



PROFESSIONAL READINESS EXPERIENCE* GUIDELINES FOR STUDENTS

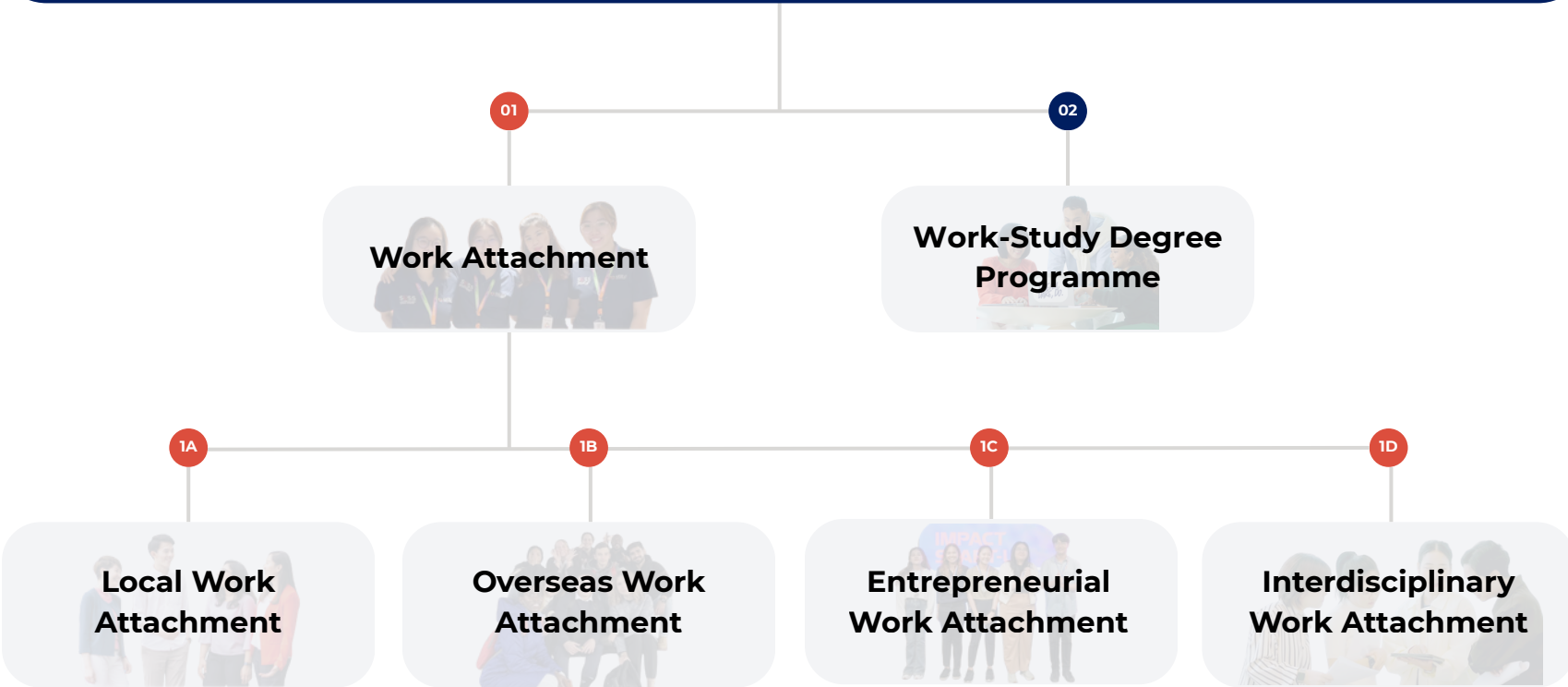
*Students can fulfil Professional Readiness Experience through either routes:

Work Attachment

SkillsFuture Work-Study Degree Programme

Professional Readiness Experience (PRE)

Students can fulfil the Professional Readiness Experience through these routes:



PATHWAY 1: WORK ATTACHMENT (WA)



WA WINDOWS

- Window 1: Year 3 Semester 1
Students who have cleared your pre-requisites early can start from Year 2 Semester 2
- Window 2: Year 3 Semester 2
- ACC: Year 3 Semester 2 (Single Window)

Go to [SUSS Career Portal](#) > File Depository



LINK

[Click here to access SUSS Career Portal](#)
Login using Student's Canvas username & password



WA MODALITY

OPTION 1	24 weeks WA <i>12 weeks for ECE students</i>
OPTION 2	Stack-Up WA - Min. 8 weeks - WA Stack-Up Examples: 3*8 weeks 16 weeks + 8 weeks 12 weeks + 12 weeks - Separate WA with different Host Organisation (HO) - Unique set of WA Assessments per Stack-Up WA <i>Not Applicable to ACC & ECE</i>

You may use this [WA Calculator](#) to calculate your WA duration.



CURRENT TRACKS AVAILABLE

CORE WA

1

WA	OWA
- Apply understanding and knowledge when performing differentiated work activities. - Synthesise concepts and skills to apply into different local and global contexts. - Employ critical core skills and life skills to be an effective and efficient problem solver and innovator in the work environment. - Demonstrate a professional attitude and behaviour in workplace settings, including reliability, responsibility, and ethical practices.	- Apply understanding and knowledge when performing differentiated work activities. - Synthesise concepts and skills to apply into different local and global contexts. - Appraise cross-border and cross-integrate academic learning and cultural challenges and work experience by combine opportunities in the host country. - Employ critical core skills and life skills to be an effective and efficient problem solver and innovator in the work environment. - Demonstrate a professional attitude and behaviour in workplace settings, including reliability, responsibility, and ethical practices. - Practice cross-cultural communication skills to live, work and build an international network. - Experiment with different approaches to live, work and thrive in a different country.



WA SCOPE

- Develop domain-based knowledge and essential MOE LifeSkills
- Students on Core WA:
 - => 16 WEEKS** in your major programme
 - < 8 WEEKS** outside your major programme

OR

24 WEEKS
in your
major programme

Exceptions:

- Accountancy Students on SUSS-Approved Work-Study Programmes (WSACC)



WA ELIGIBILITY

Academic Pre-Requisite Courses	Establish the foundational domain knowledge necessary for students to effectively contribute during WA. List can be found here on the website.				
PRE Guidelines	Read PRE Guidelines to understand the process and requirements of WA				
Ready-Safety-Go Training for Interns	Provides the necessary fundamental skills to workplace risk assessment & crisis management				
Non-Academic Pre-Requisite Courses	<table><tr><th>For Cohort 2024 & 2025</th><th>From Cohort 2026 onwards</th></tr><tr><td> - WA001: Career Planning & Self-Discovery - WA002: Job Search & Interview Skills - WA003: LinkedIn Profiles & Elevator Pitch - WA004: From Idea to Startup </td><td> - WA004: From Idea to Startup Complete any TWO electives from the following: - Future by Design - Pit-Stop – LinkedIn & Elevator Pitch - Pit-Stop – Job Search & Interview Skills - Pit-Stop – Collaboration & Communication You may refer to Entrepreneurship for any questions regarding WA004. </td></tr></table>	For Cohort 2024 & 2025	From Cohort 2026 onwards	- WA001: Career Planning & Self-Discovery - WA002: Job Search & Interview Skills - WA003: LinkedIn Profiles & Elevator Pitch - WA004: From Idea to Startup	- WA004: From Idea to Startup Complete any TWO electives from the following: - Future by Design - Pit-Stop – LinkedIn & Elevator Pitch - Pit-Stop – Job Search & Interview Skills - Pit-Stop – Collaboration & Communication You may refer to Entrepreneurship for any questions regarding WA004.
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Resume & Cover Letter <i>Before Cohort 2025</i>	- Showcase your achievements, track record, and suitability to add value to potential employers. - Seek timely approval from your coach - Only applicable for Cohort 2024 students and before				

[You may refer here for more information on Student Guidelines.](#)



To check your outstanding Non-Academic Pre-requisites
Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Profile > Checklist
To Check Student's Outstanding Non-Academic Pre-Requisites

To check your WA window and assigned career coach
Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Profile > Edit Profile > Additional Info > WA Window / Assigned coach



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Work Attachment

ALTERNATIVE WA 2

OPTION 1	OPTION 2
Entrepreneurial WA (E-WA)	Interdisciplinary WA (I-WA)
E-WA	I-WA
- Students can work on their startups full-time through the Venture Builder Programme, which is a 12-week immersive training programme designed to help aspiring entrepreneurs launch their impact-driven venture - Students may continue to incubate their startups and receive coaching from SUSS Entrepreneur-in-Residence to fulfil the full 24-week WA requirement	Recommend how the proposed job scope and responsibilities align with the technical skills & competencies/critical core skills outlined in the Skills Framework by SkillsFuture.

Exceptions:

No WA Requirement	- ECDA L2-certified ECE Diploma holders are exempted from WA - PSS Students MHA Scholarship from PSS - SUSS-Approved Work-Study Degree Students <i>Subject to completion of the WSDeg</i>
12 Weeks WA	ECE Students without ECE Diploma from Polytechnic <i>Preschool has to be ECDA-Registered if WA done in local PreSchool</i>



WA APPLICATION PROCESS & SELECTION PROCEDURE

WA SOURCED VIA SUSS CAREER PORTAL



Apply via [SUSS Career Portal](#)



HO will shortlist & select suitable candidates for interview.



HO offers position to student via [SUSS Career Portal](#).



Selected Students to ACCEPT / DECLINE job offer before it lapses

Go to [SUSS Career Portal](#) > Home > Your Job Offers > "Accept Offer / Decline Offer"

Students are not allowed to accept more than one offer. Students who have not cleared your pre-requisites cannot apply for the WA jobs posted on [SUSS Career Portal](#).

Any withdrawal of an accepted WA offer must be approved by CD prior to communicating to HO. Approval is not confirmed, please consider before any acceptance.

SELF-SOURCED WA



Submit Job Description (JD) to [SUSS Career Portal](#) for coach's approval. JD must fulfil the learning objectives of respective Majors

Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Your Jobs > Self-Sourced Job > Request Job Creation



Upon approval, Students may see the WA placement record on home page.

Students are not allowed to accept any offer prior to approval by CD.

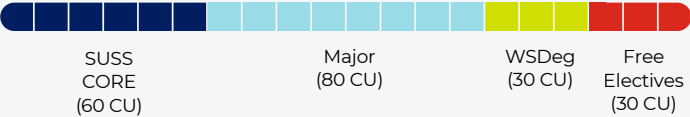
PATHWAY 2: SKILLSFUTURE WORK-STUDY DEGREE (WSDEG) PROGRAMME



ABOUT WSDEG PROGRAMME

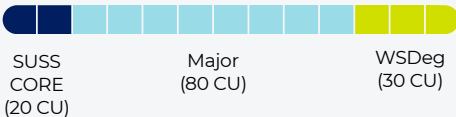
Full-Time Programme

Total: 200 CUs



Part-Time Programme

Total: 130 CUs



Duration	1-year work-study degree programme that fulfils WA
WSDeg Module (CDO381)	12 month on-the-job (OJT) training and Industry Applied Project (IAP) completed concurrently during OJT period



APPROVED MAJORS

SCHOOL OF BUSINESS (SBIZ)



FULL-TIME PROGRAMME

- Bachelor of Accountancy
- Bachelor of Science in Business Analytics
- Bachelor of Science in Finance
- Bachelor of Science in Marketing
- Bachelor of Science in Supply Chain Management

PART-TIME PROGRAMME

- Bachelor of Accountancy
- Bachelor of Science in Business Analytics
- Bachelor of Science in Finance
- Bachelor of Science in Marketing
- Bachelor of Science in Supply Chain Management

SR NATHAN SCHOOL OF HUMAN DEVELOPMENT (NSHD)



FULL-TIME PROGRAMME

- Bachelor of Human Resource Management

PART-TIME PROGRAMME

- Bachelor of Early Childhood Education
- Bachelor of Human Resource Management

SCHOOL OF HUMANITIES AND BEHAVIOURAL SCIENCES (SHBS)



FULL-TIME PROGRAMME

- Bachelor of Public Safety and Security

PART-TIME PROGRAMME

- Bachelor of Communication
- Bachelor of Public Safety and Security

SCHOOL OF SCIENCE AND TECHNOLOGY (SST)



FULL-TIME PROGRAMME

- Bachelor of Science in Information and Communication Technology

PART-TIME PROGRAMME

- Bachelor of Science in Information and Communication Technology





PROFESSIONAL READINESS EXPERIENCE GUIDELINES FOR STUDENTS

SkillsFuture Work-Study Degree Programme



ELIGIBILITY

Full-Time Students

- Approved WSDeg Programme for your major
- Academic Prerequisites
- Non-Academic Prerequisites
- Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)

Part-Time Students

- Approved WSDeg Programme for your major
- Academic Prerequisites
- Non-Academic Prerequisites
- Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)
- Through your existing company that offers 12 month OJT and an IAP with JB appropriate for major



WSDEG APPLICATION PROCESS

Approved Students may apply for WSDeg Programme through

- Self-source
 - Opportunities posted on [SUSS Career Portal](#)
 - Existing company that offers 12 month OJT and an IAP with JD appropriate for your major
- Subject to CD's approval*

Get in Touch

Any queries on the WA and WSDeg Programme, please refer to the [website](#) or email to careerdev@suss.edu.sg.

[CONTACT US](#)



careerdev@suss.edu.sg



suss.edu.sg/careerdevelopment



@ SUSS_CD



linkedin.com/company/susscd