

## **TERMS AND CONDITIONS FOR INTERNSHIP AND FLAGSHIP PROGRAMME**

### **Training Programme**

In agreeing to participate in the Programme, the organisation should have a Training Programme so as to meet the following objectives of the Programme:

- Apply academic knowledge in work environment
- Familiarise interns with the working environment so that they can adjust more effectively to working life
- Gain professional knowledge and experience from practicing professionals
- Improve problem-solving, interpersonal and communication skills
- Demonstrate the ability to work independently and in a team

The interns should be given scope of work related to their course of study. Please adhere closely to the Training Programme sent to the co-ordinator of the Programme.

### **Duration of Programme**

The duration of each Programme varies from 7 weeks to 6 months.

### **Exemptions**

The following exemptions have been obtained from the respective authorities for interns of the Programme:

- Interns are not required to contribute to the Central Provident Fund, vide Government Gazette Subsidiary Legislation Supplement No 28 dated 1 June 1973
- Non-Singaporean interns are not required to apply for work permit when they are on internship as long as they are issued with student passes and their internship is part of their course requirement.

## **Insurance Coverage**

- Insurance coverage/Indemnity will be provided by the Polytechnic.
- The Polytechnic has a Group Personal Accident Scheme (GPA) for students of the full-time and part-time diploma/advanced diploma courses.
- Coverage per student includes:
  - 24-hours worldwide coverage
  - \$30,000 per student upon death or permanent disability
  - \$2,000 per accident for medical expenses (with excess of S\$50)

## **Working Hours**

All interns have been briefed to comply with the company's operating hours. Please contact the Liaison Officer if the intern's attendance is irregular or he/she is not punctual for work.

If the intern is required to work overtime consistently, he/she should be paid for overtime or given off-in-lieu.

## **Payment of Allowances**

Generally, our advice is to pay our interns around market rate if they are performing duties like any other employee of the company. The range of recommended allowances is from \$440 to \$600 per month.

Interns are not required to contribute to the Central Provident Fund vide Government Gazette Subsidiary Legislation Supplement No 28 dated 1 June 1973.

## **Confirmation of Placements**

Companies will be informed of the allocation of interns approximately one month before the commencement of the Programme.

## **Attendance**

It is compulsory for interns to complete each Programme. They are not allowed to take leave as they are not full-time staff of the organisation. However, the Polytechnic has given a 10% allowance for absence in situations when they need to be absent for personal or medical reasons.

- Who should approve the absence?  
Officer-In-Charge
- How many days can the intern be absent?  
10% of the expected number of working days
- For what reasons can they be absent?  
E.g. driving tests or any other reasons deemed acceptable by the Reporting Officer. When in doubt, please check with Liaison Officer

The Absence Form is to be used when seeking approval from the Reporting Officer and the request must be submitted at least 4 days before the day(s) of absence. After the Reporting Officer has endorsed approval, the intern must inform the Liaison Officer via either telephone or email and send the hard copy to the Liaison Officer. The Liaison Officer must be informed ahead of the day(s) of absence.

If the intern is sick, he/she is expected to see a doctor and present the medical certificate to the Reporting Officer. The original MC must be noted and retained by the company. A duplicate copy of the MC is to be attached to the Attendance Form.

For compassionate leave, a copy of the death certificate of the deceased must be attached to the Attendance Form. Compassionate leave is allowed for the bereavement of parents, grandparents and siblings and for a maximum of 3 days only.

Companies are not obliged to pay any allowances if the intern is absent or is on medical leave.

Leave should not be granted for interns to attend any camp unless they are organised by Ngee Ann Polytechnic.

The intern's Attendance Form must be endorsed by the Reporting Officer and the Reporting Officer has to fill in the daily or monthly rate of allowances.

### **Evaluation**

The Liaison Officer will furnish you with a form for assessing the intern's performance during the Programme. The Reporting Officer has to fill up the Assessment of Student by Company Form and return the form to the Liaison Officer 2 weeks before the completion of the programme. The intern is assessed on the following criteria:

- Attitude
- Adaptability
- Dependability
- Performance
- Initiative

The passing criteria for these components is 3 points or satisfactory.

### **Liaison Officer**

The Liaison Officer acts as a link between the interns/Ngee Ann Polytechnic and the companies. He/She will make one or two visits to the company to visit the interns and to establish rapport with the Reporting Officer.

### **Student Behaviour**

Upon completion of the Programme, please prepare a testimonial for the interns if you are impressed with their attitude and performance.

If you are not satisfied with the behaviour of the interns on the Programme, please inform the Liaison Officer via telephone or email so that corrective action can be taken.

## **Safety At The Workplace**

We seek the company's assistance to equip the interns with the necessary personal protective gear (where applicable) and safety guidelines to effectively function at the workplace. To minimise the potential to accidents, the interns should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation.

Any accidents, whether major or minor, must be reported to the Liaison Officer or staff from the Student Services Office immediately. Companies and the Liaison Officer will then conduct an investigation and submit the necessary reports to the Student Services Office.