



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

## PROHIBITED 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 / owner of the HO)*

## 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](mailto: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

## WA ASSESSMENT

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

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

### REFLECTION JOURNAL

#### Comprising of:

- Reflections of students' first half of their WA

#### Upload to Kinobi@SUSS:

- Submitted prior to Mid-Term Review (MTR) together with MTR form

### WA FINAL ASSESSMENT

- By the HO to be completed & signed by the WA Supervisor
- Upload it to [Kinobi@SUSS](mailto:Kinobi@SUSS) within 14 calendar days after students have completed the WA

### WA FINAL REPORT

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

## 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](mailto: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](mailto: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

## 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 [FAQ in the CPF Website](#), 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 Scheme
- HO may provide further coverage, in situations such as:
  - Overseas WA (OWA)
  - Travelling is required during the WA

### OVERSEAS INSURANCE

- Students must partner with ISOS & originate in SG

## 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:
  - **ISOS**  
(SUSS Membership no. 02AYCA 093933) at +(65) 6337 9126
  - **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

## OWA & TRAVELLING DURING WA



Unless otherwise agreed in writing between the HO & the student, students themselves are responsible for arranging & paying for the following:



Travel Visa



Insurance



Flight



Accommodation



Vaccinations



Meals



Transport



Other Expenses

- Students are discouraged from travelling unaccompanied in any foreign country.
- If HO requires the student to travel during the WA, it shall be responsible for the travel arrangements & any expenses incurred by the student