



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 2021
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 – 2020)
 - Eligibility: Students and Employers
- SIP 2021
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 - Student Application
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 - Selection and Offer
 - Verification and Readiness Briefing
 - Internship period
- Sharing from past SIP intern
- Discussion and Q&A



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 (2017 – 2020)

- Over **45,000 applications** received from **4,600+ undergraduates** with different disciplines.
- Over **70 Participating Employers (“PE”s)** in different WAM sub-sectors (e.g. Private Banks, Family Offices, Trustees) joined the Programme.
- Over **250 Summer Interns (“Intern”s)** completed **1,900 internship weeks** in total.



Overview of Summer Internship Programme (SIP) – Feedback (2017 – 2020)

- From our **PEs**:
 - 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.
- From our **Interns**:
 - the **work experience valuable** and **overall arrangement** was easy to follow and **helpful**;
 - **98%** of the interns rated their overall internship experience with **positive** feedback;
 - **97%** 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**.



Overview of Summer Internship Programme (SIP)

– Eligibility: Students (1)

- **Full-time undergraduates of all disciplines** studying with the 22 accredited degree-awarding higher education institutions listed below during the SIP internship period, and will **continue his/her undergraduate study after the SIP internship period**;

Caritas Institute of Higher Education	Technological and Higher Education Institute of Hong Kong of VTC
Centennial College	The Chinese University of Hong Kong
Chu Hai College of Higher Education	The Education University of Hong Kong
City University of Hong Kong	The Hang Seng University of Hong Kong
Gratia Christian College	The Hong Kong Polytechnic University
HKCT Institute of Higher Education	The Hong Kong University of Science and Technology
Hong Kong Academy for Performing Arts	The Open University of Hong Kong
Hong Kong Baptist 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



Overview of Summer Internship Programme (SIP)

– Eligibility: Students (2)

- **Residents** of the HKSAR;
- **Lawfully employable** in the HKSAR;
 - For the **undergraduates holding student visa**, **TWO** valid documents needed to be presented to employers and the HKSI Institute for vetting before internship commencement:
 - 1) a “No Objection Letter” (“NOL”) **issued by the Immigration Department**
 - stating the employment eligibility;
 - employment could only be taken during 1 June to 31 August (both dates inclusive), i.e. could not work for winter internship, except with approval granted by the Immigration Department;
 - 2) An endorsement letter **issued by the studying HEIs** to certify the internship must be study/curriculum related.



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).



SIP 2021





SIP 2021

– Internship positions offered

110 PEs offered internship positions in **front, middle, back offices** jobs or **mixed categories**:

<i>Number of internship position</i>	<i>Number of vacancy</i>
222	436

Job categories:

	<i>Front Office</i>	<i>Middle Office</i>	<i>Back Office</i>	<i>Mixed</i>	<i>Total</i>
Wealth Management (“WM”)	8	28	44	74	154 (35%)
Asset Management (“AM”)	88	54	77	63	282 (65%)
Total number of vacancy	96	82	121	137	436 (100%)

List of PEs and internship positions can be found on dedicated [website](#) of WAM Pilot Programme.



SIP 2021

– Internship arrangement

- Internships to be offered in Hong Kong during **summer of 2021 / winter of 2021/2022**;
- Each internship position offered by the PEs will last for **a minimum 4 weeks**;
- Interns are allowed to take up **more than one** internship offers provided:
 - same or different job categories by **different** PEs; and
 - the internship periods **do not overlap**; and
- Student interns will be entitled to an **honorarium paid**.



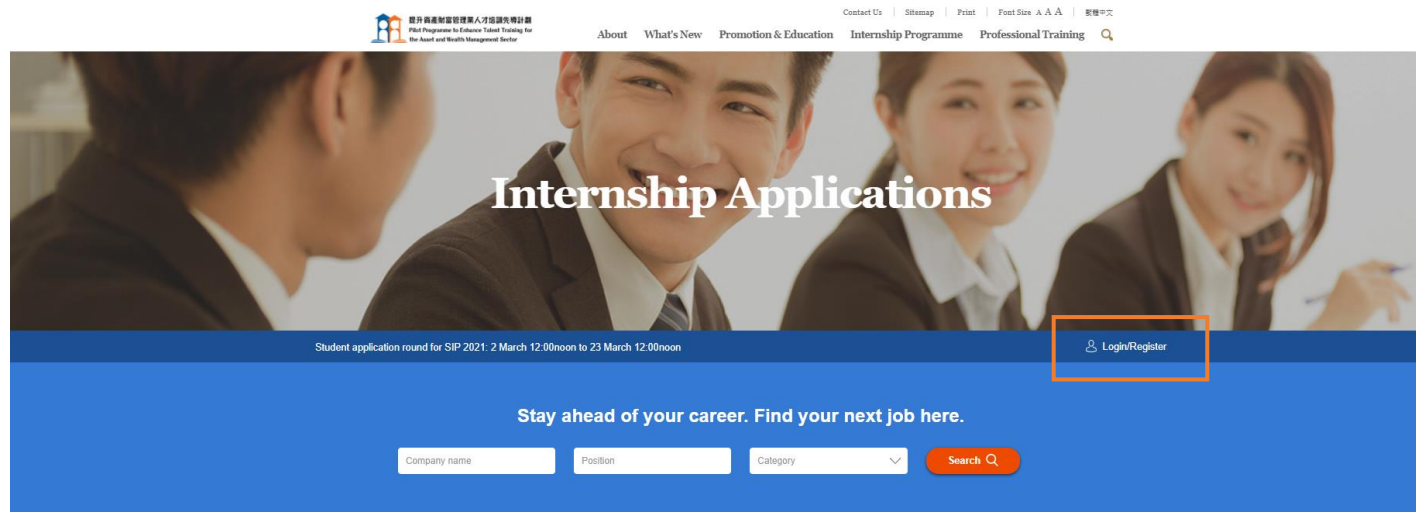
SIP 2021 – Student Application

- Student application period: **12noon of 2 March to 12noon of 23 March**;
- Job applications through the dedicated [website](#) of WAM Pilot Programme;
- Advices to students:
 - 1) Read the **Guide for Students (2021)** 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 2021 – 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 2021 – Online application portal (2)

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

The screenshot displays the SIP 2021 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 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 on the left side, each with a "View in new tab" button:

- HR assistant**
Company name: 21xxxxxxx
Asset Management
Tai Po
Internship Duration: 4
- Digital Marketing Intern**
Company name: 21xxxxxxx
Wealth Management
Wong Tai Sin
Internship Duration: 12
- Investment Analyst Intern**
Company name: 21xxxxxxx
Asset Management
Tsuen Wan
Internship Duration: 12

On the right side, a large image of a hand moving a chess piece is shown. Below it, the details for the "HR assistant" position are displayed:

- HR assistant**
Company name: Asset Management
Company profile:
 - Website Address:
 - Number of Positions: 1
 - Internship Duration (weeks): 4
 - Working Hours: Mon to Fri 9:00 - 18:00
 - Location: Tai Po
 - Internship Period: Summer, Winter
- Main Duties**
 - 1. Assist HR function

An orange arrow points from the text "Position information highlights" to the "Company profile" section of the job details.

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

Position
information
highlights



SIP 2021

– 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 2021

– Selection and Offer

PEs will:

- start to receive student applications from **12noon of 2 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 **prepare** 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 2021

– Verification and Readiness Briefing

Prior to commencement of internship, the interns:

- are required to attend **verification meeting** and provide original supporting documents for **confirmation** on the **eligibility**;
- are 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;
- 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 2021

– 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** when deemed necessary;
- follows up any concerned cases with the respective **career offices** as appropriate.



SIP 2021

– Key Dates

Key Dates	Milestone Activities
End of February	Internship positions and list of PEs posted at www.wamtalent.org.hk
24 February (4:30pm – 5:30pm)	Briefing Session for Students (English)
9 March (4:30pm – 5:30pm)	Briefing Session for Students (Cantonese)
2 March (12noon) – 23 March (12noon)	Student Application Round
From 2 March	PE Selection Round (Screening / Shortlisting / Assessment by PEs at their own schedules)
On or before 31 July	Offer / Appointment Process
May - July	Eligibility Verification Process and Readiness Briefing
May–August 2021 / December 2021 – February 2022	Summer / Winter Internship period # The timeline of selection, offer / appointment and verification process for winter internship positions could be deferred to start in the 3 rd or 4 th quarter of 2021.



Contact us

Telephone (852) 3120 6100

Email (SIP) internship@wamtalent.org.hk

Project Leader
Internship Programme Manager
Project Manager
Senior Project Associate
Project Associate

Jennifer Cheng
Ivy Lam
Marcella Wong
Johnny Hung
Wendy Ko



WAM Pilot Programme
website

www.wamtalent.org.hk