

Work Attachment Guidelines for Students

(Effective for students performing WA from AY 23/24 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 to develop 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 the Reflection Journal 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 respective offers 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 of at least 35 hours per week or a minimum period of 8-week for stacked-up WA, with the exception of the following:

ECE

- a) Students *with* ECE Diploma from Polytechnic: Exempted from WA.
- b) Students *without* ECE Diploma: minimum 12 weeks WA.
- c) Students must confirm their placement with CDO and the preschool at least 6 weeks prior to commencement of the WA to facilitate the disbursement of ECDA funding documents to the respective preschools. Failure to comply with this will result in your WA being void.

PSS

- a) MHA sponsored students on 3-year track: Exempted from WA.

Work-Study Degree (WSDeg)

- a) Students on SUSS-approved [Work-Study Degree \(WSDeg\)](#) are exempted from WA, subject to completion of the WSDeg.

2.5 Students on Sponsorship or Scholarships are given the choice of fulfilling their WA with their Sponsoring Organisation or another Host Organisation of their choice, so long as the learning outcomes of WA are met. Students must provide relevant information on [Kinobi](#) the standard WA requirement.

2.6 Students intending to take up any modules during Special Semester should note that the WA duration will not meet the full 24 weeks of WA. I.e., the maximum WA duration only fulfils 22 weeks and hence only qualify as a Stack-up WA. Students can find the *WA Calendar* calculation on the [website](#).

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 \(skillsfuture.gov.sg\)](#)).

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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.

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 apply via [Kinobi](#) 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.

4. Eligibility

4.1 Generally, students may perform WA after fulfilling all the following pre-requisites:

- a) Cover Letter and Resume approved by their WA Mentor via [Kinobi](#).
- b) [Pre-requisite academic courses](#) relevant to the job scope of WA they are contracting with the Host Organisation.
- c) Completed the following pre-requisite non-academic courses on [Canvas](#):
 - (i) Ready-Safety-Go Trainings for Interns

Achieved full marks in:

- (ii) WA001: Career Planning & Self-Discovery
- (iii) WA002: Job search and Interview Skills
- (iv) WA003: LinkedIn Profiles and Elevator Pitch

Achieved at least 80% score in:

- (v) WA004: From Idea to Startup OR Participated in a curated competition/hackathon endorsed by Office of Entrepreneurship (OEN).

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- d) For self-sourced WA, the job scope has been approved by their WA Mentor.

- 4.2 Results for 4(c) will be shown on Canvas immediately but will only be updated on [Kinobi](#) in April, August and November.

- 4.3 Unless all the WA pre-requisites listed in paragraph 4.1 above are completed, any employment undertaken by students will not be recognised as WA towards the fulfilment of SUSS graduation requirements.

- 4.4 Courses registered during eCR may subsequently be dropped during the Add/Drop Period should there be conflict between course schedules and WA. The student is responsible for the fulfilment of full-time WA commitment towards the Host Organisation, once the WA offer is accepted by the student.

- 4.5 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.

- 4.6 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.

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 [Kinobi](#) within 1 week after signing. When in doubt, students should reach out to their respective mentor for advice.

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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 always abide by all laws and regulations.

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 [Kinobi](#).

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 nullify 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.

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.

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- 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 [Kinobi](#) within one week of the end of the medical leave.
- 8.3 No-pay Leave will not be considered as part of the minimum 24-week WA.

9. Insurance

- 9.1 SUSS's existing insurance scheme covers students locally (refer to [Student Insurance Scheme](#)). The HO may provide further coverage for the student, particularly in situations with heightened risk or danger.
- 9.2 Students embarking on an Overseas WA (OWA: see point #14) or are required by HO of their Local WA to go on a business trip or are being seconded overseas for a period of their WA, are required to purchase travel insurance from [SUSS-appointed broker](#).
- 9.3 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 are required to purchase travel insurance from SUSS-appointed broker.

10. Confidentiality

- 10.1 Students are required to sign a Confidentiality Undertaking with SUSS on [Kinobi](#) 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 must 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 the following within the stipulated deadlines:

- a) [WA Reflection Journal](#) comprising of the first half of your WA to be uploaded to [Kinobi](#) in one Word document by week 10 of your WA, or before your Mid-Term Review (MTR), whichever is earlier.
- b) [WA Final Assessment by HO](#) to be completed and signed by the WA Supervisor, and uploaded to [Kinobi](#) 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 [Kinobi](#) within 14 calendar days after completing the WA.
- d) Attend the WA Assessment Centre, scheduled to take place in Term 1 of every semester. Students to lookout for the invitation e-mail from CDO to register for the session which will be sent out in the beginning of Term 1.

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 WA Reflection Journal.
- b) Late submission of signed WA Final Assessment by HO.
- c) Late submission of WA Final Report.

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d) Unsatisfactory performance feedback by HO or WA Mentor.

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 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

16.1 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 can 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: - Reflection Journal - Final Report - Final Assessment	Submit completed Final Assessment by HO and Final Report on Kinobi	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	Independent Assessor

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I. WA Evaluation Marking Rubrics

	Met Requirements with Distinction	Met Requirements	Did not meet Requirements
Connection to Experience	Make excellent, clear <u>connections</u> to the experience and skills.	Make adequate, clear <u>connections</u> to the experience and skills.	Did not make any <u>connections</u> to the experience and skills.
Depth	Discussion has excellent <u>clarity</u> in the way it has been expanded and expressed in <u>depth</u> with examples	Discussion has adequate <u>clarity</u> in the way it has been expanded and expressed in <u>depth</u> with examples	Discussion does not have <u>clarity</u> in the way it has been expanded and expressed in <u>depth</u> with examples
Relevance	Discussion on the learning and skill gaps is extremely <u>relevant</u> to the experience and skills mentioned.	Discussion on the learning and skill gaps is somewhat <u>relevant</u> to the experience and skills mentioned.	Discussion on the learning and skill gaps is not <u>relevant</u> to the experience and skills mentioned.
Significance	Discussion has drawn excellent <u>appropriate conclusions and set goals</u> to meet major skills gap.	Discussion has drawn adequate <u>appropriate conclusions and set goals</u> to meet major skills gap.	Discussion does not draw any <u>appropriate conclusions and set goals</u> to meet major skills gap.

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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%		