



INDUSTRIAL ATTACHMENT (IA) PROGRAM

Industrial Attachment (IA) Learning Objectives

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

The learning objectives for the IA component is 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. Should student fail to get an Industrial Attachment placement, student will have to undertake an industrial project (IP) assignment under the supervision of trainer from the College.

Industrial Attachment (IA) Workflow

Step 1: IA Program Briefing

1. School Orientation Briefing
2. Reinforcement by trainers during class

Step 2: IA Recommendation (Trainer in Class)

1. Trainer to assess if student meet IA performance criteria
2. The Academic team will forward student's CV to IA Team.

Step 3: IA Interview & Placement

1. Two months before end of course, students shall undergo IA interview and the goal is to get selected by IA companies before end of course.
2. Students shall collect IA Logbook for IA program

Step 4: IA Monitoring & IA Logbook Submission for Graduation

1. Once student is in the industry doing their IA, the IA Team will hand over the student to Academic team.
2. Academic Team shall conduct IA visits and gather feedback from supervisor & students
3. During last 2 weeks of IA completion, student shall complete the IA Logbook and signed off by supervisor and stamped with company stamp.
4. Student may then submit the logbook to ISC for final verification and signed off by Liaison Officer or AM/Principal for graduation.
5. ISC shall conduct survey on student's IA experience



Waiver From Industrial Attachment

There are situations where students may not perform IA:

1. Waiver for students who are already working in F&B and/or related industry. Waiver shall be submitted to and endorsed by EB.
2. With valid reason(s), student may apply to withdraw from IA program and seek placement on Industrial Project (IP) instead. Criteria:
 - Due to family reasons and need to return to home country (e.g. involved in family business, to look after sick family members, etc. Subject to evidence and approval)
 - Personal reason such as chronic sickness and medical and/or physical reasons
 - Not selected by IA Employer(s)
3. If student has started IA, he/she shall then consult school (AM/AA) first before tendering. Eligibility for IP shall be assessed based on:
 - Reason(s) for resignation and assessment from the IA Company
 - Criteria for IP

Not Able to Perform Industrial Attachment (IA) in Singapore

An alternative is to undertake an Industrial Project. However, this is subject to approval by Examination Board.

Industrial Project

This applies only when a student is unable to secure an industrial attachment with any organization. In the absence of an industrial attachment, student has to complete an individual project lasting for 1 month. However, this will be subjected necessary approval based on the program governance and CPE.

The objectives of the project are to:

- Apply knowledge and skills acquired into other areas of research;
- Display an independent approach to critical analysis and evaluation and engage in debates relevant to the topic of interest and therefore be able to understand the functions of the hospitality/tourism & F&B industry and, where suitable, gain an advantage in future job progression in the industry;
- Demonstrate the development of coherent and viable suggestions/recommendations, leading to logical and realistic conclusions. This comes with understanding the requirements of the hospitality/tourism & F&B industry in terms of work ethics, conduct, service quality, interpersonal skills, attitude;
- Attain an appropriate standard of written report.



Criteria and Scenarios for Alternative IA Arrangements

Scenario 1: IA in Home-Country

1. Clarify the reasons for not able to perform IA in Singapore
 - a. Not successful in interview(s)
 - b. Reject offer by IA company
 - c. Medical Reasons such as needing to leave Singapore to seek medical treatment
2. Next option is for student to take up an IA placement within their own hometown.

Scenario 2: Applying for Industrial Project (IP)

1. Criteria to be considered for Industrial Project include:
 - a. Prior work experience in relevant field of at least 1 year
 - b. Medical reasons that prevent student from performing Industrial Attachment (IA), e.g. not able to handle the physical load, etc.

Scenario 3: Applying for Waiver

1. For those who are already working in the relevant industry with minimum 1 year of experience, these students may apply for waiver from Industrial Attachment (IA) and Industrial Project (IP).

IP Project Submission Requirements:

1. Student to submit IP assignment together with a plagiarism test.
2. Student to present IP assignment to a panel (comprising supervising trainer and AM/Principal) face-to-face or via Skype.
3. Student shall be given one (1) month to complete their IP assignment and submit to a designated trainer.