

## Frequently Asked Questions (FAQ)

### (1) What is the IIP@RP?

*IIP@RP is the abbreviation at Industry Immersion Programme at Republic Polytechnic. The purpose of these internship programmes is to enable the students to be exposed to an industrial environment and for them to learn skills (technical and non-technical in nature) that will be useful and have an impact on their future careers. The attached student will work with the employer for the whole duration of the attachment. He/she will be working on the assigned project under the direct supervision of a staff from the company, whom we term as the Officer-in-Charge (OIC). The attached student will abide with the company's operating hours, dress code and any other human resource requirements. He/she will be given an allowance as determined by the organization. There will be a staff from our school, whom we term the Liaison Officer (LO), who will liaise with the employer's OIC to oversee the attachment.*

### (2) How does the IIP @RP work?

- *Participating companies are required to submit an application, describing the duties of the student and other placement details*
- *One or more assigned staff from the student's school will act as the liaison officer(s) between the employer and the student.*
- *The student's attendance should be recorded and monitored by the employers.*
- *Each student will submit a workbook detailing his/her work experience in the company.*
- *The participating company and the assigned staff will assess the student's performance.*

### (3) How long is the IIP@RP?

*The duration of IIP is 16 weeks.*

### (4) What is the Training Programme for the IIP@RP?

*Employers are requested to submit a training programme/job scope in the IIP application form, which will be evaluated on its suitability. Should the programme be changed, the company OIC is requested to inform the LO as soon as possible.*

### (5) When is the next IIP@RP?

#### ATTACHMENT PERIODS FOR IIP @ RP

Any 16 weeks in the period of Mon 5 Mar 2012 to Sat 4 Aug 2012

(Kindly indicate the start and end dates of IIP at the last page of the application form).

### (6) What are the diplomas that are available in Republic Polytechnic?

*Republic Polytechnic's full time diploma list is available at <http://www.rp.sg/courses/>*

### (7) What is the role of the student in the IIP @ RP?

*The student is required to report to the company to which he/she is attached and is accountable to the OIC from the company throughout the duration of the project. The student is expected to demonstrate his/her professionalism, good attitude, adaptive and collaborative abilities and may be assigned as a member of a project team or to work individually. The student is required to maintain a student log throughout the duration of the project. He/she is responsible in filling the weekly summary of work done with regards to his/her tasks and assignments given during attachment. This must be endorsed by the OIC. At the end of the attachment, the student must submit the student log together with a workbook on the project highlighting his/her individual effort and contribution. The student must give a demonstration and/or a presentation of his/her contributions to the project. Students are evaluated jointly by both the OIC and the LO.*

*Students should not be required to work beyond 8pm, where possible. Student attendance must be recorded daily by the company. Students are not allowed to take leave except for compassionate, medical leave and emergency leave, which must be approved by both the company and the school.*

**(8) What is the role of the Company's Officer-In-Charge (OIC)?**

*The OIC is a staff of the company appointed to jointly assess the student's performance in the IIP@RP project. He/she should be able to assist the student in adjusting to the company and also in providing technical guidance with regards to the project. He/She is responsible for evaluating the student's performance based on the student's abilities & skills, attitude, teamwork and attendance. He/she will work with the LO who will provide the necessary assistance and liaison. He/she should highlight to the LO for any disciplinary issues or concerns. Please note that the IIP workbook must be vetted by the OIC before submission to ensure that confidential information of the company or project will not be accidentally divulged. Please desensitize the submitted workbook if necessary.*

**(9) What is the role of the School's Liaison Officer (LO)?**

*The LO is appointed to oversee the smooth running of the attachment. The role of the LO includes liaising with the OIC of the student in the company, checking on the student's knowledge, attitude and skills, ensuring that project objectives are met, making visits to the attachment and assessing the efforts and contributions of the student to the project in consultation with the OIC.*

**(10) What are the general guidelines for insurance coverage?**

*All full-time matriculated students of Republic Polytechnic are insured under the Group Personal Accident Insurance Scheme.*

*In the event of an accident, students who seek medical attention may claim the medical expenses from the insurance company through RP, subject to approval. In addition, employers may wish to cover the students under their organisation's insurance schemes, such as medical or workmen's compensation.*

**(11) Do participating companies need to make CPF contribution for IIP@RP?**

*Companies need not pay CPF.*

**(12) What is the guideline for allowance?**

*The guideline for allowance is SGD450/month. This is practiced by the Public Service Department/Prime Minister's office for diploma level students*

*([http://app.internship.gov.sg/tabs\\_poly\\_allowances.asp](http://app.internship.gov.sg/tabs_poly_allowances.asp))*

**(13) Do foreign students need work permit?**

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

**(14) How do I manage issues on misconduct?**

*All issues on misconduct are to be referred to the LO for the appropriate set of actions.*

**(15) What is the employer's role at the end of the IIP@RP?**

*At the end of the attachment period, employers are requested to assess the student and complete the Company Feedback Form.*

**(16) Where can I read up more on IIP@RP?**

*More information on IIP is available at <http://www.rp.sg/internship/industry/>*