

# Internship Program

## Corporate Compliance



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Internship Program  
Corporate Compliance

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# 01 Introduction

Corporate Compliance is an increasingly important practice for companies worldwide. Updating policies in this area is aimed at optimizing the way in which companies ensure compliance with laws and regulations by their employees and managers. These procedures promote ethical and responsible behavior at all levels of the organization. It also contributes to the long-term success of institutions by ensuring legality and the prevention of financial risks. In view of this, TECH is launching an intensive, exclusive, 120-hour practical internship where managers will develop their skills directly in an environment equipped with the best organizational resources.



*You will incorporate into your daily practice the most innovative technologies for the mitigation of Competition Risks thanks to this Internship Program"*





According to a recent report by a prestigious consultancy, a small percent of institutions have a system of legal responsibility, while 45% of organizations are unaware of the legal consequences of not having a Compliance Officer. Among the possible repercussions are significant legal risks, financial losses, lack of competitiveness and even damage to business reputation. This is why it is so important for companies to have the services of a Corporate Compliance expert. In this way, these experts will take actions to help prevent and mitigate legal dangers by ensuring that companies comply with all relevant regulations.

In this context, TECH develops a Internship Program in Corporate Compliance. Graduates will enjoy a 120-hour stay in a center of reference in this field. For 3 weeks, students will be part of a team of top level experts, with whom they will work actively in the development, implementation and monitoring of compliance programs to prevent or detect legal or ethical violations within the institution. To do so, they will perform both risk assessments and internal controls to identify the main existing threats. In this way, they will implement in their praxis high communication skills and acquire an analytical approach to solve problems arising in their work environments.

Moreover, during their stay, managers will be supported by an assistant tutor, whose objective will be to optimize their learning process and ensure the effectiveness of the procedures implemented. In addition, this expert will offer students personalized tutorials both to advise them on their work and to resolve any doubts they may have in this regard. Undoubtedly, a high quality educational experience that will allow graduates to make a quality leap in their profession.

# 02

## Why Study an Internship Program?

Aware of the importance of university programs going beyond theory, TECH offers graduates the opportunity to carry out internships in prestigious centers. In this sense, this institution has developed a disruptive product in the current educational landscape, which will allow students to enter a real institution to put into practice the latest procedures in *Corporate Compliance*. During 3 weeks, the members of its student body will be integrated into a multidisciplinary work team, enriching their practice with the latest trends in this field of specialization.



*This program gives you the opportunity to update your knowledge in a real scenario, with the maximum scientific rigor of an institution at the forefront of technology"*

### **1. Updating from the Latest Technology Available**

The field of Corporate Compliance is constantly evolving due to technological advances such as compliance management software, data analysis tools or blockchain technology. Given this situation, TECH creates this Internship Program for graduates to enter a cutting-edge work environment, where they will have at their disposal state-of-the-art technological tools in the field of payments and business management software.

### **2. Gaining In-depth Knowledge from the Experience of Top Specialists**

Throughout their practical stay at the center, a large team of professionals will accompany students throughout their learning process. This is a first-class endorsement and a guarantee of unprecedented updating. In addition, students will have a tutor who will help them at all times and who will share the keys to success in their professional career.

### **3. Entering first-class Communication Management environments**

In order to maintain intact the excellent quality that defines its university qualifications, TECH carefully selects all the centers available for Internship Program. Thanks to this, students will enjoy first-class facilities to develop their internships in comfort. Graduates will expand their knowledge and skills with the support of Corporate Compliance professionals.



#### 4. Putting the acquired knowledge into daily practice from the very first moment

Far from focusing solely on theory, TECH's educational programs are adapted to the reality of the labor market. Therefore, this institution offers a new learning methodology, 100% practical, with which students will enrich their daily practice with the most innovative procedures for data analysis and security technologies. And all in just 3 weeks!

#### 5. Expanding the Boundaries of Knowledge

TECH provides students with the opportunity to take this Internship Program in a major national organization. In this way, graduates will be able to broaden their professional horizons and learn from the best experts in *Corporate Compliance*. Undoubtedly, an educational experience that will allow graduates to take a leap in quality in their profession.

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*You will have full practical immersion  
at the center of your choice”*

# 03 Objectives

The main objective of this Internship Program will be to provide graduates with a thorough and practical understanding of the principles, processes and tools necessary to ensure regulatory and ethical compliance in business environments. Through this program, trainees will acquire analytical skills to identify legal and ethical risks, assist in the effective implementation of compliance programs, and participate in the development and review of policies and procedures. Ultimately, the program will prepare students to contribute to the compliance culture of an organization, facing the challenges of the business world with integrity and responsibility.



## General Objectives

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- Understand the fundamental ethical and legal principles governing corporate compliance
- Identify and assess of compliance risks in different areas of the company
- Acquire knowledge of the relevant laws and regulations in the business environment
- Master the best practices and international standards in the field of Compliance
- Delve into the technologies and tools used in Compliance management
- Differentiate reports and presentations on compliance status to senior management







## Specific Objectives

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- ♦ Design, implement and maintain effective Compliance programs
- ♦ Investigate potential policy and regulatory violations
- ♦ Learn how to collaborate with other teams and departments to promote a culture of compliance
- ♦ Gain hands-on experience in reviewing and drafting Compliance policies and procedures
- ♦ Gain communication skills to convey Compliance information effectively
- ♦ Learn how to conduct internal compliance audits and assess the effectiveness of internal controls
- ♦ Develop skills in handling ethics and Compliance related whistleblower cases and complaints
- ♦ Equip themselves with leadership and teamwork skills to promote a culture of Compliance in the organization
- ♦ Understand how Compliance contributes to the success and sustainability of the company
- ♦ Develop data protection and privacy policies and procedures

# 04 Educational Plan

The Internship Program in *Corporate Compliance* consists of a practical stay in companies and other prestigious organizations, lasting 3 weeks, from Monday to Friday, with 8 consecutive hours of practical experience, always with an assistant specialist. This stay will allow the graduates to work with the best professionals in the sector, applying the most innovative procedures in terms of regulatory compliance and good business practices.

In this program proposal, of a completely practical nature, the activities are aimed at developing and perfecting the skills necessary for the provision of advisory services and management of *Corporate Compliance* programs, which requires a high level of qualification, and which are oriented towards specific training for the exercise of the activity.

This is undoubtedly a unique opportunity to learn by working in companies, law firms or other types of organizations where the role of *Corporate Compliance* is vital for the proper functioning of institutions. This is a new way of understanding and integrating the processes of good practices and compliance, turning the practice centers of this program into the ideal teaching scenario for this innovative experience, perfecting professional competencies.

The practical teaching will be carried out with the active participation of the student performing the activities and procedures of each area of competence (learning to learn and learning to do), with the accompaniment and guidance of teachers and other training partners that facilitate teamwork and multidisciplinary integration as transversal competencies for the praxis of *Corporate Compliance* (learning to be and learning to relate).



*Learn in an institution that will offer you everything you need, thanks to an innovative academic program and a human team capable of developing your capabilities to the maximum"*

The procedures described below will be the basis of the practical part of the education, and their implementation will be subject to the center’s own availability and workload, the proposed activities being the following:

Module	Practical Activity
<b>Draft and review documentation</b>	Assist in the review of existing compliance policies and procedures
	Drafting and updating compliance manuals
	Draft policies and procedures for compliance with specific regulations, such as GDPR, FCPA, UK Bribery Act, among others
	Prepare and present compliance reports to company management
	Review and draft contracts and commercial agreements from a compliance perspective
	Structure risk assessment and internal controls reports
<b>Assess risks and regulatory violations</b>	Identify and assess legal and ethical risks in different areas of the company
	Conduct internal investigations related to potential regulatory violations
	Plan and execute internal compliance audits
	Implement and monitor internal controls to ensure regulatory compliance
	Investigate and analyze corruption, fraud or conflict of interest cases
	Coordinate corrective actions arising from compliance audits and assessments
	Implement suspicious activity monitoring and reporting systems
<b>Manage systems and processes</b>	Create and manage internal whistleblowin systems
	Implementing technological tools for compliance management and monitoring
	Manage compliance-related records and documentation
	Utilize analytical tools to review relevant data and identify patterns or trends that may have compliance implications
	Reviewing and improving due diligence processes in relation to third parties

Module	Practical Activity
<b>Develop programs</b>	Adapt the company to relevant regulatory and legislative changes
	Develop compliance education and awareness programs for employees
	Evaluate and continuously improve existing compliance programs
	Create and update compliance programs and ethics codes
<b>Collaborate with other teams</b>	Work with compliance lawyers to resolve specific legal issues
	Attend compliance committee meetings to gain a practical understanding of the dynamics and challenges
	Collaborate with other departments, such as Human Resources and Finance, to ensure consistency in compliance policies and practices
	Participate in cross-departmental meetings to discuss compliance issues and share best practices



*You will learn firsthand the reality of working in the area, in a demanding and rewarding environment”*

# 05 Where Can I Do the Internship Program?

Students will be able to practice in business environments such as multinational corporations, corporate law firms, compliance consulting firms, and legal departments of governmental or non-profit organizations. These opportunities will allow graduates to gain practical experience in the implementation and oversight of Corporate Compliance programs, as well as legal and ethical risk management, in diverse and dynamic business contexts.



*Take your Internship Program in multinational companies, law firms, consulting firms and even in-house legal departments, under the supervision of the best professionals in the industry"*





The student will be able to do this program at the following centers:



**School of Business**

### Global Payments

Country	City
Spain	Barcelona

Management: Gran Vía de les Corts Catalanes  
159, Planta 7 08014, Barcelona

Leading company in the development of software for corporate management and electronic payments.

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**Related internship programs:**  
-Corporate Compliance



*Make the most of this opportunity to surround yourself with expert professionals and learn from their work methodology"*

# 06 General Conditions

## Civil Liability Insurance

This institution's main concern is to guarantee the safety of the trainees and other collaborating agents involved in the internship process at the company. Among the measures dedicated to achieve this is the response to any incident that may occur during the entire teaching-learning process.

To this end, this entity commits to purchasing a civil liability insurance policy to cover any eventuality that may arise during the course of the internship at the center.

This liability policy for interns will have broad coverage and will be taken out prior to the start of the practical training period. That way professionals will not have to worry in case of having to face an unexpected situation and will be covered until the end of the internship program at the center.



## General Conditions of the Internship Program

The general terms and conditions of the internship agreement for the program are as follows:

**1. TUTOR:** During the Internship Program, students will be assigned with two tutors who will accompany them throughout the process, answering any doubts and questions that may arise. On the one hand, there will be a professional tutor belonging to the internship center who will have the purpose of guiding and supporting the student at all times. On the other hand, they will also be assigned with an academic tutor, whose mission will be to coordinate and help the students during the whole process, solving doubts and facilitating everything they may need. In this way, the student will be accompanied and will be able to discuss any doubts that may arise, both clinical and academic.

**2. DURATION:** The internship program will have a duration of three continuous weeks, in 8-hour days, 5 days a week. The days of attendance and the schedule will be the responsibility of the center and the professional will be informed well in advance so that they can make the appropriate arrangements.

**3. ABSENCE:** If the students does not show up on the start date of the Internship Program, they will lose the right to it, without the possibility of reimbursement or change of dates. Absence for more than two days from the internship, without justification or a medical reason, will result in the professional's withdrawal from the internship, therefore, automatic termination of the internship. Any problems that may arise during the course of the internship must be urgently reported to the academic tutor.

**4. CERTIFICATION:** Professionals who pass the Internship Program will receive a certificate accrediting their stay at the center.

**5. EMPLOYMENT RELATIONSHIP:** The Internship Program shall not constitute an employment relationship of any kind.

**6. PRIOR EDUCATION:** Some centers may require a certificate of prior education for the Internship Program. In these cases, it will be necessary to submit it to the TECH internship department so that the assignment of the chosen center can be confirmed.

**7. DOES NOT INCLUDE:** The Internship Program will not include any element not described in the present conditions. Therefore, it does not include accommodation, transportation to the city where the internship takes place, visas or any other items not listed.

However, students may consult with their academic tutor for any questions or recommendations in this regard. The academic tutor will provide the student with all the necessary information to facilitate the procedures in any case.

# 07 Certificate

This **Internship Program in Corporate Compliance** contains the most complete and up-to-date program in the professional and academic landscape.

After the student has passed the assessments, they will receive their corresponding Internship Program diploma issued by TECH Technological University via tracked delivery\*.

The diploma issued by TECH will reflect the grade obtained in the test.

Title: **Internship Program in Corporate Compliance**

Duration: **3 weeks**

Attendance: **Monday to Friday, 8-hour consecutive shifts**

Total Hours: **120 h. of professional practice**





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