



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
Briefing Session for Participating Employers
18 October 2023



Agenda

1. Key Objectives of the Briefing Session
2. New Arrangement of the Student Internship Programme
 - a. Winter Term Offering: up to 31 March 2024
 - b. Ongoing Offering: 1 April 2024 to 31 March 2025
3. Points to Note
4. Recapitulation
5. Contact Us



1. Key Objectives of the Briefing Session

- To enable the approved 2023 Participating Employers (“approved PEs”) to
 - better understand the new arrangement and key changes of the Student Internship Programme (SIP) commencing October 2023 for decision making
 - take appropriate actions if they intend to offer WAM internship positions, existing or new, in the upcoming winter term up to 31 March 2024
 - be aware of the arrangement after 1 April 2024 and know what actions to be taken



New Arrangement for SIP – Why?

- Eligible PEs can provide more WAM **full-time** internship positions **throughout the year**
- **More** eligible students can apply and **gain relevant WAM experience** when they are available
- To accelerate **talent building** for the WAM sector



New Arrangement for SIP commencing from 27 October 2023...

- If approved PEs intend to **offer full-time internship positions** during winter term (i.e. at any time **before 31 March 2024**)
 - **Jobs that are currently on the WAM Pilot Programme’s PE portal** (i.e. approved in June 2023) can be updated and roll forward for students to apply commencing from 15 November
 - **New Jobs** to be offered require approval by the Vetting Committee. Students can apply commencing from 30 November
- If approved PEs intend to **offer internship positions after 1 April 2024**, you will be required to provide potential internship positions between 1 April 2024 and 31 March 2025 to the WAM Team in January 2024. More information and details will be provided later.
- **Specific PE Guide for approved PEs** will be circulated and posted on the WAM Pilot Programme website shortly



Internship Positions

Winter Term up to March 2024



2. Internship positions

a. Winter Term up to 31 March 2024

Date/ Period 2023	Previously approved internship positions	New internship positions
27 October	PE online portal account re-open for online submission job offerings	
30 October – 3 November	PE to submit both previously approved and new full-time internship positions	
6 – 13 November	Review and approval process	Review and approval process
14 November	WAM Team to inform PE on FTSB's approval and post online	
15 November	Open for students' application	
Up to 28 November		
29 November		WAM Team to inform PE on FTSB's approval and post online
30 November		Open for students' application



2. Internship positions

- For previously approved jobs, only the **highlighted** boxes need to be updated
- Full-time positions
- From 1 to 3 months

Internship Duration (months)	<input type="text"/>	Internship Period	<input type="text"/> From <input type="text"/>	<input type="text"/> To <input type="text"/>
Number of Positions	<input type="text"/>	Posting Period	<input type="text"/> From <input type="text"/>	<input type="text"/> To <input type="text"/>
Normal Working Hours	<input type="text"/> e.g. Mon to Fri 09:00 to 18:00 (with 1-hour meal break) Sat 09:00 to 13:00			
Office Hours Remark	<input type="text"/> *If the working hours for student interns are different, please specify			
Remuneration (HK\$)	<input type="text"/>	<input type="text"/> per month <input type="text"/>		



***Ongoing offerings FY2024/25
1 April 2024 to 31 March 2025***



2. Internship positions

b. Ongoing Offering from 1 April 2024 to 31 March 2025

Year 2024	Details
January	For budget preparation, WAM Team will send a short survey on FY2024/25 estimates: a) number of internship positions to be offered b) duration of each position
January/ February	Briefing sessions on SIP updates. including: a) PE online portal enhancement for document uploading b) Schedule for submission/ approval of internship positions offered on on-going basis throughout the year
March	a) Submission of internship positions b) Review and approval process
April 2024	Commencement of 2024/2025 SIP



3. Points to note

a. Interns with student visas

- **Residents** of the HKSAR:
- **Lawfully employable** in the HKSAR;
 - Note on hiring the students holding student visa:
 - 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 outside the period of 1 June to 31 August
 - ➔ A **new** NOL with correct internship period; and
 - ➔ an endorsement letter issued by the higher education institutions (“HEIs”) stating the relevant internship details; and
 - ➔ **other requirements as stipulated by Director of Immigration**



3. Points to note

- Fully complied 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
 - Process of a claim was impacted as the PE failed to procure Employees' Compensation Insurance for the intern(s)



3. Points to note

- Contract termination
 - PE must notify WAM Team without undue delay - not until the submission of claims - for early contract termination with interns as we need to conduct exit interview(s) with the intern(s) concerned
- Contract period
 - In general, there should be no change to the contract period. If such situation arises, PE must inform WAM Team without undue delay and provide reasons for the decision.



4. Recapitulation

Deadline - 3 November 2023

PE to submit full-time internship positions for Winter Term

- **15 November 2023** Previously approved internship positions will be posted online for eligible students' application
- **30 November 2023** Approved new internship positions will be posted online for eligible students' application



Q&A



Contact Us

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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 e-mails, announcements on our website or meetings, whichever is practicable.*
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