



**AUSTCHAM**

# **InternProgramme**

BUILDING ASIA CAPABILITY



## **UNIVERSITY & STUDENT APPLICATION INFO PACK**

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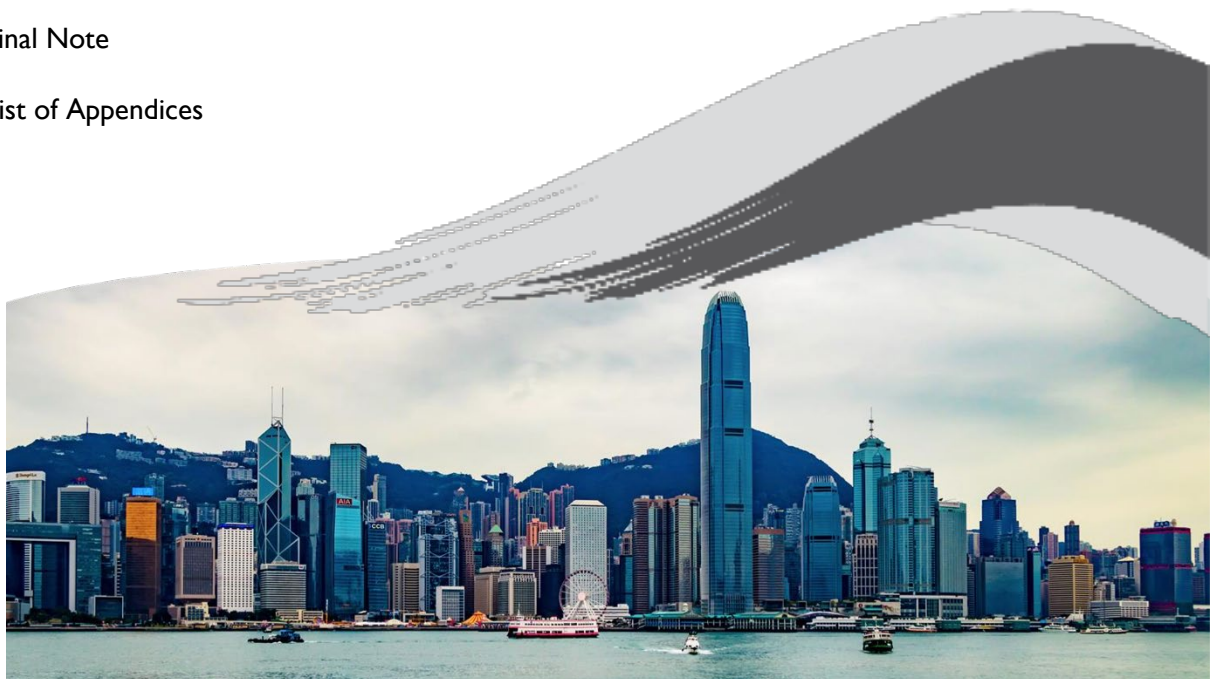
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# Introduction

Thank you for showing interest in the AustCham Internship Program. We are pleased to bring to you a program that supports building Asia capabilities for future leaders. Approximately 80% of participants are New Colombo Plan funded, assuring that the program aligns with the priorities of NCP towards transforming and deepening Australia's relationship in the region. This is a comprehensive service designed to match talented Australian students with leading Hong Kong-based companies from a diverse range of industries. It will provide you with access to some of the best Hong Kong-based companies looking to attract new talent.

In addition to placing students into internships, we will also provide the following support:

- Assistance with visa application process
- Sourcing affordable accommodation
- Provide comprehensive on-the-ground and virtual support for students
- Orientation program before beginning internship to familiarize students before commencement
- Facilitate introduction between students and companies prior to commencing internship
- Events program throughout placement for learning, development and networking opportunities
- Establish Alumni community to maintain ongoing relationships

This is your opportunity to participate in a landmark initiative that will have long-term benefits for students and universities alike.

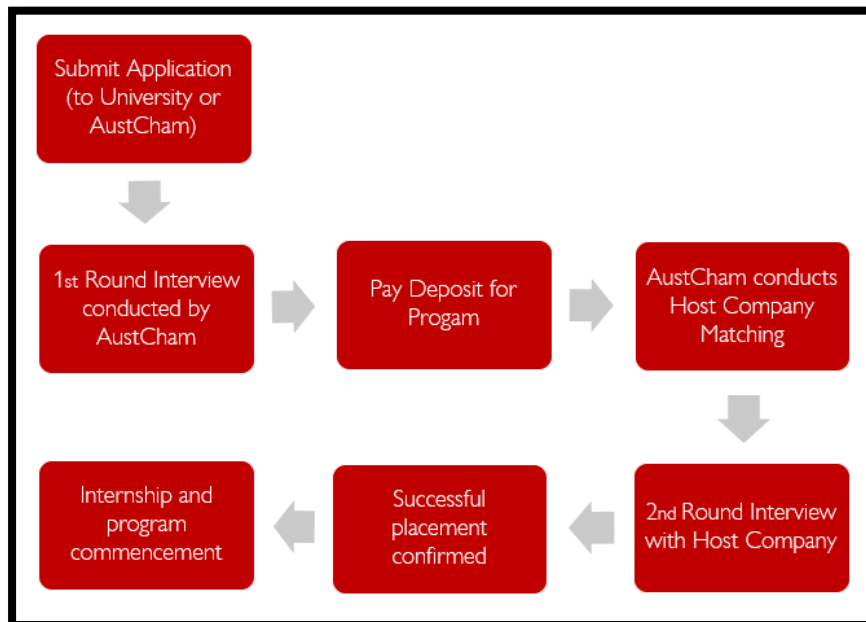
## Student Application

This document contains everything you need to apply for the program. All you need to do is:

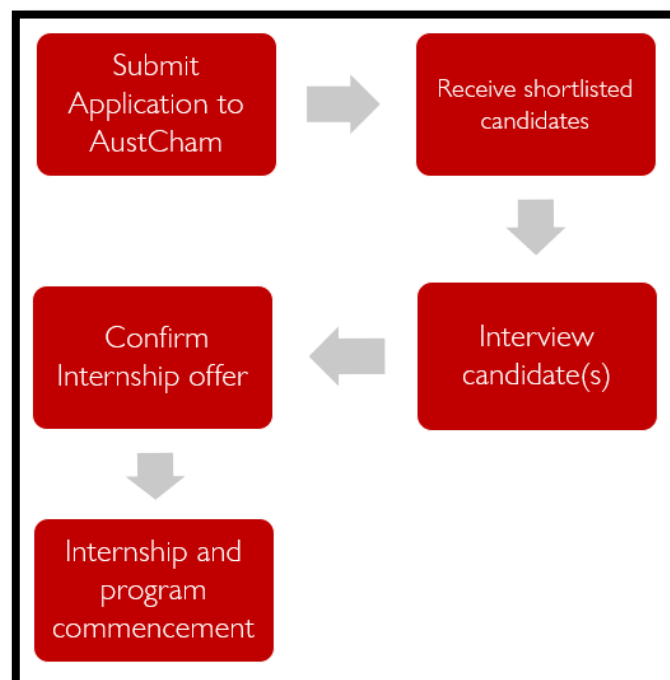
- 1) Complete the partnership application form with the relevant documents
- 2) Submit to [intern@austcham.com.hk](mailto:intern@austcham.com.hk)
- 3) AustCham will work with you to match applicants to companies

# Application Process

Figure I and II summarise the internship process for host organisations and students. More information on the application, matching and placement process will follow.



**Figure I: Virtual Internship, Student Application and Placement Process**



**Figure II: Virtual Internship, Host Company Process**

## Placements

The length and timing of the program will be confirmed subject to student and company availability. We understand that university calendars differ, and some students may have exams or classes to complete during the prescribed dates. Please speak with us to arrange the conditions of internships.

## Internship Matching: Students and Companies

Universities will need to review student applications against the pre-determined criteria (established at time of University & AustCham partnership agreement) prior to submitting to us. We will review the applications and present the shortlisted applicants to the host companies for consideration.

The final selection of interns rests with the host companies.

## Internship Salary

The decision to pay interns rests entirely with the host company. Hong Kong law states that the minimum wage does not apply to Student Interns and Work Experience Students.



# In-Country Internship Program

## Orientation Program

Orientation week will integrate the student interns into Hong Kong and provide the basic tools to ease their transition into your workplace.

- Introduction to Hong Kong's public transport system
- Facilitation of face-to-face meeting with host company
- Information on local areas of which they will be living and working
- Hikes and visits to various Hong Kong landmarks
- Tips to lead an affordable lifestyle in Hong Kong

## Intern Program Events

The events will feature expert panellists and speakers from across a diverse mix of industries and provide opportunities for companies and students to mix. These events will focus on topical and relevant issues to enhance the interns' understanding of Hong Kong culture and the business, political and economic landscape.

## Budget

Hong Kong is an expensive place to live and we have developed an affordable program to maximize interns' development and opportunities. We have sourced several affordable accommodation solutions and will provide advice to the students on how to live an affordable life during their stay. Attached in the Appendices is a sample student budget.

## Affordable Accommodation Options

AustCham is working with two providers that offer clean, affordable and accessible accommodation:

- Youth Square, Chai Wan
- YesInn, Fortress Hill

More information regarding these options is available in the Appendices. We have made a group booking for interns. To confirm these bookings students must individually contact the providers and make payment directly. It is advised that the students make confirmation immediately following their acceptance into the program as space is limited at each provider.

Students may seek alternative accommodation outside of these recommendations.

## Hong Kong Visas

We recommend the Working Holiday Scheme Visa for internship programs. Australian residents are eligible to apply for this visa which allows up to 3 months of work with a single employer in a 12 month period.

Visa application forms and guidelines are contained within the Appendices.

When the internship is confirmed, we will assist the students with visa applications and be a point of first reference for any questions.

## Cost of Service

The service that AustCham provides will be charged at **HKD 12,000** per student. This will include placement of the intern and the services and support that AustCham will provide throughout the internship journey from application, placement, on-ground support, sourcing accommodation, orientation and events programme.

Payment is only charged after the successful placement and acceptance of an internship.

## Useful Documents

We have attached several documents that may be of interest to you. These are located in the separate files sent to you via email:

- Application form
- Working Holiday Visa Information
- Sample Student Budget
- Accommodation overview

## Virtual Internship Program

This program offers the opportunity for students and host companies to conduct a high-quality, remote placement from home. We understand the time and financial commitment that a global internship requires and therefore support a flexible virtual alternative which offers future business leaders an equally positive and meaningful experience. In an ever-changing and digitising business environment, the real-world outcomes and skills to be gained are invaluable.



### Orientation Program

Orientation week will integrate the student interns into Hong Kong and provide the basic tools to ease their transition into your workplace.

- Tips to effectively engage with remote work and the virtual experience
- Connect with other virtual interns and establish platform for weekly check-ins and support
- Introduction to leading Hong Kong business professionals and the environment

### Intern Program Events

The online events will feature expert panellists and speakers from across a diverse mix of industries and provide opportunities for companies and students to mix. These events will focus on topical and relevant issues to enhance the interns' understanding of Hong Kong culture and the business, political and economic landscape.



## Cost of Service

The service that AustCham provides will be charged at **HKD 10,000** per student. This will include placement of the intern and the services and support that AustCham will provide throughout the internship journey from application, placement, back-to-back support, orientation and events programme.

Payment is only charged after the successful placement and acceptance of an internship.

## Useful Documents

We have attached several documents that may be of interest to you. These are located in the separate files sent to you via email:

Virtual:

- Application form
- Ergonomics Guide

## Final Note

This Intern Program is an excellent way for students to gain valuable Asian experience and establish cross-border connections to grow their global network. We have designed these programs not only on the working and learning components of a typical internship program but also to encompass and capture the dynamism of Hong Kong. AustCham is committed in supporting universities and students throughout the internship journey and we look forward to your participation and building the cross-cultural people-to-people engagement between Australia and Hong Kong.

The Australian Chamber of Commerce in Hong Kong

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## APPENDICES

- Appendix 1: Application Form
- Appendix 2: Working Holiday Visa Information
- Appendix 3: Working Holiday Visa Application Form
- Appendix 4: Sample Student Budget
- Appendix 5: Accommodation Overview