



WORK ATTACHMENT (WA) GUIDELINES FOR STUDENTS



CORE WA

Commence by end of Year 2 & complete before start of Year 4

OPTION 1	Full-Time WA <ul style="list-style-type: none"> Min. 24-week <i>*12 weeks for ECE students</i>
OPTION 2	Stack-Up WA <ul style="list-style-type: none"> Min. 8-week Separate WA with different Host Organization (HO) Unique set of WA Assessments per Stack-Up WA <i>*Not Applicable to ACC & ECE</i>
OPTION 3	Overseas WA / Internship (OWA/OI) <ul style="list-style-type: none"> On-site / Virtual

**You may download the WA Calculator [here](#)*

ALTERNATIVE WA

OPTION 1	OPTION 2	OPTION 3
Community-Engaged WA (CE-WA)	Entrepreneurial WA (E-WA)	Interdisciplinary WA (I-WA)

Exceptions:

No WA Requirement	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ECE Students without ECE Diploma from Polytechnic <i>Preschool has to be ECDA-Registered if WA done in local PreSchool</i>

OWA / OI & VIRTUAL INTERNSHIP PROGRAMME (VIP)



Develop Global Network & Work Experience



Learn New Language & Interpersonal Skills



Build Independence & Resilience

OWA / OI	VIP
<ul style="list-style-type: none"> Work & Live with the foreign HO & guided by a local work mentor Experience multi-culture by socializing with people from different background 	<ul style="list-style-type: none"> Interacting with teammates located overseas through web conferencing / digital tools used in local work environment



WA DURATION & PERIOD

- Window 1: Year 3 Semester 1
- Window 2: Year 3 Semester 2
- ACC: Sep — July

**Go to [Kinobi@SUSS](#) → File Depository*



LINK

[Click here to access Kinobi@SUSS](#)

Login using Student's Canvas username & password



LEAVES

ANNUAL LEAVE (AL)

- Subject to the HO
- Part of Student's 24-week WA

MEDICAL LEAVE

- Entitlement from the HO
- Part of Your 24-week WA
- Submit MC to HO Supervisor & upload a copy to [Kinobi@SUSS](#)

LEAVE OF ABSENCE (LOA)

- Unpaid Leave
e.g. Exam Revision Week & Exam Days
- To extend WA duration to fulfil the min. 24-week

Utilize all the AL for intended purposes only, before applying for LOA (alert HO during interview / signing stage). AL & LOA are subject to HO's approval.



INSURANCE

DETAILS

- Full-Time local students are covered by SUSS's existing Student Insurance Scheme
- HO may provide further coverage, in situations with:
 - Overseas WA
 - Business travelling is required during WA



WA SCOPE

- Build programme-based knowledge & critical core skills in SkillsFuture
- Students on Core WA:

=> 16 WEEKS in their programme

< 8 WEEKS outside their programme

24-Weeks

Exceptions:

- Accountancy Students on SUSS-Approved Work-Study Programmes (WSACC) (Min. 6 + 6 Months WA):

OPTION 1	OPTION 2	OPTION 3
Perform Both WAs in their programme	Perform 1 WA in CE-WA / E-WA / I-WA	Combine Min. 8 weeks WA in each HO



WA ELIGIBILITY

- Fulfilled Academic Pre-requisites
**List can be found on [here](#) on the website*
- Read WA Guidelines
- Passed RAMS / EMS Quiz
- Passed Non-Academic Pre-requisites Courses
- Approved Resume & Cover Letter on [Kinobi@SUSS](#)



To check Student's outstanding Non-Academic Pre-requisites

**Go to [Kinobi@SUSS](#) → Profile → Checklist*

To check the window period and attempt the quizzes

**Go to [Kinobi@SUSS](#) → File Depository*

Academic Pre-Requisite Courses	Provides the fundamental domain knowledge required for WA
Ready-Safety-Go Training for Interns <i>From Cohort 2022 onwards</i>	Provides the necessary fundamental skills to workplace risk assessment & crisis management
Non-Academic Pre-Requisite Courses <i>Before Cohort 2023</i>	Non-Academic Pre-Requisite Courses <i>From Cohort 2023 onwards</i>
<ul style="list-style-type: none"> WA001: Digital & Data Literacy WA002: Sustainable Development at the Workplace WA003: Engaging Responsibly with Artificial Intelligence & Machine Learning WA004: From Idea to Startup 	<ul style="list-style-type: none"> WA001: Career Planning & Self-Discovery WA002: Job Search & Interview Skills WA003: LinkedIn Profiles & Elevator Pitch WA004: From Idea to Startup
Resume & Cover Letter	<ul style="list-style-type: none"> To showcase your achievements & track records To pitch your suitability & value-add Get it approved by your Mentor early

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



E-WA & I-WA

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

E-WA	I-WA
<ul style="list-style-type: none"> Student can start their own company Full-Time Join the Venture Builder Programme, which is a 3-month immersive training programme designed to nurture & help the budding entrepreneur Students may continue to be incubated for an additional 3-months to fulfil the full 24-week WA requirement 	<ul style="list-style-type: none"> Suggest how the proposed work scope & responsibilities can map against the technical & generic Learning Outcomes found in SkillsFuture's skills & competencies



WA APPLICATION PROCESS & SELECTION PROCEDURE

WA SOURCED VIA KINOBI@SUSS

Apply via [Kinobi@SUSS](#) → HO will shortlist & select suitable candidates for interview.

HO offers position to student via [Kinobi@SUSS](#).

Selected Students to ACCEPT / DECLINE job offer before it lapses (usually 5 - 7 Days)

Go to [Kinobi@SUSS](#) → Home → Your Job Offers → "Accept Offer / Decline Offer"

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

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

SELF-SOURCED WA

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

Go to [Kinobi@SUSS](#) → Profile → Jobs → Self-Proposed 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 CDO.