

## 汉桥学院管培生计划

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汉桥学院管理培训生项目旨在为优秀的学生提供被选拔到汉桥学院或其他公司实习的机会。我们将根据个人能力和价值观寻找最优秀的人才。

### 管培生要求

1. 年龄不低于 17 岁；
2. 高中学历或者相当于高中学历的应届毕业生或新加坡剑桥"O"水准成绩通过 3 科；
3. 拥有良好的品行和学习态度；
4. 按要求完成汉桥学院高等教育课程。

### 申请流程及准备资料

管培生递交书面申请材料进行初审并于高层面试。申请时间为每年的 1 月到 11 月。因此建议同学们尽早提交申请。

1. **书面申请:** 500 字的英语为什么你想被选择 MTP。
2. **其他材料:** 申请表、护照、最高学历证书、成绩单、简历、父母工作证明、任何技能证明和奖励。
3. **初审:** 由汉桥学院在收到申请材料后进行初审。成功的学生将被告知进入面试阶段。
4. **面试阶段:** 由学院领导及其他管理人员对候选人进行面试。面试将持续大约 40 分钟。

### 管培生计划考核与条件

所有被 MTP 录取的考生都需要满足以下要求:

#### 1. 能力评估:

- 1) 学生必须保持其学习模块的平均成绩不低于 65%；
- 2) 必须是学生会成员，完成学生会分配的工作；
- 3) 学生将被评为 MTP 并且必须保持 80% 的成绩；

#### 2. 管培生的培养成果

对于已经完成管理培训生项目并在 MTP 评估中达到 80 分以上的学生，汉桥学院及战略合作伙伴公司将给予优秀管培生工作职务并申请工作准证。

管理培训生将签有一份 12 至 24 个月的合同，薪水为新员工级别。合同中包含 3 至 6 个月的试用期，通过试用期后确认工作岗位。工作机会取决于是否有职位空缺和工作准证/签证的批准。学生如被录用但因任何原因未能成功就业，可获管培生奖学金 1000 新币。

## **Hanbridge Institute Management Trainee Program (MTP)**

The Management Trainee Program of Hanbridge Institute aims to give opportunities to all our higher learning students a chance to be selected to be on a Traineeship with Hanbridge Institute or other companies. We are looking for the best candidates based on their individual abilities and values.

### **Selections of Hanbridge Institute Management Trainee**

All students can apply for MTP.

All selected students will be assigned to work with Management Team to learn business skills and functional job roles as part of their learning while studying at Hanbridge Institute.

### **Requirements**

1. 17 years old and above;
2. Senior high school diploma or with 3 subjects in O-level;
3. Demonstrate good attitudes and behaviors;
4. Student must be studying in one of Hanbridge Institute Higher Learning Programmes

### **Application process**

Students need to submit written application materials for preliminary review, and interview will be conducted with Senior Management. Applications is open from January to November every year. Students are advised to submit their applications early.

### **Documents needed:**

1. Reflection report: 500 words in English of why you want to be selected for MTP.
2. Other documents: Application forms, Passport, highest educational cert and transcript, resume, parents' working statement, and any skill certificates and awards.
3. Preliminary assessment: Hanbridge Institute will conduct the initial assessment after receiving the application documents. Successful students will be informed to go for the interview stage.
4. Interview stage: Candidates will be interviewed by the leaders of the Institute and other managers of the Institute. The interview will last about 40 minutes.

### **Terms and Conditions:**

All candidates who are accepted and are enrolled in the MTP will need to meet these requirements:

#### **1. Assessment of Ability:**

- 1) Student must maintain an average score of their study modules not less than 65 %
- 2) Must be a member of the Student Union, and completed work of the Union as assigned
- 3) Student will be graded for MTP and must maintain a grade of 80%

#### **2. Student outcome of the MTP**

For students who have completed the management trainee program and achieved 80% and above the MTP assessment, the Institute will assist students for possible job with Hanbridge Institute and or companies.

The Management Trainee will have a 12 to 24months contract at an entry level salary. The probation period of 3 to 6 months will be included in the contract, passing of probation is needed to confirmation of job position. Job offers are subjected to availability of job openings

and Work Pass/Visa approval. For students who is selected for job offering but not successfully employed due to any reasons, a Scholarship of \$1000 will be given to the students.

**Name and Signature of Applicant**

**Name and Signature of CEO of  
Hanbridge Institute Pte. Ltd.**

**Date:**

**Date:**