

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

1. Fulfilment of Professional Readiness Experience (“PRE”)

1.1 Students may fulfil Professional Readiness Experience through two routes: (1) Work Attachment ("WA") (2) SkillsFuture Work-Study Degree Programme ("WSDeg").

2. Work Attachment (WA) Objectives

2.1 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.

2.2 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. Students may refer to the learning objectives for their respective programmes [here](#).

2.3 The WA Programme is managed and overseen by Career Development (CD).

2.4 A WA Coach will be assigned to advise students through their WA journeys and to liaise with HO Supervisors

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

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

3. WA Requirements

3.1 WA is a mandatory graduation requirement for all full-time undergraduate students.

3.2 All WA must be evaluated and approved by SUSS before students accept the respective offers from HOs.

3.3 Current tracks available to students include:

3.3.1 Core WA

- Local WA
- Overseas WA ("OWA")

3.3.2 Alternative WA

- Entrepreneurial WA ("E-WA")
- Interdisciplinary WA ("I-WA")

3.4 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 and minimum of B4 in O'level English/L2 Certified: Exempted from WA.
- b) Students *without* ECE Diploma: minimum 12 weeks WA.
- c) Students must confirm their placement with CD 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.

SkillsFuture Work-Study Degree (WSDeg) Programme

- a) Students on SUSS-approved SkillsFuture Work-Study Degree (WSDeg) Programme are exempted from WA, subject to completion of the WSDeg Programme.

3.5 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

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

outcomes of WA are met. Students must provide relevant information on [SUSS Career Portal](#) the standard WA requirement.

3.6 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 may use the [WA Calculator](#) to track the duration.

4. Professional Readiness Experience (“PRE”) Scope

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

- A) For Core WA, it is recommended that students on Core WA to perform at least 16 weeks out of 24 weeks of WA in their major Programme, and up to 8 weeks outside of their major Programme to enhance their interdisciplinary competencies.

- B) For Alternative WA, students will need to apply via SUSS Career Portal and seek the support of their CD Coach. Each request will be carefully reviewed and subject to final approval by the Head of CD.

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 CD for any reasonable departure from their Programme-related job functions.

4.2 For WSDeg, it is recommended that students focus on major programme to fulfill at least 52 weeks of WSDeg internship. Students who wish to complete WSDeg with more than one company will be reviewed on a case-by-case basis. Students are recommended to consult their specific CD Coach for further advice and approval.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

5. WA Eligibility

5.1 Students may perform WA after fulfilling all the following pre-requisites:

- a) [Academic Pre-Requisite Courses](#)
- b) Read PRE Guidelines
- c) Completed the following pre-requisite non-academic courses on Canvas:
 - (i) Ready-Safety-Go Training for Interns

Achieved full marks in:

- (ii) WA001: Career Planning and 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 Entrepreneurship.

d) *Cover Letter and Resume approved by their CD Coach via SUSS Career Portal.

e) For self-sourced PRE, the job scope must be approved by their CD Coach.

*5(d) is only applicable for Cohort 2024 students and before

5.2 Results for 5(c) will be shown on Canvas immediately but will only be updated on SUSS Career Portal in April and November.

5.3 Unless all the pre-requisites listed in paragraph 5.1 above are completed, any employment undertaken by students will not be recognised towards the fulfilment of SUSS graduation requirements.

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

5.5 By applying for a PRE opportunity, the student confirms that he/she is medically and physically fit to perform the job scope. When in doubt, students should seek medical advice.

5.6 Students on Academic Warning are not allowed to participate in any local or overseas internships.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

6. SkillsFuture Work-Study Degree (WSDeg) Programme (CDO381)

- 6.1 An accelerated 1-year / 52-week WSDeg programme which will fulfil WA requirement and enhance students' employability and industry relevance / professional readiness.
- 6.2 The WSDeg module incorporates a 12 month on-the- job (OJT) training and an industry applied project (IAP) completed concurrently during OJT period.

7. WSDeg Eligibility

- 7.1 Full-Time Students may perform WSDeg after fulfilling all the following pre-requisites:
 - a) Approved WSDeg Programme for your major
 - b) Academic Prerequisites
 - c) Non-Academic Prerequisites (refer to 5c for details of Pre-requisites)
 - d) Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)
- 7.2 Part-Time Students may perform WSDeg after fulfilling all the following pre-requisites:
 - a) Approved WSDeg Programme for your major
 - b) Academic Prerequisites
 - c) Non-Academic Prerequisites (refer to 5c for details of Pre-requisites)
 - d) Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)
 - e) Through your existing company that offers 12 month OJT and an IAP. Note that WSDeg JD must include expanded scope appropriate to the student's major programme

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

8. WSDeg Application Process

8.1 Approved Students may apply for WSDeg Programme through:

- a) Self-source
- b) Opportunities posted on [SUSS Career Portal](#)
- c) Existing company that offers 12 month OJT and an IAP with JD appropriate for your major

9. WA/WSDeg Programme Terms and Definitions

9.1 Host Organisations (HOs)

9.2 The Host Organisation (HO) is the organisation with which students perform their WA/WSDeg Programme.

9.3 The HO will assign a WA/WSDeg Programme Supervisor. Working in one's own family business or in HOs where family, relatives, course mates or friends are immediate WA/WSDeg Programme 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.

10. Terms of Appointment

10.1 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 [SUSS Career Portal](#) within 1 week after signing. When in doubt, students should reach out to their respective Coach for advice.

10.2 The Letter of Offer sets out the terms of appointment - duration of WA/WSDeg Programme, working hours, stipend, leave, benefits, and other terms. With effect from 1 January 2018, local SUSS students on WA and internships approved by CD are exempted from making contributions to the Central Provident Fund (CPF) and Skills Development Levy (SDL).

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

11. Professionalism

11.1 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.

11.2 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 [SUSS Career Portal](#).

11.3 Any student who has accepted an offer but subsequently wishes to withdraw from it must seek the approval of the Head of CD.

11.4 Students are not allowed under any circumstance to accept more than one WA/WSDeg offer. If a student does so, CD has full discretion to nullify all offers accepted by the student.

11.5 Students shall commit to completing their WA/WSDeg contracts with the HOs. Any termination of the contract may void all WA/WSDeg performed to date.

12. Leave

12.1 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.

12.2 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 careerdev@suss.edu.sg within one week of the end of the medical leave.

12.3 No-pay Leave will not be considered as part of the minimum 24-week WA or 52-week WSDeg.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

13. Insurance

- 13.1 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.
- 13.2 Students embarking on an Overseas WA (OWA: see point #17) or are required by HO of their Local WA/WSDeg Programme to go on a business trip or are being seconded overseas for a period of their WA/ WSDeg Programme, are required to purchase travel insurance from SUSS-appointed broker.
- 13.3 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.

14. Confidentiality

- 14.1 Students are required to sign a Confidentiality Undertaking with SUSS on SUSS Career Portal before the start of the WA/WSDeg Programme.
- 14.2 Students, if required, are also expected to sign a Confidentiality Agreement with the HO.
- 14.3 Students should also request their WA/WSDeg Programme Supervisors to review their reports before submission to CD to ensure that confidential information has not been disclosed.

15. Students' Safety and Well-being

- 15.1 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.
- 15.2 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. They should raise their safety concerns with their WA/WSDeg Programme 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)

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

occurs, students shall immediately inform the WA/WSDeg Programme Supervisor and/or WA/WSDeg Programme Coach 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.

16. Supervision and Coaching

16.1 CD will assign a WA/WSDeg Programme Coach to guide and coach students on their WA/WSDeg Programme learning journey.

- a) **Initial Contact:** Prior to the WA/WSDeg, students are advised to contact their CD Coach and Work Supervisor to discuss their goals, set deliverables and clarify issues.

- b) **1Q Review (WSDeg) or Mid-Term Review (WA):** At the end of 3rd month, the student shall arrange for the CD Coach to meet the Work Supervisor for a formal review at the premises of the HO to discuss, in the presence of the student:
 - (i) Work Supervisor's Feedback; and
 - (ii) Student's Reflections on how his/her learnings and contributions during the first 3 months of their WA/WSDeg will enable him/her to succeed in completing the programme, prepare him/her for graduation and be portable to his/her future work life.

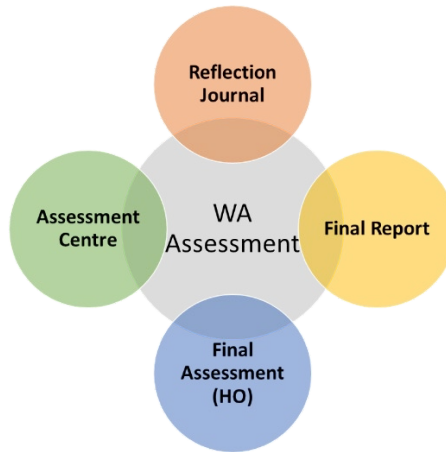
- c) **Final Assessment by HO:** In the final month of the WA/WSDeg, the student and the Work Supervisor shall complete the Final Assessment by HO. Suppose the CD Coach receives feedback from the HO of a student's unsatisfactory performance, the student shall arrange for the CD Coach to meet the Work Supervisor for a Final Assessment to counsel the student and decide whether that student must re-perform his/her WA/WSDeg in whole or in part – refer to paragraph 17.6.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

17. WA Assessment

17.1 (a) 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.



17.1 (b) Students' WSDeg will be assessed based on the milestones shown below.

WSDeg Deliverables	1Q Review			Mid Term Review (MTR)			3Q / IAP Review			Final Assessment		
	Mth 1	Mth 2	Mth 3	Mth 4	Mth 5	Mth 6	Mth 7	Mth 8	Mth 9	Mth 10	Mth 11	Mth 12
Assessment Stages	Goal Setting <Online>	1Q Review <Online>	1Q Review <Meeting>			MTR Review <Online>			3Q/IAP Review <Online + Meeting>			Final Assessment <Online>
Student	Goal Setting	Self Reflection Self Assessment IAP Scope + Arrange Meeting	1Q Review Meeting			MTR Self Assessment			3Q/IAP Review with Presentation			Final Report Self Assessment
Supervisor	Goal Setting	1Q Review Assessment & IAP Scope	1Q Review Meeting			MTR Assessment			3Q/IAP Review with Presentation			Final Assessment
CD Mentor	Briefing & WSDeg Guidance for Students		1Q Review Meeting	Marking 1Q Assessment & Tracking Progress					3Q/IAP Review with Presentation			Marking & Moderating Overall Results

Legend : <Mode of Assessment>

NOTE:
Guidelines for Student and Supervisor are available in SUSS Career Portal (powered by Kinobl). Go to 'File Depository' to download the relevant documents. For more clarifications, please connect with the assigned SUSS CD Mentor or email to CareerDev@suss.edu.sg.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

17.2 The grades for the WA/WSDeg are Pass with Distinction, Pass and Fail, based on the criteria given in their respective Assessments.

17.3 Students who have secured and accepted a Priority Offer or Graduate Job Offer from their Host Organisation will be awarded a "Pass", subject to submission of documents related to WA/WSDeg placement. To aim for a Pass with Distinction, these students may continue with the Assessment Centre.

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

- a) Reflection Journal comprising of the first half of your WA to be uploaded to SUSS Career Portal in one Word document by week 10 of your WA, or before your Mid-Term Review (MTR), whichever is earlier.
- b) Final Assessment by HO to be completed by the WA Supervisor in SUSS Career Portal by the last day of the WA.
- c) Final Report to be sighted by the WA Supervisor to permit redaction of any confidential information and uploaded to SUSS Career Portal by the last day of the WA.
- d) Attend the Assessment Centre, scheduled to take place every semester. Students to lookout for the invitation e-mail from CD to register for the session which will be sent out at the beginning of every semester.

17.5 Students on WSDeg must complete all the following within the stipulated deadlines:

- a) Reflection Journal comprising of first quarter of your WSDeg to be uploaded to SUSS Career Portal in one Word document by week 12 of your WSDeg, or before your formal 1Q Review Meeting, whichever is earlier.
- b) Mid-Term Review comprising of a Student self evaluation and a Supervisor evaluation to be completed in SUSS Career Portal.
- c) IAP Review comprising of a formal presentation by the Student and formal evaluation by the Work Supervisor, CD Coach involvement is optional depending on data confidentiality policy of HO.
- d) Final Assessment comprise of a Final Report, Student self-evaluation, and a Supervisor evaluation to be completed in SUSS Career Portal.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

- e) Where the submission date(s) in paragraphs 17.4 and 17.5 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.

17.6 Students shall have to attend a Counselling Session with his/her CD Coach if any of the following occurs:

- a) Late submission of deliverables and artifacts.
- b) Unsatisfactory performance feedback by HO or CD Coach.

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

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

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

PIP

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

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

18. Overseas WA (OWA) and travelling during WA/WSDeg Programme

18.1 Students contemplating OWA are advised to contact CD Coach as there may be possible funding.

18.2 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/WSDeg.

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

19. Appeals

19.1 Any appeal shall be submitted to the Head of CD in writing.

20. WA/WSDeg Application Process and Selection Procedure

20.1 Opportunity Sourced via SUSS Career Portal

- a) Apply via SUSS Career Portal.
- b) HO will shortlist and select suitable candidates for interview.
- c) HO offers position to accept or decline job offer before it lapses.
- d) Students are not allowed to accept more than one offer. Students who have not cleared their pre-requisites cannot apply for opportunity posted on SUSS Career Portal.
- e) Any withdrawal of an accepted offer must be approved by CD prior to communicating to HO. Approval is not confirmed, please consider before any acceptance.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

20.2 Self-sourced Opportunity

- a) Submit Job Description (JD) to SUSS Career Portal for CD Coach's approval. JD must fulfil the learning objectives of respective Majors.
- b) Upon approval, students may see the WA/WSDeg placement record on home page.
- c) Students are not allowed to accept any offer prior to approval by CD.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

21. Appendix

21.1 Appendix 1

Component	Requirements	Students to do	Key Date	Assessor
I. WA Evaluation				
WA Performance	Scope: - Reflection Journal - Final Report - Final Assessment	Complete Final Assessment by HO and Final Report on SUSS Career Portal	To be submitted by the last day of the WA. For exceptions, see paragraph 17.5(e)	WA Coach
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

Professional Readiness Experience Guidelines for Students
(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

21.2 Appendix 2

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.

Professional Readiness Experience Guidelines for Students

(effective for students fulfilling Professional Readiness Experience from AY 23/24 onwards)

21.3 Appendix 3

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%		