CAREER DEVELOPMENT OFFICE





WORK ATTACHMENT (WA) GUIDELINES FOR HOST ORGANISATIONS (HO) / EMPLOYERS



PROHIBITIED HOS & WA SUPERVISORS

Not Considered as Fulfilling WA under SUSS Graduation Requirements

- Working in one's own family businesses HOs with family, relatives, course mates / friends as immediate WA Supervisors
- **Deemed to Have Failed** the WA
- Supervised by current undergraduates / polytechnic students

(not withstanding that they may be the founder/



LEAVES

MEDICAL LEAVE

Students are required to inform HO: If they fall ill & need to see a doctor & if

medical leave has been granted, within 24 hours upon the receipt of the Medical Certificate ("MC")

NO-PAY LEAVE

Not counted as part of the minimum 24-weeks WA



CONFIDENTIALITY

Students are required to sign a Confidentiality Undertaking via Kinobi@SUSS & submit it to Career Development Office (CDO) before the start of the WA

- HO may require students to sign any reasonable Confidentiality Agreement
- WA Supervisor of the HO shall review the WA reports, before the students submit them to CDO, to ensure that any confidential information will not be disclosed



TERMS OF APPOINTMENT (TOA)

THE LETTER OF OFFER SETS OUT THE TOA

- WA Start & End Dates in DDMMYY format
- Working hours
- Stipend
- Leave **Benefits**
- All other terms

CENTRAL PROVIDENT FUND (CPF)

With effect from 1 January 2018,

local SUSS students on WA & internships approved by CDO are exempted from making contributions to the CPF & Skills Development Levy (SDL)

Refer to the <u>FAQ in the CPF Website</u>, under 'Students', for the classes of student employees who are exempted from CPF contributions



INSURANCE

LOCAL INSURANCE

- Students are covered by SUSS's Existing Insurance
- HO may provide further coverage, in situations such as:
 - o Overseas WA (OWA)
 - Travelling is required during the WA

OVERSEAS INSURANCE

• Students must partner with ISOS & originate in SG



WA ASSESSMENT

Grading for the WA: Pass with Distinction / Pass / Fail

Students have to complete ALL of the following by the Stipulated Datelines:



Comprising of:

Upload to Kinobi@SUSS:

Submitted prior to Mid-Term

WA FINAL ASSESSMENT

- By the HO to be completed & signed by the WA Supervisor
- Upload it to Kinobi@SUS students have completed the

WA FINAL REPORT

- To be sighted by the WA Supervisor to permit redaction of any confidential information
- Upload it to Kinobi@SUSS within 14 calendar days after students have completed the WA



STUDENTS' SAFETY & WELL-BEING

HO TO ENSURE STUDENTS ARE

- Briefed on the Safety Guidelines
- Provided with Protective Equipment under Supervision of Trained Staff (where applicable)

STUDENTS SHOULD

- Raise any safety concerns with WA Supervisors
- Should any safety concerns being not adequately addressed, students may politely decline the participation of the activity

INCIDENTS CONCERNING STUDENTS' SAFETY

Students would need to:

- Immediately inform WA Supervisor & request for instructions
- Provide an update to the WA Mentor as soon as possible. If overseas, students shall contact local emergency service for assistance
- Contact for Advice:
 - o ISOS
 - (SUSS Membership no. 02AYCA 093933) at +(65) 6337 9126
 - o Ministry of Foreign Affairs in Singapore at +(65) 6379 8000
 - Local Singapore High Commission/Embassy

INCIDENTS CONCERNING STUDENTS' WELLBEING

- Must be reported to CDO
- Students may call their WA Mentor or +(65) 6248 9136
- HO required to conduct investigations & submit an Incident Report to SUSS



SUPERVISION & MENTORING

- HO to assign a WA Supervisor to be the student's Mentor
- CDO will assign a WA Mentor to guide & coach students on their WA learning journey

You may refer here for more information.

WA MID-TERM REVIEW

Student & WA Supervisor

Complete Mid-Term Review form on Kinobi@SUSS

Student shall arrange for WA Mentor to meet the WA Supervisor for a Mid-Term Review at the premises of the HO to discuss (with Student's presence):



- 1. WA Supervisor's Feedback
- 2. Students' Reflections:
 - How their learnings & contributions during the first half of the WA will enable them to:
 - Succeed in Completing the WA; Prepare Them for Graduation; and Be Portable to their Future Work Life

WA FINAL ASSESSMENT

In the final month of the WA, the student & WA Supervisor shall complete the WA Final Assessment on Kinobi@SUSS



 If WA Mentor receives feedback from HO of a student's unsatisfactory performance:

Student shall arrange for WA Mentor to meet the WA Supervisor for a Final Assessment

careerdev@suss.edu.sg

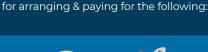


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Vaccinations





Insurance



OWA & TRAVELLING



Transport

Other Expenses

• Students are discouraged from travelling unaccompanied in any

- If HO requires the student to travel during the WA, it shall be responsible for the travel arrangements & any expenses incurred by
 - the student