



YOUTH INTERNS
EXCHANGE SCHEME

新中青年实习交流计划

YES Introductory Pack



通商中国
BUSINESS
CHINA
SINGAPORE



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INTRODUCTION

SINGAPORE - CHINA YOUTH INTERNS EXCHANGE SCHEME



Welcome to the Singapore-China **Youth Interns Exchange Scheme (YES)**.

Led by Ministry of Education, Singapore and implemented by Business China, YES is the first bilateral internship exchange scheme that Singapore has signed with another country. Singapore is also the first Asian country with which China has signed such an agreement.

This booklet provides useful information for youths and companies interested to participate in this scheme.



ABOUT YOUTH INTERNS EXCHANGE SCHEME

Overview

15th October 2019 - At the 15th Joint Council for Bilateral Cooperation (JCBC) meeting in Chongqing, China, Mr Ong Ye Kung, former Minister for Education, Singapore and Mr You Jun, Vice Minister for Human Resources and Social Security, People's Republic of China, signed an agreement on YES.

Under the YES, full-time Singaporean students in publicly funded universities and polytechnics; and graduates from these institutions who have successfully completed his or her full-time studies not more than one calendar year prior to the time of application of a Z-visa can go on paid internships in China. Similarly, full-time Chinese students in universities, higher vocational colleges, technician colleges, and senior technical schools; and graduates from these institutions who have successfully completed their studies not more than one calendar year prior to the time of application for a Training Employment Pass can go on paid internship in Singapore.

The agreement allows the two countries to send no more than 500 students to each other's country for up to 6 months of internship each year.

Objective

Under this scheme, Singaporean youths will have the opportunity to gain work experience in China, better understand its economy, and develop a deeper appreciation of its rich culture, while at the same time, fostering new friendships and ties. Likewise, this applies to Chinese youths, who will acquire a greater grasp of Singapore and build networks here.

The scheme will also facilitate more people-to-people interactions between the two countries, thus enhancing mutual understanding and cooperation in the long term.

MESSAGES



Mr Ong Ye Kung

Minister for Health
Former Minister for Education
Republic of Singapore

"Being able to work with people from different cultures is now an essential 21st Century Skill. I am confident that our students will leverage YES to gain insight into China, understand its dynamic entrepreneurial system, broaden their horizons, and acquire critical soft skills. Chinese students who experience internships in Singapore will also get to know their counterparts here and appreciate our strong economic ties with the Southeast Asia region and beyond. It may be only a few months of experience, but it can leave a deep impression. In future, if the young participants of YES intend to start their own businesses or invest overseas, I hope they will consider each other's countries."



Mr Ho Chee Hin

CEO
Business China

"We are pleased to play a key role in this very meaningful bilateral initiative. This scheme supports Singapore companies with global aspirations in building up its talent pipeline and enables Chinese companies to learn more about Singapore and our region. The YES website will also be a one-stop platform that facilitates the matching of youth talents and enterprises. Most importantly, this initiative will allow youths from each country to better understand each other's business and social culture and cultivate lasting ties."



ROLES AND RESPONSIBILITIES

Business China

- a. Build and maintain the YES website, a one-stop portal for YES related information and opportunities.
- b. Issue the Letters of Confirmation (LOC), which is a required document for application of the Notification Letter of Foreigners Work Permit for Singaporean youths going on internship in China.
- c. Liaise closely with the Ministry of Education and relevant government agencies in Singapore, the implementing agency in China, and relevant tertiary institutions, businesses and organisations to promote and implement YES in Singapore.

Host Company

- a. List potential internship opportunities on the YES website.
- b. Shortlist and interview the candidate(s)
- c. To ensure that the internship programme achieves its intended objectives, all host companies are required to:
 - Assist and support interns in their application process for a visa, work permit, and on any other matters required by the relevant authorities.
 - Provide orientation for intern(s) at the beginning of the internship.
 - Develop a clear work plan for the intern(s).
 - Assign a supervisor or direct reporting officer to assist the intern(s) in integrating into the company's working environment and culture.
 - Provide necessary resources and equipment to intern(s) for their daily work.
 - Provide an appropriate and conducive workspace for the intern.
- d. Make reasonable work adjustment to intern(s) with special needs.
- e. Comply with the terms and conditions of the internship contract, and do not cancel or terminate the internship without consulting Business China.
- f. Provide feedback to Business China upon completion of the internship.



Institutes of Higher Learning

- a. Institutes of Higher Learning (IHLs) in Singapore are to create an account on the YES Website.
- b. Submit the Letter of Confirmation (LOC) application on behalf of their students through the YES website.
- c. Download the LOC approved and issued by Business China and forward it to the relevant interns.
- d. Adhere to the fixed number of quota allocated by the Ministry of Education.
*Only one IHL account should be applied for each IHL; one student can only obtain one LOC.

Interns

- a. Provide required information and documents to the relevant parties to facilitate the YES application.
- b. Be responsible for the application of the visa, work permit and residence permit.
- c. Purchase air tickets, medical insurance with sufficient coverage, and make arrangement for accommodation, food etc.
- d. Abide by the company's work arrangement, working hours, code of conduct and other rules and regulations during the internship.
- e. Communicate and give feedback to the assigned supervisor/report officer on a regular basis and actively integrate into the company culture.
- f. Promote YES to peers upon successful completion of the internship programme.

ELIGIBILITY OF INTERNS

Singaporean Youths



Participants from Singapore shall include full-time students from publicly-funded higher education institutions (including universities and polytechnics), and graduates from these institutions who have successfully completed their full-time studies not more than one calendar year prior to the time of application for a visa.

The youth eligible to participate in the Scheme shall be citizens of Singapore, who have not participated in the Scheme previously.

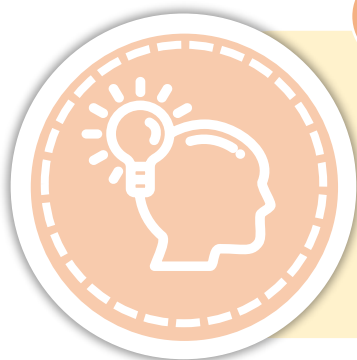
Chinese Youths



Participants from China shall include full-time students in universities, higher vocational colleges, technician colleges, and senior technical schools; and graduates from these institutions who have successfully completed their studies not more than one calendar year prior to the time of application for a visa.

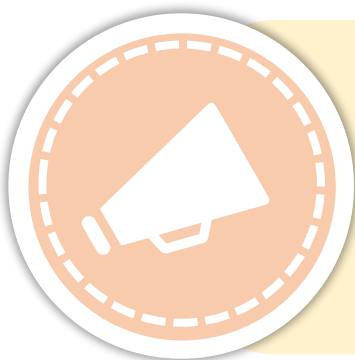
The youth eligible to participate in the Scheme shall be citizens of China, which have not participated in the Scheme previously.

BENEFITS TO COMPANY



Develop Talent Pipeline

Growing your talent pipeline by identifying and cultivating young talents who are conversant in navigating the Singapore, China and regional markets.



Increase Brand Visibility

Increasing your company's brand visibility in Singapore China, by accessing prospective interns, including current students and fresh graduates who are interested to explore opportunities in the two countries.



Showcase Strong Support

Showcasing your unwavering support to the development of Singapore-China savvy talents, as well as your meaningful contribution to the bilateral friendship between Singapore and China.

APPLICATION PROCESS

Singaporean Interns

1. Application

Singaporean youths can apply to participating companies for internship opportunities listed on the YES website or other channels (i.e., school internship programmes)

2. Interview

Selected applicants may be required to attend an interview arranged by the company.

3. Internship Contract

- Host company in China shall issue and sign contract with the recruited interns, refer to the Implementation Agreement for clauses to be included in the contract.
- Interns studying at IHL are required to share the signed internship contract with their schools.

4. Letter of Confirmation (LOC) Application

- IHLs to apply for LOC on behalf of its students to Business China by submitting the contact and other necessary information; fresh graduates to apply for a LOC directly via YES@businesschina.org.sg.
- The intern shall then pass this LOC to their host company for subsequent work permit application.

5. Notification Letter of Foreigner's Work Permit and Visa Application

- Before the commencement of internship, the host company in China shall apply for a Notification Letter of Foreigner's Work Permit (YES) for their intern at the local government department in charge of foreigners working in China by submitting the LOC and other supporting documents.
- With the Notification Letter and other supporting documents, e.g., the LOC, the intern will apply for a Z-Visa at the Chinese Embassy in Singapore.

6. Arrival in China

For internship ≥ 90 days, interns are required to apply to the local government department in charge of foreigners working in China for the Foreigner's Work Permit (YES), within 15 days from the date of their entry.

* Please refer to the latest official release for updates on relevant information.

APPLICATION PROCESS

Chinese Interns

1. Application

Chinese youths to apply to participating companies for internship opportunities listed on the YES website or other channels.

2. Interview

Selected applicants may be required to attend interview arranged by the companies.

3. Internship Contract + Confirmation Letter

- Recruited interns who are full-time students, will be required to sign an internship contract with their host company in Singapore and their schools. Fresh graduates will be required to sign an internship contract with their host companies in Singapore.
- Refer to the Implementation Agreement for clauses to be included in the contract.
- Upon acceptance, the interns shall apply for a confirmation letter from the National Centre for Human Resources Mobility (NCHRM) by submitting their internship contract, educational certificates and other supporting documents.

4. Training Employment Pass (TEP) Application

Prior to the start of the internship, host company must apply TEP for the prospective intern to Singapore Ministry of Manpower (MOM), via its online portal. Once the application is approved, the host company shall download the In-Principal Approval (IPA) Letter from MOM's online portal and send it to the prospective intern.

5. Internship Journey Begins

The intern shall print out the IPA before embarking on the internship to Singapore. The IPA letter serves as pre-approved single-entry visa for the intern, which is valid for 6 months from the date of IPA.

6. Arrival in Singapore

- The interns need to undergo a medical examination and provide the host company with his/her medical examination results as regulated for the purpose of applying for the training employment pass.
- The host company will then put in a request via the online portal for the training employment pass to be issued. A notification letter will be given to the host company, who will print it out and give it to the intern. The intern may follow the instructions on the notification letter to receive the training employment pass.

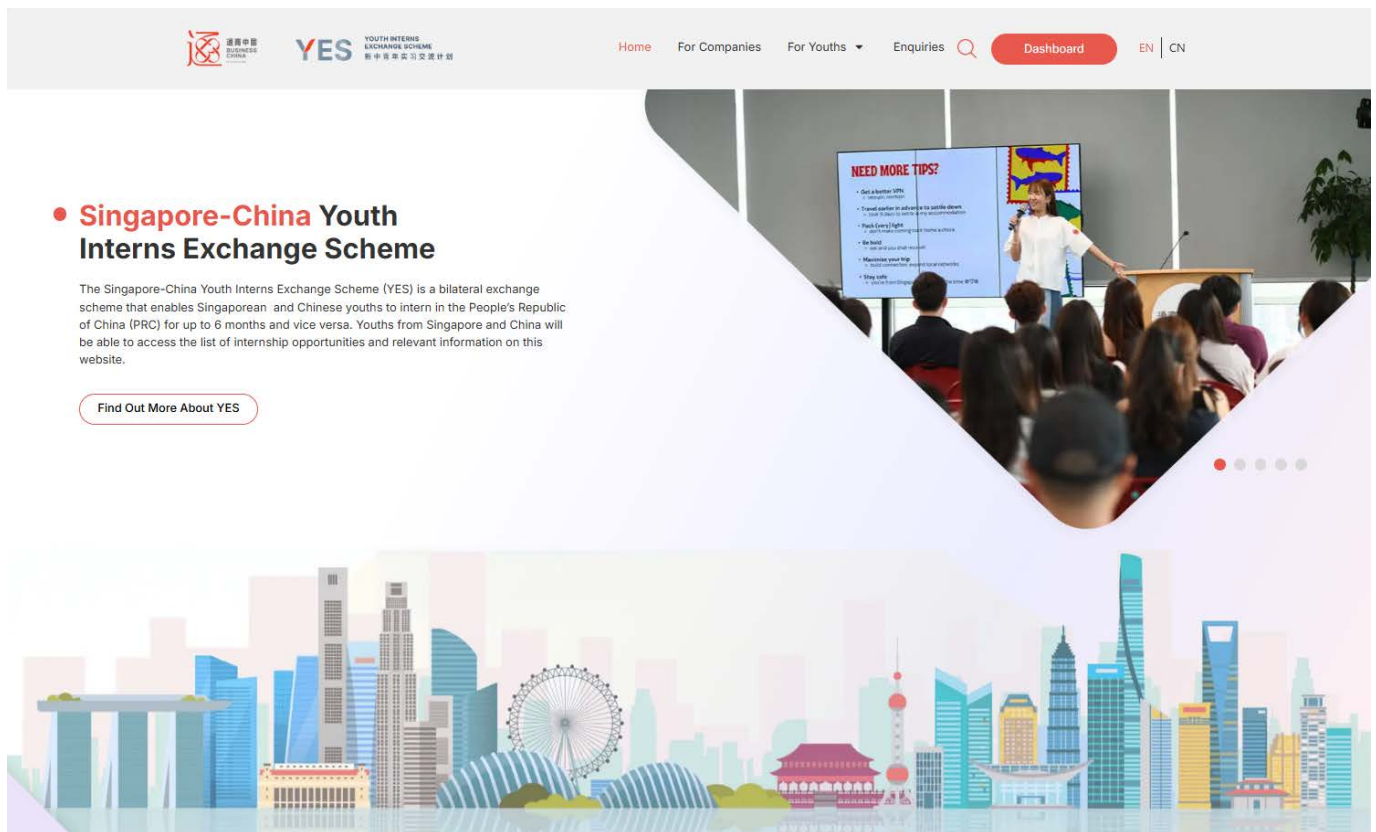
*Please refer to the latest official release for updates on relevant information.

YES WEBSITE

The YES website is designed to provide a seamless user experience to both participating companies and youth in Singapore and China.

Through this website, eligible companies can publish or update their internship opportunities, which serve as additional options for youths on top of the internship programmes curated by different Institutes of Higher Learning. Eligible youths can apply directly via this platform for internships offered by YES participating companies.

Visit our website today: www.yes.businesschina.org.sg



Scan the QR code for **Frequently Asked Questions**

or write to us: YES@businesschina.org.sg





ABOUT BUSINESS CHINA

Mission

Launched in November 2007, Business China's mission is to nurture an inclusive bilingual and bicultural group of Singaporeans through extensive use of the Chinese language as the medium of communication, so as to sustain our multi-cultural heritage, and to develop a cultural and economic bridge linking the world and China.

Vision

Harnessing the support of the public sector and private enterprises, Business China, as a non-profit organisation, aims to strengthen the ties between Singapore and China, so as to sustain and grow the global connectivity of Singapore through:

- Becoming the leading bilingual and bi-cultural channel for closer collaboration with China.
- Establishing a widespread appreciation and acceptance of Chinese language and culture, within the multi-ethnic, multi-cultural mosaic that is fundamental to the Singapore identity.
- Nurturing young Singaporeans to develop deeper links with China, engaging it in all facets including economic, business, social, cultural and educational.

CONTACT US

Business China



www.businesschina.org.sg



contact@businesschina.org.sg

Youth Interns Exchange Scheme (YES)



www.yes.businesschina.org.sg



YES@businesschina.org.sg