
 AYA Bank <small>အေရာတီဘဏ်</small>	Date: 1 Oct, 2015	AYA/PPD/001/2022
	Revision: 0	Page : 2 of 5
INTERNSHIP POLICY		Approved by BOD

Content	Page
1. Objective	- 3
2. Policy	- 3
2.1. Support from AYA Bank	- 3
2.2. Internship Duration	- 3
2.3. Eligibility to apply	- 4
2.4. Area(s) of Assignment	- 4
2.5. Initial Selection	- 4
2.6. Assessment and Monitoring during Internship	- 4
2.7. Assessment after Internship	- 5
2.8. Benefits and Allowances	- 5
2.9. Duties, Responsibilities and Working Hours	- 5

	Date: 1 Oct, 2015	AYA/PPD/001/2022
	Revision: 0	Page : 3 of 5
INTERNSHIP POLICY		Approved by BOD

1. Objective

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: -

- i. Undergraduate Internship Programme
- ii. Post-graduate Internship Programme

2.1. Support from AYA Bank

Active support from the following parties to ensure success of internship programme: -


- Heads of Departments
- Heads of Divisions (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 intern, along with sharing of general knowledge and respective functional procedures.

2.2. Internship Duration

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

- i. Undergraduate Internship Programme (2 Months)
- ii. Post-graduate Internship Programme (3 Months)

	Date: 1 Oct, 2015	AYA/PPD/001/2022
	Revision: 0	Page : 4 of 5
INTERNSHIP POLICY		Approved by BOD

2.3. **Eligibility to apply**

- Relevancy of Academic Major to role
- Enthusiasm and Interest Level towards internship
- Strong Interpersonal and Team Work
- Official Recommendation Letter from Respective University

Interested candidates are welcome to apply via hr.rns@ayabank.com .

2.4. **Area(s) of Assignment**

Placements of interns will be based on requirements at the function ; as well as based on Human Resource Committee's decision and may be assigned at all the major functions of the bank.

2.5. **Initial Selection**

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

- i. People Department
- ii. Respective Head(s) of Department (based on applicant's area of interest)


For the affiliated programs with public or private universities, the Bank will do up an agreement with the respective academic board for the Internship Programme after successful applicants are selected.

2.6. **Assessment and Monitoring during Internship**

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

- Leadership, Teamwork and interpersonal skills
- Interest level and delivery on the jobs assigned
- Able to follow the Instructions

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

	Date: 1 Oct, 2015	AYA/PPD/001/2022
	Revision: 0	Page : 5 of 5
INTERNSHIP POLICY		Approved by BOD

2.7. **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.

2.8. **Benefits and Allowances**

An intern is entitled to the followings: -

- i. Same pay as Office Assistant
- ii. Transportation Support
- iii. Only Medical Leave of a maximum (5) days will be allowed for interns during the course of the whole internship period.

2.9. **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 at AYA Bank.