Industrial Attachment (IA)

Industrial Attachment (IA) Learning Objectives

This procedure defines the Industrial Attachment (IA) process specifically for ICASTEC-owned courses. The Industrial Attachment is a compulsory requirement under selected ICASTEC courses.

The learning objectives for the IA component are as follows:
1. To enhance knowledge and skills by applying what they have learnt in the real world workplace.
2. To work and experience as a contributing member of the team.
3. To demonstrate positive learning attitude and work ethic.

Industrial Attachment is subject to academic performance, interview by employer and approval from Ministry of Manpower for a Training Work Permit.

In order to get the Industrial Attachment, students must attain or meet the following criteria:
- 90% attendance is MUST.
- Passing in all module is MUST
- Passing the interview at employer place is MUST
- If student rejected the arrangement on the interview without any valid reason. It is consider an interview has already been conducted (Example: late for the interview, uncontactable for the interview, sick on the day of the interview, choosy about the restaurant, got special request example: must be vegetarian or Muslim restaurant and busy cannot make it for the interview)
- If student reject the offer during the interview, then no more second interview (example: request high salary, cannot dirty the hand because of washing, cannot do mopping, cannot work on weekend and the workplace is inconvenience as it is far from their home)
- Confirmation from the IA partner still subject to approval from the Ministry of Manpower
- No further Industrial Attachment posting will be arranged if a student withdraw or terminate from the company.

Following is the courses with and without Industrial Attachment and durations:

Course Title	Industrial Attachment		Duration
	With	Without	
Food and Beverage Courses			
Certificate in Housekeeping and Catering Operation	✓		6 months
Certificate in Food & Beverage and Catering Operation	✓		3 months
Certificate in Culinary Skills	✓		3 months
Certificate in Patisserie	✓		3 months
Diploma in Food & Beverage and Catering Management	✓		6 months
Diploma in Patisserie and Catering Management	✓		6 months
Diploma in Culinary and Catering Management	✓		6 months

Advanced Diploma in Restaurant and Catering Management	✓		6 months
Graduate Diploma in Food Services		✓	Not applicable
Hospitality Courses			
Diploma in Hospitality and Hotel Management	✓		6 months
Advanced Diploma in Hospitality and Hotel Management		✓	Not applicable

IA Workflow

Step 1: IA Recommendation

IA Recommended (with CV)
- From Trainer to Academic, 2 months before end of course
- From Academic to Sales, 2 months before end of course

IA Re-Recommended

- Trainer to put up with performance improvement plan & signed by School Principal (refer IA recommendation form)
- IA Re-Recommended (From Trainer to IA Team, 1 month before end of course)
Final IA Decision by principal, Student to see School Principal

Step 2: IA Interview and Placement

- Sales send interview details (date, time, address, name of the company and name of the interviewer) via email to the students
- Student must submit official excuse from class form (C461 f02 Official Excuse from Class) if the interview is schedule between the lesson hours
- Student attend IA interview (1 time)
- Sales update student of the interview outcome via email and keep record in google sheet for every interview outcome
- Sales prepare IA letter, passport and student pass to the employer for the selected students

Step 4: Student pass will be cancelled on the 3 days before the expiry date of the student pass or earlier.

Step 5: When student has to leave Singapore without IA, we recommend them to apply IP at least 2 weeks in advance subject to approval by academic board.

Step 6: IA Monitoring & IA Logbook Submission for Graduation

- After student collected work permit, they need to collect IA logbook and L4 form from the student service.
- Student Service passes End of IA feedback and L3 form to student when they submit IA Logbook on the last day of IA.

- IA Performance Assessment by review and assess each IA performance via individual IA Logbook.
- Acknowledge and affirm marking and assessment by the IA supervisor, where applicable.
- Escalate to management where needed for alternative assessment.
- Sales keep the IA logbook, Academic keep L3, L4 and End of IA Feedback Form.
- Academic update assessment result into Exam Database.

Waiver From Industrial Attachment

Students who do not need to go for an IA due to valid reason, example: they are under age and who already have working experience in the food industry can apply for waiver from IA in writing subject to approval.

Students who apply for waiver of IA can be approved for the following reasons:

1. Student has supporting evidence of at least one year prior work experience in relevant field.
2. Medical condition that prevents student from performing IA e.g. unable to handle physical load.
3. Students are unable to get any interview despite trying or employer got no quota.
4. MOM rejected the application by the employer.

- Personal and family reasons are not acceptable for approving student's application for waiver of IA.
- Students whose applications for waiver from IA have been approved shall be required to complete a month-long industry project as an alternative IA.

Withdrawal from IA

1. Students who have indicated their intention to withdraw from IA with no valid reason will not be eligible for graduation if IA is compulsory.

2. Students cannot withdraw from IA if they have already received the confirmation from MOM that they have an approved work pass by the employer.

Industrial Project (IP)

Any student who fails to get an IA despite the best efforts of ICASTEC can apply for IP in lieu of IA. The objectives of the IP are to:

1. Demonstrate critical thinking in topics related to the industry
2. Provide practical ideas and suggestions to improve job performance

Students who apply for IP on personal and family grounds will not be approved. Approval will only be given for one of the following reasons:
- Medical condition that prevent student from performing IA e.g. unable to handle physical load
- Students are unable to get any interview despite trying or employer got no quota.
- MOM rejected the application by the employer.

IP required student to submit a written assignment with the following conditions:
1. Student's assignment must include a plagiarism test result.
2. Student shall complete and submit the IP assignment to teacher by the given deadline.
3. And it has to be completed in Singapore.