Guidelines for Participating Employers in RP's Internship Programme

(Updated on 31 March 2026)

Republic Polytechnic (RP)'s Internship Programme is built on strong partnerships with participating employers to provide students with meaningful, real-world learning experiences.

This document outlines the key guidelines and expectations for host organisations to ensure a productive, safe, and mutually beneficial internship arrangement.

By adhering to these guidelines, employers contribute to the professional growth of our students while supporting the institution's commitment to maintaining high standards of workplace learning and student welfare.

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1. Role of Employers

1.1. The primary objective of the internship is to provide interns with on-the-job training aligned with their field of study, skills, and career interests. This enables them to apply classroom knowledge in real-world settings, gain practical experience, observe industry practices, enhance problem-solving, interpersonal, and communication skills, and validate their career aspirations.

1.2. To ensure the Internship Programme achieves its objectives, participating employers are encouraged to:

- Develop and share an On-the-Job Training (OJT) blueprint (lite) or training plan to guide the intern's learning and progress.
- Provide interns with meaningful, relevant work experiences.
- Enable interns to apply classroom learning and exercise initiative in real-world assignments.
- Supply the necessary resources and equipment for interns to perform their tasks or projects effectively.
- Appoint a supervisor to guide interns in their assignments and help them adapt to the company's work culture.
- Foster professionalism and positive work attitudes through workplace interactions.
- Assign a mentor to coach, motivate, and advise interns on future career prospects and industry pathways.

1.3. RP will appoint a School Liaison Officer (LO) to serve as the primary coordinator between the institution and the participating employer throughout the internship period. The School LO may conduct site visits or virtual meetings to monitor the intern's progress and obtain feedback from the work supervisor. In cases of intern misconduct, participating employers are advised to contact the School LO immediately for guidance on appropriate actions.

1.4. If the participating employer requires the intern to sign any contract, indemnity form, confidentiality agreement, or similar document, they must inform RP in advance.

1.5. Unless otherwise agreed in writing, interns and participating employers shall not use any intellectual property rights belonging to RP during the internship.

1.6. Given that interns typically have limited work experience, close supervision is essential. Participating employers should appoint a site supervisor to oversee, guide, and mentor the interns throughout the internship.

2. Job Scope and Training Plan

2.1. Participating employers are encouraged to adopt structured On-the-Job Training (OJT) Plans for internships whenever possible. Sample OJT Lite Plans are provided for reference: https://for.edu.sg/rp-internship-ojtblueprintlite

2.2. Please submit your training plan along with the internship job posting on the RP Internship Placement System.

2.3. The submitted plan will be evaluated and reviewed to ensure alignment with the job scope and intended learning outcomes. Participating employers are expected to strictly adhere to the approved training plan throughout the internship.

2.4. Details of the internship—such as allowance, working hours, reporting address, and other conditions—posted and accepted by the student on the RP Internship Placement System prior to the internship commencement must be strictly adhered to. In the event of any deviations during the internship, RP reserves the right to withdraw the student from the placement.

3. Structured Mentorship Framework

3.1. SkillsFuture is a national initiative aimed at empowering all Singaporeans to develop their fullest potential and achieve their aspirations through diverse opportunities. As part of SkillsFuture, polytechnics collaborate with companies to enhance internship programmes by incorporating mentoring.

Mentoring during internships is a developmental relationship where an experienced industry practitioner (mentor) provides career guidance to the student. Through this relationship, students gain a clearer understanding of industry career opportunities and expectations.

3.2. Participating employers are encouraged to assign a mentor—who may also serve as the company supervisor—to support the interns. The mentor's role includes:

- Facilitating the intern's deeper understanding of the business sector and industry.
- Coaching and guiding the intern on job prospects and potential career pathways.
- Motivating and inspiring the intern by sharing personal work experiences and career journey within the industry.

3.3. The recommended attributes of a mentor are:

- Knowledge: Possesses relevant industry-related knowledge acquired through formal or informal education.
- Skills: Demonstrates current, in-depth skills gained from substantial work experience in the intern's industry sector; ideally has mentoring experience or has undergone mentorship training.
- Attitude: Exhibits personal qualities conducive to effective mentoring, such as being nurturing, enthusiastic, open, caring, objective, professional, and willing to listen and share.

3.4. A minimum of two engagement sessions is recommended during the internship, one at the beginning and another either mid-way or towards the end. These meetings can take place during lunch breaks or informal chat sessions and should last between 30 to 60 minutes during office hours

3.5. The mentor must maintain confidentiality, objectivity, and professionalism in all interactions with the intern.

4. Assessment and Evaluation

4.1. Participation in the Internship Programme is a graduation requirement for the students, and students' performance will be evaluated accordingly. Company Supervisors are invited to assess interns' work quality, attendance, skills, attitude, and teamwork by completing the Company Evaluation Form towards the end of the internship.

4.2. The School LO will provide the Company Supervisor with the assessment criteria and marking scheme. Interns will be evaluated jointly by the Company Supervisor and the School LO.

4.3. Once submitted, the Company Evaluation Form is taken as final, and no amendments or changes will be permitted.

5. Attendance and Leave Entitlements

5.1. Attendance must be recorded throughout the internship programme. For any make-up sessions or extensions of the internship due to prolonged absences with valid reasons, participating employers are required to inform and obtain consent from RP before proceeding.

5.2. Interns are generally not entitled to leave during the internship period. However, participating employers may grant leave benefits in accordance with their organisational HR policies.

5.3. Students have been briefed on the following types of leave:

a. Medical Leave
If unwell, interns must consult a registered medical practitioner and inform both the company supervisor and the School LO. The original medical certificate must be submitted to and retained by the company supervisor, while a scanned copy should be submitted to the school

b. Compassionate Leave
Applicable only for the bereavement of an immediate family member, as defined by the organisation. The duration of compassionate leave follows the participating employer's policy.

c. Emergency Leave
Granted on a case-by-case basis subject to approval from both the company supervisor and School LO.

6. Allowance and Employment Terms

6.1. Participating companies are not obligated to pay allowances for days when the intern is absent from work, including but not limited to Medical Leave, Company Off Days, and Leave of Absence (half or full day).

6.2. Allowances are to be paid monthly, directly to the student, with the payment period deemed as one month. Participating employers must ensure payment is made at least once a month. The allowance calculation should follow the Ministry of Manpower's guidelines for monthly pay computation here.

6.3. Companies in Singapore engaging full-time matriculated students of RP for the Internship Programme are exempt from CPF contributions.

6.4. Non-Singaporean students on internship as part of the course requirement do not require work permits or passes if they hold valid student passes. For details, refer to the "Work pass exemption for foreign students" article on the Ministry of Manpower website here.

6.5. Non-Singaporean students holding a Dependant's Pass must obtain a Letter of Consent (LOC) from the Ministry of Manpower before commencing any internship required by their course. RP will apply for the LOC on behalf of the student once the internship placement is confirmed. Since the LOC is specific to the approved internship and valid only for the designated period, participating employers must notify RP in advance of any changes to the internship start or end dates.

6.6. Allowances must be paid to students without any demand, deduction, or set-off, regardless of any claims or disciplinary issues involving the student.

7. Internship Injury Insurance Coverage

7.1. RP has secured Internship Injury insurance to cover students during their internship or attachment. This insurance provides coverage for work-related injuries or illnesses that may not be covered, or may exceed the limits, of the students' Group Personal Accident insurance or Group Hospitalisation and Surgical insurance plans. Read more about the insurance coverage here.

8. Working Hours

8.1. Interns are generally expected to adhere to the operating hours of their host companies. If shift work is involved, this must be communicated to RP prior to the internship start and stated in the job posting on the RP Internship Placement System.

8.2. Daily working hours should not exceed 12 hours, and total weekly hours must remain within 44 hours, in compliance with Singapore's Employment Act here. Interns must be provided with reasonable breaks for meals.

8.3. If interns are required to work beyond regular hours or on gazetted public holidays, they should receive appropriate overtime compensation or equivalent time off in lieu.

9. Workplace Safety, Students' Well-being and Professional Conduct

9.1. Under the Workplace Safety & Health Act of Singapore, all employers must, as far as reasonably practicable, protect the safety and health of employees or workers (inclusive of RP's student interns) working under their direct control, as well as all who may be affected by their work.

9.2. The Act covers all factories and workplaces of various risk levels and industries. In addition to the stipulated duties of an employer under the Act, there are specific industry sectors (e.g. construction, marine, metal workings, and oil & petrochemical) where employers assume the responsibility to ensure that their employees (inclusive of RP interns) attend and pass the required safety orientation courses before they engage in the scope of work, where applicable.

9.3. Participating employers must brief interns on relevant safety guidelines and provide appropriate protective equipment where applicable.

9.4. Interns should be supervised by trained personnel and must not be assigned to hazardous or dangerous tasks.

9.5. Any accidents must be reported to the School LO or the RP Hotline at 6510 3000 within 24 hours to enable prompt follow-up actions by the Polytechnic.

9.6. Participating employers must ensure that all staff maintain professional boundaries with students and avoid any personal relationships that may compromise integrity or be seen as an abuse of authority. In line with the Ministry of Manpower's Tripartite Advisory on Managing Workplace Harassment, all interactions must reflect mutual respect and professionalism, with no tolerance for conduct that crosses employer–employee boundaries.

9.7. RP will investigate all reported incidents and facilitate resolution according to its internal policies and procedures. Participating employers are required to adhere to the Ministry of Manpower (MOM) guidelines and the Tripartite Advisory on workplace safety and employment practices.

9.8. RP reserves the right to take any actions it deems appropriate, including imposing conditions on the participating employer, terminating the internship, or reporting the matter to relevant authorities to protect the student and maintain confidentiality.

9.9. For clarity, the above clauses do not imply any admission of liability or assumption of responsibility by RP, and is without prejudice to any applicable laws or procedures, including but not limited to the Protection from Harassment Act and criminal law.

10. Travel (Business Trips)

10.1. Participating employers must notify the School LO in advance if interns are required to travel for work-related purposes, such as business trips.

10.2. The participating employer is responsible for arranging the intern's necessary visas, travel insurance, airfare, accommodation, transportation, and other essentials as needed.

10.3. Interns may only undertake travel after obtaining official written approval from RP.

10.4. Interns should not travel unaccompanied to a foreign country. If travel with a colleague is necessary, the colleague should be of the same gender. Additionally, interns should not share accommodations with colleagues of a different gender.

11. Data Privacy

11.1. By taking part in our internship programme and/or submitting your personal data, you agree to the terms set out in our Privacy Statement which covers how we collect, use, share, and store your personal data.

11.2. For the purposes of the Personal Data Protection Act 2012 (No. 26 of 2012), you consent to the processing of all or any personal data (in manual, electronic or any other form) relevant to your application, by Republic Polytechnic ("RP") and/or any agent or third party nominated by RP and bound by a duty of confidentiality. Processing includes but is not limited to obtaining, recording, using and holding data and includes the transfer of data to any country.