

Work Attachment Guidelines for Students

(effective for students matriculated from year 2019 onwards)

1. Work Attachment ("WA") Objectives

- 1.1 As part of the graduation requirement, WA is an experiential learning opportunity for students to enhance their employment readiness and employability through a supervised work placement with a Host Organisation (HO) in Singapore or overseas.
- 1.2 Students are encouraged to take on WA opportunities relevant to their study programmes or alternative pathways to gain valuable real-life work experiences and build up their interdisciplinary skills and competencies.
- 1.3 The WA Programme is managed and overseen by the Career Development Office (CDO).
- 1.4 A WA Mentor will be assigned to advise students through their WA journeys and liaise with HO Supervisors.
- 1.5 Learning outcomes will be assessed through learning journals and the final report submitted by students, a final assessment by the HO, and an assessment centre – referencing the programme-specific learning objectives ([Learning Objectives | SUSS](#)) and skills and competencies from the SkillsFuture Framework ([SSG | Skills Framework \(skillsfuture.gov.sg\)](#)).

2. WA Requirements

- 2.1 WA is a mandatory graduation requirement for all full-time undergraduate students.
- 2.2 All WA must be evaluated and approved by SUSS before students accept the offer from HOs.
- 2.3 Current tracks available to students include:
 - 2.3.1 Core WA
 - Local WA
 - Overseas WA: On-site or Virtual ("OWA")
 - 2.3.2 Alternative WA
 - Community-Engaged WA ("CE-WA")
 - Entrepreneurial WA ("E-WA")
 - Interdisciplinary WA ("I-WA")

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2.4 The minimum duration of a WA is 24 weeks of continuous full-time work or a minimum period of 8-week WAs stacked up, with the exception of the following:

ECE

- a) Students *with* ECE Diploma from Polytechnic: No WA requirement
- b) Students *without* ECE Diploma: 12-week WA
- c) If WA is done in a local preschool, the preschool has to be ECDA-registered

PSS

- a) Students on MHA Scholarship: No WA requirement

3. WA Scope

3.1 Students are encouraged to take on work assignments that build on their Programme-based knowledge and critical core skills ([SSG | Skills Framework \(skillsfuture.gov.sg\)](#)).

3.2 Students on Core WA are expected to perform at least 16 weeks out of 24 weeks of WA in their Programme, and up to 8 weeks outside of their Programme to enhance their interdisciplinary competencies.

Note exceptional cases below:

- a) Accountancy students on SUSS-approved Work-Study Programmes (WSP), which require a minimum of 6+6 months WA, may perform both WAs in their Programme or choose to perform one of the 6-month WAs in CE-WA/E-WA/I-WA, or a combination with a minimum 8-week WA in each HO.
- b) Students on SUSS-approved [Work-Study Degree \(WSDeg\)](#) are exempted from WA, subject to completion of the WSDeg.

3.3 Students have the choice to pursue alternative WA pathways stated under paragraph 2.3.2:

Students requesting to undertake an alternative WA pathway will need to submit an application via the [CEL Portal](#) and seek the support of their WA Mentor. Each request will be carefully reviewed and subject to the final approval by the Head of CDO.

Given WA's practical and experiential nature, students may be assigned multidisciplinary tasks and cross-functional projects. Where appropriate, students may seek the approval from Head of CDO for any reasonable departure from their Programme-related job functions.

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4. Eligibility

- 4.1 Generally, students may perform WA after fulfilling all of the following pre-requisites:
- a) Cover Letter and Resume approved by their WA Mentor via the [CEL Portal](#).
 - b) [Pre-requisite academic courses](#) relevant to the job scope of WA they are contracting with the Host Organisation.
 - c) Achieved at least 80% score in the WA Online Quiz.
 - d) Achieved at least 80% in the following non-academic courses:
 - (i) Digital & Data Literacy
 - (ii) Engaging responsibly with Artificial Intelligence and Machine Learning
 - (iii) Sustainable Development in the Workplace
 - e) Attended a workshop/event on Entrepreneurial Mindset.
 - f) Completed and passed the Risk Assessment Management System (RAMS) course.
 - g) For self-sourced WA, the job scope has been approved by their WA Mentor.
- 4.2 Before completing all of the WA pre-requisites listed in paragraph 4.1 above, any work undertaken by students will not be counted as WA under SUSS graduation requirements.
- 4.3 Courses registered during eCR may subsequently be dropped during the Add/Drop Period should there be conflict between course schedules and WA.
- 4.4 By applying for a WA, the student confirms that he/she is medically and physically fit to perform the job scope. When in doubt, students should seek medical advice.
- 4.5 Students on academic warning are not allowed to participate in any local or overseas WA or internships.

5. Host Organisations (HOs)

- 5.1 The Host Organisation (HO) is the organisation with which students perform their WA.
- 5.2 The HO will assign a WA Supervisor. Working in one's own family business or in HOs where family, relatives, course mates or friends are immediate WA Supervisors will not be counted as fulfilling WA under SUSS graduation requirements. Students on WA shall not be supervised by current undergraduates or polytechnic students, notwithstanding that they may be the founder or owner of the HO. Students who fail to observe this requirement shall be deemed to have failed the WA.

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6. Terms of Appointment

- 6.1 Students are responsible for reviewing any contract, indemnity form, confidentiality undertaking, etc., which are legally binding documents. Students shall upload a copy of the signed Letter of Offer to the [CEL Portal](#) within 1 week after signing.
- 6.2 The Letter of Offer sets out the terms of appointment - duration of WA, working hours, stipend, leave, benefits, and other terms. With effect from 1 January 2018, local SUSS students on WA and internships approved by CDO are exempted from making contributions to the Central Provident Fund (CPF) and Skills Development Levy (SDL).

7. Professionalism

- 7.1 Students should be mindful that they are ambassadors of SUSS and that their behaviours reflect upon the university. They should follow the rules and regulations set by the HO and abide by all laws and regulations at all times.
- 7.2 Students who have received an offer by the HO should accept or decline the offer before it lapses. Upon acceptance of an offer, students must decline all other offers or interviews and inform the following HO(s) affected by their unavailability:
 - a) HO which has made an offer that has not been accepted by the student.
 - b) HO where the student has a pending interview.

In addition, students who have accepted an offer should withdraw all other applications made via the [CEL Portal](#).

- 7.3 Any student who has accepted an offer but subsequently wishes to withdraw from it must seek the approval of the Head of CDO.
- 7.4 Students are not allowed under any circumstance to accept more than one WA offer. If a student does so, CDO has full discretion to cancel all offers accepted by the student.
- 7.5 Students shall commit to completing their WA contracts with the HOs. Any termination of the contract may void all WA performed to date.

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8. Leave

- 8.1 Students must inform the HO at the time of the interview or just before the signing of the offer (if no interview is conducted) of any planned Leave of Absence ("LOA"), e.g., study leave, examination leave, In-Camp Training (ICT). Leave approval is at the absolute discretion of the HO.
- 8.2 Students are required to inform the HO if they fall ill and need to see a doctor, and if medical leave has been granted, within 24 hours upon receipt of the Medical Certificate ("MC"). They should produce the MC when they return to work. A scanned copy of the MC, endorsed by the WA Supervisor, must be submitted to the [CEL Portal](#) within one week of the end of the medical leave.
- 8.3 No-pay Leave is not counted as part of the minimum 24-week WA.

9. Insurance

- 9.1 SUSS's existing insurance scheme covers students (refer to [Student Insurance Scheme](#)). The HO may provide further coverage for the student, particularly in situations with heightened risk or danger or an OWA or travelling required during the WA.
- 9.2 SUSS partners with International SOS ("ISOS") provide, among other things, emergency medical and repatriation services for SUSS students who are on overseas study missions or programmes. Hence students on OWA should only purchase ISOS-supported travel insurance cover.

10. Confidentiality

- 10.1 Students are required to sign a Confidentiality Undertaking with SUSS on the [CEL Portal](#) before the start of the WA.
- 10.2 Students, if required, are also expected to sign a Confidentiality Agreement with the HO.
- 10.3 Students should also request their WA Supervisors to review their reports before submission to CDO to ensure that confidential information has not been disclosed.

11. Students' Safety and Well-being

- 11.1 Safety at work is paramount. Students shall ensure that the HOs brief them on any safety guidelines and be equipped with appropriate protective equipment under the supervision of trained staff.

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11.2 Students should work in a safe environment. They should assess the risks of their workplace at the first opportunity and note any material changes in the work environment (refer to the [WA Environment Risk Assessment](#)). They should raise their safety concerns with their WA Supervisors. If the safety concerns are not adequately addressed, students should politely decline participation in the activity.

When an incident concerning students' safety and well-being (including but not limited to environmental safety, personal safety and any form of emotional, physical and cyber harassments) occurs, students shall immediately inform the WA Supervisor and/or WA Mentor and request for instructions. If overseas, students shall contact the local emergency service for assistance. They may call ISOS (SUSS Membership no. 02AYCA 093933) at +65 6337 9126 or contact the Ministry of Foreign Affairs in Singapore at +65 6379 8000 or the local Singapore High Commission/Embassy for advice.

11.3 Students are required to submit an Incident Report ([WA/OE Incident Report](#)) within 8 hours of an incident. SUSS may require the HO to conduct investigations and submit an Incident Report.

12. Supervision and Mentoring

12.1 CDO will assign a WA Mentor to guide and coach students on their WA learning journey.

a) **Initial Contact:** Prior to the WA, students are advised to contact their WA Mentor to discuss their goals, set WA deliverables and clarify issues.

b) **Mid-Term Review:** Mid-way through WA, the student shall arrange for the WA Mentor to meet the WA Supervisor for a Mid-Term Review at the premises of the HO to discuss, in the presence of the student:

(i) WA Supervisor's Feedback; and

(ii) Student's Reflections on how his/her learnings and contributions during the first half of WA will enable him/her to succeed in completing the WA, prepare him/her for graduation and be portable to his/her future work life.

c) **WA Final Assessment by HO:** In the final month of the WA, the student and the WA Supervisor shall complete the [WA Final Assessment by HO](#). Suppose the WA Mentor receives feedback from the HO of a student's unsatisfactory performance, the student shall arrange for the WA Mentor to meet the WA Supervisor for a Final Assessment to counsel the student and decide whether that student has to re-perform his/her WA in whole or in part – refer to paragraph 13.4(d).

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13. WA Assessment

13.1 The grades for the WA are Pass with Distinction, Pass and Fail, based on the criteria given in [WA Assessment](#). Students who self-sourced their WA will be given additional credit in the WA Assessment, which may or may not affect their overall WA grade.

13.2 Students who had secured and accepted a Priority Offer or Graduate Job Offer will be awarded a "Pass", subject to submission of documents related to WA placement. To aim for a Pass with Distinction, these students may continue with the WA Assessment Centre.

13.3 Students on WA must complete all of the following within the stipulated deadlines:

- a) [WA Weekly Learning Journals](#) comprising week-by-week Activities and Reflections ("Learning Journals") to be uploaded to the [CEL Portal](#) on a 4-weekly basis within 14 calendar days from the 4th week of each submission period. The Learning Journals are to be submitted for the first 12 weeks of WA in the case of WA beyond 12 weeks.
- b) [WA Final Assessment by HO](#) to be completed and signed by the WA Supervisor, and uploaded to the [CEL Portal](#) within 14 calendar days after completing the WA.
- c) [WA Final Report](#) to be sighted by the WA Supervisor to permit redaction of any confidential information and uploaded to the [CEL Portal](#) within 14 calendar days after completing the WA.

Where the submission date(s) in paragraphs 13.3 (a), (b) and (c) fall within the 2-week SUSS examination windows in May and November each year, students are permitted to submit the above documents within 14 calendar days from the last examination paper.

Students who are on medical leave, hospitalisation leave, compassionate leave or military training which impacts any of the above submission dates are permitted to submit the above documents within 14 calendar days from the last date of such leave.

13.4 Students shall have to attend a Counselling Session with his/her WA Mentor if any of the following occurs:

- a) Late submission of three 4-weekly WA Weekly Learning Journals.
- b) Late submission of signed WA Final Assessment by HO.
- c) Late submission of WA Final Report.
- d) Unsatisfactory performance feedback by HO or WA Mentor.

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13.5 Students shall undergo a Performance Improvement Plan ("PIP") if any of the following occurs:

- a) Failure to attend a Counselling Session with his/her WA Mentor within one month from the date of the notice;
- b) Resignation from HO before completing WA;
- c) Termination by HO during WA before completing WA; or
- d) Unsatisfactory performance feedback by HO or WA Mentor.

PIP WA

13.6 Students undergoing a PIP will have to perform a minimum of 8 weeks of additional WA. All WAs performed under PIP will have to be self-sourced.

13.7 WA performed under PIP will have the same requirements as a normal WA. Students who fail to satisfy all of the requirements under the PIP WA shall undergo further PIP WA to ensure that the student fulfils WA under his/her graduation requirements.

14. Overseas WA (OWA) and Travelling during WA

14.1 Students contemplating OWA are advised to contact CDO as there may be possible funding.

14.2 Unless otherwise agreed in writing between the HO and the student, students are themselves responsible for arranging and paying for travel VISA, insurance, flight, accommodation, vaccinations, meals, transport and all other expenses incurred during the OWA and any travelling during the WA.

14.3 Students are discouraged from travelling unaccompanied in any foreign country. If the HO requires the student to travel during the WA, it shall be responsible for the travel arrangements and expenses incurred by the student.

15. Appeals

15.1 Any appeal shall be submitted to the Head of CDO in writing.

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16. WA Assessment

Students' WA will be assessed based on the four components shown below. The purpose of this assessment is to ensure that students are constantly on track during their WA journey and that they are able to gain the maximum knowledge and experience at work.



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Component	Requirements	Students to do	Key Date	Assessor
I. WA Evaluation				
WA Performance	Scope: - Learning Journals - Final Report - Final Assessment	Submit completed Final Assessment by HO and Final Report on the CEL Portal	To be submitted within 14 calendar days after completing the WA. For exceptions, see paragraph 12.3	WA Mentor
II. Assessment Centre				
Experiential Assessment	Scenario-based Assessment on analytical, communication and presentation skills	Students will be presented with an indoor or outdoor scenario for role play and reflections	Date of Assessment Centre	WA Mentor

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I. WA Evaluation Marking Rubrics

Criteria	Met Requirements with Distinction	Met Requirements	Did not meet Requirements
WA Weekly Learning Journals	<ul style="list-style-type: none"> Clearly present week-by-week Activities and Reflections (insights, learnings, observations, achievements) 	<ul style="list-style-type: none"> Briefly state week-by-week Activities and Reflections 	<ul style="list-style-type: none"> Did not provide week-by-week Activities and Reflections
WA Final Report	<ul style="list-style-type: none"> Cover scope of WA Final Report Excellent discussion on work tasks and share experiences and views on the WA, Interdisciplinary Learning and Corporate Social Responsibility 	<ul style="list-style-type: none"> Cover partial scope of WA Final Report Good discussion on work tasks and share experiences and views on the WA, Interdisciplinary Learning and Corporate Social Responsibility 	<ul style="list-style-type: none"> Did not cover scope of WA Final Report Did not discuss work tasks and share experiences and views on the WA, Interdisciplinary Learning and Corporate Social Responsibility
WA Performance	<ul style="list-style-type: none"> On a scale of 0 (Very Poor) to 6 (Very Good), achieve 5 (Good) or 6 (Very Good) for Overall Assessment by WA Mentor 	<ul style="list-style-type: none"> On a scale of 0 (Very Poor) to 6 (Very Good), achieve 3 (Average) or 4 (Above Average) for Overall Assessment by WA Mentor 	<ul style="list-style-type: none"> On a scale of 0 (Very Poor) to 6 (Very Good), achieve 0 (Very Poor), 1 (Poor) or 2 (Below Average) for Overall Assessment by WA Mentor

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II. Assessment Centre Marking Rubrics

Criteria	Maximum Score	Met Requirements with Distinction	Met Requirements	Did not meet Requirements
Analytical	40%	<ul style="list-style-type: none"> Excellent analysis of information Propose logical solution(s) 	<ul style="list-style-type: none"> Good analysis of information Propose solution(s) with some gaps 	<ul style="list-style-type: none"> Poor analysis of information Unable to propose any solution
Communication	30%	<ul style="list-style-type: none"> Highly professional and positive Excellent body language, eye contact, hand gestures and voice Excellent listening and speaking skills 	<ul style="list-style-type: none"> Fairly professional and positive Good body language, eye contact, hand gestures and voice Good listening and speaking skills 	<ul style="list-style-type: none"> Neither professional nor positive Disrespectful body language, eye contact, hand gestures or voice Poor listening and speaking skills
Presentation	30%	<ul style="list-style-type: none"> Present thoughts clearly, logically and confidently 	<ul style="list-style-type: none"> Present thoughts fairly clearly, logically and confidently, with some lapses 	<ul style="list-style-type: none"> Unable to present thoughts clearly, logically and confidently
Overall	100%			