

Guideline for Work Attachment Final Report

Work Attachment (WA) Final Report (Report) is a written record of your learning and skills gap analysis during WA. It would be best to reference your WA reflection journal written at the Mid-Term Review (MTR) to assess your skills gaps.

Complete and submit the Report to [SUSS Career Portal](#) within 14 calendar days after completing your Work Attachment. Please include the following particulars in your submission:

- **Title of the document**
- **Your Name**
- **SUSS PI No.**
- **Submission Date**

Your reflection should address #1, #2 & #3 but include #4 & #5 where applicable:

1. Discuss **one (1) incident/experience/topic** (project / task /role / client interaction / observation) you have experienced during WA – choose a different incident/experience/topic from your reflection journal for MTR (in at least three pages but not more than five pages).

- For the reflection, provide a brief description of the incident/experience/topic, covering the following two parts:

A. Reflection-in-action:

You are writing about what transpired **during** the incident/experience. Look into your experience, connect with your feelings, and what theories were in use. Understanding your actions as the situation was unfolding.

Guiding Questions:

- What is happening as you make rapid decisions?
- Is it working out as you expected?
- Are you dealing with critical incident well?
- Is there anything you should do, say or think to make the experience a success?
- What are you learning from this?

B. Reflection-on-action:

You are writing about an incident/experience **after** it has happened. Done after the encounter, you can spend time exploring why you acted as you did, what was happening in a group and so on, developing questions and ideas about your activities and practice. For the reflection, you are strongly encouraged to identify and develop the most relevant CCS for your specific WA roles. The CCS are transferable and they serve to enhance your

employability. Draw at least one skill from 16 skills and competencies stipulated the SkillsFuture Framework's critical core skills (CCS): [SSG | Critical Core Skills \(skillsfuture.gov.sg\)](https://skillsfuture.gov.sg).

Guiding Questions:

- What are your insights immediately after, and/or later when you have more emotional distance from the incident/experience?
- In retrospect how did it go?
- What skills did you particularly value and why?
- Is there anything you would have done differently before or during a similar incident?
- What did you learn, how did you learn?
- With whom did you learn?

You may want to Include a visual (e.g., chart, decision tree, diagram, flowchart, graph, infographic, mind map) to show your reflective thought process during the critical incident.

2. Interdisciplinary Learning

Work tasks in real-life working environments are often complex and interdisciplinary by nature, requiring a combination of multidisciplinary knowledge and critical core skills and competencies ([SSG | Critical Core Skills](https://skillsfuture.gov.sg)) to resolve.

- a. Discuss one (1) incident (can be the same or different from the three cited in #1 above; not more than one page each) in which you have been able to apply your interdisciplinary/CCS and competencies during your attachment.

3. Corporate Social Responsibility (CSR)

- a. Articulate your understanding of CSR regarding your WA experience taking references to the knowledge you have obtained through the modules NCO101, and NCO212.
- b. If your Host Organisation has values, policies, practices or strategies on CSR, share your views on their feasibility and effectiveness. If your Host Organisation engages internal and external stakeholders in relation to CSR, share your opinions on the feasibility and efficacy of such initiatives and engagements. If it does not have, share recommendations on relevant CSR policies, practices, or strategies you think your Host Organisation could utilise. In particular, relate the CSR initiatives to the UNSDGs, and what the Host Organisation prioritises in terms of UNSDGs.
- c. Where applicable, discuss how you were involved or how you have contributed to promoting the Host Organisation's CSR, in particular towards the attainment of goals relating to the UNSDGs, or goals within the Singapore Green Plan 2030?
- d. Where applicable, discuss what the additional CSR activities you would propose to the Host Organisation for adoption.

4. Only applicable for Community Engaged-Work Attachment (CE-WA)
 - a. Assess the impact of your WA
 - How did you evaluate the impact of your work?
 - What impact did you have on the community?
 - What impact did the community have on you?
 - b. How has CE-WA reflected the five key elements of the SUSS Community Engagement?
 - Reciprocity
 - Reflection
 - Meaningful Service
 - Community Voice
 - Student Voice

5. Only applicable for Entrepreneurial Work Attachment (E-WA)
 - a. Include a description of your company, your problem and customer hypothesis.
 - b. Describe the actions you have taken to demonstrate your ability to “hustle”.
 - c. Analyse whether you would invest in your own company, if you were an investor.