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| **Instructions to Applicant** |
| 1. | Complete this form and save form using organisation name in “.docx” format e.g. ABC.docx |
| 2. | Do **not** save this form in pdf format |
| 3. | Do **not** modify this form as it will affect the automated data extraction process |
| 4. | All fields marked with an asterisk (\*) are required |
| 5. | Email completed form to bussip@tp.edu.sg |

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| **.Section 1: Organisation**  |
| Organisation Unique Entity Number (UEN) \* |       *(For local organisation, s*[*earch UEN*](https://www.uen.gov.sg/)*:* <https://www.uen.gov.sg/>)*(For overseas company, indicate as “OSIP”)* |
| Organisation Name \* |       |
| Address \* | Block       Street        | Unit #       -       |
|  | Building       | State Singapore  |
|  | Country  | Postal Code       |
| Tel No. (Main line) \* |       | Fax No.       |
| Organisation General Email |       | Email 2       |
| Website URL |       |
| Type of Company \* |  |
| Nature of Business \**(select the best match)* |  Others:       *(provide details)* |
| No. of Staff in Organisation \* |       |
| No. of Staff in Department to which Student will be attached *(if different from above)* |       |
| Student Reporting Address*(if different from address above)* |       | Postal Code       |
| **Section 2: Main Contact** *(Please name only* ***ONE*** *person as main contact for purpose of correspondence)* |
| Salutation \* |   |
| Name \* |       |
| Department  |       |
| Designation \* |       |
| Email Address \* |       |
| *Provide at least one business contact number* |
| Tel No. \* |       |  Mobile No. |       | Fax No. |       |

It is acknowledged that there is no personal data given in this form.

Information provided is meant for partnership engagement with Temasek Polytechnic.

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| **Section 3: SIP Schedule** |  |
| 1. | Organisation to submit application for Diplomas (1) to (4) by **24 November 2023 (Friday)**  |
| 2. | Organisation to submit application for Diplomas (5) to (8) closes on **26 April 2024 (Friday)** |

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| **Diploma**  | **No. Required** | **No. of Weeks** | **Period** |
| 1. BUS - Business with specialisation in
 |  |  |  |
| * Banking & Finance
 |     | 20 weeks | Mar to Aug |
| * Digital Business Innovation
 |     |
| * Human Resource Management with Psychology
 |     |
| * International Business & Entrepreneurship
 |     |
| 1. CCM - Culinary & Catering Management
 |
| * Baking & Pastry
 |     | 20 weeks | Mar to Aug |
| * Culinary
 |     |
| * Restaurant Service
 |     |
| 1. CMM - Communications & Media Management
 |  |  |  |
| * Media Production & Management
 |     | 20 weeks | Mar to Aug |
| * Journalism & Content Creation
 |     |
| * Digital Marketing & Communications
 |     |
| 1. ITL - International Trade & Logistics
 |     | 20 weeks | Mar to Aug |
| 1. A&F - Accountancy & Finance with specialisation in
 |  |  |  |
| * Accounting
 |     | 20 weeks | Sep to Jan |
| * Audit
 |     |
| * Tax
 |     |
| * Banking & Finance
 |     |
| 1. LAW - Law & Management
 |     | 16 weeks | Aug to Dec |
| 1. MKG - Marketing
 |     | 20 weeks | Sep to Jan |
| 1. HTM - Hospitality & Tourism Management
 |     | 24 weeks | Sep to Feb |

For actual internship dates, please refer to the contact persons for the various diplomas listed in our website: [[https://www.tp.edu.sg/research-and-industry/student-internship-programme/student-internship-programme-bus.html](%20https%3A//www.tp.edu.sg/schools/bus/industry%22%20%5Cl%20%22tab2)](https://www.tp.edu.sg/research-and-industry/student-internship-programme/student-internship-programme-bus.html)  |

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| **Section 4: No. of Interns Required & Job Scope \***  |
| 1. | Complete this section **fully** to facilitate the matching of students to your organisation |
| 2. | Ensure that the total “No. Required” in this Section **tallies** with the numbers indicated at Section 3 |

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| **Diploma** \**(Select One)* | **No. of Interns Required** \* | **State Diploma Specialisation (if applicable) / Job Scope / Proposed Project Title & Description** \*e.g. Banking & Finance (BF) 1. Prepare & complete KYC reviews. 2. Performance credit analysis & other adhoc duties. | **Name of Supervisor**  |
|  |     |       |       |
|  |     |       |       |
|  |     |       |       |
|  |     |       |       |
|  |     |       |       |

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| **Section 5: Internship Details** |
| Monthly Allowance (CPF-Exempt) \**(Recommended minimum of $700 (all diplomas) and $850 (CCM))* | SGD       *(convert to SGD equivalent if in foreign currency for overseas SIP)* |
| Any Other Allowance *(if applicable)* *(e.g. commission, allowance for public holiday, shift work, transport, meal, medical benefits etc.)* |        *(provide details)* |
| Overtime (OT) Compensation | [ ]  OT Pay  | [ ]  Off Days in Lieu  | [ ]  Not Applicable  |
| Transportation  | [ ]  Provided Everyday | [ ]  For Overtime Only | [ ]  Not Applicable  |
| No. of Days per Week \* |       *(e.g. 5, 5.5, 6)* |  |
| Reporting Hours (*where applicable*) |  | From *(e.g. 8.00 AM)* |  | To *(e.g. 6.30 PM)* |
| Monday to Friday | From:  |       | To : |       |
| Saturday  | From: |       | To: |       |
| Sunday & Public Holiday  | From: |       | To: |       |
| Shift work requirement *(if applicable)* |       *(provide details)* |
| Interview Requirement \* | [ ]  Face-to-face Interview [ ]  Telephone Interview  | [ ]  No Interview Required[ ]  Remote Interview |
| Special Requirement*(e.g. specific skillset, need to handle non-Halal items, name & admission no. of specific student etc.)* |       |
| Overseas Assignment *(for local SIP only)* |  |
| Estimated Period / Frequency |       |
| Country to be attached to |        |

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| **Section 6: Overseas Internship (if applicable)** |
| **For Overseas Internship (OSIP) only** |
| OSIP Country |  Others:       *(provide details)* |
|  | State: |       | City: |       |
| Indicate if any of these are provided: | [ ]  Airfare |       *(provide details)* |
|  | [ ]  Airport Pickup |  |
|  | [ ]  Accommodation |  |
|  | [ ]  Meals |  |
|  | [ ]  Travel Insurance |  |
| OSIP Organisation’s Relationship with a Singapore Company, if any | [ ]  Parent Company[ ]  Sister Company[ ]  Subsidiary | [ ]  Partner[ ]  Not Applicable |
| **Section 7: Others** |
| How did you get to know about this internship programme? | [ ]  Email | [ ]  Referral |
|  | [ ]  Temasek Polytechnic Website | [ ]  Others:       *(provide details)* |
| Your Contact Person at Temasek Polytechnic *(if you have already been in contact with us regarding SIP)* |
| Name |        |
| Diploma |        |
| Would you like to be contacted for future engagements with TP? \**(e.g. collaborative projects, career fairs, industry talks etc.)* |  |

We seek your understanding that we cannot guarantee the assignment of students to your organisation. While every effort will be made to meet your request, the final placement will depend on availability of students and the suitability of your training programme.

**Important Note**: The conduct of the SIP shall be governed by the Employer Handbook (click [here](https://www.tp.edu.sg/content/dam/tp-web/files/research-and-industry/student-internship-programme/SIP%20Employer%20Handbook.pdf)).

By submitting this form, your organisation is deemed to have agreed to adhere to all guidelines including Risk Management as stipulated by the WSH Regulations, to comply with all requirements, and to undertake all obligations imposed onto your organisation as set forth in the Employer Handbook.

Your organisation shall provide the relevant Risk Assessment (RA) for all work-related activities and not place interns in an unsafe situation.

By submitting this form, your organisation agrees that Temasek Polytechnic (TP) will be authorised to share with the other polytechnics information related to student internships for the purpose of promoting best practices in internship. This agreement is applicable when TP intern(s) is/are placed in your organisation.

**Thank you.**