



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

Summer Internship Programme 2022
Briefing Session for the Students of
Accredited Degree-awarding Higher Education Institutions



Agenda

- Overview of the WAM Pilot Programme
- Overview of the Summer Internship Programme (SIP)
 - Summary and feedback (2017 – 2021)
 - Eligibility: Students and Employers
- SIP 2022
 - Internship positions offered
 - Student Application
 - Online application portal
 - Selection and Offer
 - Verification and Readiness Briefing
 - Internship period
 - Key Dates



Overview of the WAM Pilot Programme





Overview of the WAM Pilot Programme – Background and Key Initiatives

- The Legislative Council approved **HK\$100 million** for the Financial Services & the Treasury Bureau (“FSTB”) to implement a three-year pilot programme (2016-2019), which is now extended to **2022/2023**, to enhance talent training for the insurance sector and the asset and wealth management (WAM) sector.
- The Hong Kong Securities and Investment (“HKSI”) Institute is appointed as the **implementation agent**.
- **3 Key Initiatives:**
 - 1) Promotion and Education**
 - To raise the awareness of jobs and career path in the WAM sector;
 - To attract students to join the profession upon graduation.
 - 2) Summer Internship Programme (“SIP”)**
 - To provide early exposure to working in the WAM sector;
 - To offer wide spectrum of career opportunities in the WAM sector.
 - 3) Financial Incentive Scheme**
 - To facilitate financial services practitioners to upskill competency and professionalism for career advancement;
 - To increase cross-sector mobility.



Overview of Summer Internship Programme (SIP)





Overview of Summer Internship Programme (SIP) - Summary and Feedback (2017-2021) (1)

2017 - 2021

- ❑ **150+** Participating Employers (“PE”s)
- ❑ **420+** Summer/Winter interns
- ❑ **3,200** internship weeks in total
- ❑ **6,900+** undergraduates
- ❑ **110,000+** applications

Our **PEs** told us:

- ✓ SIP provides a large pool of applicants for them to identify **good** students;
- ✓ the students’ **qualities meeting** their **expectations** and the positions were filled with the **right** students; and
- ✓ they are **satisfied** with the arrangement and support.



Overview of Summer Internship Programme (SIP) - Summary and Feedback (2017-2021) (2)

Our **Interns** told us:

- **97%** of the interns rated their overall internship experience with **positive** feedback;
- **96%** of the interns believed the SIP experience provided them with a **better understanding** of **job functions** and **good preview** on **career prospects** in the WAM sector; and
- **95%** of the interns said the programme **met** their **expectations**.

Interns found the overall work experience **valuable**.



Summer Internship Programme (SIP) – Student Eligibility (1)

- **Full-time undergraduate*** of **all disciplines** studying with the **22** accredited degree-awarding higher education institutions (“HEIs”) listed below and will **continue his/her undergraduate study after the SIP internship period**.

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

**Note: Full-time undergraduates include students who are in gap year and/or studies deferral.*



Summer Internship Programme (SIP) – Student Eligibility (2)

- **Residents** of the HKSAR;
- **Lawfully employable** in the HKSAR;
 - For the **undergraduates holding student visa**, the following documents are required to present to the employers and HKSI Institute for vetting before internship commencement:
 - 1) Internship arranged during 1 June to 31 August
 - ➔ No Objection Letter (“NOL”) stating the employment eligibility issued by the Immigration Department
 - 2) Internship arranged out of the period of 1 June to 31 August
 - ➔ A **new** NOL with correct internship period; and
 - ➔ an endorsement letter issued by the HEIs stating the relevant internship details



Overview of Summer Internship Programme (SIP)

–Eligibility: Employers

Offering internship positions with **WAM-related** work assignments:

1) Financial institutions	<ul style="list-style-type: none">• licenced with Securities and Futures Commission (“SFC”) under Securities and Futures Ordinance (Cap. 571) to carry out:<ul style="list-style-type: none">- Type 4 (Advising on securities) regulated activity; or- Type 9 (Asset Management) regulated activity.• registered with the Hong Kong Monetary Authority.
2) Insurers or insurance intermediaries	<ul style="list-style-type: none">• licenced under the Insurance Ordinance (Cap. 41).
3) Trust companies	<ul style="list-style-type: none">• registered under Part 8 of the Trustee Ordinance (Cap. 29).
4) Firms or corporate practices	<ul style="list-style-type: none">• registered with the Hong Kong Institute of Certified Public Accountants (“HKICPA”).
5) Trustees	<ul style="list-style-type: none">• approved by the Mandatory Provident Fund Schemes Authority (“MPFA”) under the Mandatory Provident Fund Schemes Ordinance (Cap. 485).
6) Trusts or company service providers	<ul style="list-style-type: none">• licenced by the Companies Registry under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615).



Summer Internship Programme (SIP) – SIP 2022



Application
opens
8 – 29 March

Explore & Experience

The Asset and Wealth Management industry

Summer Internship Programme 2022

3 Steps
to apply



Check your
eligibility



Get your
CV ready



Submit your
application



SIP 2022

– Internship position offered

- Interns will be offered **full-time** employment with **WAM-related** work assignments in **Hong Kong** during **summer of 2022**;
- Each internship period offered by the PEs will last for **a minimum of 4 weeks**;
- Interns are allowed to take up **more than one internship position** provided that:
 - **same** or **different job categories** by **different** PEs; and
 - the internship periods **do not overlap**; and
- Interns will be entitled to an **honorarium paid**.



SIP 2022 – Student Application (1)

- Student application period: **12noon of 8 March to 12noon of 29 March**;
- Visit the website of WAM Pilot Programme (www.wamtalent.org.hk) for:
 - [Guide for Students \(2022\)](#)
 - [List of PEs](#) and [internship positions](#)
 - [Online application portal](#)
- **110 PEs** offered **377 internship positions** in front, middle, back offices or mixed job categories:

	<i>Front Office</i>	<i>Middle Office</i>	<i>Back Office</i>	<i>Mixed</i>	<i>Total</i>
Wealth Management	12	13	34	35	94
Asset Management	116	29	74	64	283
Total number of positions	128	42	108	99	377



SIP 2022

– Student Application (2)

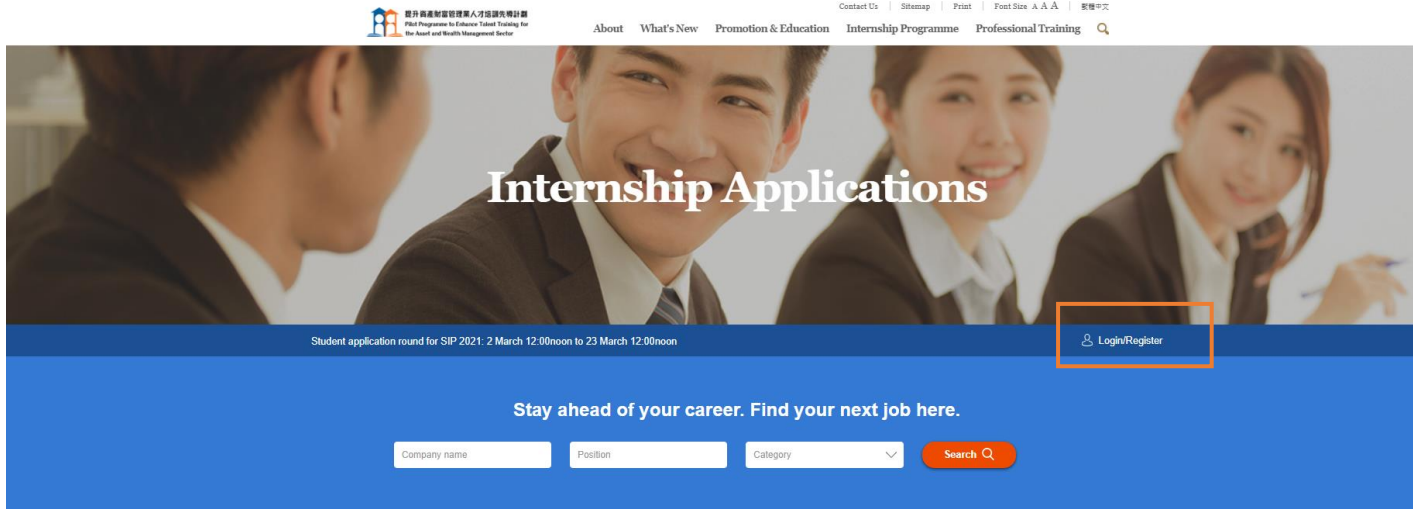
Advices to students:

- 1) Read the **Guide for Students (2022)** thoroughly before application;
- 2) Consider **different job categories** to widen your exposure;
- 3) Apply for as **many positions** as you wish that match with your career aspiration;
- 4) Review the **job duties** and **requirements** in detail and **tailor** your **information**;
- 5) Prepare curriculum vitae (“CV”) **offline** first. Complete an **online application form** and upload the CV/ required documents by the PEs;
- 6) Produce and upload a **video CV** (optional) to your account profile as **additional information** for PEs’ consideration;
- 7) Ensure **completeness** and **accuracy** of all the information before submission;
- 8) Submit** applications **early** to avoid network congestion on the last day.



SIP 2022 – Online application portal (1)

Click the “**Login/Register**” to register an account for job application



Use email address as assigned by your institutions

Reminder:
create 1 user account only to prevent forwarding duplicate CVs to PEs with unfilled vacancies later



Register

Name	<input type="text"/>	<input type="text"/>
	Surname	Given Name
Email (as assigned by your Higher Education Institutions)	<input type="text"/>	Mobile
	Enter email address	Enter mobile number
Password (8 characters consist of alphabet and number(s))	<input type="text"/>	Confirm Password
	<input type="text"/>	<input type="text"/>



SIP 2022 – Online application portal (2)

View the job details by clicking the job position title as listed on each page

The screenshot displays the SIP 2022 online application portal. At the top, a blue banner reads "Stay ahead of your career. Find your next job here." Below this is a search bar with three input fields: "Company name", "Position", and "Category". The "Category" dropdown menu is open, showing options: "Please Select", "Asset Management", "Wealth Management", "Front Office", "Back Office", "Middle Office", and "Mixed". A red "Search" button with a magnifying glass icon is to the right of the search bar. An orange arrow points from the text "Search by 'Company name', 'Position' or 'Category'" to the search bar area.

Below the search bar, there are three job listings. Each listing includes a job title, company name, and internship duration. The first listing is for "HR assistant" at company "21xxxxxxx" with an "Asset Management" category and a duration of 4 weeks. The second listing is for "Digital Marketing Intern" at company "21xxxxxxx" with a "Wealth Management" category and a duration of 12 weeks. The third listing is for "Investment Analyst Intern" at company "21xxxxxxx" with an "Asset Management" category and a duration of 12 weeks.

Below the job listings, there is a "Company profile" section for the "HR assistant" position. It includes a "Website Address" icon, "Number of Positions: 1", "Internship Duration (weeks): 4", "Working Hours: Mon to Fri 9:00 - 18:00", "Location: Tai Po", and "Internship Period: Summer, Winter". An orange arrow points from the text "Position information highlights" to this section.

Below the company profile, there is a "Main Duties" section with the following text: "1. Assist HR function".

Search by
“Company name”,
“Position” or
“Category”

Position
information
highlights



SIP 2022

– Online application portal (3)

Undergo **six steps** to complete job application:

① Eligibility > ② Application Procedures > ③ Declaration > ④ Application Form >
⑤ Preview & Confirmation > ⑥ Finish

Step 1: Check your eligibility

Step 2: Understand the application procedures

Step 3: Read the Terms and Conditions, Personal Information Collection Statement and submit declaration

Step 4: Fill in the application form with uploading CV and required documents

Step 5: Review and confirm the information prepared

Step 6: Press “Submit” button to send your application



SIP 2022

– Selection and Offer

PEs will:

- start to receive student applications from **12noon of 8 March**;
- contact the **shortlisted** students **directly** for arranging suitability assessments or other additional administrative procedures as appropriate for compliance purpose;
- have **full discretion** on the selection process and determining the employment terms of the internship; and
- proceed to **extend job offers** and arrange the **employment contract** with remuneration details, working hours and other employments terms and conditions complying with all relevant statutory and legal obligations clearly specified for the students to sign.

Students should:

- get **prepared** and **ready** for a job interview;
- **follow** the **instructions** of the PEs; and
- accept or decline the offers **before the deadline** set by respective PEs.



SIP 2022

– Verification and Readiness Briefing

Prior to commencement of internship, the interns are:

- required to complete a Student Intern (Applicant) Record Form;
- required to attend **verification meeting** and provide original supporting documents for **confirmation** on the **eligibility**;
- invited to attend **Readiness Briefing sessions**.

Points to note:

- Internships **cannot** and **will not commence** unless the HKSI Institute has completed the **verification process** with respect to the interns;
- A **duly completed** and **signed** Student Intern (Applicant) Record Form is required to return to the HKSI Institute for record.
- Students who made false statement or provided wrong information would be put on a **“watchlist”**. The relevant HEI will be informed of such incident(s). There may also be attendant legal consequences.



SIP 2022

– Internship period

The interns:

- should **abide** by the terms and conditions of employment and observe all applicable rules, policies, procedures, etc. of the PEs;
- will be assigned with **mentors** from the PEs to manage, coach and share experience;
- are required to submit the **evaluation** on the internship experience and the overall operations of the SIP; and
- are welcome to contact the HKSI Institute for **advice** and **assistance** as necessary.

The HKSI Institute:

- contacts the interns and conducts **pulse check** via **workplace visits, online meetings** or **calls** when deemed necessary;
- follows up any concerned cases with the respective **career offices** as appropriate.



SIP 2022

– Key Dates

Key Dates	Milestone Activities
Early March 2022	Internship positions posted at www.wamtalent.org.hk
3 March 2022 (4:30pm – 5:30pm)	Briefing Session for students (Cantonese)
9 March 2022 (1:30pm – 2:30pm)	Briefing Session for students (English)
8 – 29 March 2022 (12:00noon)	Student Application Round
From 8 March 2022	PE Selection Round (Screening / Shortlisting / Assessment by PEs at their own schedules)
On or before 22 July 2022	Offer / Appointment Process
May - July 2022	Eligibility Verification Process and Readiness Briefing
May–August 2022	Summer Internship period



Contact us

Programme Manager

Ivy Lam (ivylam@hksi.org)

Project Members

Johnny Hung (johnnyhung@hksi.org)

Wendy Ko (wendyko@hksi.org)

Telephone

(852) 3120 6100

Email

internship@wamtalent.org.hk

Website

<https://www.wamtalent.org.hk>

