

## **MFPC Internship Guidelines**

Dated 21 Nov 2016

### **1. Objectives**

MFPC and its Corporate Members, particularly Capital Market Service Licensed companies are keen to provide industry exposure platforms through their Financial Planning Internship Programme (FPIP) to the eligible applicants. Main objectives of FPIP are as follow;

- 1.1 To assists students/practitioners to be efficient, innovative and competitive in the Malaysian capital market.
- 1.2 To develop and upgrade skills of students/practitioners that is required by the Malaysian capital market.
- 1.3 To provide students/practitioners with relevant knowledge to meet the needs and priorities of a developing capital market.
- 1.4 To enable students/practitioners to further and put into practice the knowledge they acquired during their studies.
- 1.5 To provide students/practitioners with professional working environment that can give students rewarding and interesting experience.
- 1.6 To contribute pool of candidates for potential employment within the Malaysian capital market.

### **2. Admission and Selection of Interns**

#### 2.1 Eligibility

- 2.1.1 Applicants must be registered as member of the MFPC and remain active members throughout the internship programme.
- 2.1.2 Practitioners/Students that are required to undergo internship or industrial training.
- 2.1.3 Holding/Studying a Diploma/Degree/Master/Professional programme or qualification; preferable in finance and financial planning related programme.
- 2.1.4 Good in writing and speaking in English.

## 2.2 Application Procedure

- 2.2.1 Applications can be made using **Internship Application Form** that is made available at MFPC website at [www.mfpc.org.my](http://www.mfpc.org.my) or at MFPC Secretariat Office.
- 2.2.2 For University/College students; every application must be attached with an official statement from the University/College confirming proof of enrolment of the said University/College and of the requirement for them to undergo the internship programme. Students must also attach their application form with their results/ transcripts.
- 2.2.3 Shortlisted candidate will be notified by the Participating Company; i.e the MFPC corporate members accordingly.

## 3. Roles and Responsibilities

### 3.1 Roles and Responsibilities of MFPC

- 3.1.1 Promote FPIP to undergraduates and universities;
- 3.1.2 Provide the Participating Company's internship outlines/learning programmes which are developed by the Participating Company to interested undergraduates/universities;
- 3.1.3 Collect; shortlist; record and make the necessary administrative arrangement for internship applications from individuals/universities;
- 3.1.4 Recommend undergraduates/eligible candidates to practice with the Participating Companies to its best ability;
- 3.1.5 Register interns as Member of the MFPC; confer the Affiliate RFP/ Shariah RFP designation on such suitably qualified interns from time to time;
- 3.1.6 Provide internship guidelines for undergraduates, universities and the Participating Companies;
- 3.1.7 Remit internship allowance/fee RM300 per intern per month for the maximum duration of 6 months to the Participating Company at the end of the internship programme upon receipt the interns' conclusive/final report;
- 3.1.8 Provide ONE (1) day compulsory CPD Programme/Seminar to all interns. Interns are given 50% discount on programme fee;
- 3.1.9 Provide Interns' Evaluation/Survey Form to interns and to collect the said form upon completion of internship.

3.1.10 Provide Participating Company with Participating Company's Evaluation/Survey Form and to collect the said form upon completion of internship of every interns.

### **3.2 Roles and Responsibilities of the Participating Company**

3.2.1 Provide clear internship outlines/learning programmes to the MFPC; and register interns as Member of the MFPC prior to commencement of any internship programme;

3.2.2 Assign an appropriate and qualified supervisor for the interns for the whole duration of internship where supervisor will be held responsible for any activity done by interns to the extent of;

- Initiating and building the client-practitioner relationship;
- Setting goals, objectives and priorities; and
- Gathering relevant data and information.

3.2.3 Assign interns to a department/unit/section those suit their field of study;

3.2.4 Conduct briefing on financial planning as a career path; and provide information on MFPC and RFP/Shariah RFP to the interns.

3.2.5 Evaluate interns objectively during the internship programme;

3.2.6 Provide feedback to the Internship Coordinator from the University/College and the MFPC when deem necessary;

3.2.7 Inform the University/College and the MFPC of any disciplinary problem;

3.2.8 Facilitate/allow interns to attend ONE (1) day compulsory CPD Programme/Seminar as required and organised by the MFPC during the internship duration of 4 – 6 months.

3.2.9 Pay monthly internship allowance/fee of RM600 per intern per month to the interns.

3.2.10 Provide MFPC with internship acceptance report.

3.2.11 Provide written report to MFPC with regards to interns' performance at the end of the internship period including objective evaluation.

3.2.12 To submit Participating Company's Evaluation/Survey Form to MFPC upon completion of internship of every intern.

### **3.3 Roles and Responsibilities of the Interns**

- 3.3.1 Adhere to company policies, procedures, and rules governing professional behaviour;
- 3.3.2 be punctual, and work the required number of hours at times agreed to by the intern and supervisor;
- 3.3.3 Follow instructions from assigned supervisor;
- 3.3.4 Notify supervisor if they are unable to attend as planned;
- 3.3.5 Behave and dress appropriately to the particular workplace;
- 3.3.6 Respect the confidentiality of the workplace, its clients and its employees;
- 3.3.7 Discuss any problems with their supervisor and, if necessary, with the Internship Coordinator;
- 3.3.8 Discuss and provide internship supervisor with necessary documents prior to the internship programme; i.e. evaluation form and report required;
- 3.3.9 Register as Member of the MFPC and remain active for the entire internship programme;
- 3.3.10 Attend to at least ONE (1) day CPD Programme organise by the MFPC where the date of the CPD Programme/Seminar will be duly notified to interns;
- 3.3.11 To submit Intern's Evaluation/Survey Form to MFPC upon completing internship.
- 3.3.12 Interns are required to complete the entire RFP/Shariah RFP programme in FIVE (5) years following the completion of the internship programme.

## **4. Internship Period**

- 4.1 Internship period will depend on the company/institution requirement set for their interns/students. Nonetheless, the internship period should be between 4 to 6 months.

## 5. Compensation

- 5.1 Intern/Student who succeeded in securing an internship position under the MFPC's facilitation are entitled to receive RM300 per month for maximum of 6 months under the grant provided by Capital Market Development Fund (CMDf).
- 5.2 Participating Company that provide placement for internship is required to match the CMDf grant; hence another RM300 per month is to be given to the intern. The intern shall therefore receive a minimum of RM600 per month.
- 5.3 The participating company is given the flexibility to provide other incentives or benefits to the intern in accordance with its own company policy and guidelines.

## 6. Internship Agreement

- 6.1 Student/intern is bound by relevant obligations of the Participating Company's Code of Conduct. This Code of Conduct will be indicated in their contracts with the Employer/Participating Company together with the extent to which these obligations are applicable.
- 6.2 Interns shall be registered as Member of the MFPC; and remain active Member of the MFPC during his/her internship programme with the Participating Company. Entrance Fee, RM50 and Student Membership Fee, RM80 or Affiliate RFP/Shariah RFP Membership Fee, RM100 are applicable.

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For enquiry, please contact;

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