Integrated Work Study Programme
Guidelines for Employers

CCR_IWSP_Integrated_Work_Study_Programme_
Guidelines_for _Employers_20240319

Table of Contents

1. Introduction to the Integrated Work Study Programme (IWSP)

a) The Integrated Work Study Programme (IWSP) is a distinctive feature of SIT's degree programmes. It allows students to integrate theory and practice and develop deep specialist skills in their chosen field.

b) The IWSP is structured in a unique and distinct way for each degree programme to cater to the specific needs of the industry, developing industry-ready graduates. Students will undertake 8 or 12 months of relevant work within the course of their studies. IWSP is compulsory for all students in SIT-conferred and SIT-joint degree programmes.

c) SIT works with local, regional and global partners to deploy students on their work sites. IWSP may be a local or overseas work attachment as SIT encourages students to gain global insights through exposure to overseas industries and work practices.

2. Importance of IWSP for Employers and Students

Employers in Singapore play a vital role in developing a skilled workforce by engaging with IWSP students, fostering professional growth, and shaping the next generation of professionals, thereby enhancing the nation's workforce. Advantages for employers include:

➢ SIT's student body comprises work-ready candidates, with over 90% holding diplomas from polytechnic institutions. Additionally, our students undergo rigorous training in Applied Learning, equipping them with practical, hands-on skills.

➢ The longer duration of the IWSP is advantageous as it allows employers to assign real work and significant work assignments, similar to the work scope of full-time employees.

➢ The IWSP is therefore an excellent talent acquisition tool as you can see the students in action and assess their potential as future employees.

2.1 Objectives of the Employer Guidelines

a) **Clear Communication:** Open and clear communication is crucial for all successful work relationships.

b) ***Promote Ethical Practices:*** Aim to encourage ethical and fair employment practices for SIT students on IWSP.

c) ***Support Student Employment:*** To ensure that the IWSP employment opportunities meet specific standards and learning outcomes.

d) ***Build Strong SIT-Employer Relationships:*** Aim to build strong relationships with employers to facilitate industry partnerships and opportunities for SIT students.

e) ***Ensure Compliance:*** Ensure that IWSP employers adhere to legal requirements.

f) ***Protect Students' Rights:*** Safeguard the rights of SIT students, ensuring that they

are treated fairly and respectfully by IWSP employers.

3. Understanding the IWSP Framework

3.1 Overview of the IWSP Structure

IWSP aims to develop industry-ready graduates by integrating the classroom with industry, an effective scaffold to authenticate learning. Students are placed in a real work environment and undertake real jobs/ projects to achieve the following learning objectives:

➢ Career and professional skills
➢ Integrating knowledge and practice
➢ Innovation skills

3.2 Integration of Academic Learning and Practical Experience

3.2.1 Career and Professional Skills

IWSP (Career Skills) is a pre-requisite module to the industry's IWSP (Work Attachment), comprising 5 micro-modules. Through this module, students are equipped with knowledge on working with different personality types with a growth mindset, preparing for a job application, and establishing a professional presence online and in the workplace.

3.2.2 Integrating Knowledge and Practice

During IWSP:

- Active guidance from Company Work Supervisors and SIT Academic Supervisors is needed for student reflection and learning.
- Students are to return to campus periodically to attend workshops curated by the respective Faculty to associate workplace encounters and academic knowledge.

3.2.3 Innovation Skills

- Imbue students with a mindset of seeking improvements and innovation at the workplace.
- Students are required to come up with suggestions for a project of innovation or productivity gain, and these suggestions are a source of industry- relevant capstone projects that they can undertake. Refer to Section 12.2.

4. Roles and Responsibilities

4.1 Role of Employer

a) Provision of professional, career-oriented positions with written descriptions of the IWSP Students' duties.

b) Provision of a safe work environment, free from unlawful discrimination and harassment.

c) Support SIT's compulsory Back-to-Campus (BTC) activities by allowing students to return to campus.

d) Participation in the IWSP recruitment process, keeping itself informed and in compliance with the guidelines set by SIT, including adhering to interview and offer deadlines.

e) Provision of an IWSP Work Supervisor, refer to Section 4.2 of this document.

f) Provision of practical experience according to the learning objectives set out by SIT. In the event of a national health/safety concern (i.e., pandemic, haze) where the situation does not permit IWSP to be carried out at the company's premises, the IWSP Employer should refer to the Ministry of Health (MOH)/ Ministry of Manpower (MOM) website and make necessary arrangements for purposeful work to be carried out remotely.

g) Grant SIT staff access to locations where IWSP Students work to meet representatives of the Companies to monitor the performance of the IWSP Students at the company.

h) Provide the necessary training, resources, or equipment (e.g., work laptop) required for the IWSP Student(s) to perform their tasks or execute the projects. IWSP Employer engaging IWSP Student(s) for IT-related works or projects should provide them with licensed software. IWSP Student(s) are not allowed to use their SIT email/ SIT software for business activities as part of their IWSP. IWSP Student(s) should not download company software onto their personal devices for work.

i) Work amicably with IWSP Students and SIT to identify and resolve any job performance or other workplace issues. The company has the discretion to carry out disciplinary action, including investigations and/or termination, in accordance with its prevailing human resources policy. If any investigations, disciplinary action and/or termination are necessary, SIT must be informed prior to such actions. The student's Academic Supervisor is the first point of contact for any student-related matters.

j) Provide feedback and assessment of IWSP Students' performance.

k) Compliance with any applicable statutory, regulatory, or other restrictions on the duties that IWSP Students may perform. This is particularly important for IWSP

Students working in fields such as law, health care and other areas that require professional certification or professional license.

l) Provide IWSP Students with the opportunity to propose and be involved in innovation projects based on their experience in the company as part of the learning goals of IWSP.

m) During the IWSP, the students may enter into separate legally binding agreements containing indemnities or exclusions of liability (i.e., Non-Disclosure Agreement (NDA) and Intellectual Property (IP) consideration). SIT Academic Supervisor must be informed in advance and must be reviewed before signing. After signing, the IWSP Employer will provide a copy of such agreements between the company and the students for SIT's record. SIT, its trustees, officers, employees, agents, successors, and assigns shall not be liable for any acts or omissions of the students during the IWSP.

4.2 Role of Work Supervisor

The IWSP Work Supervisor is an employee of the company appointed to supervise and mentor student(s) during IWSP. The Work Supervisor:

a) Partners with SIT Academic Supervisor to mentor and supervise the student and to ensure the learning outcomes of IWSP are met.

b) Acts as a first point of contact for the IWSP Student.

c) Monitors and discusses the progress, expectations and gives timely feedback on strengths and areas of improvement to students.

d) Be responsible for assessing the IWSP Student according to the assessment framework, which will be shared by the Academic Supervisor.

e) Manage the IWSP Student in a similar way that he/she would induct, train, and monitor the performance of other employees in the department.

4.3 Role of Academic Supervisor

The IWSP Academic Supervisor is a faculty member or Professional Officer (PO) who is appointed to supervise and mentor students during IWSP. The Academic Supervisor:

a) Partner with the Work Supervisor to mentor and supervise the student and to ensure the learning outcomes of IWSP are met.

b) Acts as a first point of contact for the IWSP Student.

c) Monitors and evaluates the IWSP Student's progress. For example, assess and give feedback on the progress reports, bi-weekly logs and/or reflection essays submitted by the IWSP Student.

d) Arrange a briefing session with the IWSP Work Supervisor within the first month of IWSP commencement and meet the student and work supervisor at the workplace.
Student's Self-Sourcing of IWSP Roles

5. Student's Self-Sourcing of IWSP Roles

a) SIT students are required to be self-directed and to reach out to companies to apply for work attachment. As such, your company may receive applications from SIT students.

b) ReadyTalent (RT) is SIT's one-stop job portal (https://readytalent2.singaporetech.edu.sg) that caters to various employment types, including IWSP work attachment, where you can post your Job Descriptions (JD) for the school's processing. You can access the RT Employer User Guide here: RT2 Employer User Guide.

c) As an Employer, you can interview and assess the IWSP student's suitability. If you find the IWSP student a good fit, this position will be uniquely theirs (other students will not be able to vie for this position), unlike positions you may have posted directly on our school's job portal, which will be open to all students for application.

d) If the company is keen to offer the student an IWSP (local/ overseas) position, the company can contact the respective Career Coach or drop us an email at CareerReadiness@SingaporeTech.edu.sg to learn more.

e) A Career Coach from SIT Centre for Career Readiness will get in touch with the company to follow up on any queries raised. Programme Leaders will have to review the job description and are subject to approval before the company interviews the student for the role.

f) Upon approval of the IWSP (local/ overseas) job description and successful student interview, verbally or in writing, any acceptance of self-sourced IWSP (local/overseas) positions should be honoured by both the company and the student(s). Students will not be allowed to retract the offer after acceptance. If the company needs to retract the offer due to business needs, please get in touch with the respective Career Coach or drop us an email at CareerReadiness@SingaporeTech.edu.sg immediately.

g) Should the student be found unsuitable, you may approach the Career Coach to discuss alternative arrangements for the unfilled position.

6. Preparing for the IWSP Journey

6.1 Initial Review and Approval

a) Employers should focus on providing IWSP student(s) with a valuable experience that enhances their educational and career growth. This can be achieved by including clear learning objectives and work goals in the IWSP job description (JD).

b) The respective degree Programme Lead/ IWSP Module Lead will review the JD, which is subject to approval. This ensures that the JD meets the module's learning outcomes and that students will benefit from valuable learning experiences. Approved JD will be visible on SIT's ReadyTalent portal for student applications.

c) Employers should assign a designated work supervisor to oversee the IWSP student's learning outcomes and ensure the established work goals are achieved.

6.2 Alignment of Expectations & Continuous Assessment

a) As IWSP is a credit-bearing module, students must submit a bi-weekly report and a final IWSP report to their SIT Academic Supervisor. We encourage the IWSP Work Supervisor to review the content to ensure it is free of any private and confidential company information.

b) The Work Supervisor must take note of the following:

IWSP Journey	Action By	Tasks
Beginning: First 2 weeks	Student	• Obtain the Work Supervisor's email address and contact details and submit them to the SIT Coordinator. • The SIT coordinator would enter contact information into the IWSP assessment portal. In due time, the portal will trigger an autogenerated email to the Work Supervisor to fill their review on the student's work performance. • Arrange a meeting between the Work Supervisor & SIT Academic Supervisor to align work expectations.
Middle	Work Supervisor	• The Work Supervisor will review students' work performance through a series of questions via the IWSP assessment portal. • The SIT Academic Supervisor will share the exact due date for submission. • Contact the IWSP assessment portal at iwsp.assessment@Singaporetech.edu.sg if you encounter login or technical issues.
Ending		

7. Guidelines for Workplace Safety and Health (WSH)

7.1 Ensuring a Safe and Healthy Work Environment

According to the Workplace Safety and Health (WSH) Act, employers are responsible for ensuring a safe working environment for all individuals, including student interns. Any form of conduct, whether physical, verbal, or written, carried out by managers, colleagues, or any individuals encountered within or outside the workplace (e.g.,

customers, contractors, fellow interns, and volunteers) that results in or is likely to cause harm, harassment, alarm, or distress to our students, will not be tolerated.

Such behaviour contributes to an unfavourable working atmosphere for the students, posing a risk to their safety and well-being. SIT is committed to investigating all reported instances of such behaviour and will not hesitate to take appropriate action against any person(s) or organisation as necessary.

IWSP Employer to ensure IWSP Student(s) are provided with the necessary safety induction/ training/ briefing (conducted in-house or by an external provider) as per company policy prior to working at the work site and performing work. Some examples below for your reference (non-exhaustive):

i. Follow the workplace safety and health system, safe work procedures, or safety rules implemented at the workplace.

ii. Not to engage in unsafe or negligent acts that may endanger themselves or others working around them.

iii. Use the Personal Protective Equipment (PPE) provided and do not tamper with or misuse the equipment.

iv. Notify the work supervisor/ full-time employee of any safety concerns.

7.2 Compliance with WSH Regulations

For details, please refer to the Workplace Safety & Health Act 2006 of Singapore.

7.3 Reporting and Addressing Safety Concerns

a) Any accidents at/ to /from workplace and/or at/ to/ from the worksite(s) must be reported to SIT immediately by calling the designated IWSP Academic Supervisor or the SIT Hotline on 6592 5999 as an alternative.

b) IWSP Employer to notify IWSP Students of Workplace Safety & Health Act 2006 of Singapore, Section 15.

8. Overseas Travel for IWSP

IWSP Employer can deploy IWSP students to their overseas offices/ client sites for business travel(s). For both planned/unplanned business travel(s), the IWSP Employer and student must notify the school. IWSP student(s) must complete the 'Notification of Overseas Travel' form *(Appendix A)* by the school for travel purposes. Students must register online with the Ministry of Foreign Affairs (MFA) via the eRegister system.

a) The eRegister system will allow SIT students to provide information about their travel itinerary abroad. In the event of an emergency, the information provided to MFA will enable them to contact students and render assistance if required.

b) IWSP Employer should encourage the students to download the International SOS (ISOS) application onto their mobile phones. SIT engages the services of ISOS to provide 24-hour access to the ISOS assistance centre and their team of medical and security professionals that students can rely on when overseas incidents or crises occur and account for students' well-being.

c) Suppose the travel period occurs during back-to-campus (BTC) days. The company and/or student must inform the Academic Supervisor, and prior approval must be granted for any alternative arrangements as necessary. This is because BTC days are graded as part of the IWSP module's assessment.

You can contact the respective Career Coach or drop us an email at CareerReadiness@singaporetech.edu.sg for more information.

8.1 Planned Business Travel during IWSP

If the job description(s) to be offered for the IWSP position(s) requires the student to travel (e.g., business trips) for the entire duration or part thereof of their IWSP period, please provide the details of the business travels in the job description(s), or where earliest possible.

8.2 Unplanned Travel during IWSP

If unexpected business travel(s) needs arise during the IWSP period, the IWSP employer must inform the Academic Supervisor a minimum of two weeks in advance. Thereafter, the employer should arrange for the IWSP students' relevant visas, travel insurance coverage, air tickets, lodging, transport, and other essentials where necessary.

9. Cultivating a Successful Partnership with SIT

9.1 Collaborative Approach to Enhance Student Experience

SIT values the partnership with our IWSP Employers as you provide our students with the unique opportunity to apply their knowledge and contribute to your organisation. In the event that any of the following is in question:

a) Health & Safety

b) Discrimination & Harassment/ Abuse

c) Employment Rights

d) Development of Skills

e) Supervision of Student

f) Reputation of Company

g) Misrepresentation

h) Conduct of Company

SIT will investigate, resolve and/or re-evaluate the IWSP partnership in accordance with our internal policies and procedures. Depending on the outcome of the investigation, SIT may discontinue the IWSP partnership when deemed necessary.

Once the IWSP partnership is discontinued, companies and representatives can no longer access the ReadyTalent portal to post IWSP and full/part-time positions. Reinstatement of the IWSP partnership is subject to the University's review of the company's corrective actions.

9.2 Communication Channels and Feedback Mechanisms

SIT understands how effective communication and feedback play a pivotal role in fostering collaboration, enhancing productivity, and ensuring a positive employer-student relationship within your organisation.

The first point of contact to communicate and give feedback on the student's performance at IWSP is to liaise with the academic supervisor. Alternatively, you can contact your respective SIT's point-of-contact that oversees your organisation's account at SIT or email us at CareerReadiness@singaporetech.edu.sg.

10. Terms of Engagement and Practical Considerations

a) IWSP is a module, designed as part of the curriculum. The start and end dates are fixed according to the academic calendar. SIT seeks the IWSP Employers' understanding to adhere to the IWSP timeline. SIT strongly encourages the IWSP employer to provide the student with a simple contract detailing the terms of engagement.

b) Companies should provide all necessary work equipment (i.e., office laptops) and software licenses for students to perform work related to IWSP (local/ overseas) and/or Capstone projects. IWSP Student(s) are not to use their SIT email/ SIT software for business activities as part of their IWSP.

c) Students have visibility to the following information on the ReadyTalent portal prior to their application. SIT recommends that IWSP Students be recruited on the following terms.

10.1 Recommended Allowance

As most students are diploma holders or equivalent and have industry experience, SIT recommends a monthly allowance of at least S$1500 or more as fair compensation. The employer is not required to contribute to the Central Provident Fund (CPF).

10.2 Recommended Annual Leave

SIT requests the IWSP Employer to provide at least 1 day of paid leave per month*.

IWSP Duration (mths)	Annual leave* (days)		BTC Required** (days)		Student Wellbeing^ (days)
8	8	=	6	+	2
12	12		9		3

a) As part of the work-study integration approach, students are required to return to school for 6 days (for 8 months IWSP) or 9 days (for 12 months IWSP) for full-day compulsory workshops** and consultation sessions (Back-To-Campus, BTC) with Faculty. All dates will be communicated to companies before the start of IWSP or within the first week of IWSP.
b) The remaining paid leave(s) given to students during IWSP not utilised for BTC will be used for students' rest to safeguard the well-being of the IWSP student(s).
c) Information and Communications Technology (ICT) programmes have an exception of returning to SIT for flip class half-day each week over 12 months.

10.3 Other Benefits

SIT welcomes any other benefits that the IWSP Employer wishes to extend to the students as you would for your full-time employee. To be competitive in hiring, here are some examples of other benefits that IWSP employers have offered:

➢ Paid medical leave
➢ Paid public holidays
➢ Overtime pay/ off-in-lieu/ time-off
➢ Compassionate leave
➢ Transport/Meal allowance
➢ Companies are encouraged to provide work injury compensation.

10.4 Defining Working Hours and Flexibility

10.4.1 Singapore

In principle, IWSP Student(s) will adhere to the company's regular working hours. IWSP Student(s) should be briefed on the organisation's working days and operating hours before they accept the IWSP offer.

Using the Singapore's Employment Act as a guide:

➢ An employee (including an IWSP Student) should follow the common work arrangements with the following contractual hours of work:

If you work	Your contractual hours of work are
5 days or less a week	Up to 9 hours per day or 44 hours a week
More than 5 days a week	Up to 8 hours a day or 44 hours a week

➢ However, he/she may be required to work overtime if he/she consents to do so, subject to a limit of not more than 12 work hours (including overtime) per day and not more than a total of 72 overtime hours in a month.
➢ The IWSP Employer must pay the IWSP Student(s) for the extra hours of work or for working on his/her rest days or public holidays. The rate for overtime work should be no less than one and a half times his hourly basic rate of pay. An IWSP Employer must grant the IWSP Student(s) one rest day (which is not paid) in a week, which may be on a Sunday or any other day.

Please refer to the Singapore Employment Act 1968 for the latest versions and more details.

10.4.2 Overseas

For overseas IWSP, the IWSP Employer is expected to comply with the employment regulations of the host countries. SIT requests that the IWSP Employer inform the Academic Supervisor or the Career Coach at CareerReadiness@SingaporeTech.edu.sg.

10.5 Attendance Obligations

Students are required to fulfil a minimum duration (varies depending on the entire duration of the IWSP) of IWSP as it is a graded component within their curriculum.

It is important not to exceed the designated leave allowance to ensure that learning remains uninterrupted. Examples of such leave are as follows (non-exhaustive):

a) Absence with Medical Certificate
b) Absence without Medical Certificate
c) Make up for Leave of Absence (LOA)

In exceptional cases where students must take leave to represent SIT/Country, the Work Supervisor will decide according to company policy.

10.5.1 Managing No-Pay Leave

a) As an IWSP Employer, if the student requests for no-pay leave during IWSP, students must seek the approval of the company work supervisor and SIT Programme Leader (PL) or Module Lead (ML) a minimum of 4 weeks prior to the no-pay leave.
b) Approval for the no-pay leave must be requested in writing from the company and the school.

10.5.2 Managing Leave of Absence

Should the student request LOA during IWSP, students must seek approval from the PL/ML and the company's approval.

10.5.3 Handling National Service (NS) Deferment Requests

a) If the student is being called back for NS duties during IWSP, students must first request to defer the NS from their unit.
b) If deferment from the unit is unsuccessful, the student will be required to seek the approval of both the company work supervisor and SIT Programme Leader (PL) or Module Lead (ML) for the NS deferment. Students must fulfil a minimum duration of IWSP as it is a graded component within their curriculum.
c) Approval for the NS deferment must be requested in writing to both the company and the school.

10.6 Handling Students with Special Needs

As an employer, fostering an inclusive and diverse workplace is a social responsibility and an opportunity to tap into a wide range of talents and perspectives. One essential aspect of achieving inclusivity is understanding and effectively supporting students with special needs. Here are some guidelines to

help your organisation create an inclusive and supportive environment for these students:

➢ **Communication:** Open and clear communication is crucial. Encourage students to disclose their needs and preferences. Respect their privacy and maintain confidentiality.

➢ **Reasonable Accommodations:** Work with students to identify reasonable accommodation that will enable them to perform their jobs effectively. This could include making physical adjustments to the workspace, providing assistive technologies, or adjusting work schedules.

➢ **Flexibility:** Be flexible in your approach to work tasks and deadlines when necessary. Recognise that students with special needs may require additional time or adjustments to complete specific tasks.

➢ **Feedback and Improvement:** Encourage open feedback from students with special needs. Regularly assess and improve your accommodation and support mechanisms based on their input.

➢ **Mentorship and Support:** Consider assigning mentors or buddies to students with special needs who can provide additional guidance and support.

By following these guidelines, you create a more inclusive and equitable workplace and enable students with special needs to thrive, contribute, and grow within your organisation. Your commitment to inclusion will benefit your entire team and enhance your company's reputation as a socially responsible employer.

10.7 Manage Private and Confidential Company Data during IWSP

The security and confidentiality of your company's data are paramount, and it is essential to maintain the same level of protection during IWSP. Here are guidelines to ensure the responsible handling of private and confidential company information:

➢ **Clear Policies:** Establish clear and well-documented policies regarding handling sensitive data during IWSP. Ensure that all IWSP students are aware of these policies from the outset.

➢ **Access Control:** Limit access to confidential data to only those IWSP students who require it for their specific tasks. Implement strong access controls, including password protection and user permissions.

➢ **Training and Awareness:** Provide comprehensive training to IWSP students regarding the importance of data security, the types of data they may encounter, and the protocols for handling it safely.

> ➤ **Non-disclosure Agreements (NDAs):** Consider having IWSP students sign non-disclosure agreements to bind them to confidentiality legally.
> ➤ **Remote Work Considerations:** If IWSP students need to work remotely, ensure they can access secure networks and devices. Educate them about the risks associated with remote work and provide guidance on maintaining security.

Remember, the responsibility of safeguarding sensitive data is a shared one. By following these guidelines and instilling a culture of data security within your organisation, you can protect your company's valuable information and ensure a productive and trustworthy IWSP.

10.8   Disciplinary Matters during IWSP

The company has the discretion to carry out disciplinary action, including investigations and/or termination, in accordance with its prevailing human resources policy. If any investigations, disciplinary action and/or termination are necessary, SIT must be informed prior to such actions. The student's Academic Supervisor is the first point of contact for any student-related matters.

IWSP work stint should be viewed as a full-time job commitment.

a) IWSP student should not be involved in any personal, financial or other interest that might hinder their capability or willingness to perform their IWSP work stint.

b) Paid work of any type that IWSP student may have outside of their IWSP work stint must not cause a conflict of interest with their job duties in the IWSP company.

c) IWSP student(s) should truthfully declare to the IWSP company any activities that might contradict the company policies. If in doubt, the IWSP student will check with the IWSP work supervisor and inform the IWSP Academic Supervisor.

11. Adjusts to IWSP Scope and Description

In the dynamic world of work, one of the most valuable aspects is the opportunity for students to learn and grow. As an employer, we understand that the company's needs may change during the IWSP period.

Should there be requirements or needs to make changes to the approved work scope of the student, please inform the Academic Supervisor of the changes for re-approval from the school. This is to ensure that the intended learning outcomes of the student are met.

12.   Navigating the IWSP Schedule

12.1 Understanding the Academic and Work Periods

The IWSP schedule varies depending on the degree programme. Below is an overview of the IWSP timeline and the JD posting window for your reference:

IWSP Starts	IWSP JD Posting Starts (local/ overseas)	*Overseas* IWSP Application Ends	*Local* IWSP Application Ends
January	April onwards	End August	End October
May	August onwards	End December	End February
September	December onward	End April	End July

You can contact the respective Career Coach or drop us an email at CareerReadiness@SingaporeTech.edu.sg to find out more about the upcoming IWSP schedule.

12.2 Student's Capstone/ Bachelor Thesis Requirements

SIT's curriculum encompasses a Capstone project or a Bachelor Thesis as a module, depending on the degree programme.

SIT encourages the IWSP student to seek potential problem statements during their IWSP, and the student will work with the work supervisor and academic supervisor to scope out relevant topics. The Capstone and Bachelor Thesis must differ from their IWSP job description.

For more information, contact the Academic Supervisor.

13.   Registering for IWSP

13.1 Employer Registration Process

The HR in-charge can create an account on the SIT job portal, ReadyTalent2 and access the User Guide here.

Once the user profile is approved, you may sign in to the ReadyTalent Portal via a one-time PIN (OTP). Please refer to the login guide (Azure AD B2C One Time Pin Login Guide) for detailed steps to sign in via the OTP. Email us (ReadyTalent Support: ReadyTalent@Singaporetech.edu.sg) if you have issues logging in to the portals.

13.2 Documentation and Requirements

Please submit job descriptions to be offered for IWSP positions via ReadyTalent – SIT's one-stop student job portal, for approval (video guide available [here](#)). To ensure that learning outcomes are met, all job postings will have to be approved by the SIT Centre for Career Readiness (CCR) and the respective Programme Leaders (PL). Only approved jobs will be published and visible on ReadyTalent for students' applications.

To ensure a smooth approval process, complete all the following fields.

➢   Job Description
➢   Job Requirements
➢   Benefits
➢   Allowance/Remuneration

To learn more about the Programme Specific Information, you can contact the respective Career Coach, visit SIT's website (https://www.singaporetech.edu.sg/undergraduate-programmes) or drop us an email at CareerReadiness@SingaporeTech.edu.sg.

14. Recruitment Process and Student Selection

The employer will be able to view IWSP Students' job applications via the ReadyTalent portal. The employer has the full autonomy to download the resume(s) of the applicant(s) schedule and conduct interview(s) within the recruitment window based on the degree programme. The employer can select and offer IWSP positions to students of your choice via the ReadyTalent portal.

For technical issues relating to the ReadyTalent portal, kindly contact ReadyTalent@SingaporeTech.edu.sg.

15. Crafting an Effective Job Description

15.1 Recommended Information for Job Description

The IWSP application process is akin to a real job application process and relevant to the student's course of study to ensure the degree programme's learning outcomes are met.

Students will have the option to choose between multiple IWSP opportunities, and they will have visibility into all aspects of the job posting. A good job description (JD) should be clear and succinct and should include information on the following:

i.   Key Responsibilities
ii. Role requirements/ criteria
iii. Learning outcomes

iv. Orientation plans/ Induction dates

v. Overseas travel requirements and locations, if any (e.g., visiting regional/global office/sites or potential business travel outside of Singapore)

vi. Working Hours (e.g., Monday – Friday, 9 am – 6 pm) *Please indicate if the student needs to work after office hours, on weekends, on Public Holidays, or rotating shift work.

vii. Working Location (if the work site is not the address registered with SIT)

viii. Training plan (if applicable)

ix. Capstone Projects (if applicable)

x. If the IWSP employer prefers the students to submit applications via the individual corporate portal, kindly state the link explicitly within the JD. Employers will still be required to post and offer IWSP positions to students through the portal for tracking and accountability purposes.

15.2 Setting Clear Expectations for Students

Clarity in communication is at the heart of any successful endeavor, and IWSP is no exception. As an employer, setting clear expectations for students during their IWSP is imperative. Here's why this practice is fundamental:

➢ **Mutual Understanding:** Clear expectations foster a mutual understanding between you and the IWSP student. It ensures that both parties are on the same page regarding roles, responsibilities, and objectives.

➢ **Accountability:** Defined expectations create a sense of accountability. IWSP students can take ownership of their responsibilities and understand the consequences of their actions.

➢ **Reduced Confusion:** Ambiguity can lead to confusion and frustration. Clear expectations minimise misunderstandings and help IWSP students confidently navigate their IWSP experience.

Setting clear expectations benefits the IWSP students and facilitates smoother operations within your organisation.

16. Supporting International Students

Work Pass Requirements and Application

During IWSP (local), companies are exempted from applying for a work pass when hiring a full-time international student who matriculated with SIT.

17. Ensuring Student Insurance Coverage

All IWSP Students out for IWSP (local/overseas) are covered under the:

a) SIT Group Personal Accident (GPA) Insurance Policy
b) Group Hospitalisation
c) Surgery Insurance (GHS) Policy
d) Work Injury Compensation (WIC)

Companies are, however, encouraged to cover the IWSP Students under their organisation's insurance schemes.

For more information on insurance matters, you may contact Student Life at SLD@SingaporeTech.edu.sg.

18. Central Provident Fund (CPF) Exemption

18.1 Understanding CPF Exemption for IWSP Students

In Singapore, accepting full-time matriculated students of SIT as IWSP Student(s) are exempted from CPF contributions. All IWSP Employer who secured an IWSP Student(s) from SIT will receive a Letter of Support (LOS) approximately 1- 2 months before the start of IWSP detailing the necessary information required for CPF exemption.

18.2 Compliance with Relevant Regulations

a) A Letter of Support (LOS) will be issued to the company after the successful 'offer' by the company and 'acceptance student' approximately 1-2 months before the start of IWSP.

b) The LOS will include company name and company representative, student name, ID, IWSP period, IWSP position, allowance, and career coach details.

c) Companies can utilise the LOS for the following purposes, where applicable: -

➤ Global Ready Talent (GRT) Programme Grant
   Note: *For a company that wants to participate in the GRT programme grant, get approval from Enterprise SG (ESG) before the IWSP student(s) start their IWSP with you. There is strictly no alteration of LOS if companies do not get approval on time.*

➤ Exemption from Central Provident Fund (CPF) contributions
➤ Student insurance coverage for SIT-endorsed work attachments

You can contact the respective Career Coach or drop us an email at CareerReadiness@SingaporeTech.edu.sg for any other queries on the LOS.

19. Frequently Asked Questions (FAQ)

a) Are there any costs involved in creating an account or posting IWSP, full-time/ part-time position(s)?

The portal is free for employers.

b) Where should I post the IWSP position(s)?

You can create an account and post the jobs in ReadyTalent – SIT, the one-stop student job portal. Once the user account is created and approved, you can sign in to the ReadyTalent Portal via a One Time Pin (OTP) and post IWSP full-time/part-time positions. Please refer to the login guide **(Azure AD B2C One Time Pin Login Guide)** for detailed steps to sign in via the OTP. A video guide for job postings is available **here**.

c) Who can I contact if I face issues with my ReadyTalent account?

Please email **ReadyTalent@Singaporetech.edu.sg.**

d) Is this ReadyTalent account connected to the Global Ready Talent programme?

SIT's ReadyTalent portal is not connected to the Enterprise Singapore (ESG) Global Ready Talent Programme.

ReadyTalent is a platform that allows industry partners to post IWSP, part-time/full-time and other work attachment positions for SIT's students and graduates.

The Global Ready Talent programme is administered by Enterprise Singapore to Support local businesses offering internships and overseas work placements. More information can be found at **https://www.enterprisesg.gov.sg**.

e) My company has other business units. Can we post under the same entity?

All companies with a Unique Entity Number (UEN) can register for an account on SIT's ReadyTalent portal. Once the account is reviewed and approved, the company can post IWSP, part-time/full-time and other work attachment positions for SIT's students and graduates.

f) Can I change the start and end date of IWSP?

IWSP is a module designed as part of the curriculum. The start and end dates are fixed according to the academic calendar.

Suppose you wish to engage the student earlier than the IWSP start date and extend the engagement later than the IWSP end date. This arrangement is strictly between the IWSP employer and the student (if the student's timetable permits). This engagement before the IWSP start date and after the IWSP start date cannot be counted as part of IWSP.

g) Where can I find more information about the undergraduate/ postgraduate programmes that offer IWSP?

IWSP is only offered for undergraduate programmes, and you can visit the SIT website at **https://www.singaporetech.edu.sg/undergraduate-programmes** for information pertaining to the undergraduate programmes.

h) Where can I find the IWSP Session ID for posting?

You may contact the respective Career Coach or email us at **CareerReadiness@SingaporeTech.edu.sg** if you have any questions before posting the IWSP position.

i) What information should I provide in a job description (JD)?

You should provide information on the key responsibilities and roles of the IWSP Student, allowance, and benefits. For the exhaustive list, kindly refer to **Section 15** of this document.

j) When should I post the IWSP position(s)?

Local IWSP position(s) are posted 9 months before the IWSP term, at the earliest. Employers can hire for IWSP commencing in January, May, or September, depending on the degree programme for which they are offering positions.

For overseas IWSP, the student application period will cease 6 months before the start of the IWSP term. You may refer to **Section 12** of this document for an overview. For the exact date(s), kindly contact the Career Coach or email us at **CareerReadiness@SingaporeTech.edu.sg**.

k) Can I post position(s) for IWSP students across degree programmes?

Employers can post for as many position(s) and across as many degree programmes as they wish. Each degree programme will have a unique IWSP Session ID (i.e. IWSP-12345678), which can be obtained from the Career Coach. Please email us at **CareerReadiness@SingaporeTech.edu.sg** for more details.

l) When is the deadline to offer the IWSP student(s)?

The deadline to offer the IWSP student is 2 months before the start of IWSP. However, during the IWSP recruitment period, student(s) may be called upon for several interviews, and more than 50% of the students will secure positions within the first 3 months of the application window. Hence, we strongly encourage the employer to offer the student(s) the soonest if you find them a good fit for the role.

m) What if I do not get any students?

The employer may approach the Career Coach to discuss possible alternatives for the unfilled position(s).

n) Is there a minimum cap for allowance, and can I give an allowance lower than S$1500?

There is no minimum allowance, however the student has visibility to the allowance before applying for a job. We recommend an allowance of at least S$1500 or more for the employer to be competitive in the IWSP student hiring. You may refer to **Section 10**.

Note: *For employers applying for the Global Ready Talent (GRT) Programme, a minimum of S$1000 allowance is necessary to be eligible for the grant. More information on the GRT Programme application and requirements can be found at Enterprise Singapore's website:* **https://www.beglobalready.gov.sg/Internship**.

o) For overseas IWSP, will the allowance still be S$1500?

The recommended allowance for overseas IWSP varies based on the destination's cost of living and other factors. We trust employers will strive to offer a fair and competitive allowance covering areas such as flight tickets, accommodation, transportation, meals, daily expenses, and visa applications whenever possible.

We aim to provide a supportive and rewarding experience while complying with relevant labour laws. It is essential to consider the IWSP student's well-being and ensure they have the means to focus on their professional growth and cultural immersion.

p) Can I contribute CPF to the IWSP student?

An employer is exempted from CPF contributions for the IWSP allowance paid to the students per the CPF guidelines, where it is a requirement as part of the academic course.

Nevertheless, the employer may still contribute CPF to the IWSP student. We seek a minimum S$1000 take-home allowance to ensure the students can cover basic expenses during their IWSP.

During the job posting, you can select "Y" under CPF contribution (highlighted in green); kindly refer to the diagram below:
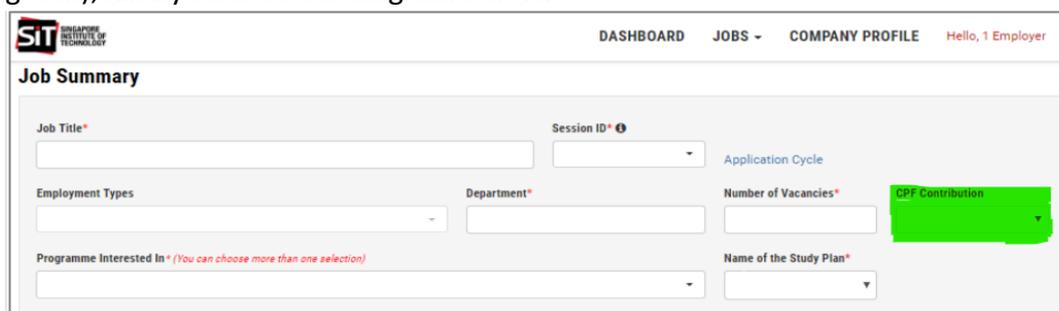
q) My company does not give annual leave to interns; what should I do?
   During the IWSP period, students are required to return back-to-campus (BTC) for mandatory workshops arranged by the Faculty.

IWSP Duration (months)	BTC Required (days)
8	6
12	9

The students shall utilise the annual leave for the above purpose. If the company is unable to provide annual leave to IWSP students, kindly make alternative arrangements (i.e., time off) for students to attend the BTC workshops.

r) Can the IWSP student travel to my overseas office/ project site during IWSP?
   Yes, IWSP students can travel to the employer's overseas office/ project site required during the IWSP period. Kindly notify the Academic Supervisor minimally 2 weeks in advance as the IWSP student will be required to fill in a 'Notification of Overseas Travel' form (**Appendix A**) for records purposes. Refer to **Section 8** of this document for more information.

s) Is the student covered for overseas insurance during IWSP?
   Yes, all IWSP Students are covered under the SIT Group Personal Accident (GPA) Insurance Policy and Group Hospitalisation and Surgery Insurance (GHS) Policy for students out for IWSP.

   The students will be covered under the Group Student Travel (GST) Insurance Policy for overseas work approved by SIT.

t) Who will process and bear the cost of the Visa application during IWSP?
   Should overseas travel be required as part of the role during IWSP, the company will be responsible for processing all requirements, including Visa and cost. Feel free to contact the Career Coach or email us at **CareerReadiness@SingaporeTech.edu.sg** for further discussion.

u) Can the IWSP student work overtime, weekends/ public holidays, or do rotating shifts if the work situation requires?
   Yes, students can work overtime, weekends/ public holidays, or rotating shifts if required. We advise the IWSP Employer to reference MOM Working Hours as a guide and fairly compensate the students (e.g., overtime pay, off-in-lieu, etc.). Kindly refer to **Section 10.4** of this document.

v) Can the students work from home during IWSP?
The student will adhere to the company's work arrangements policies during IWSP.

w) Who should I contact in SIT in an emergency?
For emergencies or accidents:
- at workplace
- travelling to/from the workplace
- at worksite(s)
- travelling to/from worksite(s)

Kindly report to SIT immediately by calling the designated IWSP Academic Supervisor or the SIT Hotline on 6592 5999.

x) Who should I contact in SIT if a student is facing mental stress?
Kindly contact SIT immediately by contacting the designated IWSP Academic Supervisor. Students are also supported by the SIT 24-Hour Counselling Helpline at 6592 2030 or through email at **SITCounselling@SingaporeTech.edu.sg**.

y) Who should I contact if the student is not performing at work or violating workplace conduct?
An IWSP Academic Supervisor is assigned to every IWSP Student. Please get in touch with the IWSP Academic Supervisor if you face work performance or discipline issues.

z) Who should I contact if I have other enquiries not stated above?
Please get in touch with the IWSP Academic Supervisor as a first point of contact. You may also contact **CareerReadiness@SingaporeTech.edu.sg** for support and information in other areas.

Disclaimer: All information and links are accurate at the time of print. Please refer to the information on the official websites for the latest updates.

20. Appendix

NOTIFICATION OF OVERSEAS STINT DURING IWSP

Please ensure that you have informed your Academic Supervisor and Career Coach about this overseas trip.

STUDENT INFORMATION

NAME

MATRICULATION NUMBER

DEGREE PROGRAMME (Please select from the list)

IWSP COMPANY

IWSP START DATE

YEAR (YYYY)

MONTH (MM)

DAY (DD)

IWSP END DATE

YEAR (YYYY)

MONTH (MM)

DAY (DD)

TRAVEL INFORMATION

COUNTRY OF TRAVEL

PURPOSE OF TRAVEL (e.g. Teambonding, training, meeting, conference etc)

Details of travel (Optional)

TRAVEL START DATE

YEAR (YYYY)

MONTH (MM)

DAY (DD)

TRAVEL END DATE

YEAR (YYYY)

MONTH (MM)

DAY (DD)