



CENDANA APPRENTICESHIP PROGRAMME IN COLLABORATION WITH STUDIO HONG YI

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: What is the CENDANA APPRENTICESHIP PROGRAMME IN COLLABORATION WITH STUDIO HONG YI?

A: The **CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi** is a six (6) month apprenticeship programme for creative graduates; emerging artists and cultural workers who are interested in an opportunity to gain experiential on-the job training from Studio Hong Yi's team of experienced professionals.

Q: Who can apply?

A: Eligible applicant(s):

- Malaysian citizens who are recent creative graduates of preferably architectural and/or product design background, emerging artists and cultural workers who want to explore and gain experience in their current field (female applicants are highly encouraged to apply);
- Able to communicate and write in English and/or Bahasa Malaysia;
- Available to attend the full-time apprenticeship for a duration of six (6) months from **1 July - 31 December 2021**;
- Own their own laptop; and
- Have basic knowledge of Adobe Creative Cloud software (Illustrator, Photoshop, etc), AutoCAD and 3D Modelling software (Rhino, Sketchup, etc).

Q: How many apprentices will be selected?

A: Only four (4) apprentices will be selected.

Q: Who will select the successful applicants?

A: The applications will be reviewed by CENDANA and Studio Hong Yi's selection panel.

Q: How long does one have to wait before knowing if they are selected?

A: Applicants will be notified if their application is successful/unsuccessful via email confirmation no later than **21 June 2021**.

Q: Can we apply for CENDANA's other funding programmes if we are selected for the CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi?

A: Yes, you can as this programme is not a funding programme.

Q: What is the timeline for this programme?

A: The duration of the programme is six (6) months from **1 July– 31 December 2021**.

Q: What does CENDANA and Studio Hong Yi cover?

A: Studio Hong Yi will:

- Provide professional apprenticeship on artistic projects for six (6) months;
- Develop valued skills, useful knowledge and experience in the creative industry;
- Provide a working space for project and task execution.

CENDANA will cover the following:

- A stipend of two thousand ringgit (RM2,000) per month will be provided to cover daily expenses during the duration of the apprenticeship programme from **1 July 2021 to 31 December 2021**;
- A one-time allowance of five hundred ringgit (RM500) will be provided for those who may need to relocate from outside of Klang Valley to Kuala Lumpur;

Q: What is expected from successful applicants of the programme?

A: Applicants are expected to:

- Go through the interview process and upon successful application, must be willing to be bound by an agreement with CENDANA and Studio Hong Yi;
- Commit time for the **CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi from 1 July to 31 Dec 2021**
- Complete any assignments assigned by Studio Hong Yi throughout the duration of the programme;
- Provide critical feedback and overall review for the programme's enhancement; and
- Participate in any CENDANA or/ and Studio Hong Yi media/ PR interviews or documentation.

Q: How will the stipend be provided for the CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi?

A: The stipend will be transferred into your bank account at the end of each month upon confirmation from Studio Hong Yi on the attendance for the full month during the first five (5) months of the apprenticeship.

The stipend for December 2021 will be transferred after submission of all deliverables i.e. CENDANA Economic Survey Report and a reflection report in five hundred (500) words on the experience and knowledge gained from the apprenticeship programme supported by any pictures or videos you may have taken during the period.

Q: Can everyone get the one time travel allowance of RM500 for the CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi?

A: No, only those who reside outside of Klang Valley and who have to relocate for the duration of the apprenticeship.



Q: If I am successful, is there anything else I need to before starting the CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi?

A: Prior to starting the apprenticeship, you will be required to undergo a COVID-19 Swab test **at your own cost** and observe a ten (10) day quarantine period. You will be able to commence with the apprenticeship once the swab test is proven to be negative and the ten (10) day quarantine period has been observed;

Q: Do selected applicants have to sign a commitment agreement with CENDANA?

A: Yes, applicants who have been selected will have to sign a simple agreement with CENDANA **agreeing to the provided terms and conditions** of the **CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi** including Acknowledgement and Disclaimer and Duties to Keep Confidentiality and Indemnity.

Q: What are the working hours like for the CENDANA Apprenticeship Programme in collaboration with Studio Hong Yi?

A: You are expected to report for work at Studio Hong Yi, which is located in Kuala Lumpur, five (5) days a week at a standard eight-hour daily working hour period or as per the working hours specified by Studio Hong Yi. Daily tasks will be determined by Studio Hong Yi.

Q: What is expected from successful applicants after the programme is completed?

A: Applicants are expected to submit:

- A reflection report in five hundred (500) words on the experience and knowledge gained from the apprenticeship programme within fourteen (14) days from the end date of the apprenticeship; and
- A completed CENDANA Economic Survey form.

Q: What if I cannot complete the programme and have to leave half way?

A: All participants selected will have to sign an agreement with CENDANA prior to the start of the apprenticeship. If a participant leaves half-way through the programme, the terms and conditions of the agreement will kick in and there is a possibility that the participant will have to refund the stipend and/or allowance provided, as well as other costs involved in his/her selection and participation of the apprenticeship programme.