



# JUMPSTART YOUR CAREER IN THE FINANCE INDUSTRY WITH THE GRADUATE APPRENTICE DEVELOPMENT SCHEME (GrADS)



## ABOUT GrADS

The Graduate Apprentice Development Scheme (GrADS) is a Corporate Social Responsibility (CSR) initiative under the BILIF Enrichment programme which aims to provide knowledge and training to jobseekers and fresh graduates to improve their marketability and better prepare them for the job market, particularly in the finance industry.

GrADS is a medium-term focused approach towards developing graduates through softskill and technical training as well as internship placement in the financial institutions to produce professionals that are ready to join the financial industry.

APPLICATION CLOSING DATE:  
21 AUGUST 2022



# Enhance your job marketability in the finance industry with GrADS!

## WHAT'S IN IT FOR YOU?



Free upskilling trainings

Participants will receive trainings provided by BILIF ranging from soft skills to technical knowledge trainings which are sought after by the finance industry



Internship opportunity in finance industry

Participants will have the opportunity to undergo a 6-months internship with local financial institutions within Brunei Darussalam



Paid internship

Participants will receive a monthly allowance for the duration of their internship, subject to the host organisation's policy.



Access to finance & islamic finance knowledge

Participants will receive access to self-study materials for Level 1 and 2 of BILIF's Leadership in Islamic Finance and Economics (LIFE) Common Core to build a foundation of finance & Islamic finance knowledge



Exemption for LIFE exam fee

Participants will receive funding assistance from BILIF for LIFE Examination fee (Free for one time exam sitting & one resit only)



Referrals to potential future employers

Participants will be provided with referrals to potential future employers in the finance industry. Participants may be considered for employment upon completion of their internship programme, however it is subject to the recruitment policies & processes of the respective organisation.

# ELIGIBILITY REQUIREMENTS



## **Citizen or Permanent Resident**

Applicants must be yellow or red IC holders to participate in the programme.



## **Age**

Applicants must be between 21 – 30 years old



## **Education Background**

Applicants must have a Bachelor Degree/HND in Finance, Islamic Finance, Business, Accounting or any other relevant field



## **Extra-Curricular Activity**

Related extra-curricular activity is not necessary but an added benefit

# LEVEL UP LEARNING

## 1. GETTING THINGS DONE

### PROGRAMME OVERVIEW

GTD is the work-life management system that has helped countless individuals and organisations bring order to chaos with stress free productivity. In essence, GTD is a powerful method to manage commitments, information, and communication. It is the result of thirty years of consulting services, private coaching, training, and organizational programs with millions of people internationally. GTD enables greater performance, capacity, and innovation. It alleviates the feeling of being overwhelmed and instills focus, clarity, and confidence with a simple, trusted and personal system.

## 2. COMPREHENSIVE COMMUNICATION

### PROGRAMME OVERVIEW

This program is designed to equip its participants with effective verbal and written communication to thrive in the professional and business world. This 3-day program will integrate the fundamentals of Art of Persuasive Presentations and Business Writing Skills to build confidence and competency when communicating in a professional setting.

# LEVEL UP LEARNING

## 3. MS EXCEL WORKSHOP ESSENTIAL

### PROGRAMME OVERVIEW

There are a number of spreadsheet programs on the market, but Microsoft Excel is, by far, the most widely used. The best part about MS Excel is versatility in its application across many different business tasks, including statistics, finance, data management, forecasting, analysis, inventory, billing, and business intelligence. This Basic programme, is designed for participants who have zero or very little knowledge of MS Excel 2016

## 4. MS EXCEL WORKSHOP INTERMEDIATE

### PROGRAMME OVERVIEW

In the Intermediate Microsoft Excel programme, participants will build upon their understanding of Microsoft Excel 2016. They will learn how to adjust the way cells are displayed in Excel for maximum efficiency and sort & filter lists of data based on desired criteria. During the programme, participants will also learn important Excel functions which allows a higher-level view such as – goal seeking from an existing dataset and the use of Charts and Pivot Tables to display and extract further information. Participants will also have the opportunity to learn and polish new skills in Lookup, Logical, Financial and Database functions



# LEVEL UP LEARNING

## 5. WORK ETHICS PROGRAMME

### PROGRAMME OVERVIEW

Work ethic is a valuable attribute that organisations look for in every industry. Showing the values associated with a good work ethic can increase your employability and help you position yourself for better job opportunities. Employees with excellent work ethic are often considered by employers for opportunities for special projects because they're reliable, dedicated and well disciplined. This awareness course will help you identify ways that you can highlight your work ethic in any job

## 6. MINDSET COACHING

### PROGRAMME OVERVIEW

This programme uses a variety of examples, case studies, example conversations and techniques to master a few competencies of success. Delegates explore topics such as, behaviour cycle, positive versus negative thinking, handling fear, motivation, power phrases and so on. The programme contains numerous exercises that are designed to raise delegate's awareness and help them think about critical behaviours. The aim is to change the point of view of those who might have habitually used certain behaviours without realising the full effect of them when used on others. Awareness raising discussions and interactive exercises help delegates to significantly change their behaviour using simple yet powerful techniques.

# LEVEL UP LEARNING

## 8. CV WRITING AND INTERVIEW SKILLS

### PROGRAMME OVERVIEW

The first impression you make will make you or break you. Many jobseekers get rejected for a job opening and were never given the chance to shine simply because their CV did not impress their potential employers, or they stumble in their interview due to nervousness. Thankfully, all these obstacles can be overcome with the right direction, knowledge and practice. Learn from a professional trainer who has seen hundreds of CV and interviews and develop the skill to impress your employer and nail that interview.

# BASIC LEARNING IN ISLAMIC FINANCE

## 9. LEADERSHIP IN ISLAMIC FINANCE (LIFE) COMMON CORE [LEVEL 1 & 2]

### PROGRAMME OVERVIEW

The complete LIFE programme is a professional learning pathway that covers all sectors in Islamic Finance namely Islamic Banking, Takaful and Islamic Capital Market and is designed upon knowledge delivery mapped against competency levels in order to enable a structured learning process for the participants. The programme helps produce quality experts in the field of Islamic finance in Brunei Darussalam to remain current in respect to the knowledge and skills required to deliver professional services in pace with contemporary professional development. The LIFE common core level 1 and level 2 covers the fundamental for Islamic and conventional finance and is conducted in a self pace online learning format. Participants will then be required to sit for the examinations to complete this training

# GrADS SCHEDULE

JANUARY - FEBRUARY 2023	MARCH - AUGUST 2023	MAY - AUGUST 2023
ORIENTATION	INTERNSHIP	LIFE EXAMINATIONS*
TRAINING		

NOTE: REFER TO BILIF WEBSITE FOR EXAM SCHEDULE

## SUBMIT YOUR APPLICATION TODAY!

Curriculum Vitae

Copy of Academic  
Certificates

Upload documents  
required to  
[bit.ly/BILIF\\_GrADSform](https://bit.ly/BILIF_GrADSform)



Fill in GrADS  
Application form

Copy of  
Identity Card

Passport-sized  
Photo

SCAN THIS QR CODE FOR MORE  
INFORMATION OR VISIT :  
[BIT.LY/BILIF\\_GrADSinfo](https://bit.ly/BILIF_GrADSinfo)

Applications should be received by BILIF not later  
than 21 August 2022 at 23:59PM.

