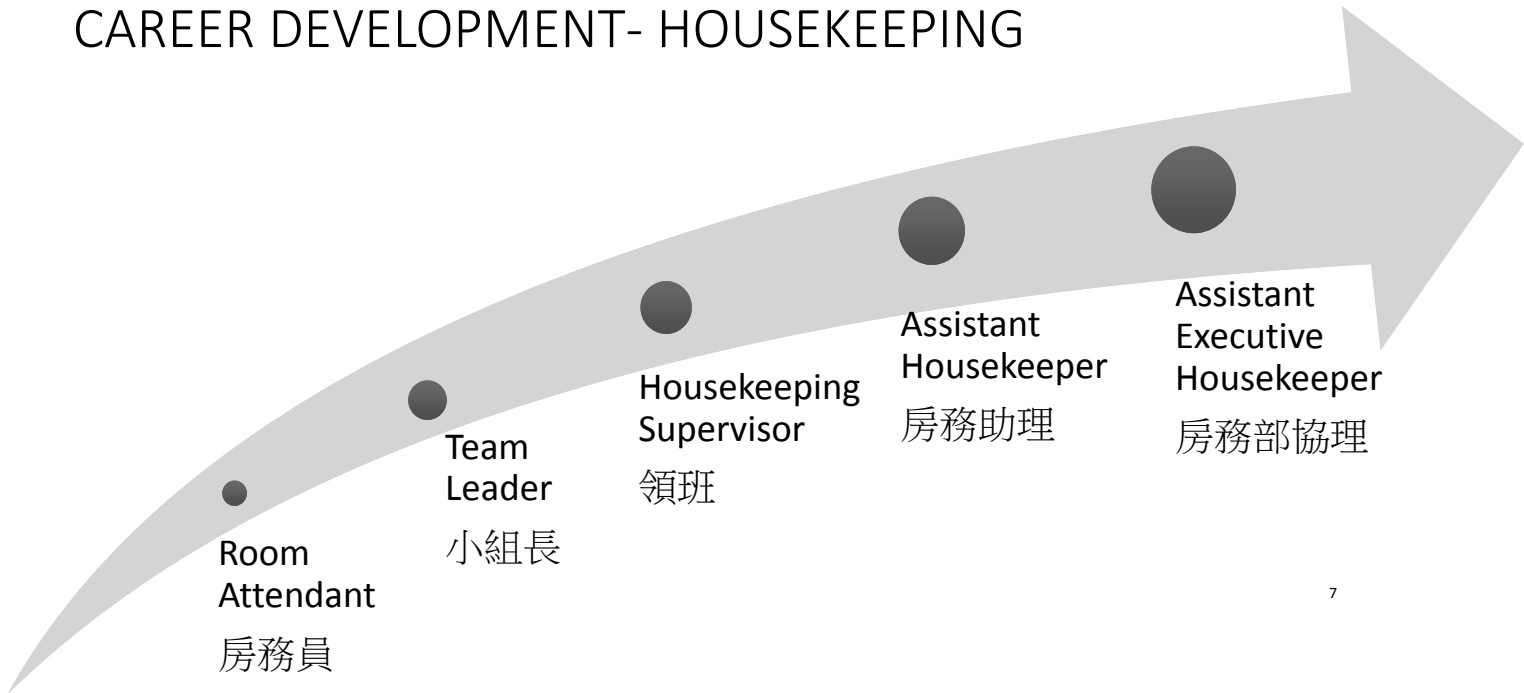
實習後可能被聘用為正式員工 PERMANENT PLACEMENT OPTION

- 房務 Housekeeping
- 櫃台 Front Office
- 訂房 Reservation
- 業務 Sales

6

房務人員職涯發展

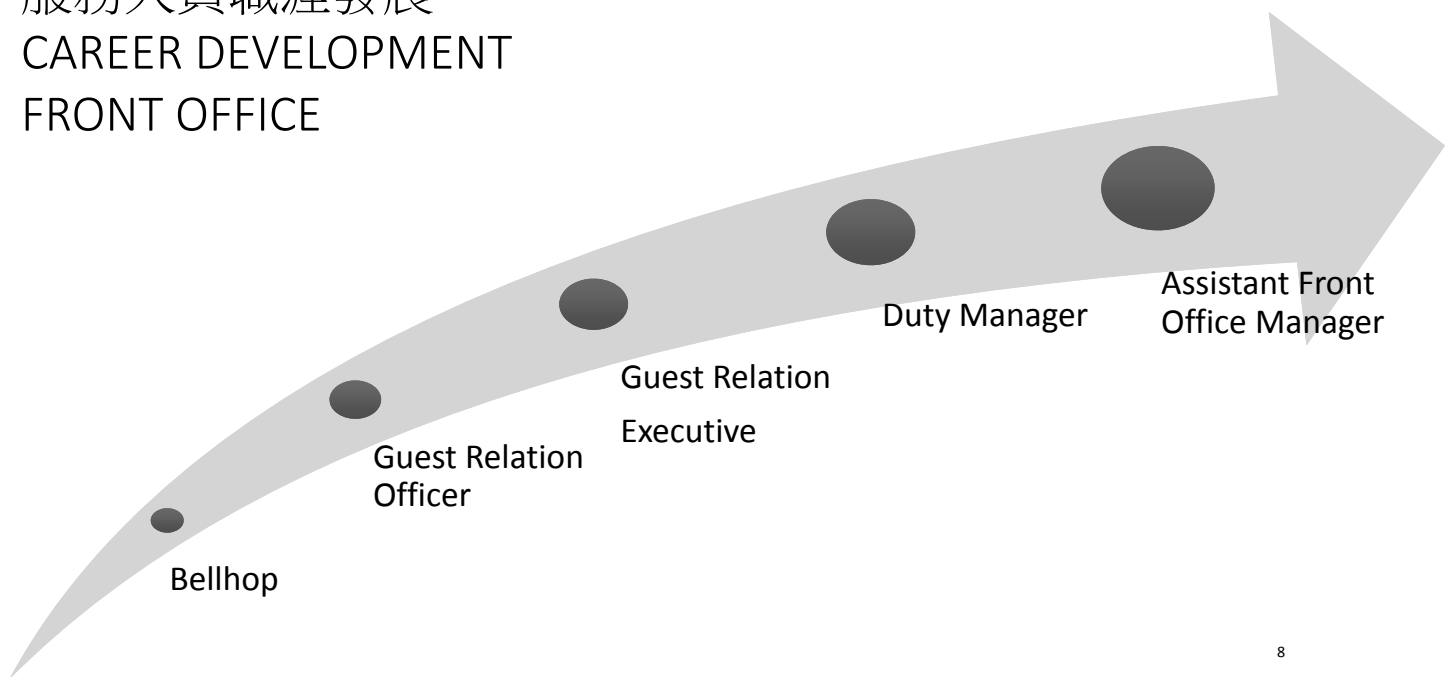
CAREER DEVELOPMENT- HOUSEKEEPING



服務人員職涯發展

CAREER DEVELOPMENT

FRONT OFFICE



正式員工

FULL TIME EMPLOYMENT

- 優渥的薪資 Attractive Gross Salary
- 公司的福利很好 Attractive Bonus
- 公司提供新加坡勞工局的證照訓練 In-house WSQ Training
- 新進員工訓練計劃 Induction Program (OJT)
- 選派至提他單位受訓的規劃 External Training Program
- 許多津貼 (包括房租、餐飲、交通等) Various Allowances (Meal, Transport, etc)
- 醫療補貼 Medical Benefits/ Medical Incentives
- 其他意外險 Insurance coverage
- 公司舉辦活動 Fun Staff/ Company Events

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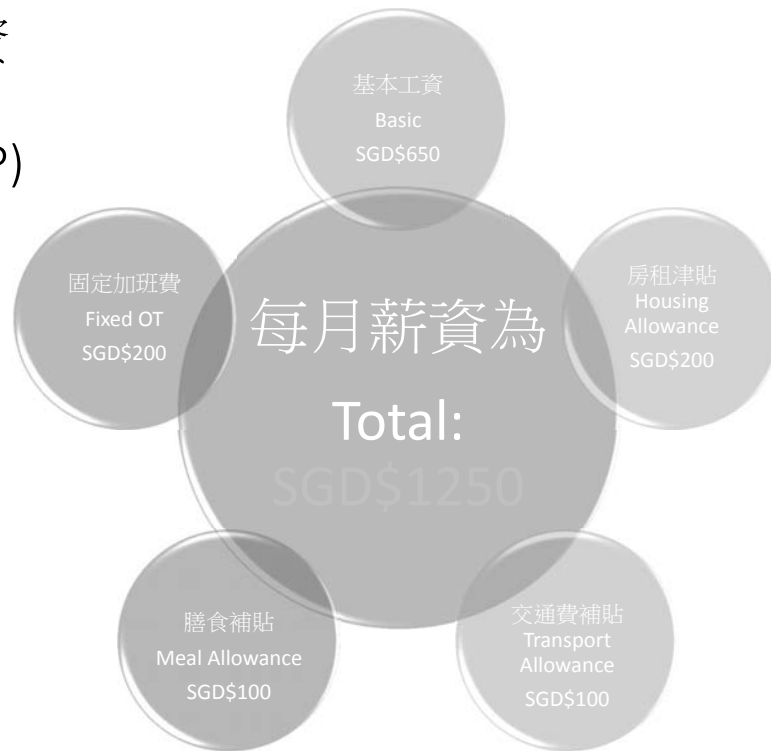
WE WANT YOU TO GROW WITH US

We offer successful applicant a rewarding journey and remuneration package...



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客房部實習生薪資 PAY PACKAGE (INTERNSHIP - HSKP)



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客房部實習生福利 BENEFITS - HSKP

- 除周休外，每年有七天帶薪休假 Annual Leave 7 Days
- 每年有14天病假 Medical Leave 14 Days
- 每年有60天住院病假 Hospitalization Leave 60 Days
- 公司提供保險 Insurance Coverage
- 公司提供申請工作證所需的體檢費用 Work Pass Medical Health Checks
- 公司舉辦的各式活動 Company Events
- 公司與本地娛樂地區有簽約，可以享有公司的折扣門票 Corporate Pass – Local Attraction

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FRONT DESK 實習生薪資 PAY PACKAGE (INTERNSHIP – FRONT OFFICE)



13

BENEFITS – FRONT OFFICE

- 除周休外，每年有14天休假 Annual Leave 7 Days
- 每年有14天病假 Medical Leave 14 Days
- 每年有60天住院病假 Hospitalization Leave 60 Days
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在職訓練

TRAINING OPPORTUNITIES

- **UE Park Avenue** 是新加坡勞工局認證的**WSQ**訓練機構，可以提供勞工局認證的**WSQ**訓練及證書測驗所需的評量
- **UE Park Avenue** 可以為英語能力達到標準的員工，提供免費的**WQS**課程訓練。
- **We are a WSQ Approved Training Organization which is accredited to provide WSQ Training & Assessments**

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何謂WSQ?

TRAINING OPPORTUNITIES-WHAT IS WSQ?

The Singapore Workforce Skills Qualifications (WSQ) is a national credentialing system. It trains, develops, assesses and recognises individuals for the key competencies that companies look for in potential employees.

WSQ is based on national standards developed by WDA in collaboration with various industries comprising industry sectoral frameworks which serve to:

- Professionalise the industry, particularly where recognition of Continuing Education and Training (CET) qualifications are lacking
- Improve labour mobility allowing companies in growing industries to easily recruit workers with the necessary skills whilst improving opportunities for workers to enter these industries.

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何謂WSQ?

TRAINING OPPORTUNITIES-WHAT IS WSQ?

- 新加坡「人力資源技術品質(The Singapore Workforce Skills Qualifications, WSQ)」是一個全國性的認證系統。這個系統規範了每一種行業內不同職位的工作能力標準，並依據這個標準設計訓練課程，職工在WSQ認證的訓練機構完成需要的職業訓練以後，可參加評量，通過評量以後就可以取得一張新加坡全國認證的執照(類式我們的餐飲、餐服證照)。取得這個證照後，在新加坡比較容易找事。

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TRAINING OPPORTUNITIES

WSQ 旅館與旅宿業證照 (CERTIFICATE IN HOTEL & ACCOMMODATION SERVICES)

認證目標:

To meet customer needs and expectations through delivery of quality accommodation products and services delivered by a courteous, supported, well-trained and motivated workforce.

Total Training Hours: 94 - 200 hrs

- To achieve a full qualification in WSQ Certificate in Hotel & Accommodation Services, you need to complete 7 competency modules comprising of **3 Core units PLUS any 4 Elective units and attain at least 11 credits.**

Suggested Entry Requirements:

Learners are expected to demonstrate competency :

- Minimum Secondary 2 education and comfortable with conversational English; or
- ESS Workplace Literacy and Numeracy (Level 3); and
- Customer service oriented and possess an outgoing personality

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TRAINING OPPORTUNITIES

- Park Avenue will offer some WQS certified training modules periodically to approved employees/Interns (based on their English competency).

Park Avenue 不時會提供通過英語檢定合格的在職員工(實習生)部分WQS證照訓練課程。

- Any employee/Intern intends to acquire WSQ CERTIFICATE IN HOTEL & ACCOMMODATION SERVICES(旅館與旅宿業證照) shall search for external training provider to obtain other necessary modules to be qualified for the WQS official assessment. The cost for each module range from SGD 300 to 600.

有意取得WQS證照的員工需自費參加其他的訓練機構提供的訓練，以達到符合WQS的應考資格。每個模組的訓練費用約為新加坡幣(SGD)300 -600。

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PARK AVENUE 提供的WSQ課程模組 WSQ MODULES – AVAILABLE IN PARK AVENUE

核心課程 (必修) Core Module

- 顧客互動 Interact with Guests (16 Hours)

選修單位 Elective Units

- Handle Guest/ Resident Arrivals (28 hrs)
- Service Guest Rooms (40 hrs)
- Maintain Service in Linen and Uniform Room (15 hrs)

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申請實習的過程及需要的文件 REQUIREMENTS (INTERNSHIP)

