GUIDELINES FOR PARTICIPATING EMPLOYERS IN INTERNSHIP PROGRAMME

1. ROLE OF EMPLOYERS

1.1 Republic Polytechnic (“RP”) thanks all participating employers for providing internship opportunities to our students.

1.2 While the objectives of internship are manifold, the primary objective is to provide an on-the-job training opportunity to the interns in line with their field(s) of study, skill set and career interests, so that they can apply the knowledge and skills learned in class, gain practical experience on the job, see practitioners in action, improve their problem-solving, interpersonal and communication skills, and hopefully confirm their career interests.

1.3 In order for the Internship Programme to achieve its intended purpose, we invite participating employers to:
   • Provide meaningful work experience for the interns
   • Allow interns to use their initiative to translate theories learnt in classroom and perform assignments in actual work environment
   • Provide necessary resources or equipment required for the interns to perform their tasks or execute the projects.
   • Appoint a supervisor to oversee the interns by guiding them on the assigned task and adjusting to the company work culture
   • Impart interns the right kind of work attitudes and professionalism through interactions with people in organizations

1.4 RP will assign a Liaison Officer as the main coordinating person between RP and the participating employer during the internship period. The Liaison Officer will arrange for visit to the intern’s work site to check on his/her progress and also to gather feedback from the work supervisor on the intern’s performance or progress. Should there be any issue of misconducts by the intern, participating employer is advised to contact the Liaison Officer first for advice on the appropriate course of actions.

1.4 If the participating employer requires the intern to sign any contract, indemnity form, confidentiality agreement, etc, it should inform RP in advance.

1.5 Unless otherwise agreed in writing with RP, no intellectual property rights belonging to RP will be used by the interns or the participating employers during the internship.

1.6 As the interns have little or no work experience and they should be closely supervised. Participating employers should appoint a staff as site supervisors to oversee, guide and mentor the interns
2. EVALUATION

2.1 As participation in the Internship Programme is a graduation requirement, students’ performance on internship will be evaluated. Company Supervisors are therefore invited to assess interns’ work/attendance by completing the Company Evaluation Form nearing the end of the internship programme.

2.2 Interns are assessed on their abilities and skills, attitude, teamwork and attendance record.

3. CPF AND WORK PERMIT

3.1 Participating employers in Singapore accepting full time matriculated or registered students of RP as interns are exempted from CPF contributions.

3.2 All full time matriculated or registered students of RP who are employed for internship training approved by RP have been exempted from CPF contributions.

3.3 Non-Singaporean interns are not required to apply for work permit when they are on internship as long as they are issued with student passes and their internship is part of their course requirement.

4. INSURANCE COVERAGE

4.1 RP has 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*/GHSI**.

4.2 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.

* GPA – Group Personal Accident Insurance for local & international students

** GHSI – Group Hospitalisation & Surgical Insurance for international students

4.3 Participating employers may wish to also cover our student interns under their organisation’s insurance schemes, such as Work Injury Compensation or other medical insurance.

5. WORKING HOURS

5.1 Interns are generally expected to follow the operating hours of the companies to which they are attached. If shift work is required, this should be made known to RP before the internship commences.

5.2 The total number of hours should not exceed more than 12 hours in a day and the total number of working hours should not exceed 44 hours per work-week to align with the
Employment Act of Singapore. Interns should also be given a reasonable break time for meals.

5.3 If interns are required to stay back after working hours or work on a gazetted public holiday, they should be given overtime pay or off days in lieu.

### 6. ATTENDANCE

6.1 Interns are not entitled to any leave while on internship. However, the employer may grant leave entitlements or benefits to interns in accordance to their organisations' HR policies.

6.2 Students have been briefed of the following types of leaves.
   a. **Medical Leave**
      If interns are ill, they must consult a registered medical practitioner and inform the company supervisor and school liaison officer. The original medical certificate must be presented and retained by their company supervisor. A scanned copy of the medical certificate must be submitted to their school liaison officer.
   
   b. **Compassionate Leave**
      This is applicable only to the bereavement of an immediate family member (organisation’s definition of immediate family member applies). The number of compassionate leave given should follow that of the organisation’s policy.
   
   c. **Emergency Leave**
      This is subjected to the approval by Company Supervisor and School Liaison Officer on a case-by-case basis.

### 7. WORKPLACE SAFETY

7.1 Under the Workplace Safety & Health Act of Singapore, all employers must, as far as reasonably practicable, protect the safety and health of employees or workers (inclusive of RP’s student interns) working under their direct control, as well as all who may be affected by their work.

7.2 The Act covers all factories and workplaces of various risk levels and industries. In addition to the stipulated duties of an employer under the Act, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petrochemical) where employers assume the responsibility to ensure that their employees (inclusive of RP’s interns) attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.

7.3 Participating employers should brief interns on any safety guidelines, and to equip them with the appropriate protective equipment (where applicable).
7.4 Interns should be monitored by trained personnel and should not be placed in a hazardous/dangerous situation.

7.5 It is important to report any accidents to RP’s School Liaison Officer or call RP Hotline at **65103000** within 24 hours so that immediate follow-up actions can be taken by the Polytechnic.

8. **TRAVEL (BUSINESS TRIPS)**

8.1 Participating employers must inform the School Liaison Officer in advance if interns are required to travel (e.g. business trips), and arrange for the interns’ relevant visas, travel insurance coverage and air tickets, lodging, transport, and other essentials where necessary.

8.2 Interns are only allowed to travel after seeking official approval from RP.

8.3 Interns should not travel unaccompanied to a foreign country.

9. **DATA PRIVACY**

9.1 By entering our website and/or submitting your personal data, you agree to the terms set out in our Privacy Statement which covers how we collect, use, share, and store your personal data.

For the purposes of the Personal Data Protection Act 2012 (No. 26 of 2012), you consent to the processing of all or any personal data (in manual, electronic or any other form) relevant to your application, by Republic Polytechnic (“RP”) and/or any agent or third party nominated by RP and bound by a duty of confidentiality. Processing includes but is not limited to obtaining, recording, using and holding data and includes the transfer of data to any country.