



LIAM Structured Internship Programme

By Life Insurance Association of Malaysia (LIAM)





LIAM Structured Internship Programme - Guidelines

Requirements:

- Malaysian Citizens
- Open to undergraduates of all disciplines
 - Public universities
 - CGPA 3.0 and above
- Final year students or 6-month upon graduation

Benefits:

- *Personal Accident Insurance Coverage
 - -* Medical benefits

Learning Outcomes:

- 12-week internship attachment with life insurance / reinsurance companies
- Greater exposure to insurance industry sector

Guidelines

Intake: September 2016

Duration: 3 months

Week 1 – Induction program by MII

Week 2 until Week 11 – Mentoring session, day to day tasks

Week 12 - Evaluation & Assessment

Monthly allowance:

RM800 per month

Evaluation:

- Survey form to be completed by intern and supervisor
- Monthly report evaluated by supervisor

*Subject to company's discretion





LIAM Structured Internship Programme - Approach

Classroom Training

- Induction program (soft skill training) to be conducted by The Malaysian Insurance Institute (MII) week 1 (9am-5pm)
- English class, presentation skills and Introduction to Life Insurance Industry in Malaysia
- To provide soft skills training interpersonal, business communication, writing skills, etc

On-Job Training

- Tasks assigned to interns during the period of internship
- Standard Operating Procedures (SOP)
- Providing vast knowledge on insurance industry and business know-how

Continuous Guidance & Engagemen

 Mentoring session – face to face interaction with mentor who will be assigned by company to assist and guide interns on the day to day tasks during the internship period

Evaluation

- Evaluation form to be completed by the interns upon completion of internship training
- Monthly report to be submitted to mentor on the day to day tasks during the internship period
- Evaluation form review to be completed by interns, mentor and LIAM





LIAM Structured Internship Programme - Framework

Week 1

Induction program by The Malaysian Insurance Institute (MII)

Week 2 - Week 11

- Mentoring session by the Company
- Interns will be exposed to the day to day tasks and job rotation
- Interns will need to make a monthly report on the job/ tasks assigned
- During this period, interns can develop soft skills on interpersonal and business communications, writing skills, leadership skills

Week 12

- Evaluation and Assessment
- Interns will need to provide feedback and review on their overall internship experience in the company
- Mentors and LIAM will also provide review on the interns' performance during their internship with the company