

**INDUSTRIAL PLACEMENT PROGRAMME 2009  
SCHOOL OF BUSINESS MANAGEMENT**

**INFORMATION FOR PARTICIPATING COMPANIES**

**OBJECTIVE**

- Expose students to the daily work environment so that they can adjust more effectively to working life upon graduation from Nanyang Polytechnic.
- Help students acquire essential interpersonal skills.
- Foster a closer relationship between the industry and Nanyang Polytechnic.

**PERIOD OF ATTACHMENT**

- There are 2 periods of attachment, both of **10 weeks** duration each. For 2009, the 2 attachment periods will be from **16 February to 24 April 2009** and **24 August to 30 October 2009**.

**ALLOWANCE**

- We recommend that our students be paid monthly. The minimum recommended rate is \$450 per month. There is no CPF contribution.
- Please pay the agreed allowance directly to the students.
- Students are not allowed to negotiate the rate of allowance with the company.
- The allowance is exempted from CPF contributions.

**WORKING HOURS**

- Students are expected to follow the operating hours of the companies to which they are attached. If students are required to stay back for overtime work, they may be given overtime payment or off days in lieu.
- When overtime work is required, it should be offered on a mutually agreed basis between the organizations and student. Overtime work is not compulsory and will not form part of their evaluation for their industrial attachment.

**IPP LOGBOOK**

- Each student will be issued an IPP student log book. The logbook contains instructions to students on expected code of conduct during their attachment and a weekly summary report (Annex 2). Students are required to provide sufficient details on duties, tasks and projects assigned.

- At the end of IPP, students will submit an IPP final report to their Liaison Officer (NYP). They may approach the IPP company for relevant corporate brochures, reports etc to be attached to the report. Students are asked to obtain permission from the company if required.

## **ATTENDANCE**

- Students are not entitled to any leave while on attachment. However, for emergency cases, the student must seek approval from the Officer-in-Charge.
- If students are sick, they are expected to consult a doctor and present the medical certificate to their supervisor for endorsement.
- In the case of compassionate leave, students are expected to present a copy of the death certificate. This is applicable to bereavement of parents, grandparents and siblings only and for a maximum of 3 days.
- All above absenteeism from the company have to be documented in the Leave of Absence form found in Annex 1 of student logbook.

## **EXAMINATIONS**

- It will be appreciated if companies can release students who have to re-sit for any supplementary examination papers during the attachment period. Students will have to show their results slip or a letter from NYP stating that they have to re-sit the examination/s.
- Students are only allowed to take one day leave on the day of the remedial class and one day leave on the exam day for each paper.

## **EVALUATION**

- The company will grade the students' performance in the Company Supervisor Assessment Log Book. This should be completed and returned to the Liaison Officer upon the end of attachment.

## **LIAISON OFFICER**

- Our staff will be appointed as Liaison Officers who will serve as co-ordinating persons between the students and Nanyang Polytechnic. They will visit the companies before the attachment commences and in-between the attachment period to check on the students' performance and to obtain company feedback at the same time.

## **INSURANCE**

- Each student on attachment is covered under the NYP Group Personal Accident Insurance Policy.
- In case of accidents, the student must inform the officer-in-charge at the IPP company and his/her school Liaison Officer immediately or as soon as possible.