



Experiential Business Learning Programme

Employer enrolment for the 2023 summer intake

The [Experiential Business Learning Programme](#) aims to facilitate practice units, in particular small and medium practices (SMPs), in developing a talent pipeline to meet their man-power needs, and to promote and groom future talents for the accounting profession.

The programme also offers students the opportunity to develop business acumen and receive practical experience through a structured programme that consists of a training workshop organized by the Institute and job placement at practice units.

Don't miss the opportunity to join the Experiential Business Learning Programme and cultivate talents for the profession!

Programme outline

1) **Training workshop (May 2023)**

A two-day workshop will be organized by the Institute before commencement of the job placement to provide students with fundamental knowledge in relation to business etiquette, accounting and auditing, working practices, and more.

2) **Job placement (June – August 2023)**

Students will be assigned to practice units (mainly SMPs) for 10-weeks job placements from June to August 2023. The actual work period, arrangements and remuneration have to be mutually agreed by the respective practice unit and student. The default job placement period is from 1 June to 10 August 2023.

Employer eligibility & responsibilities

The programme will give priority to SMPs. Responsibilities of participating practice units include:

- Providing job placement vacancies to the Institute.
- Coordinating with students on job arrangements upon assignment and managing the related human resources matters.
- Determining and paying remuneration to each participating student.
- Providing necessary coaching and on-the-job training to students.

- Conducting performance appraisals upon completion of placement.
- Providing reference letters for students' record as appropriate.

Student eligibility

- All undergraduate (degree/ sub-degree) students are eligible.
- Priorities will be given to students majoring in accounting and business-related disciplines.
- The participating students are expected to be committed, responsible and eager to learn.

Enrolment deadline **14 April 2023**

Application Complete the online [enrolment form](#) by 14 April 2023.

Key dates of 2023 summer intake

- **March – April: Enrolment**
Please submit your enrolment form by 14 April 2023.
- **8 May – 9 May: Placement allocation and acceptance**
The Institute will allocate students to SMPs' job placement vacancies.
- **10 May – 24 May**
The participating SMPs will communicate and coordinate the signing of the placement contract with students.
- **May (dates to be advised): Training workshop**
A two-day workshop will be organized by the Institute before commencement of the job placement.
- **June – August: Job placement period (10 weeks)**
The work period, arrangements and remuneration will be mutually agreed by the respective practice unit and student.
** The default job placement period is from 1 June to 10 August 2023.*
- **September: Sharing session and presentation of completion certificate**
Participating SMPs and students will be invited to provide feedback on the programme.

Important note

Allocation of students to the practice units will be made on a random basis. The Institute reserves the right of final decision on the allocation.

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