



## **Industrial Attachment (IA)**

The Industrial Attachment is a compulsory requirement under selected ICASTEC courses.

The learning objectives for the IA 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 reject the offer during the first interview, then no more second interview
- Confirmation for the IA from the employer that doesn't mean that unless subject to approval of Ministry of Manpower
- No further industrial attachment posting will be arranged if a student withdraw or terminate from the company,

## **Industrial Attachment (IA) Work Flow**

### Step 1: IA Briefing

1. Orientation
2. Reminders by teachers during class
3. IA Briefing

### Step 2: IA Recommendation

#### IA Recommended (with CV)

- From Trainer to IA Team, 2 months before End of Course)

#### IA Not-Recommended

- Trainer to put up with performance improvement plan & signed by School Principal (refer IA recommendation form)
- IA Recommended (From Trainer to IA Team, 1 months before EOC)

### Step 3: IA Interview and Placement

1. Student attend IA interview
2. Student must submit official excuse from class form (C461 F02 Official Excuse from Class) if the interview is schedule between the lesson hours.
3. Check IA Placement status before release. Manage those cases that need attention, including talking to student before release.
4. Student collects IA Logbook from Student Services



Step 4: Student pass will be cancelled on the last day of their 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

1. IA Coordinator will call the student and gather feedback from the job supervisor and student
2. Student complete IA Logbook with signature of Supervisor and company stamp
3. Student submit completed logbook to Student Services upon completion of IA
4. Student Services conduct survey of student's IA experience
5. Academic verify student has passed or failed the IA

### **Waiver from IA**

After all efforts have been made, students who are unable to secure an industrial attachment with IA partners can apply for a waiver from IA in writing. Application for waiver of IA must be approved by ICASTEC and endorsed by Exam Board.

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

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 (IP) as an alternative IA.



## **Industrial Project**

Any student who fails to get an IA despite the best efforts of ICASTECH and their IA partners can apply for IP in lieu of IA.

The objectives of the IP are to:

- demonstrate critical thinking in topics related to the industry
- 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 prevents 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.

Student has to submit a written assignment with the following requirements:

- Student's assignment must include a plagiarism test result
- Student shall complete and submit the IP assignment to teacher by the given deadline



### IA Work Flow

