

**1. How do I participate in Republic Polytechnic's internship programme?**

Please register on our internship placement system here.

<https://internship-placement.rp.edu.sg/>

You may wish to refer to the employer's guide for more information.

<https://for.edu.sg/rp-ips-employer-guide>

**2. How much do we have to pay the students?**

Generally, RP students are paid an allowance of \$700 - \$1000 a month. The average is around \$800 across the various schools.

However, the recommended allowance differs according to school/diploma as well as current market. Please write in to [help-internship@rp.edu.sg](mailto:help-internship@rp.edu.sg) for the recommendation, based on sector-specific benchmark.

**3. What is the internship duration?**

The duration for internship is 20 weeks for all students, except for students from the School of Hospitality (24 weeks).

For more information, please refer to the [internship period](#).

**4. What are the diplomas available in Republic Polytechnic?**

Republic Polytechnic's full-time diploma list is available on the website <https://www.rp.edu.sg/schoolscourses/courses/full-time-diplomas>

**5. What are the recommended working hours for interns?**

Generally, the total number of hours should not exceed 44 hours per work-week as per the Ministry of Manpower (MOM)'s guideline. Overtime pay is expected for work beyond 44 hours per week.

For more information, please refer to the [internship guidelines](#).



**6. What are the general guidelines for insurance coverage?**

All full-time matriculated students of Republic Polytechnic are insured under the Group Personal Accident (GPA) Insurance Scheme. For more information about GPA insurance scheme, please refer to <https://www.rp.edu.sg/student-care/student-insurance>

RP has also purchased the Work Injury Compensation (WIC) insurance to cover students during their internship/attachment. The purpose is to ensure that students are covered for work-related injuries/diseases that are not covered or may have exceeded the limits of the GPA. However, as the Policyholder is RP and not the employer, parts of the WIC Policy may not be applicable as there is no employer-employee relationship between RP and student.

**7. Do participating companies need to make CPF contribution for interns?**

All full time matriculated or registered students of Republic Polytechnic who are employed for training approved by the institution have been exempted from CPF contributions. The exemption order is effective from 1 January 2009.

**8. Do foreign students need work permit?**

Non-Singapore citizen students are exempted from work permit applications.

**9. Are the student(s) allowed to take on overseas assignments?**

Companies that require students to go on overseas trips during their attachment need to discuss with Republic Polytechnic on the arrangements such as country of attachment, duration, nature of project, etc. Please get in touch with the respective school liaison officer/coordinators before allowing students to go for such overseas trips.

**10. How do I manage issues on misconduct?**

Please inform and consult the School Liaison Officer on the appropriate set of actions.

**11. What is the role of the School Liaison Officer?**

The role of the School Liaison Officer includes liaising with the assigned Company Supervisor, checking on the student's knowledge, attitude and skills, making visits to the company and assessing the efforts and contributions of the student's work performance together with the assigned Supervisor.



## **12. What is the role of the Company Supervisor?**

The assigned company supervisor will oversee the student learning by:

- Guiding the student on the assigned task and adjusting to the company work culture
- Evaluating the student's performance based on the student's attitude, reliability, quality, productivity, teamwork, and initiative and communication skills
- Communicating with the School Liaison Officer on matters pertaining to student's performance and progress
- Referring any issues of misconduct to School Liaison Officer first for advice on the appropriate set of actions
- Performing an evaluation of the students' work and attendance

## **13. What is the role of a company mentor?**

The assigned company mentor (may be the same person as the assigned company supervisor) should:

- Facilitate intern's deeper understanding of the business sector/industry
- Guide intern on job prospects and industry career pathways
- Motivate and inspire intern by sharing work experiences and career journey in the industry

For more information, please request a copy of the company handout on the Structured Mentorship Framework from your School Liaison Officer.

## **14. How does the company supervisor evaluate the student's work performance and attendance?**

At the end of the internship programme, the company supervisor is required to complete the Company Evaluation Form where he/she will evaluate the student's work performance and attendance.

## **15. My company is based overseas. How do I arrange for RP student interns to come over and intern at my company?**

Please contact RP's Office of International Relations on [help-international@rp.edu.sg](mailto:help-international@rp.edu.sg) or the respective [contact person](#) of the diploma(s) for more information.