



Integrated Work Study Programme (IWSP)

IWSP Recruitment Guidelines for Employers

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1. Integrated Work Study Programme

1.1 The Integrated Work Study Programme (IWSP) provides students with unique learning opportunities to achieve the following objectives through its structure and cooperative approach by the Singapore Institute of Technology (SIT) and industry partners.

a) Applied learning:

Integration of theory and practice, acquisition of specialist knowledge in the chosen field and development of professional and interpersonal skills beyond the academic environment.

b) Exposure to real-world environment:

Appreciation of real-world challenges in respective industry contexts to develop skills of adaptability, creativity and innovation, while adding value to the work place.

c) Smooth transition to jobs:

Practical experience which shortens work induction period, translating to higher productivity and lower training costs to future employers of SIT's graduates. The work experience acquired may also contribute to professional accreditation/ certification requirements if applicable.

1.2 Held over the span of 6 to 12 months, the structure of the IWSP will cater to differing needs of the industry.

2. Benefits to Companies

2.1 Recruitment of IWSP candidates is similar to an actual employment process. You will post the available IWSP positions in the SIT student job portal, shortlist candidates, conduct interviews and finally, select your hires.

2.2 The longer duration of the IWSP is advantageous as it allows employers to assign real work and specific work assignments. Therefore, it also allows for Companies to train the IWSP Students to be productive employees.

2.3 The IWSP is an excellent opportunity for Companies to recognise talent and potential. The IWSP is therefore a cost-effective way of recruiting and evaluating future employees.

2.4 The IWSP provides future employers with the opportunity to directly influence the educational process; suggestions on how to make curriculum more relevant or improve the pre-employment training are encouraged.

3. Roles Defined

3.5 SIT Supervisor:

The SIT Supervisor is a Faculty member or Professional Officers (PO) who will be the first point of contact between SIT, the student, and the company during the IWSP. He/She would monitor the progress of the student throughout the IWSP and work closely with the Work Supervisor to ensure that learning objectives are met.

3.6 Work Supervisor:

The Work Supervisor is appointed by the company. He/She would supervise, train and provide regular feedback and support IWSP Students throughout the IWSP, providing IWSP Students with the relevant experience to develop competencies.

4. Responsibilities of Employers

- 4.1 Provision of professional, career-oriented positions, with written description of the IWSP Students' duties.
- 4.2 Provision of a safe work environment, free from unlawful discrimination and harassment.
- 4.3 Participation in the IWSP recruitment process, keeping itself informed and in compliance with the guidelines set by SIT, including adhering to interview and offer deadlines.
- 4.4 Provision of a Work Supervisor.
- 4.5 Provision of practical experience according to the learning objectives set out by SIT.
- 4.6 Granting SIT staff access to locations where IWSP Students work to meet representatives of the Companies to monitor the performance of the IWSP Students at the Company.
- 4.7 Working amicably with IWSP Students and SIT to identify and resolve any job performance or other workplace issues. The company has the discretion to carry out disciplinary action, including termination, in accordance with its prevailing human resources policy. SIT should be informed in the event that disciplinary action and/or a termination are carried out.

- 4.8 Providing feedback and assessment on IWSP Students' performance.
- 4.9 Compliance with any applicable statutory, regulatory or other restrictions on the duties that may be performed by IWSP Students. This is of particular importance for IWSP Students working in fields such as law, health care and other areas that require professional certification or professional licence.
- 4.10 Providing IWSP Students the opportunity to propose and be involved in innovation projects based on their experience in the company as part of the learning goals of IWSP.
- 4.11 During the IWSP, the students may enter into separate legally-binding agreements containing indemnities or exclusions of liability. SIT should be informed in advance and provided with a copy of such agreements between the company and the students for its records. SIT, its trustees, officers, employees, agents, successors, assigns shall not be liable for any acts or omissions of the students during the IWSP.
- 4.12 Under Section 12(1) of the Workplace Safety & Health Act of Singapore, all employers are under a duty to take, as far as reasonably practicable, such measures as are necessary to ensure the safety and health of its employees (which includes SIT's students under the IWSP) at work.
- 4.13 Under Section 12(3) of the Workplace Safety & Health Act of Singapore, the measures necessary include:
 - a. Providing and maintaining a work environment which is safe.
 - b. Ensuring that adequate safety measures are taken in respect of any machinery, equipment, plant, article or process used by employees.
 - c. Ensuring that employees are not exposed to hazards.
 - d. Developing and implementing procedures for dealing with emergencies that may arise while employees are at work.
 - e. Ensuring that employees have adequate instruction, information, training and supervision.
- 4.14 Any accidents are to be reported to SIT immediately by calling the designated SIT Supervisor or the SIT Hotline at 6592 5999 as an alternative.

5. IWSP Terms of Engagement

5.1 SIT recommends that IWSP Students be recruited on the following terms:

5.1.1 Recommended Allowance

- Recommended monthly allowance is between S\$1000 to S\$1500 (*amount may vary from programme to programme)
- Employer Central Provident Fund (CPF) contribution is not required

5.1.2 Recommended Benefits

- 3 days of paid leave* per trimester (4-month trimester), on dates mutually agreed between SIT and company. This is for IWSP Students to return to SIT for consultation sessions with faculty. Information and Communications Technology (ICT) programmes has an exception of returning to SIT for flip class half-day each week over 12 months.
- 1 additional day of paid leave per trimester
- Paid medical leave
- Paid public holidays
- Either over-time pay OR off-in-lieu of over-time pay
- Unpaid compassionate leave
- Companies are encouraged to provide work injury compensation

** As part of the work-study integration approach, SIT Faculty will carry out workshops and consultation sessions with IWSP Students to facilitate IWSP Students' reflections on their work experience. Hence, as a general rule of thumb, SIT recommends that IWSP Students be granted 3 days of leave per trimester for them to return to SIT for the consultation sessions with the faculty. Please note that the number of leave days may differ for each programme.*

5.1.3 Working Hours

- Students will adhere to the company's regular working hours.

6. IWSP Schedule

- 6.1 Refer to the degree programme brochure or the programme webpage on SIT website at SingaporeTech.edu.sg for IWSP Schedule of individual programmes.

7. Registration Process

- 7.1 Please submit job descriptions to be offered for IWSP positions via the [ReadyTalent](#) – SIT's one-stop student job portal, for approval. To ensure that learning outcomes are met, all job postings will have to be approved by SIT Centre for Career Readiness and the respective Programme Directors. Approved jobs will be posted on ReadyTalent for application.
- 7.2 The Companies will be able to view IWSP Students' job applications via ReadyTalent. After scheduling and conducting interviews, the Companies will be able to select and offer IWSP Students the positions via ReadyTalent.

8. Recommended Information to Include in the Job Description

- 8.1 The IWSP application process is akin to a real job application process. Students will have the option to choose between multiple IWSP opportunities.
- 8.2 A good job description should be clear and succinct, and should include information on the following:
- Key responsibilities
 - Allowance
 - Benefits
 - Selection of plans (applicable to Accountancy programme only)
 - Orientation / Induction dates
 - Training plan (if applicable)

9. Work Pass for International Students

8.1 During IWSP, Companies are exempted from applying for a work pass when hiring an international student who is full-time matriculated with SIT.

10. Insurance

10.1 All IWSP Students are covered under the SIT Group Personal Accident (GPA) Insurance Policy, Group Hospitalisation and Surgery Insurance (GHS) Policy. Companies are encouraged to cover the IWSP Students under their organisation's insurance schemes.

Please refer to the SIT website for more details on SIT GPA and GHS Insurance Policy: <http://www.singaporetech.edu.sg/student-insurance>

11. FAQ

11.1 IWSP Opportunities

- **If I have an IWSP position to offer, who should I contact?**
You can email us at CareerReadiness@singaporetech.edu.sg
- **What information should I provide in a job description?**
You should provide information on the key responsibilities of the IWSP Student, allowance and benefits. You should also indicate the selection of plans (applicable to Accountancy programme only), orientation / induction dates and training plan provided for the IWSP Student.
- **When should I post the IWSP position(s)?**
This is usually done 4 to 5 months prior to the IWSP term. Employers can hire for IWSP commencing in January, May or August/September depending on the degree programme they are offering positions for.
- **Where should I post the IWSP position(s)?**
You can post it on the [ReadyTalent](#) – SIT one-stop student/alumni job portal.

11.2 Contact Points

- [Who should I contact in SIT for the following matters?](#)

11.1.1 **Posting job vacancies**

You can email us at: CareerReadiness@singaporetech.edu.sg

11.1.2 **Work performance and discipline issues**

An SIT Supervisor is assigned to every IWSP Student. You should contact the SIT Supervisor if you face any work performance or discipline issues.

- [What is the role of the SIT Supervisor?](#)

Besides providing mentorship and guidance to the students during the IWSP, the SIT Supervisor will conduct briefing sessions before the commencement of IWSP, visit students at workplace and assess the student's written assignments.

The SIT Supervisor will also arrange for a briefing session with the Work Supervisor prior the commencement with IWSP.

11.3 Responsibilities of the Employer

- [What is expected of the Work Supervisor in monitoring assessing the IWSP Student's work performance? Is there any paperwork and/or deadlines?](#)

Work supervisors are expected to manage the IWSP Student in a similar way that he/she would induct, train and monitor the performance of other employees in the department. Below is a summary of activities to be carried out during the IWSP Student's work term and corresponding level of involvement required by Work Supervisors:

Objective: Career & Professional Skills

Type of grade	Activity / Period Assessed	Assessment	Assessed by	Level of Involvement
N.A.	Work supervisor monitoring	Per standard practice in the company	Work supervisor	Ongoing
Pass/Fail	Performance feedback and appraisal	Per standard practice in the company, to be incorporated or attached to a <u>standard template</u> for Performance Evaluation	Work supervisor	SIT template to be completed at the end of IWSP work term
N.A.	Student log of work performed	Review and verification of student report (logged activities)	Work & SIT supervisors	Ongoing