



**LOCAL INTERNSHIP PROGRAMME (ITP)**  
**SCHOOL OF BUSINESS MANAGEMENT**  
**Academic Year 2018/19**

**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.

**PERIODS OF ATTACHMENT**

The internship attachment periods for 2018/9 are as follows:

10-week internship:

5 Mar 2018 to 11 May 2018

11 June 2018 to 17 Aug 2018

3 Sep 2018 to 9 Nov 2018

10 Dec 2018 to 15 Feb 2019

The internship duration is 10 weeks. Students will come from various diplomas (there may be variations from period to period), as follows:

**Diploma in Accountancy & Finance**

**Diploma in Business Management with dual specialisation in two options**

- Human Resource Management
- Customer Relations & Service Management
- Supply Chain Management
- Retail Management

**Diploma in Marketing**

**Diploma in Sport and Wellness Management**

## **ALLOWANCE**

- We recommend that our students be paid monthly.
- The recommended allowance rate is minimum \$600 per month.
- The allowance is exempted from CPF contributions.
- Please pay the agreed allowance directly to the students.
- Students are not allowed to negotiate the rate of allowance with the company.

## **WORKING HOURS**

- Students are expected to follow the operating hours of the companies to which they are attached. However, in compliance with MOM regulations, this should not exceed 44 hours in a week.
- 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 students' evaluation for their internship attachment.
- If students are required to stay back for overtime work, they should be given overtime payment or off days in lieu.

## **STUDENT'S SUBMISSION**

- Each student will use an e-log book. The e-logbook contains instructions to students on expected code of conduct during their attachment and a weekly summary report. Students are required to provide sufficient details on duties, tasks and projects assigned.
- Students may approach the ITP Company for relevant corporate brochures, reports etc to be included in their presentation (last two weeks of ITP) and also in the final report (end of internship) to their School Internship Mentor (NYP). 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 School Internship Mentor.
- 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 absenteeism from the company will have to be documented in the Leave of Absence form found in the student logbook.

## **EXAMINATIONS**

- It will be appreciated if companies can release students who have to re-sit for any alternate 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.

## **ASSESSMENT**

- The company will grade the students' performance in the Industry Internship Mentor Assessment Book. This should be completed and returned to the School Internship Mentor upon the end of attachment.

## **INTERNSHIP MENTOR**

- Our staff will be appointed as School Internship Mentor 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. A final visit will be made at the last week of the attachment period to collect the company evaluation logbook and to discuss any feedback or areas for improvement.

## **LEARNING OUTCOMES**

Upon successful completion of this module, the student would:

- Demonstrate the application of knowledge and skill sets acquired from the studied course and workplace in the assigned job function(s).
- Solve real life challenges in workplaces by analysing the work environment and conditions, and selecting appropriate skill sets acquired from course of study.
- Articulate career options by considering opportunities in the company, sector, and industry for professional and educational advancement.
- Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral means.
- Exhibit critical thinking and problem solving skills by analysing underlying issue(s) to challenges.
- Demonstrate the ability to harness resources by analysing challenges and considering opportunities.
- Recommend ideas to improve work effectiveness and efficiency by analysing challenges and considering viable options.
- Demonstrate appreciation and respect for diverse groups of professionals by engaging harmoniously with different company stakeholders (e.g. colleagues, supervisors, suppliers etc.).
- Exhibit professional ethics at work.

## **INSURANCE**

- Each student on attachment is covered under the Work Injury Compensation (WIC).
- In case of accidents, the student must inform the officer-in-charge at the ITP company and his/her school Internship Mentor immediately or as soon as possible.

## **SOCIAL & PERSONAL SAFETY OF STUDENT INTERNS**

- The company shall take reasonable steps to ensure the safety of all student interns.
- In addition, the company shall also provide a safe place of work, a safe system of working, and take measures to protect the student intern/s from all harm or injury, physical or otherwise.

## **WORKPLACE SAFETY AND WELL-BEING**

- Under the Workplace Safety & Health Act of Singapore, all companies must, as far as reasonably practicable, protect the safety and health of employees or workers (inclusive of NYP's students) working under their direct control, as well as all who may be affected by their work.
- The Act covers all factories and workplaces of various risk levels and industries. In addition to the stipulated duties of a company under the Act, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petrochemical) where employers assume the responsibility to ensure that their employees (inclusive of NYP's students) attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.
- The company should brief NYP student on any safety guidelines, and to equip them with the appropriate protective equipment (where applicable).
- The student should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation.
- It is important to report any accidents to the School Internship Mentor immediately, in order for follow-up actions that can be taken by the Polytechnic.
- If there is any case of complaint on abuse, discrimination or harassment, NYP will investigate and/or resolve it in accordance with its internal policies and procedures. For the protection of the student and the preservation of confidentiality, NYP reserves the right to withdraw the student from the internship with the company without specifying any reason therefore

Interested companies who wish to offer value-add attachment training for our students can contact:

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