

TERMS AND CONDITIONS OF VACATION INTERNSHIP

Updated on 19 Oct 2023

1. Objectives of Vacation Internships

Students can take up non-credit bearing vacation internships starting from their first year. Vacation internships provide opportunities for students to gain more work experience, develop new knowledge, acquire industry-relevant competencies, and inculcate life skills and good work values to help them adapt quickly and effectively to working life upon graduation.

Internships also give students insights into the career opportunities and pathways in the sector through interactions with their company supervisor and colleagues in the company.

When planning the vacation internships, the company should take into consideration the following objectives of the programme:

- Allow students to apply the skills that they have learnt in a real project task or event
- Allow students to gain work experience

The company should provide an introductory briefing including an overview of the industry and the company's operations at the start of the programme and a closing review with students to summarise learning outcomes and address students' questions if any.

Vacation Internships may or may not be related to his/her course of study. The planned activities should be aligned with the intended objectives of the programme. Once the placement has been confirmed, the company should adhere closely to the agreed job descriptions.

While vacation internships do not serve to fulfil academic course requirements, participants will be issued a Certificate of Completion by the Polytechnic, upon successful completion of the programme.

2. Duration

The duration of the internship ranges from 6 to 8 weeks and take place during the semester breaks in end-February to mid-April or end-August to mid-October.

3. Working Hours

NP takes a serious view on the hours of work to protect the interns' safety, mental and physical health. **Companies are required to comply with the requirements of the Employment Act of Singapore or the jurisdiction in which the internship is performed, especially with regards hours of work, overtime and rest days.** Interns are generally expected to follow the operation hours of the company. However, the interns should **not** work more than 12 hours a day or 44 hours a week.

Companies **must**:

- Inform NP before the start of internship if shift work is required;
- Ensure reasonable rest days between shift work is given;

- Provide interns with a reasonable break time for meals;
- Provide interns with overtime pay or off days in-lieu for work done beyond working hours and/or on a public holiday.

Please refer to [Ministry of Manpower guidelines](#) on the hours of work, overtime and rest days.

4. Internship Allowance

Allowance may be provided by the company in a project/event/hourly/monthly basis. Companies may wish to take reference from the average internship allowance range (\$600 to \$1,100 per month).

Allowances are to be paid monthly by the company to the student without any demand, deductions or set-off. Internship allowance is exempted from Central Provident Fund (CPF)¹ contributions.

5. Workplace Decorum & Respect

Companies are expected to provide an inclusive work environment where employees and interns are treated with respect and valued for their contributions regardless of their gender, race, religion and disabilities.

All interactions with the interns shall be conducted in a professional and respectful manner and caution should be taken against any conduct that demeans, intimidates, threatens, harasses or causes any physical or emotional harm. All forms of bullying or explicit or suggestive harassment, be it verbal, physical and/or sexual, will not be tolerated by the Polytechnic.

Any reported cases of misconduct will be investigated and NP will not hesitate to report serious offences to the Police and/or other state authorities, if necessary.

6. Workplace Accommodation & Accessibility

To better enable persons with disabilities to work and maximise their potential in employment, NP encourages employers to make their workplaces accessible and where needed, to provide reasonable accommodations for the individual. NP will engage the company to discuss special arrangements for the intern if necessary.

7. Internship Supervision

It is the responsibility of the company to supervise the intern's work to ensure the standard of work meets the requirements of the company. To maximise the intern's contribution to the company and to optimise the learning value of the internship, we require the participating company to provide a Company Supervisor for each intern. Should there be any issue of misconduct, emergency, accident or need for clarifications, the Company Supervisor is advised to contact NP as the first point of escalation.

¹ Government Gazette Subsidiary Legislation Supplement No 28 dated 1 June 1973

7.1 Role of Company Supervisor

- a. Orientate the intern to the organisation and ensure that the intern is aware of the organisation's employment policies, rules, regulations and requirements including:
 - department functions and various roles in the department;
 - workplace health and safety, including safe management measures;
 - emergency and accident reporting procedures;
 - dress code, attendance policies, working hours and overtime work, break/lunch times;
 - medical and other approved leave;
 - non-disclosure policies and handling of confidential information/data;
 - other relevant company policies and guidelines.
- b. Assign an onboarding buddy to introduce the intern to the department and help the intern settle into his/her role.
- c. Plan and discuss the internship requirements with the Polytechnic Supervisor. Ensure that the intern's job scope meets the objectives and intended learning outcomes of the internship.
- d. Brief the intern on his/her job role and ensure that the intern understands the job role as well as the learning objectives and development skills in relation to specific job tasks.
- e. Provide the necessary resources or equipment required for the intern to perform his/her task or execute the projects.
- f. Guide the intern on his/her assigned tasks and provide timely and an appropriate level of feedback of the work undertaken during the internship.
- g. Ensure that the intern is at all times treated with dignity and respect by all parties both within and outside the organisation.

Upon completion of the internship, the Company Supervisor is encouraged to provide a testimonial for the intern if he/she has made a positive impression during the internship.

8. Attendance & Leave Matters

At the earliest possible opportunity, an intern is to inform his/her Company Supervisor of his/her absence via a phone call or an email.

8.1 Sick Leave

Due to the ongoing COVID-19 situation, the Ministry of Manpower and/or Ministry of Health in Singapore have issued guidelines and advisories with regards work and leave arrangements for employees who test positive for COVID-19. Companies are expected to comply with the same prevailing health advisories with regards work and leave arrangements for interns.

In non COVID-19 related cases, if the intern is sick, he/she is required to see a medical doctor and present a medical certificate to the Company Supervisor.

Generally, interns should not be required to work extra day(s) or extend internship to make up for medical leave. For exception cases such as prolonged medical leave, companies should inform and seek consent from NP on any make-up arrangements (if applicable).

8.2 Compassionate Leave

Compassionate leave is allowed for the bereavement of parents, grandparents and siblings for a maximum of 3 days only.

9. Overseas Business Trips

NP appreciates overseas working opportunities being made available to our interns during their internships. However, we would request companies to see to the following:

- a. Company Supervisor to inform and seek prior approval from NP if an intern is required to travel overseas during the course of his/her internship;
- b. Ensure that the intern will be accompanied during the period of travel and that there is no travel advisory against travel to the country of destination;
- c. Ensure the intern's safety throughout the period of travel;
- d. Provide support and ensure the intern is accompanied if he/she falls sick during the work trip and is not fit to travel back to Singapore.
- e. Provide and arrange for the intern's visa and exit permit, if required, as well as comprehensive travel and work injury insurance during the period of intern's travel; and
- f. Provide and arrange for air tickets and accommodation, transport and other necessary essentials including internship allowance during the period of intern's travel. The travel details should be provided to the NP prior to travel.

10. Workplace Safety & Health

Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns. In addition, there are specific industry sectors where companies assume the responsibility to ensure that their employees, including interns, attend and pass the required safety orientation courses before they engage in work.

Companies **must** ensure that interns are:

- a. properly briefed on the workplace health and safety protocols/guidelines at the start of their internship;

- b. provided with the necessary personal protective equipment/footwear/gear and briefed on safety guidelines prior to performing the specific task or function at the work site;
- c. guided and reminded of the risks and safety precautions, especially in high risk work areas;
- d. supervised by trained and experienced personnel while performing their tasks;
- e. **not** placed in any hazardous/dangerous situation at the workplace.

In the event of accidents or incidents happening during the internship, companies must render the appropriate assistance to ensure the interns' safety and **immediately** report the matter to the Office of Internships & Careers at internships@np.edu.sg.

11. **Work Pass Requirements**

Non-Singaporean students holding a valid Student Pass issued by the Immigration and Checkpoints Authority (ICA) do not need a work pass to work as interns in Singapore during vacation. For more information, please click [here](#).

12. **Insurance Coverage**

Group Personal Accident

Group Personal Accident insurance is provided for all full-time students. Please click [here](#) for Details of coverage and the Incident Report Form. The completed form with relevant supporting documents are to be submitted within 30 days from the date of treatment to the insurance company.

Contact persons: Mr Bay Wei Sheng (BAY_Weisheng@np.edu.sg)

Companies are encouraged to cover the interns under their organisation's insurance schemes, e.g. work injury compensation and public liability.

13. **Personal Data Protection**

As part of our administrative services, we collect and process information to support and provide better internship experiences for our students and companies. Any personal data shared with us may be used by the Polytechnic or other Government agencies, so as to serve you in the most efficient and effective way unless such sharing is prohibited by law. To safeguard your personal data, all electronic storage and transmission of personal data are secured with appropriate security technologies. Please rest assured that all information is managed in accordance with the prevailing laws on personal data protection of Singapore.

14. **Precautionary Measures in View of COVID-19**

Companies must continue to ensure the Safe Management Measures and sector-specific requirements are implemented at the workplace for employees (including interns) as required by Ministry of Health, Ministry of Manpower and respective sector agencies.

15. Applicability

These Terms and Conditions apply to all vacation internships between Ngee Ann Polytechnic and the Company. Besides the confidentiality and non-disclosure agreement, the intern is not obligated to sign any contract, indemnity form, or legal documents.

Unless otherwise agreed in writing, any other conditions shall not apply. Any amendments to the agreed placement terms (including job scope, allowance and work arrangement) and/or any deviations from these Terms and Conditions must be agreed upon in writing by Ngee Ann Polytechnic.