



提升資產財富管理業人才培訓先導計劃

Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector

Student Internship Programme 2025/26

Briefing Session for Employers



Agenda

1. About the WAM Pilot Programme
2. Overview of Student Internship Programme (“SIP”)
 - 2.1 Benefits for Participating Employer (“PE”s) joining the SIP
 - 2.2 Feedback from PEs and Interns
 - 2.3 Eligibility of PEs
 - 2.4 Eligibility of Students
 - 2.5 Internship Position Offered
 - 2.6 Programme Quota Applied
3. SIP 2025/26
 - 3.1 Becoming a PE
 - 3.2 Application form
 - 3.3 Vetting
 - 3.4 Student Application
 - 3.5 Selection, Offer and Appointment
 - 3.6 Before internship commencement
 - 3.7 Internship Period
 - 3.8 Honorarium subsidy claim



1. About the WAM Pilot Programme



1.1 Background

- The Hong Kong Special Administrative Region (“HKSAR”) Government has launched a three-year Pilot Programme to promote talent training for the asset and wealth management (WAM) sector since 2016 and extended it until 2026.
- The Hong Kong Securities and Investment (“HKSI”) Institute is appointed as the **implementation agent**.
- **Key objectives:**
 - To promote the WAM industry to **students and graduates** to enable them to better understand the **full spectrum of functional posts** and **career prospects** of different sub-sectors;
 - To attract and expand the talent pool for **middle and back offices**;
 - To enhance the **competency** and **professionalism** of financial services **practitioners**, particularly those working in **small and medium sized institutions**, within the WAM sector; and
 - To assist other practitioners within the financial services industry to **acquire the knowledge and skills** required for entering the WAM sector.



1.2 Steering Committee

- Steering Committee, chaired by the **Financial Services and the Treasury Bureau (FSTB)**, oversees the implementation of the WAM Pilot Programme.
- It is comprised of representatives from different sectors within the WAM industry including:

Industry associations	Academia
<i>Alternative Investment Management Association (AIMA)</i>	<i>Hong Kong Baptist University (HKBU)</i>
<i>Chinese Asset Management Association of Hong Kong (CAMAHK)</i>	<i>City University of Hong Kong (CityU)</i>
	Regulators
<i>Hong Kong Investment Funds Association (HKIFA)</i>	<i>Hong Kong Monetary Authority (HKMA)</i>
<i>Private Wealth Management Association (PWMA)</i>	<i>Securities & Futures Commission (SFC)</i>



1.3 Key initiatives

Primary Target Group

Student Internship Programme

- Full time undergraduates and postgraduates studying in 22 higher education institutions in Hong Kong
- HKSAR residents who are lawfully employable

Overall Aim

- Provide early exposure to work in the WAM sector
- Appreciate the wide spectrum of career opportunities in the WAM sector

Activities & Incentives

- 1 to 3 months full-time internship position
- PE will receive up to 80% or HK\$8,000 (whichever is lower) of the honorarium paid to the intern on monthly basis, up to a maximum of 3 months per financial year

Financial Incentive Scheme for Professional Training

- Existing full-time employees* in employment with an eligible financial institution / employer when the course starts
- Note:
 - i) including in-between jobs until 31 December 2025;
 - ii) an exemption is granted to individual licensed insurance intermediary under the Insurance Ordinance (Cap. 41)

- Facilitate financial practitioners to upskill competency and professionalism
- Increase cross-sector mobility

- Applicants could get reimbursement of 80% of fees (excludes examination fees) they paid after satisfactory completion of designated courses
- up to HK\$15,000 per person over the entire WAM Pilot Programme



2. Overview of the Student Internship Programme (“SIP”)



2.1 Benefits for Participating Employer (“PE”s) joining the SIP

Why join the SIP?

- **Save efforts** and **additional resources** to do campus recruitment and brand promotion
 - through a **centralised platform** to recruit interns from a pool of full-time **undergraduates** and **postgraduates** of 22 local Higher Education Institutions throughout the year.
- **Receive government subsidy**
 - PEs will be subsidised up to **80% or HK\$8,000** (whichever is lower) of the honorarium paid to the intern on a monthly basis, **up to a maximum of 3 months per financial year for each student intern**.



2.2 Feedback from PEs and Interns

Participating Employers

- SIP provides a large pool of applicants for them to identify **good students**;
- The calibre of interns is very **impressive** and their **qualities met** their **expectations** with offered positions filled by the **right** candidates;
- The arrangement and support from WAM Team are **satisfactory**; and
- **All PEs** indicated they would join the SIP again.

Student Interns

- SIP provides them with a **better understanding** of **job functions**;
- The internship experience offers a **good preview** of **career prospects** in the WAM sector through the SIP;
- SIP **met** their **expectations**; and
- They found the overall work experience **valuable**.



2.3 Eligibility of PEs

Companies or organisations from the following sub-sector can apply as **PEs** to offer **full-time WAM related** internship positions :

- Financial institutions licensed by or registered with:
 - **Securities and Futures Commission** under **Securities and Futures Ordinance (Cap. 571)** to carry out regulated activity of Type 4 (advising on securities), Type 9 (asset management) or Type 13 (providing depositary services for relevant Collective Investment Schemes); or
 - **Hong Kong Monetary Authority**; or
- Insurers authorised or insurance intermediaries licenced under the **Insurance Ordinance (Cap. 41)**; or
- Firms or corporate practices registered with the **Accounting and Financial Reporting Council**; or
- Trust companies registered under **Part 8 of the Trustee Ordinance (Cap. 29)**; or
- Trustees approved by the **Mandatory Provident Fund Schemes Authority** under the **Mandatory Provident Fund Schemes Ordinance (Cap. 485)**; or
- Trusts or company service providers licenced by the **Companies Registry** under the **Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615)**.



2.3 Eligibility of PEs

If the PE is not the **Hiring Company***, please note:

- Both the PE and the hiring company must be under the same parent group company with sufficient proof (e.g. organisation chart, annual return) provided for validation of the relationship.
- The parent group company should hold more than 50% shareholding of both the PE and hiring company.
- The PE should indicate such an arrangement clearly at the time of application, or else the honorarium claim of the internship position may be rejected.

** Note: Hiring company refers to a contractual employer that enters into employment contract with the student intern.*



2.4 Eligibility of Students

- **Full-time undergraduate and postgraduate students** studying in the **22** accredited degree-awarding Higher Education Institutions (“HEIs”) in Hong Kong **at the time of internship commencement**, as listed below:

Centennial College	Saint Francis University
City University of Hong Kong	Technological and Higher Education Institute of Hong Kong of Vocational Training Council
Gratia Christian College	The Chinese University of Hong Kong
HKCT Institute of Higher Education	The Education University of Hong Kong
Hong Kong Academy for Performing Arts	The Hang Seng University of Hong Kong
Hong Kong Baptist University	The Hong Kong Polytechnic University
Hong Kong Chu Hai College	The Hong Kong University of Science and Technology
Hong Kong Metropolitan University	The University of Hong Kong
Hong Kong Nang Yan College of Higher Education	Tung Wah College
Hong Kong Shue Yan University	UOW College Hong Kong
Lingnan University	Yew Chung College of Early Childhood Education



2.4 Eligibility of Students

- **Residents** of the HKSAR;
- **Lawfully employable** in the HKSAR;
 - Note on hiring students who are **not permanent residents in Hong Kong**:
 - 1) Working visa/permit covering the whole internship period
 - ➔ **No Objection Letter** (“NOL”)
 - ➔ **Immigration Arrangements for Non-local Graduates** (“IANG”) visa
 - ➔ where necessary, supplemented by an **endorsement letter issued by HEI**
 - ➔ other documents as required by Director of Immigration
 - 2) Acquire **prior approval** from the Immigration Department when working visa is not applicable
 - ➔ **Terms and conditions** on the visa/permit are NOT fulfilled; and
 - ➔ Pay extra attention towards **non-local students in the final year of studies**



2.5 Internship Position Offered

- For eligible SIP subsidy claim, internship positions offered must meet the following requirements:
 - **full-time** employment; and
 - minimum **1 month, up to 3 months**; and
 - work physically in **Hong Kong office**; and
 - **WAM-related** work assignments in different functional roles with practical value; and
 - allow the interns to gain sufficient exposure in a **real working environment**.



2.6 Programme Quota Applied

- A **quota mechanism** on internship positions is introduced to ensure **fairness** among PEs and provide **different internship opportunities** to eligible students under the available funding.
- Quota is allocated based on the following two criteria (whichever is lower):
 - number of full-time employees of the PE in the Hong Kong office at the time of PE application; and
 - number of internship positions requested.

No. of full-time employees of the PE in Hong Kong	Maximum Quota for the PE
1 to 20	5
Above 20	10

Points to note:

- **Full-time employees** excluding interns refer to employees other than those with less than 5 usual days of work per week; or less than 6 usual hours of work per working day; or less than 30 usual hours of work per week.
- The number of quota allocated to a PE should **not exceed** the number of full-time employees.
- PE may request **additional quotas** in writing with justification.
- Validity of quota allocated: **from the date of approval/renewal as a PE up to the next 31 March**. A periodic review of the usage of quota will be conducted to ensure fair and effective allocation of funding. Any unused quotas may be revoked or reallocated by the HKSI Institute upon approval from the FSTB.



3. SIP 2025/26

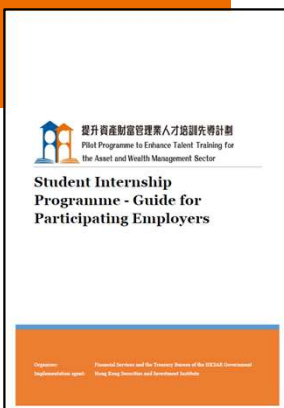


3.1 Becoming a PE



Check [eligibilities](#)

Read the Guide and understand the obligations to abide as a PE



Visit WAM website and click [“Participating Employer Application”](#) under the SIP section

Read the Important Notes, fill in the form with required information and upload the supporting documents

Read and acknowledge the **“Declaration”** and **“Notes About Handling of Information”** before submission

Application Deadline
1st Round: 17 January 2025
2nd Round: 21 February 2025



3.2.1 Application form – Company Information

To **promote** your company and allow students applicants to learn more about the company

Company Information

Please fill in the company information as required in this part. (* Mandatory fields)

English Name*	Chinese Name (if any)
<input type="text"/>	<input type="text"/>
Company Profile*	
<input type="text"/>	
Website (if any)	General Line Number (if any)
<input type="text" value="http://... or https://..."/>	<input type="text"/>
Office Address*	
<input type="text"/>	
Number of Full-time Employee (in Hong Kong)*	Email for Receiving System Notice*
<input type="text"/>	<input type="text"/>

It is the **default email** for receiving the system notices.

Business Nature* (Please select as appropriate for the above entity)

- A financial institution registered with the Hong Kong Monetary Authority
- A financial institution licensed by the Securities and Futures Commission under the Securities and Futures Ordinance (Cap.571) to carry out Type 4 (advising on securities) regulated activity and/or Type 9 (asset management) regulated activity and/or Type 13 (providing depositary services for relevant Collective Investment Schemes) regulated activity
- A trustee approved by the Mandatory Provident Fund Schemes Authority under the Mandatory Provident Fund Schemes Ordinance (Cap.485)
- A trust company registered under Part 8 of the Trustee Ordinance (Cap.29)
- An insurer authorised or an insurance intermediary licensed under the Insurance Ordinance (Cap.41)
- A firm or corporate practice registered with the Accounting and Financial Reporting Council
- A trust or company service provider licensed by Companies Registry under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap.615)

Business Registration Number* (If certificate number is 12345678-000-01-01-1, please fill in 12345678)

First 8 Digit
<input type="text"/>

Business Registration Certificate* (Format: .pdf, .doc, .docx, .zip, .jpg, .jpeg, .png; Maximum 10MB)

<input type="button" value="Choose File"/>
--

Regulator Licence Certificate (if any) on Business Nature indicated (Format: .pdf, .doc, .docx, .zip, .jpg, .jpeg, .png; Maximum 10MB)

<input type="button" value="Choose File"/>
--

Please upload the Business Registration copy and Regulator Licence Certificate in prescribed format.



3.2.2 Application form – Internship Position(s) Offered

Internship Position(s) Offered

Estimated Number of Job Posting for the Period until next 31 March* Vacancies to be offered for the Period until next 31 March*

Remark: Job post refers to job advertisement on our website, while vacancy is equivalent to position opening.

Details of the Internship Position Offered* (Format: .zip, .doc, .docx; Maximum 10MB)

Please fill in the form(s) - "Details of the Internship Position Offered", which is available for **DOWNLOAD HERE** from the dedicated website, then compress all completed forms, preferably in Word or PDF format into one .zip file and upload to this application as supplementary information.

Choose File

- “**Estimated number of job posting**” refers to the job advertisement posted on the programme website.
- “**Vacancies to be offered**” refers to the numbers of interns planned to be hired for all jobs.

 提升資產財富管理業人才培訓先導計劃
Pilot Programme to Enhance Talent Training for
the Asset and Wealth Management Sector

主辦單位: 香港特別行政區政府財經事務及庫務局
Organiser: Financial Services and the Treasury Bureau of the HKSAR Government
執行伙伴: 香港證券及投資學會
Implementation agent: Hong Kong Securities and Investment Institute

Student Internship Programme (SIP) Details of the Internship Position Offered

Applicant should fill in this form to provide the details of internship position to be offered under the SIP. Please fill in ONE position on EACH form and upload ALL forms with your Participating Employer (PE) application. Internship positions would be posted to the WAM dedicated website (<https://www.wamtalent.org.hk/>) after approval by the Vetting Committee.

Name of PE:	
Hiring Company* (if applicable):	
Working Location:	
Position Title:	
Department:	
Job Category ² :	Asset Management (A) / Wealth Management (W) * AND Front (F) / Middle (M) / Back (B) Office or / Mixed (X) *
Number of Positions:	
Internship Duration ³ :	months
Remuneration (HK\$) ⁴ :	(per month / week / day / hour *)
Earliest Commencement Date (DD/MM/YYYY):	
Posting Period (DD/MM/YYYY to DD/MM/YYYY):	
Normal Working Hours (e.g. Mon to Fri 09:00 to 18:00)	
Main Duties:	1. 2. 3. 4. 5.
Requirements: (Academic qualifications or attainment e.g. GPA and/or other skill set)	1. 2. 3. 4. 5.
Other relevant information (if any, e.g. need to access employer's recruitment portal, career prospects, etc)	1. 2.

Please fill in
**ONE position on
EACH form**

¹ Applicable if intern(s) will be hired through group member company of the PE company.
² Please refer to Appendix 1 of the Guide for Participating Employers.
³ A PE will be subsidised for up to 80% or HK\$8,000 (whichever is lower) of the honorarium paid to the intern on a monthly basis, up to a maximum of 3 months per financial year (which starts from 1 April and ends on 31 March of the following calendar year) for each student intern.
⁴ The remuneration information is provided for the HKSI Institute's internal record only and will not be publicised. The remuneration level should be determined in full compliance with all applicable and relevant local legislation and statutory requirements in relation to employment and is clearly specified in the employment contract.
* Please delete as appropriate.



3.2.2 Application form – Internship Position(s) Offered

- **Job category** (*Guide for Employers – Appendix 1*)

Functional Role	Wealth Management	Asset Management
Front Office	WF	AF
Middle Office	WM	AM
Back Office	WB	AB
Mixed*	WX	AX

- *If PE plans to arrange job rotation to different functions or the assigned jobs are not confined to a single function, the position shall be classified as “mixed”.*
- Job categories differ among companies, depending on each company's definition.
Examples of job categories:

Front Office	Middle Office	Back Office
Business Support / Client Servicing	Business Development	Channel Marketing
Investment / Fixed Income / Equities	Client Servicing / Sales Support	Client Service / Settlement
Risk Management	Compliance	Compliance / Legal
Research	Equities Business	Finance & Accounting
Product Development	Product Development	Human Resources
Sales & Marketing Support (Institutional / Retail)	Investment Operations / Research / Analyst	Information Technology



3.2.2 Application form – Internship Position(s) Offered

- **Internship Duration:** at least **1 month** (subsidised period **up to 3 months** per financial year)
- **Remuneration (HK\$):** this is for HKSI Institute's internal record only and **will not be publicised**. It should be determined in full compliance with all applicable and relevant local legislation and statutory requirements in relation to employment, e.g. Minimum Wage Ordinance, and is clearly specified in the employment contract.
- **Earliest Commencement Date:** the earliest date you prefer the intern to be on board.
- **Posting Period:** The maximum posting period of a position is **up to 3 months** and reposting is permitted. It can be **adjusted** after the position is approved.
- **Normal Working Hours:** It should be the **same as other employees** in general. Please add a remark if the working hours for student interns are different, e.g. working on Saturday.
- **Main Duties:** The job duties must be **WAM-related** and presented clearly, concisely, and accurately to effectively communicate the responsibilities and requirements of the position, helping students understand the jobs that match with their career aspirations.
- **Requirements:** The job requirements should **not discriminate** against any individual.



3.2.2 Application form – Contact Information

Information of Contact Person

Title*	Name*	Position*
<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>
Email*	Telephone*	
<input type="text"/>	<input type="text"/>	

Information of Authorised Person

Title*	Name*	Position*
<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>
Email*	Telephone*	
<input type="text"/>	<input type="text"/>	

Please update the information of the contact person and authorised person of your company.

*Note: the contact person should be the **primary administrator** for the programme.*

Hiring Company Information

(Applicable if intern(s) will be hired through group member company)

(Please click "+" button to add.)



You can add Hiring Company here by pressing "+" button and fill in the details of Hiring Company



3.2.2 Application form – Submission

- Before submitting the application online, please be reminded to:
 - **check** the information updated in the application form;
 - **read, acknowledge** and **agree** to abide by the rules and terms in relation to participation as an employer under the SIP; and
 - **confirm understanding of** and **accept** the “Notes about Handling of Information”.
- After submitting the complete application online successfully, you will see the “**Completion**” screen below. You are highly recommended to **print or save** the file for record and easy reference.

Completion of PE Application

The application for PE under the SIP is submitted successfully. Please check your contact email address for the confirmation email.

The application is subject to endorsement by the Vetting Committee. There will be lead time in reviewing and processing the application. The HKSI Institute may further contact you or your company to follow up on your application where deemed necessary.

You are highly recommended to retain a copy of this application page for internal reference and enquiry. Should you have any questions regarding the application, please email to internship@wamtalent.org.hk.

[Save or Print](#)

Application Deadlines:

1st Round: 17 January 2025

2nd Round: 21 February 2025




3.3 Vetting

- Vetting Committee is comprised of
 - FSTB; and
 - HKSI Institute.
- Responsible for endorsing
 - the applications of new eligible employers as PEs;
 - recurring PEs; and
 - the internship positions offered by PEs.



3.4 Student Application

- Job posting on programme website after approval (https://www.wamtalent.org.hk/eng/internship_programme/search_internship.php):
 - 1st Round: In March 2025
 - 2nd Round: In April 2025
- PEs will receive applications directly from student applicants in the PE Admin Panel **throughout the year**. The application includes the applicant's:
 - personal and academic information;
 - past work experience;
 - extra-curricular activities;
 - Curriculum Vitae (paper CV and/or video CV); and
 - supporting documents (student identity card and/or work permit document).



Sample

Research Analyst Intern
Hong Kong Securities and Investment Institute
Asset Management

The Hong Kong Securities and Investment Institute (HKSI Institute) was established in 1997. We have been working closely with government, local regulatory bodies, industry practitioners and our members to set, raise and promote professional standards for the financial services industry.

Our Vision

- To champion professional standards of excellence in Hong Kong's financial services industry.
- To contribute to Hong Kong's role as a leading international financial centre.

Our Mission

- Reinforcing standards through examinations and qualifications.
- Raising standards through learning and professional development programmes.
- Promoting standards through membership community.

Website Address: www.hksi.org

Number of Positions: 1

Internship Duration (weeks): 10

Working Hours: Mon to Fri 09:00 to 18:00

Location: Central and Western

Internship Period: Summer

Main Duties

1. Assist in monitoring and analyzing the performance of fund managers / funds
2. Assist in preparing investment reports for management, regulators, and clients
3. Collect, compile and conduct fundamental research on various financial market
4. Prepare reports and involve with building financial, reviewing business/budget plans

Requirements (Academic qualifications and/or other skills set)

1. Major in Business, Finance or Economics
2. Strong analytical, quantitative and communication skills
3. Self-motivated and demonstrated interest in Asset & Wealth Management. Proficiency in MS Office applications



3.5 Selection, Offer and Appointment

- PEs should contact the students directly in arranging any interviews, suitability assessments or other administrative procedures as appropriate for compliance purpose at PE's own costs and expenses.
- Before extending offer to the students, PEs should perform the detailed verification work to confirm the eligibility of students and upload the document proof of student's eligibility to the PE Admin Panel. (refer to paragraph 13 and 27 of [Guide for Participating Employers](#)).
- PEs are required to notify the HKSI Institute by submitting details of the selected intern through the PE Admin Panel as soon as the students have accepted the offers, either verbally or in writing.
- PEs should provide regular and timely update to the HKSI Institute upon request.



3.6 Before Internship Commencement

- Get ready the **employment contract** with the intern:
 - enter into a **direct employment relationship** (Intern = an employee);
 - full discretion in determining the **terms and conditions** and the **honorarium level**;
 - in full compliance with all applicable and relevant **legal obligations** and **statutory requirements** in relation to employment, e.g. Employment Ordinance, Minimum Wage Ordinance, MPF Ordinance where applicable; and
 - nominate experienced employee(s) as **mentor(s)** to the intern(s).

(the nominations are expected to be submitted to the HKSI Institute within one week after the internship commencement)



3.7 Internship Period

- All internships must commence **on or after 1 April 2025**.
- PE should
 - **supervise** the intern's performance and provide guidance when necessary;
 - **monitor** the intern's daily attendance;
 - maintain regular contact with the WAM team on any changes to the **employment status** of the interns as well as job-related performance issues of the intern (e.g. attendance, punctuality, quality of work, etc.); and
 - **notify the WAM team immediately** for early termination / change of contract period for our conducting of exit interview(s) with the intern(s) concerned
- WAM team will conduct **workplace visits** as part of the control and monitoring procedures.



3.8 Subsidy Claim

- Submit your documents for internship honorarium subsidy claim **within 60 days after the completion of each internship position** offered under the SIP:
 - subsidy claim form;
 - original copy of proof of payment of the honorarium duly signed by the interns;
 - attendance records of the interns;
 - copies of employment contract (in full);
 - complete intern performance assessment, discussed and signed before the end of internship; and
 - evaluation on our programme (once per year).



Contact us

Project Leader	Ivy Lam (ivylam@hksi.org)
Programme Manager	Johnny Hung (johnnyhung@hksi.org)
Email	internship@wamtalent.org.hk
Website	http://www.wamtalent.org.hk
Address	17/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong



Disclaimer

- 1. The information present in this briefing session and presentation document is based on our best knowledge and is subject to change from time to time upon Financial Services and the Treasury Bureau's ("FSTB") final decision.*
- 2. For any significant change of the WAM Pilot Programme, PEs will be informed on a timely basis via various channels, such as emails, announcements on our website or meetings, whichever is practicable.*
- 3. Should PEs have any enquiries, please contact us directly. Please refer to contact details as shown on this page.*
- 4. This document is the property of Hong Kong Securities and Investment Institute. Please do not distribute to other parties or publish in any form without our written consent.*