

21 Jan 2020

SIT IWSP 2020_ Invitation to Participate in Civil Engineering (CVE) Integrated Work Study Programme (IWSP)

Dear Industry Partners

Thank you for your continuous support in SIT's programmes. We would like to invite your participation in our Civil Engineering (CVE) Integrated Work Study Programme (IWSP) by posting IWSP opportunities on our [ReadyTalent](#) job portal.

Through IWSP, you provide the opportunity for our CVE students to learn and contribute in a real work environment for 8 months, integrating classroom knowledge with real world application. In turn, IWSP allows you to evaluate the suitability of your IWSP candidates as potential full-time employees.

1. Account Login

To access [ReadyTalent](#) for job postings, you will need to create an account (if you do not already have one). Login credentials will then be sent to you upon validation. If your password has expired or you can't recall your password, please access the [Self Service Portal](#) and click on 'Reset Password'.

In accordance to SIT's IT security requirements, your account password needs to be changed every 30 days (i.e. password expires after 30 days). You can access the User Guide [here](#) (Google Chrome is the recommended browser).

2. IWSP Job Posting Session ID

As each IWSP session is targeted at specific degree programme and cohort of students, please post all CVE IWSP opportunities to Session ID **IWSP-20000001**. You can select the Session ID from the drop down list after selecting Employment Type as IWSP.

Degree Programmes, BEng (Hons)	IWSP Duration	IWSP Period	Back-to-Campus Days	Recommended Allowance	Application Start Date	Session ID
Civil Engineering (79 Students)	8 months	7 Sep 2020 to 7 May 2021	6	\$1,500	25 Apr 2020	IWSP- 20000001

Please also refer to the terms of engagement attached.

Timeline	Summary of Activities
Now – 24 Apr 2020	Employers to post Job Descriptions via ReadyTalent
25 Apr 2020 – 31 May 2020	IWSP Application & Selection: <ul style="list-style-type: none">• Students application period (25 Apr 2020 – 8 May 2020)• Employers to review application & conduct interview (25 Apr 2020 – 27 May 2020)• Offer of position by employers (Deadline: 27 May 2020)• Acceptance of position by student (Deadline: 31 May 2020)

We look forward to your continued partnership and will be pleased to answer any question you might have on CVE IWSP.

With best regards,

June Yek

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Civil Engineering, MEngTech and BEng (Hons) IWSP Terms of Engagement



Allowance (Recommended):

- Monthly allowance: S\$1,500
- Employer Central Provident Fund (CPF) contribution is not required (Internship terms)
- Number of IWSP position: To be advised by Industry Partner

Benefits (Recommended):

- 3 days of paid leave* per trimester (4-month). This is for IWSP Students to return to SIT for consultation sessions with faculty.
 - At least 1 day of paid leave per trimester
 - Paid medical leave / paid public holidays
 - Either over-time pay OR Off-in-lieu of over-time
 - Compassionate leave

 - **As part of the work-study integration approach, SIT Faculty will carry out workshops and consultation sessions with IWSP Students to facilitate IWSP Students' reflections on their work experience*

 - *Students are covered under the SIT Student Insurance and the coverage includes Hospitalisation & Surgical, Personal Accident, Outpatient Visits, Travel Insurance and Work Injury Compensation.*

 - *Companies should provide an Employment Contract to be signed with the IWSP Student.*
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