
NYP GUIDELINES FOR PARTICIPATING EMPLOYERS IN INTERNSHIP PROGRAMME

1. NYP Internship Programme

NYP looks forward to collaborating with companies in providing internship opportunities to our students.

Internship is a high-impact learning experience and has been an integral component of NYP's pre-employment training since its establishment. All students in every graduating cohort enjoy internship opportunities to nurture them as work-ready graduates. A well-structured, quality internship will encourage students to gain and deepen relevant skills and help cement their aspirations to pursue a long-term career in the industry.

2. Learning Outcomes

When planning the internship job scope, companies should take into consideration the following intended Learning Outcomes:

On completion of their internship, students will be able to:

- Demonstrate the application of knowledge and skill sets acquired from the course of study and workplace in the assigned job function(s)
- Solve workplace challenges by analysing the work environment and conditions, and using 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

3. Duration

The duration of internship depends on the diploma course and varies from 12 to 39 weeks.

4. Working Hours

Interns are generally expected to comply with the company's operation hours. If shift-work is required, this should be made known to NYP before the internship commences.

The total number of working hours should not exceed 12 hours in a day, and the total number of working hours should not exceed 44 hours per workweek, in alignment with the Employment Act of Singapore.

If interns are required to work overtime, they should be given off-in-lieu or be paid for overtime work. Please refer to Ministry of Manpower guidelines on overtime work and calculation of overtime pay.

5. Quantum of Allowances

The recommended minimum monthly allowance differs amongst sectors and should be determined in consultation with NYP.

Companies accepting matriculated or registered students of NYP as interns are exempted from CPF contributions.¹

6. Request for Interns

The company should submit their request for intern(s) to NYP with the following details:

- Company background and business nature
- Proposed internship programme and its elements (project details, timeline, deliverables etc.)
- Preferred skills-set expected from student interns
- Information about the Industry Supervisor (IS) identified

7. Appointment of Mentors

Throughout the internship duration, an intern will be supervised by 3 mentors, one School Internship Mentor (SIM) from NYP, Industry Supervisor (IS) to whom the intern reports to for work in the company, and the Industry Internship Mentor (IIM) from the company from whom the intern would receive career advice.

School Internship Mentor (SIM)

The SIM acts as a link between the intern, NYP and the company, and will visit the intern on-site a number of times depending on the internship duration. During the visits, the SIM will discuss the intern's progress, performance and well-being with the IS for appropriate follow-up actions, if any.

¹ https://www.cpf.gov.sg/content/dam/web/employer/faq/employer-obligations/documents/Who_do_you_need_to_pay_cpf_for.pdf

Industry Supervisor (IS)

To maximise the intern's contribution to the company and to optimise the business and learning value of the internship programme, we request that the company provides an IS. The roles of the IS include the following:

- Plan and discuss the internship requirements with the SIM
- Brief the intern on company policies, structure, requirements, rules and regulations, and safety and security matters
- Guide the intern to meet the requirements and Learning Outcomes
- Broaden the intern's perspective of job prospects and career paths within the industry
- Assess the intern's performance and discuss with the SIM on the intern's progress.

It is the company's responsibility to supervise the intern's work during the internship to ensure that the quality/standard of work meets the requirements of the company. The company may also assign a separate internship supervisor to guide and work closely with the intern on a regular basis.

IS may consider preparing a testimonial for the intern if the intern has made a positive impression with his/her attitude and performance.

Industry Internship Mentor (IIM)

As part of structured mentorship in NYP Internship, the company would need to assign an experienced staff in the Company who shares his/her knowledge and experiences, provide advice, support, and encouragement for the intern. The IIM may or may not be the immediate supervisor/reporting officer for the intern.

8. Implementation of Internship

It is important that the expected work to be done by the interns is appropriate, well-defined and enables fulfilment of the Learning Outcomes. IS must work closely with the SIM to define the job scope for the interns. The job description shall be written with reference to the Learning Outcomes and include the following:

Required Information:

- Duties, tasks, assignments, or projects that the intern will undertake during the internship
- Knowledge & skills expected of the intern to perform the above
- Orientation of the intern

Other Information:

- Deliverables during the course of the internship
- On-the-job training & other resources provided
- Reporting Structure
- Work Environment
- Possibility of job rotation

To provide holistic and structured learning to the interns, the company would collaborate with SIM to prepare OJT-Lite Blueprint. The blueprint focuses on competency development, contextualized to the work that the intern needs to perform. The adoption of OJT-Lite blueprint for Internship will allow Companies and student intern(s) in making the internship a collaborative and fruitful one.

The SIM will make on-site visits and maintain regular contact with the IS to assess and discuss the intern's progress, performance and well-being.

9. Assessment of Interns

Assessment plays an important role in shaping interns' conduct and performance to achieve the learning outcomes. Hence, the assessment strategy needs to be carefully designed to encourage the desired outcomes in learning and performance.

Achieving coherence between intended learning outcomes and assessment will often imply having several items of assessment of different types.

The IS is required to provide regular assessment on the student's performance, as well as a final assessment nearing the end of the internship. The IS will be informed of the assessment criteria and marking scheme by the SIM.

10. Attendance

It is compulsory for interns to complete their internship. Companies may grant leave entitlements or benefits to interns in accordance with their HR policies.

Medical Leave

If the intern is sick, the intern is expected to see a medical doctor and present a medical certificate. A duplicate copy of the medical certificate should be submitted to the SIM.

Compassionate Leave

Compassionate leave is allowed for the bereavement of parents, grandparents and siblings. The number of compassionate leave given should follow that of the company's policy. A duplicate copy of the death certificate should be submitted to the SIM.

Leave of Absence

Leave of absence is solely for official obligations and not for personal obligations. The intern may be required to take leave to fulfil certain institutional, national or statutory obligations, such as competitions, medical check-up required by MINDEF and others, during the internship. In these cases, the student is required to seek approval from the IS.

11. Discipline

In the event of any alleged incident(s) of mischief, wrongdoing, wrongful behaviour or misconduct by the intern at work, whether intentional or unintentional, the IS is to surface the incident(s) to the SIM. The SIM is permitted to be involved in investigation or inquiry and the follow-up actions to resolve the matter.

12. Insurance Coverage

A. Group Personal Accident

All students undertaking full-time diploma courses are insured under the Group Personal Accident Insurance scheme.

Coverage per student includes:

- 24-hours worldwide coverage
- \$30,000 per student upon death or permanent disablement
- It covers medical and surgical charges, hospitalization and ambulance charges

B. Work Injury Compensation

All full-time students on internship are insured under the Work Injury Compensation Policy. If a student sustains an injury in the course of internship, NYP will submit the case to the insurance company for assessment.

C. Group Hospitalization & Surgical Insurance

School of Health & Social Sciences (SHSS) & School of Applied Science (SAS) students who are undertaking internship in clinical settings are insured under the Group Hospitalisation and Surgical Insurance with Mental Rider and Outpatient Extension for Clinical Attachment. If a student sustains an injury or is exposed to infectious diseases during the internship, the student will submit the case to the insurance company for assessment.

13. Workplace Safety

Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns.

The Act covers all factories and workplaces of various risk levels and industries. In addition, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petroleum) where employers assume the responsibility to ensure that their employees attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.

Companies should also equip interns with the necessary personal protection gear (where applicable) and brief them on safety guidelines to function at the workplace.

To minimise risks of potential accidents, interns should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation. Any accident must be reported to the SIM immediately.

14. Indemnity Forms

Our students on internship or attachments in organisations are briefed on the responsibility they bear to observe the policy, practices and guidelines when employed in these organisations, the need to exercise due diligence and render good service in carrying out their duties. By the same token, the organisations would also have a similar duty of care to ensure all safety precautions are taken for mutually satisfactory and successful outcome for

students participating in such programmes, activities or events. As such, the students are not obligated to sign any indemnity form or legal documents containing indemnity clauses.

15. Overseas Travel

Companies must inform and seek approval from NYP if students are required to travel overseas for work purpose during their internships. Companies are to provide adequate overseas travel and medical insurance for these students.