

 AYA Bank ဧရာဝတီဘဏ်	Issue Date: Sept 2015 Effective Date: Oct 2015	FOR BOD APPROVAL AYA/HRD/RNS/1/005 - Issue : 1.0
INTERNSHIP PROGRAMME POLICY		APPROVED BY Board

1. Purpose

The Internship Programme at AYA Bank offers current undergraduate and/ or postgraduate students with real work insights and exposures to actual working life and allows our interns to gain foundation to their career choices and the chance to build valuable business networks. In addition, the Bank will have the opportunity to assess potential candidates and further develop their technical competence for possible employment upon intern's graduation.

2. Internship Programme Policy

The Internship programme is catered to (2) different types of interns: -

- Undergraduate Internship Programme
- Post-graduate Internship Programme

3. Internship Duration

The Internship duration for the (2) different types of interns are as: -

- Undergraduate Internship Programme (2 Months)
- Post-graduate Internship Programme (3 Months)

4. Participation from AYA Bank

The followings should actively support to ensure success of internship programme: -

- Heads of Departments
- Heads of Regions (if required)
- Branch In-Charge (if required)

Respective Heads of Departments/ Regions/ Branch Managers should ensure that proper on-job training is arranged for the internee, along with sharing of general knowledge and respective functional procedures.

5. Eligibility to apply

- Academic Major and Relevancy to job
- Enthusiasm and Interest Level
- Motivation
- Interpersonal Skills
- A brief essay (not more than one page) in English on your purpose of application

6. Departments

Placements of interns will be based on departmental requests for interns as well as based on Human Resource Committee's decision and may be assigned to the following departments: -

- Finance & Accounts ∪ Business – Retail
- Human Resource ∪ Business – Corporate
- Learning & Development ∪ Banking Operations
- Customer Service

7. Initial Selection

An initial selection will involve a panel interview involving the following Heads of Departments: -

- Learning & Development
- Human Resource
- Any other Head of Department (based on applicant's area of interest)

The Bank will do up an agreement with the University/ School for the Internship Programme after successful applicants are selected.

8. Assessment and Monitoring during Internship

Assessment of the intern will be made on the following: -

- Leadership, Teamwork and interpersonal skills
- Interest level in jobs assigned
- Compliance to Instructions

In addition, a designated officer from Human Resource Department will meet up with the interns once every fortnight to also discuss about their progress during the internship period.

9. Assessment after Internship

Assessment will be made on the assignment or the project that the intern has been assigned to during his/ her internship period, as well as on the interpersonal skills, creativity, the ability to participate in discussions during his/ her internship period and on the ability to comply to instructions.

10. Benefits and Allowances

An intern is entitled to the followings: -

- Pay - Undergraduate Interns: 50% of Office Assistant Basic Pay
- Post-graduate Interns: 50% of Junior Banking Assistant Basic Pay
- Other Allowances: allowances for travel will be provided for when the intern is required to travel for work.
- Leave: Only Medical Leave of a maximum (5) days will be allowed for interns during the course of the whole internship period.
- Uniform: Interns will be given an AYA Polo T-Shirt along with an "Intern" badge.

11. Duties, Responsibilities and working hours

- Working hours is determined from 09:00hours to 17:00 hours from Mondays to Fridays.
- Interns are expected to complete the stipulated 2 (or) 3 –months’ internship period.
- Due to operational requirements, the Intern may be assigned to departments/ locations as deemed fit by the Human Resource Committee.
- The Job Scope and Description as well as assignments will be prepared ahead for the Intern.
- A Research Paper is to be submitted based on the Functional/ Department/ Project that the Intern has been assigned to.
- The Bank will issue a Certificate of Appreciation for the Interns upon completion of the Internship period.
- Outstanding Interns may also be offered an opportunity for Permanent Employment with the Bank.



Related Document:

AYA/HRD/RNS/2/005 Standard Operating Procedure – AYA Internship Programme__