

TERMS AND CONDITIONS OF NON-CREDIT BEARING INTERNSHIP PROGRAMME

Updated on 29 Mar 2019

1. Objectives

When planning the internship job scope, a company should take into consideration the following objectives of the Ngee Ann Polytechnic (NP) Internship Programme:

- Familiarise interns with the working environment so that they can transit more effectively to working life;
- Enable interns to gain professional knowledge and experience from practicing professionals;
- Improve interns' problem-solving, interpersonal and communication skills; and
- Allow interns to demonstrate their ability to work independently and in a team.

Once an internship placement has been confirmed, the company should adhere closely to the agreed internship job scope and placement terms. Please also note that the ***Employment Act covers every employee who is engaged under a contract of service, including interns¹.***

2. Duration

The duration of internship will span across interns' semestral breaks, generally from mid February to mid April and mid August to mid October every year.

3. Working Hours

Generally, work is considered overtime if an intern has to work beyond 44 hours a week. If an intern is required to work overtime, he/she should be given off-in-lieu or be paid for overtime work. Please click [here](#) for Ministry of Manpower guidelines on overtime work and calculation of overtime pay.

4. Quantum of Allowances

Generally, our interns should be paid near market rate if they are performing duties like any other employee of the company.

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

5. Insurance Coverage

Group Personal Accident

Insurance coverage will be provided by NP. NP has a Group Personal Accident Scheme (GPA) for students undertaking the full-time diploma courses.

¹ An employer is obliged to accord statutory benefits prescribed under the Act to an intern if he is performing work and has work arrangements similar to that of a regular employee in the organisation.

Coverage per student includes:

- 24-hours worldwide coverage
- \$30,000 per student upon death or permanent disability
- \$4,000 per accident for medical expenses per accident

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. Please contact Ms Lala Teo at 6460 6245 (Lala_TEO@np.edu.sg) or Mr Foo Han Lin at 6460 8986 (FOO_Han_Lin@np.edu.sg) should you have queries.

In addition to the GPA insurance coverage, companies may wish to cover the interns under their organisation's insurance schemes, e.g. workmen compensation and public liability.

6. Appointment of Company Supervisor

Bearing in mind that the intern has little or no work experience, the company must appoint a supervisor to oversee the intern's learning, guide the intern on his/her assigned tasks and help the intern adjust to the company work culture.

Upon completion of the internship, the company supervisor may consider preparing a testimonial for the intern if he/she have made a positive impression with his/her attitude and performance.

7. Attendance

A. Sick Leave

If the intern is sick, he/she is expected to see a medical doctor and present a medical certificate to the company supervisor.

B. Compassionate Leave

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

For interns with less than 3 months of service, companies are not obliged to pay any allowances if the intern is absent. Please click [here](#) for Ministry of Manpower guidelines on computation of allowance for an incomplete month of work.

8. Safety At The Workplace

Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns. The Act covers all factories and workplaces of various risk levels and industries. 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.

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

Any accident must be reported to the Office of Internships & Careers at internships@np.edu.sg or 6460 7583 immediately.

9. Special Arrangements, Discrimination and Misconduct

Companies may need to make reasonable special arrangements for the interns whenever necessary, for reasons including racial and cultural differences, religion, gender and/or disability.

When interacting with the interns, company supervisors and workplace mentors shall ensure the interactions are conducted appropriately and caution against physical contact that could be reasonably misconstrued to be unprofessional, offensive, romantic or sexual.

10. Overseas Business Trips

NP appreciates overseas working opportunities being made available to our interns. However, we would appreciate that companies see to the following:

- a. Company supervisor inform and seek prior approval from the Polytechnic² if an intern is required to travel overseas during the course of his/her internship;
- b. Ensure that intern will be accompanied during the period of travel and that there is no travel advisory against travel to the country of destination;
- c. Arrange for 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
- d. Arrange for air tickets and accommodation, transport and other necessary essentials including internship allowance during the period of intern's travel, flight and accommodation details to be provided to the Polytechnic prior to travel.

² Polytechnic supervisor to seek parental consent if an intern is required to travel overseas during the course of his/her internship