

# STUDENT INTERNSHIP PROGRAMME (SIP)

## Useful Information for Companies

### WHY STUDENT INTERNSHIP?

- For students to relate academic learning to a real & relevant world of work
- For organisations to tap on students' skills & knowledge, and identify students as prospective employees



### 8 DIPLOMAS IN 2 CYCLES OF 16 - 24 WEEKS

MAR - JUL/AUG

AUG/SEP - DEC/FEB

**BUS** - Business (20)

**CCM** - Culinary & Catering Management (24)

**CMM** - Communications & Media Management (24)

**LOM** - Logistics & Operations Management (20)

**A&F** - Accountancy & Finance (20)

**LAW** - Law & Management (16)

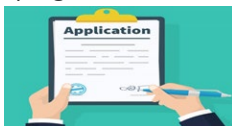
**HTM** - Hospitality & Tourism Management (24)

**MKG** - Marketing (20)

## INTERNSHIP 1-2-3

### 1 SUBMIT APPLICATION

- Company submits application
- Provides job scope & training programme



### 2 SET LEARNING OUTCOMES

- Company & Liaison Officer agree on/set learning outcomes
- Student is briefed on learning outcomes
- Form is reviewed/updated at end of internship

### 3 APPRAISE PERFORMANCE

- Supervisor assesses student performance at end of internship
- Completes appraisal form & reviews assessment with student

## WHO'S WHO

### COMPANY SUPERVISOR

Assigns work & projects  
Oversees student progress  
& assesses overall performance



### INDUSTRY MENTOR

Gives professional guidance to student  
Shares industry & work experiences  
Facilitates mentorship activities



### STUDENT INTERN

Takes instructions from supervisor  
Obtains approval before taking leave  
Completes required submissions including written report/portfolio



### LIAISON OFFICER (LO)

Supports each intern & is key contact for company on internship matters



## THREE As TO NOTE



### MONTHLY ALLOWANCE FOR INTERNS

- Minimum \$600
- Overtime pay or off-in-lieu (> 44 hours per week)
- Exempt from CPF contributions

### ATTENDANCE

- Students not required to work beyond 11 pm
- Inform LO of overseas assignment in advance (requires parental consent & indemnity) (Work permit not required for foreign students)



### APPROVED ABSENCE

- Medical/compassionate leave must be supported by official documents & approved by company & TP
- Pro-rated leave granted based on company's leave policy, or to adopt TP recommendations
- Prior approval to be sought from supervisor & LO for any leave of absence