



Pre-Internship Training Programme

Updated 9 Sept 2026

The Pre-Internship Training Programme (PTP)

The Pre-Internship Training Programme (PTP) is a series of face-to-face/online training and self-learning courses that prepare you to acquire the skills in building a LinkedIn profile which are deemed essential nowadays in job hunting and professional networking. It also assists you in refining your CV and acquiring skills in job interviews, business etiquette and business writing. To further enhance students' readiness towards internship opportunities, PTP also includes elements and training on avoidable employment traps, work ethics and integrity.

From 2025-26 onwards, students who are applying for internship programmes and/or internship subsidies arranged by OSA to participate in an internship programme are required to complete the **Compulsory Modules** of the PTP, and are highly recommended to complete the **Voluntary Modules** together with the **Digital LinkedIn Learning Courses** prior to the internships.

The PTP includes 3 parts:

1. **Compulsory Modules (One ILP unit in IED per workshop)**
 - Students MUST complete the following 2 workshops (i.e. either one session for each of the following 2 workshops) in order to meet the basic requirements to apply for internships and receive subsidies from OSA:
 - **Internship Excellence: Safeguard Yourself from Employment Traps**
 - **Internship Excellence: Work Ethics and Integrity**

Date	Time	Venue	Workshop	CRN	Registration
6 Oct 2026 (Tue)	16:00 – 17:00	SEKG03	Internship Excellence: Safeguard Yourself from Employment Traps (Session 1)	5898	Register during the ILP Registration Period (14-17 Sept 2026)
23 Oct 2026 (Fri)	16:00 – 17:00	SEK205	Internship Excellence: Safeguard Yourself from Employment Traps (Session 2)	5899	
6 Oct 2026 (Tue)	17:30 – 18:30	SEKG03	Internship Excellence: Work Ethics and Integrity (Session 1)	5900	
23 Oct 2026 (Fri)	17:30 – 18:30	SEK205	Internship Excellence: Work Ethics and Integrity (Session 2)	5901	

2. Voluntary Modules (One ILP unit in IED per workshop)

- Students are highly recommended to complete the following workshops which are beneficial to your job hunting and readiness towards internship opportunities:
 - Internship Application: CV Writing (Creating a LinkedIn Profile)**
 - Interview Preparation: Responding to Interview Questions**
 - Interview Preparation: Introduction to Case Analysis**
 - Internship Excellence : Business Practices**

Date	Time	Venue	Workshop	CRN	Registration
8 Oct 2026 (Thu)	16:00 – 17:00	LCH209	Internship Application: CV Writing (creating a LinkedIn profile)	5902	Register during the ILP Registration Period (14-17 Sept 2026)
8 Oct 2026 (Thu)	17:30 – 18:30	LCH209	Interview Preparation: Responding to Interview Questions	5903	
21 Oct 2026 (Wed)	16:00 – 17:00	SEK205	Interview Preparation: Introduction to Case Analysis	5905	
21 Oct 2026 (Wed)	17:30 – 18:30	SEK205	Internship Excellence: Business Practices	5906	

3. Digital LinkedIn Learning Courses

Create a LinkedIn Profile + Complete 2 LinkedIn Learning courses = One ILP unit in IED

- LinkedIn Learning: Tips for Writing Business Emails** (around 35 minutes): [Course link](#)
Download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.
- LinkedIn Learning: Video Interview Tips** (around 25 minutes): [Course link](#)
Download the certificate (PDF format) once you have completed the online course and upload it to your LinkedIn profile.

How to use LinkedIn Learning?

- Before you begin, you must create a **LinkedIn Profile** here: <https://www.linkedin.com/> and then **follow Career Advising Services, Lingnan University LinkedIn page**: <https://www.linkedin.com/company/lingnancareer/>
- After creating your LinkedIn profile, you can enjoy **LinkedIn Learning for free** by logging in LinkedIn Learning (using your Lingnan portal login username and password) via: <https://lnkd.in/eQE6-xpP>
- After completing the 2 LinkedIn courses listed above, and downloading the 2 LinkedIn certificates, you can claim your ILP credit and complete your ILP evaluation via this online form: https://lingnan.asia.qualtrics.com/jfe/form/SV_daivcLU6OoFhXWC

What's Next?

If you are keen to get an internship during term-time or during the summer break, please consider completing the Pre-Internship Training Programme (PTP) in advance. Once you complete the PTP, there is no need to retake the courses / workshops again.

Enquiries:

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