

## Integrated Work Study Programme (IWSP)

# IWSP Application Guidelines for Students

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# Welcome to the IWSP!

Dear Student,

A very warm welcome to you! We look forward to being a part of the exciting journey that lies ahead of you.

During your time here in SIT, you will undertake the Integrated Work Study Programme (IWSP). The IWSP was born with insight that both employers and students would be better served by a more in-depth work attachment with structured learning outcomes.

The IWSP is an important platform that provides you the opportunity to relate what you have learnt in the classroom to what is practised in the real world, and vice-versa, and to hone your knowledge and skills to internalise the SIT-DNA. Upon completion, you would have gained practical skills, work experience and essential people and innovation skills that are valued and recognised by the industry.

Your Career Coach and SIT Supervisor will be happy to guide you throughout the IWSP process. The Centre for Career Readiness is also available to help you with resume writing, interview skills and give you career guidance. In addition, Centre for Career Readiness organises career fairs, networking sessions, and industry talks for you.

As students embarking on the IWSP, you are our ambassador! You are a trailblazer and lead the way for future SIT students, so remember to always carry yourself with pride and be your best self.

We wish you success in your coming academic and career pursuits.

Best Regards,

**Centre for Career Readiness Team**

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## **1. Purpose of the Guidelines**

- 1.1. The 'IWSP Guidelines for Students' provides you with the processes and procedures as you prepare for and commence on your IWSP. You are encouraged to read these guidelines thoroughly.

## **2. Introduction to the Integrated Work Study Programme**

- 2.1. The IWSP is a distinctive feature of SIT's degree programmes where you will work in a company of your chosen industry for a minimum of 6 to 12 months. The IWSP has been carefully designed to simulate real-world working conditions from job search, application, selection, work performance to appraisal in order to serve as a platform for achieving the following specific learning objectives:

### **a) Acquire and practise career and professional skills**

The experience of going through the entire process from submitting job applications to being fully trained in a job will ensure that you eventually possess the skills to secure and succeed in good jobs.

Success in a career depends not only on “hard” job skills, but also on soft skills such as teamwork, effective communication, project management etc. You will have opportunities to apply these skills in the workplace, and prepare yourself to be effective employees in your professional working life. You may also potentially be able to use IWSP to understand broader trends in the industry and how it may affect jobs and careers. This will strengthen your understanding of the SIT-DNA base of “Able to Learn, Unlearn and Relearn”.

### **b) Integrate knowledge with practice**

Applied learning is the application of knowledge in real-world, practical situations. The integration of knowledge with practice is the idea underlying the SIT-DNA base, “Thinking Tinkerers”. While a tinkerer may try out different solutions and approaches at random, a thinking tinkerer is able to analyse problems better and apply principles in novel ways. The ability to apply theory to practice is thus an important learning outcome supporting “Thinking Tinkerers”. General academic goals will be defined on a per programme basis to prompt you in reflecting on how the knowledge and skills taught in the classroom relate to actual work performed on the job.

### **c) Acquire and practise skills in workplace innovation**

Besides producing practice-oriented graduates, the IWSP will also be the platform through which you will be challenged during your work attachment stint to initiate innovative projects under the guidance of SIT mentors and company appointed supervisors. Through such projects, you will have the opportunity to develop innovative solutions for the projects you have identified. Through this and the integration of knowledge with practice, the IWSP will be a key platform that contributes to the inculcation of the SIT-DNA in every student.

Details on how you will be assessed for the above learning objectives can be found in your programme's module profile available in [xSiTe](#).

## **3. Benefits to an IWSP Student**

- 3.1. A well-rounded education, enriched by practical application of classroom learning.
- 3.2. Development of professional competencies, which may lead towards professional advancement.
- 3.3. Maturity and confidence as productive members of the work force as well as confidence and skills gained through working with others.
- 3.4. Opportunities to gain relevant employment skills and realistic expectations of the work force and industry before graduation.
- 3.5. Documented practical experience in the resume, and job search skills upon graduation.

## **4. IWSP Schedule**

### **4.1. All Degree Programmes**

Refer to the degree programme brochure or the programme webpage on SIT website at [SingaporeTech.edu.sg](http://SingaporeTech.edu.sg) for IWSP Schedule of individual programmes.

## **5. Information Session**

- 5.1. You will be required to attend an information session before undertaking the IWSP. The information session aims to introduce you to the IWSP, application timelines you will have to adhere to and expectations of you during IWSP.

Details on timing and venue of the information session will be sent to you via email.

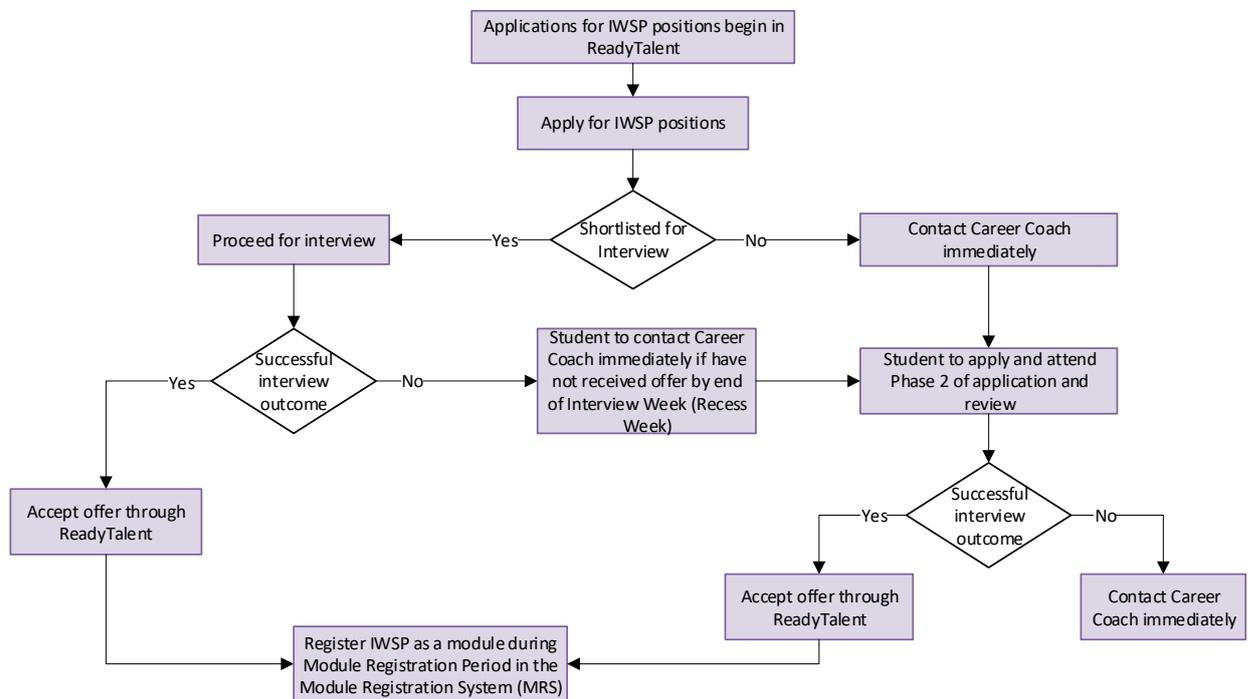
## **6. Career and Professional Development Module**

- 6.1. The Career and Professional Development module covers a variety of topics meant to equip you with the knowledge, skills and competencies to prepare you for your IWSP and permanent employment in the future. The CPD module includes career skills topics such as Career Planning & Management, Cover Letter & Resume Writing, Interview Skills, and Job Search Strategies.
- 6.2. You are expected to complete the CPD module before you commence the IWSP.

## **7. IWSP Application Timeline**

- 7.1. This will be shared at the IWSP Information Session which you are required to attend.

## 8. IWSP Application Process



## 9. Participating in the IWSP

### 9.1. Applying for Positions

To apply for the IWSP positions, log in to [ReadyTalent](#) – SIT’s one-stop student job portal. Select the position that you are interested in, and apply with your well-written and customised cover letter and resume. You are required to apply for three positions. Please select your three choices carefully after researching on the companies and positions.

### 9.2. Interviews

Once you are shortlisted, employers will contact you directly to attend interviews for positions. This may be done via email or over the phone. You are expected to maintain professional decorum when communicating with employers.

### 9.3. Accepting an IWSP Position

If you are successful in your interview, employers may contact you directly with an offer. Log in to ReadyTalent to accept this offer.

Keep in mind that once you have verbally accepted an offer, you have indicated your commitment to the position and should not accept any other offers or retract your acceptance.

After accepting an offer, you may also be required to register the IWSP as a module in the Module Registration System (MRS) during the module registration period. Different registration periods will be assigned to students of different programmes and level of study. Students can only register during the stipulated period.

#### 9.4. **Absence from Work**

If you are unable to fulfil the obligations of the IWSP due to termination, accident, illness, or through no fault of your own, you should contact your SIT Supervisor immediately.

- **Absence Due to Illness**

If, due to illness or serious personal circumstances, you cannot report for work on a scheduled work day, your Work Supervisor should be advised as soon as possible. Your SIT Supervisor must also be advised if the absence is likely to extend beyond 3 days.

If you are unable to complete the IWSP trimester due to illness or serious personal circumstances, you must submit the Withdrawal Application via the IN4SIT (Academic Matters > Leave of Absence/Withdrawal Application). You will also have to attend an exit interview. You can refer to your SIT Student Handbook for further details.

- **Absence Due to Personal Reasons**

Permission for time-off rests solely with the employer.

#### 9.5. **Change of Employer**

You are not allowed to change employers during the course of IWSP. However, if there are extenuating circumstances, you may approach your SIT Supervisor.

#### 9.6. **IWSP Assessment**

Please refer to your Programme's Module Profile in [xSiTe](#) for assessment details.

## 10. **Overseas IWSP Posting**

10.1. If your employing organisation informs you about an overseas IWSP posting, please:

- inform your SIT Supervisor immediately, and

- check with the HR department of your employing organisation if you are covered by travel insurance

## 10.2. Travel Insurance

If you are not provided with travel insurance or the coverage is insufficient, you are required to obtain travel insurance on your own. Do consult with the Global Experience Division if you are unclear.

## 11. Attitudes, Workplace Etiquette and Safety

11.1. Your attitude – how you carry yourself, your body language, how you treat others, the way you interact with others – makes a powerful impression.

11.2. To have an enriching and fulfilling IWSP experience, you must have the right attitude from the start. The following are some guidelines that you should follow. However, this list is not exhaustive; you should also use good judgement to make good decisions.

- Adhering to your employing organisation's policies and guidelines.
- Keeping your employer's information confidential. You should not post information about your employer on social media, forums or on any other avenue.
- Limiting your use of social media at work.
- Dressing appropriately and carrying yourself professionally.
- Observing punctuality in the workplace.
- Not taking unnecessary time-off or sick leave. Irregular work attendance reflects poorly on you as it shows the employer that you are not reliable.
- Accepting feedback and suggestions for improvement in a positive manner.
- Using appropriate language and behaviour.
- Treating others with respect.

- 11.3. IWSP is an important part of your curriculum which will provide you with a renewed understanding of the working environment. As your safety is of utmost importance, you must be aware of hazards and risks at the IWSP workplace in order to prevent accidents from occurring.
- 11.4. Under Singapore law, your employer must abide by various practices pertaining to workplace safety and health in accordance with the Workplace Safety and Health Act. During IWSP, you must also cooperate with your employer fully to ensure compliance with the law.
- 11.5. During IWSP, you **SHALL** at all times:
  - a. Follow the workplace safety and health system, safe work procedures or safety rules implemented at the workplace.
  - b. Use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided for securing your safety, health and welfare while at work.
- 11.6. During IWSP, you **SHALL NOT**:
  - a. Engage in any unsafe or negligent act that may endanger yourself or others who are working around you.
  - b. Interfere with or misuse any appliance, protective clothing, equipment or other things provided pursuant to any requirement under Workplace Safety and Health Act for securing the safety, health or welfare of persons (including himself) at work.

## **12. IWSP Terms of Engagement**

### **12.1. Allowance**

Allowances are set by the companies and may differ from one company to another.

### **12.2. CPF**

Your monthly allowance will be exempt from CPF deductions.

### **12.3. Working Hours**

You must adhere to the employer's stipulated working hours.

### **12.4. Leave**

SIT has negotiated certain number of days of leave for back to campus consultation. This will be shared at a briefing before you embark on IWSP starts.

### 12.5. **Work Pass for International Students**

A work pass is not required for SIT full-time matriculated international students who will undertake IWSP in the stipulated period.

## 13. **National Service Obligations**

13.1. SIT will not request for In-Camp Training deferment on your behalf. However, SIT Registrar Office can provide a supporting document to assist with your deferment request. You must inform your Work Supervisor about your In-Camp Training as soon as you are made aware of it.

## 14. **Disciplinary Action**

14.1. You are expected to conduct yourself in an appropriate manner throughout your IWSP. SIT has the right to take appropriate disciplinary action warranted by misconduct.

14.2. For full details on SIT's disciplinary action policy, please refer to the SIT Student Handbook.

## 15. **Who to Contact**

### 15.1. **IWSP Application:**

- **Career Coach**

Your Career Coach will be involved primarily in the IWSP application stage and is your first point of contact for IWSP application matters.

*Please refer to the list of Career Coaches [here](#).*

### 15.2. **During IWSP:**

- **SIT Supervisor**

Your SIT Supervisor is a faculty member or Professional Officer (PO) who is your first point of contact if you have any queries during the IWSP. He/She will be your mentor and will be actively coaching you throughout your IWSP.

The contact details of your SIT Supervisor will be shared prior to the commencement of your IWSP.

- **Work Supervisor**

Your Work Supervisor will be appointed by your company. He/She will be responsible for inducting and training you during the IWSP. He/She will monitor your progress throughout the IWSP and will be involved in evaluating you.

## **16. Frequently Asked Questions**

### **16.1. Pre-IWSP Application**

- i. **What is IWSP?**

IWSP is a distinctive feature of SIT degree programmes where you will work in a company of your chosen industry for at least 6 to 12 months. The IWSP has been carefully designed to mimic real world conditions from job search, application, selection, work performance and appraisal.

The IWSP differs from a traditional internship in that while the objective of a traditional internship is to provide you with some experience of the working environment, the IWSP is intended for you to be immersed in a real work environment.

Please refer to Section 3 of these guidelines for more details on IWSP.

- ii. **When is IWSP?**

Depending on your degree programme, IWSP can be held in Year 2 or 3 of your programme. Please refer to Section 5 of the guidelines for your IWSP schedule.

- iii. **How do I apply for IWSP?**

You are required to apply for IWSP through [ReadyTalent](#) – SIT's one-stop student job portal.

- iv. **When should I apply for IWSP?**

You are required to apply for IWSP at least one trimester before your IWSP trimester.

- v. **What is CPD? How does it prepare me for IWSP?**

The Career and Professional Development module, covers a variety of topics meant to equip you with the knowledge, skills and competencies that will prepare for your IWSP position as well as permanent employment in the future. The CPD1 module covers career skills topics such as Career Planning & Management, Cover Letter & Resume, Interview Skills, and Job Search Strategies.

You are expected to complete the CPD module at least 1 trimester before you commence the IWSP.

- vi. Is IWSP compulsory?  
Yes. IWSP is compulsory and there is no exemption.
- vii. Is IWSP credit-bearing? Does IWSP count towards my grades?
  - o All IWSP modules are credit-bearing, i.e. it is compulsory to complete the module as part of graduation requirements. Please refer to the [Academic Guide for Undergraduate Programmes](#) for more information.

Please refer to your programme's module profile in [xSiTe](#) for more details, and consult your programme director for further clarification if required.

- viii. What happens if I fail IWSP?  
Please refer to the Programme's Module Profile in [xSiTe](#).
- ix. Are there any pre-requisites to IWSP?  
Yes. You are required to Pass the CPD module before embarking on IWSP. For more details on the CPD module, please refer to Section 7 of these guidelines.
- x. Can I self-source for an IWSP position?  
Yes. However, every IWSP undertaking requires that specific learning outcomes be met for your degree programme. Your self-sourced position will be subject to the approval of your Programme Director. Please contact the assigned [Career Coach](#) for your degree programme, for more information.
- xi. Will I be assigned to a company for IWSP?  
No. The IWSP positions are not assigned. You will have to apply for positions as if it is a real job application. SIT will facilitate the IWSP application process but will not assign you to a company.

## 16.2. IWSP Application

- i. What is the IWSP application process?  
The IWSP application process is akin to a job application process. You are required to apply, attend interviews, and get selected by the employer in order to secure your IWSP position. More details on the application process can be found in Section 9 of these guidelines.
- ii. Who can I contact if I have any queries about IWSP application?  
You should contact your Career Coach. Their contact details can be found on the Centre for Career Readiness [webpage](#).
- iii. Where can I access the IWSP application portal?  
The IWSP application portal is known as [ReadyTalent](#). You can access it through the url: <https://readytalent.singaporetech.edu.sg>
- iv. How many companies can I apply to in the IWSP application portal?  
You must make three IWSP applications via [ReadyTalent](#).
- v. How soon can I expect a response from employers after my IWSP application?  
Different employers will have different response times. However, if you do not receive an offer during or after the interview period, please contact your Career Coach immediately.
- vi. Can I withdraw an IWSP application?  
No. Employers will consider every application before calling IWSP Students for interviews. Therefore, be mindful and serious about the applications that you make.
- vii. What should I do when I am offered an IWSP position?  
You have three working days to accept the offer via [ReadyTalent](#)
- viii. What should I do if I am offered multiple IWSP positions?  
You have an option to decide the offer to accept. Once you accept an offer via [ReadyTalent](#), unaccepted offer(s) will automatically be closed. Keep in mind that once you accept an offer, your decision is final and no changes will be allowed.
- ix. What should I do if I am not shortlisted for an interview?  
If you have not been contacted by any employer for an interview during the interview period, please contact your Career Coach immediately. Phase 2

application period is still a competitive job application process. You will still be required to apply for an IWSP position via [ReadyTalent](#).

- x. What should I do if I am not offered an IWSP position after the interview(s)?  
If you have attended the interview(s) but have not been offered a position, please contact your Career Coach immediately. Phase 2 application period is still a competitive job application process. You will still be required to apply for an IWSP position via [ReadyTalent](#).
- xi. What are my IWSP allowance and benefits?  
The IWSP allowance and benefits will differ from company to company. The IWSP allowance and benefits that each company offers will be made known to you when you are applying for positions via [ReadyTalent](#). Your allowance is exempted from CPF deductions.
- xii. Can I negotiate my IWSP allowance?  
No. Your primary goal as an IWSP Student should be to obtain the best working and learning experience possible. When you are doing your IWSP, you should value the working and learning experience above monetary benefits.
- xiii. What happens after I have accepted an offer?  
Congratulations! You are now one step closer to beginning your IWSP. Your employer will contact you directly with more information. You may be required to sign a contract agreement with the company as formal acknowledgement that you have been hired for your IWSP. If you have any queries about the contract agreement, you can contact your Career Coach.
- xiv. What should I look out for when I sign a letter of agreement with a company?  
Your letter of agreement with the company would include details of your job scope, working hours, allowance and benefits. If you are unclear about any of the details in the agreement, you may contact your Career Coach.

### 16.3. During IWSP

- i. Who should I contact if I have any queries during IWSP?  
You should contact your SIT Supervisor.
- ii. Who is my SIT Supervisor?

Each student will be assigned to an SIT Supervisor. Students will be informed of the contact details of their SIT Supervisor prior to the commencement of their IWSP.

- iii. How do I contact my SIT Supervisor if I face challenges or have any queries during IWSP?  
You can contact them by phone or email.
- iv. What should I do if I am terminated?  
Contact your SIT Supervisor immediately.
- v. Can I reduce or extend the duration of IWSP?  
No. The duration of your IWSP is fixed.
- vi. How will I be assessed for IWSP?  
Please refer to your programme's module profile in [xSiTe](#) for assessment details.
- vii. What if I have to discontinue IWSP due to unforeseen circumstances?  
Contact your SIT Supervisor immediately. If you are unable to complete the IWSP due to unforeseen circumstances, you must submit the Withdrawal Application via the Student Portal (Academic Matters > Leave of Absence / Withdrawal Application). Please refer to your SIT Student handbook for more details.
- viii. What do I do if I am assigned to go overseas for IWSP?  
If you have been assigned by your employer to go overseas for IWSP, you must notify your SIT Supervisor immediately.
- ix. Can I change my IWSP company after I have started?  
No. However, if there are extenuating circumstances, you may contact your SIT Supervisor with your request.
- x. Can I do my IWSP in two different companies?  
No. You should complete your IWSP with one company.
- xi. What should I wear during IWSP?  
You are required to adhere to your company's dress code.
- xii. Do I need to return to SIT during IWSP?  
Yes, on dates mutually agreed by SIT and your employer. This have been set aside for your return to school for consultation with your SIT Supervisor.

- xiii. How and when will I get paid during IWSP?  
This will differ according to each company's policies and will be made known to you either when you sign the contract agreement or during the on-boarding process.
- xiv. What happens if I do not get paid during IWSP?  
If you are not paid, do alert your Work Supervisor. If you are still not paid thereafter, contact your SIT Supervisor.

#### 16.4. Post-IWSP

- i. When do I need to submit my IWSP assignments?  
Please refer to your Programme's Module Profile in [xSiTe](#) for your assignment deadlines.
- ii. What should I do after my IWSP?  
You are required to adhere to company's exit policy. This may include attending an exit interview. Remember to obtain exit clearance.  
It is also good etiquette to give your Work Supervisor a thank you letter.
- iii. My employer has consistently given me positive feedback during my IWSP work term, and also awarded me a Pass grade in my work appraisal. Should my employer be offering me a full-time position upon graduation?  
No. Companies providing IWSP positions are not obligated to offer students full time positions upon their graduation. IWSP is a platform for applied learning – to provide the means and opportunities for students to achieve specific learning outcomes as detailed in Section 3 of these guidelines. The relationship between the employer and student officially terminates upon satisfactory completion of his/her IWSP. Therefore, companies' decisions on whether they would offer students full-time employment is completely independent of the Work Supervisor's appraisal of the performance during his/her IWSP.

#### 16.5. Working as an International Student

- i. I'm an international student. Can I work while I'm a student in SIT?  
Yes. During IWSP, you will not have to apply for a Work Pass as IWSP is compulsory for graduation from the course. However, a Work Pass is required if you intend to work more than 16 hours a week, outside of your IWSP.