



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

# Internship Programme Guide for Employers (2023-24)

Organiser: Financial Services and the Treasury Bureau of the HKSAR Government  
Implementation agent: Hong Kong Securities and Investment Institute

## Introduction

1. In order to expand the talent pool and attract new entrants to the asset and wealth management (“WAM”) sector, the Hong Kong Special Administrative Region (“HKSAR”) Government has launched a three-year Pilot Programme to promote talent training for the WAM sector (“WAM Pilot Programme”) since 2016 and extended the programme until 2026. One of the key initiatives is the Internship Programme (“IP”). The aim of IP is to raise the awareness of undergraduate and postgraduate students to the wide spectrum of career opportunities in the WAM sector and allow them to gain early exposure to different functional roles.
2. This guide is designed to provide information about the IP to employers interested in offering internship experience to any full-time student.

## Benefits to Employers

3. The IP provides a unique platform to reach out to students from various disciplines of the 22 accredited degree-awarding higher education institutions (“HEI”s) in Hong Kong (as listed in paragraph 9 below) to help bring in talents in a coordinated effort. It also helps employers gain brand recognition and nurture a pool of potential WAM talents with subsidies from the HKSAR Government.

## Type of Experience to Offer

4. Under the IP, students will be offered an internship position by employers in the WAM sector for a period of 1 to 3 months (“the internship period”) in their front, middle, back offices or “mixed” job functions (details at Appendix 1) involving WAM-related work. This offers an opportunity for students to apprehend the career prospect and nature of the WAM sector.

## Programme Quota

5. There will be no quota on the number of internship positions to be made available under the IP for 2023-24, subject to funding availability.

## Vetting Committee

6. A Vetting Committee (“VC”), comprising members from the Financial Services and the Treasury Bureau (“FSTB”) of the HKSAR Government and Hong Kong Securities and Investment (“HKSI”) Institute, is responsible for:
  - a. endorsing the internship positions offered by employers; and
  - b. overseeing the matching of students and internship positions.

## Eligibility of Participating Employers

7. Companies or organisations from the following sub-sectors may apply to offer internship positions under the IP as Participating Employers (“PEs”):
  - a. financial institutions licensed with or registered by the:
    - (i) Securities and Futures Commission under the Securities and Futures Ordinance (Cap.571) to carry out
      - Type 4 (advising on securities) regulated activity; or
      - Type 9 (asset management) regulated activity;
    - (ii) Hong Kong Monetary Authority; or
  - b. insurers authorised or insurance intermediaries licensed under the Insurance Ordinance (Cap.41); or
  - c. firms or corporate practices registered with the Hong Kong Institute of Certified Public Accountants; or
  - d. trust companies registered under Part 8 of the Trustee Ordinance (Cap. 29); or
  - e. trustees approved by the Mandatory Provident Fund Schemes Authority under the Mandatory Provident Fund Schemes Ordinance (Cap. 485); or
  - f. trusts or company service providers licensed by the Companies Registry under the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615).

8. In the case of group companies, if the parent group or one of the subsidiaries (which does not belong to the categories listed in paragraph 7 above) intends to hire an intern but assigns the intern to work for a subsidiary company (which is an eligible employer under paragraph 7), such companies can participate in the IP provided that they can furnish proof that the subsidiaries and the parent group are under the same group companies with a majority of more than 50% shareholding. The PE should indicate such an arrangement clearly at the time of application, or else the honorarium claim of the internship position may not be approved.

## Eligibility of Students

9. **It is the employers' responsibilities to verify the eligibility of students interns** if they would like to apply for subsidy for the honorarium they paid to interns. Students fulfilling the following requirements are eligible to apply for the internship positions:

- a. being a resident of the HKSAR;
- b. being lawfully employable<sup>1</sup> in the HKSAR;
- c. studying a full-time undergraduate or postgraduate programme at one of the 22 accredited degree-awarding HEIs listed below:
  - Caritas Institute of Higher Education;
  - Centennial College;
  - Chu Hai College of Higher Education;
  - City University of Hong Kong;
  - Gratia Christian College;
  - HKCT Institute of Higher Education;
  - Hong Kong Academy for Performing Arts;

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<sup>1</sup> PEs should ensure undergraduates and postgraduates holding student visa must obtain prior permission from the Director of Immigration before taking up any internship. A “No Objection Letter” (“NOL”) will be issued by the Immigration Department stating that the employment of the student could only be taken during the employment period specified in the internship employment contract with that student. A valid NOL with the correct internship period and an endorsement letter issued by the HEI stating relevant internship details shall be submitted to the employer before the commencement of internship. For details, please refer to the information provided by the Immigration Department as follows:

- a. <https://www.immd.gov.hk/eng/faq/imm-policy-study.html>;
- b. [https://www.immd.gov.hk/eng/useful\\_information/dont-employ-illegal.html](https://www.immd.gov.hk/eng/useful_information/dont-employ-illegal.html)

- Hong Kong Baptist University;
- Hong Kong Metropolitan University;
- Hong Kong Nang Yan College of Higher Education;
- Hong Kong Shue Yan University;
- Lingnan University;
- Technological and Higher Education Institute of Hong Kong of Vocational Training Council;
- The Chinese University of Hong Kong;
- The Education University of Hong Kong;
- The Hang Seng University of Hong Kong;
- The Hong Kong Polytechnic University;
- The Hong Kong University of Science and Technology;
- The University of Hong Kong;
- Tung Wah College;
- UOW College Hong Kong; and
- Yew Chung College of Early Childhood Education.

10. For students who have joined the IP before, they are encouraged to consider different job categories and/or different employers under the IP for 2023-24.

## Internship Positions

11. Internship positions offered by the PEs can be newly created or belong to their existing in-house internship programmes, if any, for the purpose of participating in the IP, subject to the PEs meeting the following requirements:
- a. provide full-time internship positions in Hong Kong that last for 1 to 3 months<sup>2</sup> ; and
  - b. offer meaningful WAM-related work assignments in different functional roles with practical value to facilitate the students' understanding of the WAM sector and allow the students to gain sufficient exposure in a real working environment.

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<sup>2</sup> PEs would be required to offer full-time employment to the interns and their normal working hours should be the same as other employees in general. If the working hours for interns are different from other employees, the PEs should specify clearly on the application form.

12. Students are allowed to take up more than one internship positions offered by different PEs in the IP for 2023-24. The internship positions can be in the same or different job categories provided by different PEs without any overlapping of the internship periods.

## Subsidy

13. The HKSAR Government will subsidise the PE with up to 80% or HK\$8,000 (whichever is lower) of the honorarium paid to the intern on a monthly basis, for a maximum of 3 months per year for each intern. For the avoidance of doubt, in case a student takes up more than one internship position in the IP for 2023-24, the PEs are still eligible for the subsidy for each student internship period up to 3 months.
14. The PE will be eligible to apply for the subsidy when the intern has attained at least 80% of the contractual working hours/days on a monthly basis up to 3 months as specified in the employment contract between the intern and the PE.
15. PEs are strongly recommended to use the checklist of employment contract provided under the WAM Pilot Programme which can be downloaded in this website (<https://www.wamtalent.org.hk/>). Those PEs who use their own employment contract must include all the terms covered in the above-mentioned checklist in order to successfully apply for the subsidy.

# Application and Contribution of Internship Positions

16. Eligible employers in the WAM sector who are interested to be PEs in the summer session of the IP for 2023-24 are required to submit details of the internship positions (e.g. role and duties, remuneration, normal working hours and qualification requirements) through an online application portal which will be opened from 1 to 30 April 2023 (see the timeline and application process in Appendices 2 and 3).
17. Subject to funding availability, there is no limit on the number of internship positions offered by each PE. Yet, PEs should give due consideration on the time and resources to be spent on the interns before submitting the applications.
18. Interested employers are required to submit a request for creation or activation of login account to the PE Admin Panel (the “Panel”) of the online application portal via the registration link posted on the dedicated website of the WAM Pilot Programme (<https://www.wamtalent.org.hk>) from **1 April 2023**. The HKSI Institute will provide login account details to the employers by email within two working days.
19. After submitting the application in the Panel, the applicants are required to submit the following documents **on or before 30 April 2023** to the HKSI Institute for vetting:
  - a. duly completed and signed application form, which can be printed from the online application portal;
  - b. detailed job duties of the internship positions offered; and
  - c. copies of documentary proof of eligibility as prescribed in the application form (e.g. company business registration, licences/certificates issued by relevant regulatory authorities, etc.).
20. Once the application is submitted via the online application portal, the employers cannot make further edits to the submitted applications. The employers are

required to contact the HKSI Institute for any requests for changes after submission. Applications with incomplete information and/or supporting documents may not be processed. The HKSI Institute may request the applicant to provide clarifications and/or supplementary information as and when necessary. If the applicant is unable to provide such information within a set time frame, the application will not be processed further.

21. The application will be vetted and endorsed by the VC based on the requirements set out in paragraph 11. Successful PEs will be notified of the VC's endorsement through email **by 15 May 2023**.
22. Information of all the approved internship positions will be posted on the dedicated website of the WAM Pilot Programme (<https://www.wamtalent.org.hk/>). Career Offices of the 22 accredited degree-awarding HEIs in Hong Kong listed in paragraph 9 will also be notified as soon as these internship positions are made available on the website.

## Recruitment / Selection Process

23. Interested students will submit their applications via the dedicated website of the WAM Pilot Programme (<https://www.wamtalent.org.hk/>) during the **Student Application Round from 15 May 2023 to 12 June 2023**. There is no limit on the number of internship positions that each student can apply.
24. PEs will receive applications directly from participating students in the Panel of the online application portal when **PE Selection Round opens on 15 May 2023**. PEs will be able to view student applications or download the resumes of students from the Panel directly, and start the screening and selection process with the student applicants on their own at their own costs and expenses.
25. Noting the likelihood that a PE may have to go through several rounds of assessment/screening before suitable applicants are identified, reporting of screening process in the interim may only be required upon request by the HKSI Institute.
26. In the event that no application is received towards any of the posted internship



positions by the close of the **Student Application Round** or PEs are unable to identify suitable candidates after the **PE Selection Round**, PEs are encouraged to contact the HKSI Institute to source more student applicants from the available student pool on the online application portal for the 2<sup>nd</sup> round of selection assessment. This arrangement will be subject to availability of unmatched student applicants (i.e. those who have not been recruited by other PEs) and the consent of the student applicants concerned.

27. No penalty will be imposed on the PEs if no students can fill up the internship positions.

## Offer and Appointment Process

28. PEs can proceed to extend job offers to the selected students and submit a **Final Acceptance List** through the online application portal to the HKSI Institute as soon as the students have accepted offers, either verbally or employment contracts signed.

29. Students receiving job offers will enter into a **direct employment relationship** with the PEs and will be paid an honorarium during the internship period. PEs have full discretion in determining the terms and conditions of the employment and the honorarium level with reference to their internal policies or industry benchmarks provided that these are market rates and in full compliance with all applicable and relevant local legislation and statutory requirements in relation to employment, including visa applications for overseas students.

30. PEs are required to explain clearly the employment terms, the working hours/days requirements, the job position and the remuneration on the employment contracts entered into with the interns before the commencement of the internship.

## Requirements before Internship Commencement

31. **Internships cannot commence unless the interns concerned have completed the verification process conducted by the employers**, during

which the student status will be checked against the original supporting documents submitted by the students in accordance with employers' internal policy and procedures.

32. PEs are required to nominate experienced employees from their own organisations to be Mentor(s) to the intern(s) in accordance with the guidelines of the Mentoring Programme as set out in Appendix 4. These nominations are expected to be submitted to the HKSI Institute within one week after the commencement of the internship of the respective interns.

## Internship Period

33. PEs are responsible for any other payments in relation to providing internship, including the cost of provision of guidance and coaching or any other fringe benefits.
34. PEs should put in place a mechanism to supervise and monitor their interns' daily attendance<sup>3</sup> and performance during the internship.
35. Work-from-Home working mode cannot be arranged for more than 1 day per week and should follow the policy of other full-time employees or in accordance with the guidelines/recommendations issued/made by the regulators or HKSAR Government from time to time.
36. PEs should follow all necessary procedures as requested by the HKSI Institute for the purpose of administering the IP which may arise before, during and/or after the internship placement of the recruited intern(s).
37. PEs should provide timely update on any changes to the employment status of the interns (such as adjustment of internship period, early termination of employment, granting discretionary bonus, etc.), and report related performance issues, if any, to the HKSI Institute.

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<sup>3</sup> Interns are expected to work physically in the offices of the PEs during the internship period except during Work-from-Home period according to this Guideline.

38. Representative(s) of the HKSI Institute would visit the interns at their workplace or through online meetings<sup>4</sup> on a random basis during the internship period or when deemed necessary as part of the control and monitoring procedures.

39. Interns are required to attend Exit Interviews with the HKSI Institute should they fail to complete the internship in full.

## Support during IP

40. Career Offices of the 22 accredited degree-awarding HEIs in Hong Kong listed in paragraph 9 will provide direct support to interns upon request.

41. PEs are encouraged to contact the HKSI Institute for advice or assistance as necessary. Cases referred to the HKSI Institute will be evaluated with measures drawn up for follow-up with respective Career Offices.

## Assessment and Evaluation

42. PEs are required to provide performance feedback on each intern (in the prescribed assessment format) and discuss the feedback with the intern at the end of his/her internship period.

43. PEs are also required to provide feedback on the overall arrangement of the IP (in the prescribed format).

## Procedures to Claim Subsidy

44. PEs are required to submit the following documents to the HKSI Institute **within 60 days after the completion of the internships offered under the IP for 2023-24** to claim the subsidy:

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<sup>4</sup> The HKSI Institute may arrange online workplace visits as an alternative if it is impractical to arrange physical visits.

- a. original copy of proof of payment of the honorarium (e.g. payroll slips) duly signed by the interns or bank statements/advices showing funds transfer to the interns;
- b. proof of attendance of the interns (i.e. must attain 80% or more of the contractual working hours/days on a monthly basis as specified in the employment contract) together with copies of their employment contracts (e.g. timesheets or electronic records showing the time of sign in and out with signature of the supervisor and company chop);
- c. completed performance assessment forms of the interns concerned; and
- d. completed evaluation form on the overall arrangement of the IP.

45. In case the interns do not complete the full internship period as specified on the employment contract for reasons beyond the control of the PEs, subsidy may still be given to the PEs on a pro-rata basis.

46. Late submissions or those with insufficient postage will not be processed.

47. Inaccurate and incomplete information will affect the processing of applications or reimbursement of subsidy.

46. Upon the receipt of all required documents which are acceptable by the HKSI Institute, subsidies will be paid to PEs within 60 days under normal circumstances.

## Consequences for non-compliance

48. PEs with substantiated complaints will be put on the “watchlist”. The employers concerned may be barred from participating in the WAM Pilot Programme in the future.

49. In case a PE is found to have willfully and knowingly made false statements or provided wrong information, the respective regulator will be informed of the incident.

# Appendices

# Appendix 1

## Job Categories

<b>Functional Role</b>	<b>Wealth Management</b>	<b>Asset Management</b>
Front Office	WF	AF
Middle Office	WM	AM
Back Office	WB	AB
Mixed <sup>5</sup>	WX	AX

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<sup>5</sup> 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”.

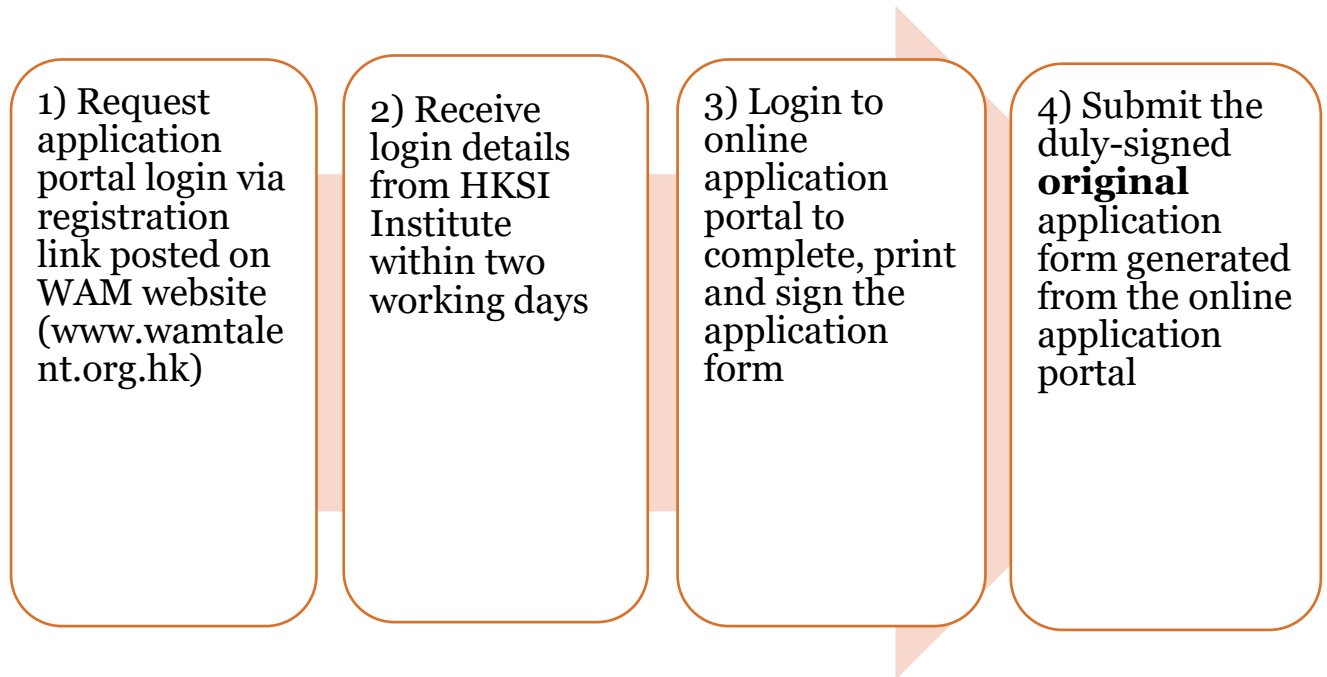
## Appendix 2

### Tentative Timeline for Phase I (summer session) of Internship Programme 2023:

Key Dates / Milestone Activities	Key Actions
Late March/April 2023	<ul style="list-style-type: none"> <li>Briefing sessions for potential PEs, HEIs and students to explain the application procedures and timeline</li> </ul>
1 to 30 April 2023	<ul style="list-style-type: none"> <li>Invitation open for PEs' application</li> </ul>
On or before 15 May 2023	<ul style="list-style-type: none"> <li>Notification to PEs on Approved Internship Positions after vetting by the HKSI Institute and FSTB</li> </ul>
15 May 2023	<ul style="list-style-type: none"> <li>Approved Internship positions posted on <a href="http://www.wamtalent.org.hk">www.wamtalent.org.hk</a></li> </ul>
<u>Student Application Round</u> 15 May to 12 June 2023	<ul style="list-style-type: none"> <li>Receipt of Student Applications via online application portal</li> </ul>
<u>PE Selection Round</u> From 15 May 2023	<ul style="list-style-type: none"> <li>PEs to determine the Selection Process (Screening / Shortlisting / Assessment) and timetable that best fit their schedules</li> <li>PEs to provide timely updates and inform the HKSI Institute upon request</li> </ul>
<u>Offer/Appointment Process</u> On or before 31 July 2023	<ul style="list-style-type: none"> <li>PEs to determine the Offer and Appointment Process that best fit their own schedules</li> <li>Report <b>Final Acceptance List</b> through the online application portal to the HKSI Institute within 1 week upon the students have accepted the offers</li> <li>PEs to confirm and submit the Mentor-Mentee List (paragraph 5 of Appendix 4) to the HKSI Institute within one week from the commencement of internship of the respective interns</li> </ul>
May to early September 2023	<ul style="list-style-type: none"> <li>Internship period from 1 to 3 months</li> <li>PEs to manage, coach and mentor the student interns</li> <li>The HKSI Institute to perform verification check and make workplace visits on a sample basis</li> </ul>
Within 60 days after completion of internship period	<ul style="list-style-type: none"> <li>Submission of documents for internship subsidy reimbursement</li> </ul>

## Appendix 3

### Participating Employer Application Process





## **Appendix 4**

### **Mentoring Programme (“MP”)**

#### **Objective**

1. To provide an opportunity for student interns of the IP to connect with experienced practitioners through mentor-mentee relationships so as to increase the interns’ understanding on career prospects and opportunities in the WAM industry.

#### **Duration of the MP**

2. The MP for each intern will begin on the day he/she commences the internship and will end upon completion of the internship.

#### **Nomination Criteria and Mechanism**

3. PEs of the IP are required to nominate experienced employees from their organisations to serve as mentors to their recruited interns (i.e. the mentees).
4. PEs are expected to refer to the eligibility requirements of a mentor as stated in paragraph 6 below when considering the nomination.
5. Relevant details of the nominated mentors and the interns so matched are to be submitted to the HKSI Institute on the Mentor-Mentee Match List as soon as practicable, and preferably within one week from the commencement of the internship of the respective interns.

#### **Eligibility of Mentors**

6. Mentors should be:
  - a. an employee of the PE, preferably with over five years of experience in the WAM sector; and
  - b. interested in and committed to nurturing young professionals.

#### **Allocation of Mentors**

7. Each mentee will be assigned to a mentor throughout the mentoring term.
8. The most ideal ratio of mentor to mentee is 1:1. In light of time commitment, it is recommended that a mentor be assigned a maximum of three mentees.

## **Mentoring Arrangement**

9. The frequency/format of meetings and means of communication are at the discretion of and to be mutually agreed between the mentors and mentees.
10. While no specific rules are in place, the mentors and mentees are encouraged to meet in person at least once during the internship.
11. The mentors and mentees are expected to respect each other's time and responsibilities and refrain from imposing anything beyond what is reasonable.
12. The mentors and mentees are expected to pay his/her own share of meals/drinks if a meeting involves meals/drinks.

## **Roles of Mentors and Mentees**

13. Mentors are expected to:
  - a. be readily approachable when the mentees initiate mentoring sessions;
  - b. share skills, professional experience and knowledge to facilitate the mentees' understanding of the WAM industry; and
  - c. provide guidance on issues raised by the mentees and keep matters discussed confidential;
  - d. participate in the end-of-programme evaluation/review conducted by the HKSI Institute.
14. Mentees are expected to:
  - a. take initiative to arrange meeting sessions with the mentors and be responsive to emails and phone calls from the mentors;
  - b. set clear goals and objectives on what is expected to achieve from the MP at the outset of the mentorships;
  - c. be open to new ideas/suggestions and take personal ownership in working with the mentors to solve problems;
  - d. be on time with commitments or meetings. Avoid extending the meeting time unless it is with the mentors' consent;
  - e. keep matters discussed with the mentors confidential; and

- f. participate in the end-of-programme evaluation/review conducted by the HKSI Institute.

## **Exit Mechanism**

15. In the event that:

- a. the nominated mentors are unable to continue through the entire mentoring term with the mentees, the respective PEs should nominate replacement mentors (subject to the individual circumstances of each case, such as the remaining duration of the mentoring term); or
- b. the mentorship is not progressing as expected and that either the mentor or the mentee, or both (i.e. the mentor/mentee pair) opt to discontinue his/her or their participation in the MP before the end of the mentoring term, the mentor/mentee concerned are required to notify such decision to the person-in-charge of administering internship placement matters at the respective PEs, who will then notify the HKSI Institute as soon as practicable.

## Contact Us

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