



新加坡
UE PARK AVENUE HOTEL
海外實習計畫

OVERSEAS INTERNSHIP

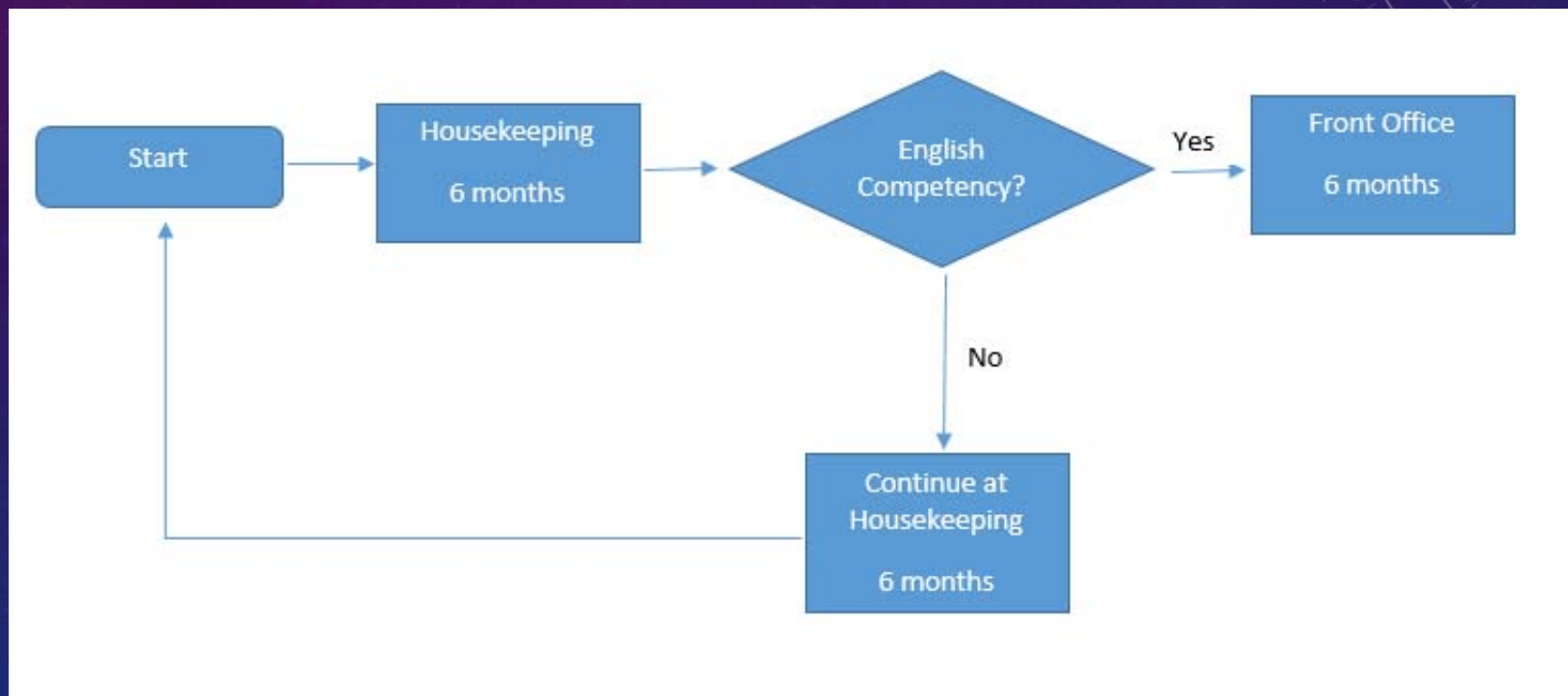
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UE PARK AVENUE INTERNATIONAL PTE LTD

高應大學生實習流程圖(12個月)



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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

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

房務人員職涯發展

CAREER DEVELOPMENT- HOUSEKEEPING

Room
Attendant
房務員

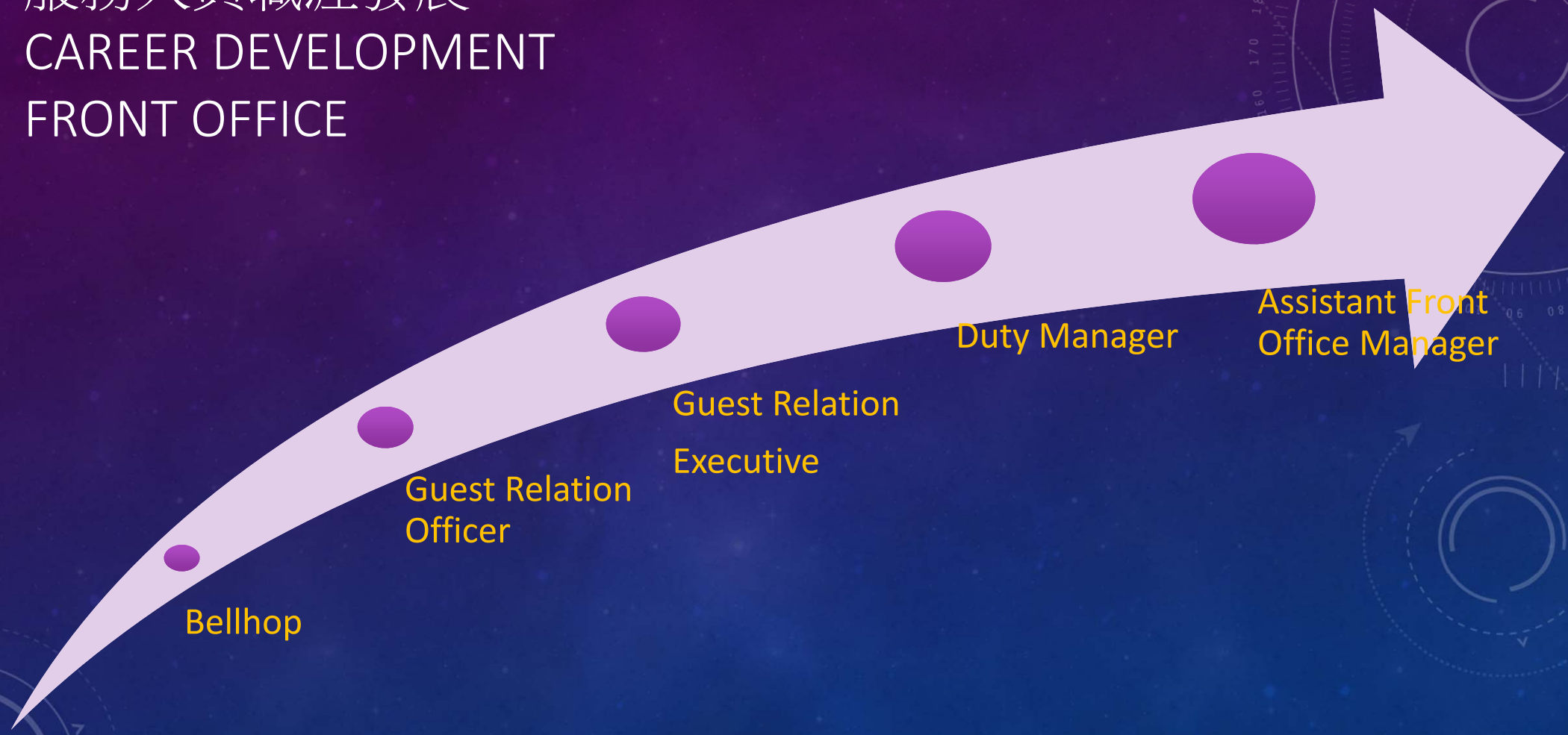
Team
Leader
小組長

Housekeeping
Supervisor
領班

Assistant
Housekeeper
房務助理

Assistant
Executive
Housekeeper
房務部協理

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)
- 選派至其他單位受訓的規劃 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

WE WANT YOU TO GROW WITH US

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



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



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

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



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
- 公司提供保險 Insurance Coverage
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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
- **We are a WSQ Approved Training Organization which is accredited to provide WSQ Training & Assessments**

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.

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。

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.**
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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

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)

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

註冊 Registration

- 申請表 Job Application Form
- 護照影本 Copy of Passport
- 畢(結)業證書 Copy of Education Certification
- 體檢報告 Health Check Report

申請工作證 WP Processing

- 公司雇用證明 In-principle Approval Letter (MOM)
- 保險 Security Bond (Insurance)

新加坡 安頓 Settling in SG

- 宿舍 HDB Rental
- 了解新加坡的文化 Culture of Singapore
- 公共交通系統 Public Transport

工作 Work place

- 工作時間/制服 Work Hours/ Uniform
- 工作證需要之體檢 WP Medical Health Checks
- 等待核發工作證 WP thumbing
- 銀行開戶 Bank Account (OCBC)
- 所得稅 Taxation