

NP GRADED INTERNSHIPS – FAQs FOR COMPANIES

Updated on 29 November 2022

Browse through these FAQs to find answers to commonly raised questions. If you are unable to find an answer to your query, please contact us at internships@np.edu.sg

Contents

INTERNSHIP PLACEMENT SUBMISSIONS	2
PLACEMENT REQUEST FORM	5
INFORMATION ON NP INTERNSHIPS	6
INTERNATIONAL STUDENTS	7
OJT LITE BLUEPRINT	8

INTERNSHIP PLACEMENT SUBMISSIONS

1. WHAT IS THE PROCESS TO GET NP STUDENTS TO INTERN AT MY COMPANY?

You may refer to the following on the NP Graded Internship Process:

- a. **Companies** to submit their interest via Internship Interest Form.
- b. **Office of Immersion & Careers (OIC)** to send Placement Invitation email to interested companies.
- c. **Companies** to submit their placements via Placement Request Form.
- d. **Academic Schools** to shortlist and match students to desired companies.
- e. **Students** to go for arranged interviews if any.
- f. **Academic Schools** to confirm on Placement Matching.
- g. **OIC** to send Confirmation Letters to companies and students.
- h. **OIC** to send Regret Letters to selected students.
- i. **Students** to attend their internships and **NP Internship Supervisors (NPIS)** to make periodic visits.
- j. Post-Internship Surveys to be done by **Students, NPIS, and Companies**.

2. HOW DO I REGISTER MY COMPANY FOR THE UPCOMING INTERNSHIP SEMESTER?

To register your interest, fill in your company's particulars in the Internship Interest Form [here](#) for the upcoming Internship Semester. You may refer to the following information for AY2023/2024.

AY2023/2024 Semester 1 Internship Period

- Invitation emails to be sent in October 2022
- Start of internship for most courses are in March 2023

AY2023/2024 Semester 2 Internship Period

- Invitation emails to be sent in April 2023
- Start of internship for most courses are in September 2023

As such, please indicate your interest according to the respective Internship Periods. You may refer to our Internship Schedule [here](#) for more details.

3. I HAVE SUBMITTED MY DETAILS IN THE INTERNSHIP INTEREST FORM. HOW DO I SUBMIT MY INTERNSHIP JOB DETAILS?

We will send an email invitation with the Placement Request Form excel sheet attached in the email before the Internship Semester commences.

You may input your internship job details (please indicate **New Placement** in the **Type_of_Request** column) in the Placement Request Form, reply us, and attach your completed form in your email reply.

4. I HAVE SPECIFIC STUDENTS AND REQUIREMENTS FOR THE INTERNSHIP. HOW DO I INCLUDE THIS IN THE PLACEMENT REQUEST FORM?

If you are looking for specific students from a specific Diploma or NP Academic School, you may indicate in the Placement Request Form in **Section B: Intern's Course of Study**.

You may also include additional information in the **Remarks/Other Requirements** column in **Section C: Internships Placement Details** section.

Additionally, you can include any other information that we need to take note of when submitting the Placement Request Form in your email reply to us.

5. CAN I SUBMIT MULTIPLE PLACEMENT REQUESTS?

Yes, you may submit multiple job roles in the Placement Request Form which will be sent to you after you have registered your company in our Internship Interest Form.

If you are submitting multiple Placement Request Forms in one email, you will receive an acknowledgement email for each attachment. **Note: All mandatory fields are required.**

6. HOW DO I TELL WHETHER MY PLACEMENT SUBMISSION IS SUCCESSFUL?

After you have submitted the request, you will receive an acknowledgement email titled **Ngee Ann Polytechnic - Placement Request Received** along with your Placement Request Form.

Each job role will be given a Response ID. The Response ID is indicated in the Placement Request Form returned to you for reference in the excel spreadsheet (example below). Please keep a copy of this email for your reference.

Internships (NP) | Ngee Ann Polytechnic - Placement Request Received

 This message was sent with High importance.

 Placement_Status_NP Oct 2022 Placement Form (For Company) v2 (18042022).xlsx
1 MB

Dear Industry Partner,

Thank you for your placement request submission.

In the returned Excel file, you will find for each request:

- status of the request
- unique ID assigned

For a change of the requested school, companies will need to cancel previous request and submit a new request for the new school.

Please use the assigned unique IDs for any future update or cancellation of the placement requests.

Thank you.

Best Regards,
Office of Internships and Careers | Block 27 #01-18
Email Address: internships@np.edu.sg | T: (65) 6460 7583
Ngee Ann Polytechnic | 535 Clementi Road, Singapore 599489

Do note that successful placement submissions do not mean that an intern will be automatically allocated to your company. All placement submissions will be reviewed by our Internship Coordinators from the respective NP Academic Schools. Suitable placements will then be allocated to our interns.

PLACEMENT REQUEST FORM

7. THERE IS A CHANGE IN OUR BUSINESS REQUIREMENTS. CAN I EDIT/ CANCEL THE PLACEMENT SUBMISSION?

a) To update your placement request:

- Make your changes in the Placement Request Form attached in our Acknowledgement Email.
- Please **DO NOT** reuse your previous Placement Request Form and **DO NOT** use a fresh new form.
- Select the **Update Placement** option in the **Type_of_Request** column in the Placement Request Form.
- Update the specific information (e.g. Job Title) and leave the remaining information as it is.
- Email the updated Placement Request Form with subject header "**NP Apr 2023 Semester Internships - Application Open**" to internships@np.edu.sg
- You will be receiving a revised Acknowledgement Email for your reference.

b) To change the NP Academic School you wish to hire the interns from:

- Make the changes on the Placement Request Form attached in our Acknowledgement Email.
- Please **cancel** your original placement and **resubmit a new** row with the new NP Academic School.
- Email the updated Placement Request Form to internships@np.edu.sg.
- You will be receiving a revised Acknowledgement Email for your reference.

c) To cancel your placement request:

- You may write in to us to cancel your placement request.

8. WHEN CAN I KNOW THE OUTCOME OF MY PLACEMENT REQUEST?

The confirmation email for finalised placements will be sent 2 to 4 weeks before the start of the internship. Alternatively, you may contact the [Internship Coordinators](#) nearer to the internship start date to find out about your placement status.

We regret to inform you that If you do not receive a confirmation email after the timeframe stated above, this means your Placement Request has been rejected. You may try again for the next Internship Semester by submitting your company details in the Internship Interest Form.

INFORMATION ON NP INTERNSHIPS

9. WHERE CAN I FIND OUT MORE INFORMATION ABOUT INTERNSHIP ALLOWANCE, INSURANCE COVERAGE, INTERNSHIP ASSESSMENT, INTERN'S REPORT ETC.?

Please refer to [NP's Terms and Conditions for Graded Internships](#) for information on general internship allowance range and insurance coverage. Please note that interns are exempted from CPF.

For enquiries on internship assessment and intern's report, please contact the Internship Coordinators in-charge of the respective courses. You may refer to the [Internship Schedule](#) for the contact details.

10. WHAT IS THE INTERNSHIP PERIOD AND LIST OF COURSES AVAILABLE?

Please refer to the [Internship Schedule](#) for the internship period and list of courses available. For course-specific clarifications, please contact the respective Internship Coordinators for assistance.

11. WHERE CAN I FIND OUT MORE ABOUT THE COURSES?

Please click [here](#) to view the course catalogue.

INTERNATIONAL STUDENTS

12. ARE INTERNATIONAL STUDENTS ALLOWED TO DO INTERNSHIPS?

Yes. However, this depends whether the International Student is holding onto a Dependant's Pass (DP) or Student Pass (STP). Find out more below.

For Dependant's Pass (DP) Holders

International Students who are Dependant's Pass (DP) holders are required to present a Letter of Consent (LOC) from the Ministry of Manpower (MOM) before the commencement of their internship. They can apply by informing the school in advance who will then apply on behalf of the student. Alternatively, they may apply for a Student Pass (STP).

For Student Pass (STP) Holders

International Students who are Student Pass (STP) holders can proceed with their internship under NP as stipulated in the rules by the Immigrations and Checkpoints Authority of Singapore (ICA). International Students who wish to apply may email the school at stp_entryrequest@np.edu.sg.

Find out more about via the MOM website [here](#) and the ICA website [here](#).

OJT LITE BLUEPRINT

13. WHAT IS OJT LITE?

On-the-Job Lite, or OJT Lite, is a new initiative by NP to be rolled out from the **April 2023 Internship Semester onwards** for selected Diplomas. Its objective is to enhance the student internship experience via Workplace Learning and On-the-Job Training, where they have collectively emerged as a powerful learning model for our students, and for our Industry Partners to explore.

OJT Lite will eventually be rolled out to **ALL** Diplomas, NP Academic Schools, and Industry Partners in stages within the next few years.

14. HOW TO GET STARTED WITH THE OJT LITE BLUEPRINT?

In our Placement Request Form, specifically **Section C: Internships Placement Details**, fill in the following columns for each Internship Placement that you will be submitting:

- **Main Task 1**
- **Task Elements for Main Task 1**
- **Main Task 2**
- **Task Elements for Main Task 2**

These details will then be input into the OJT Lite Blueprint which will be attached together with the Confirmation Letter email if applicable.

For more on OJT Lite Blueprint, you may refer to this [link](#) created by the National Centre of Excellence for Workplace Learning (NACE).

15. HOW WILL I KNOW IF MY COMPANY IS PARTICIPATING IN OJT LITE?

We are currently in the midst of rolling out OJT Lite for selected Diplomas on a trial basis. As part of the trial, the OJT columns in the Placement Request Form are to be filled up by our Industry Partners, so that both our Industry Partners and NP Academic Schools will be familiar with the new initiative.

If you have received a Confirmation Letter as well as the OJT Lite Blueprint containing the OJT details that you have input earlier, this means that your company is involved in OJT Lite.

As part of the main aim for this OJT Lite initiative, we would highly encourage you to include good and meaningful tasks for our students to take away a valuable learning experience during their Internship Programme.