



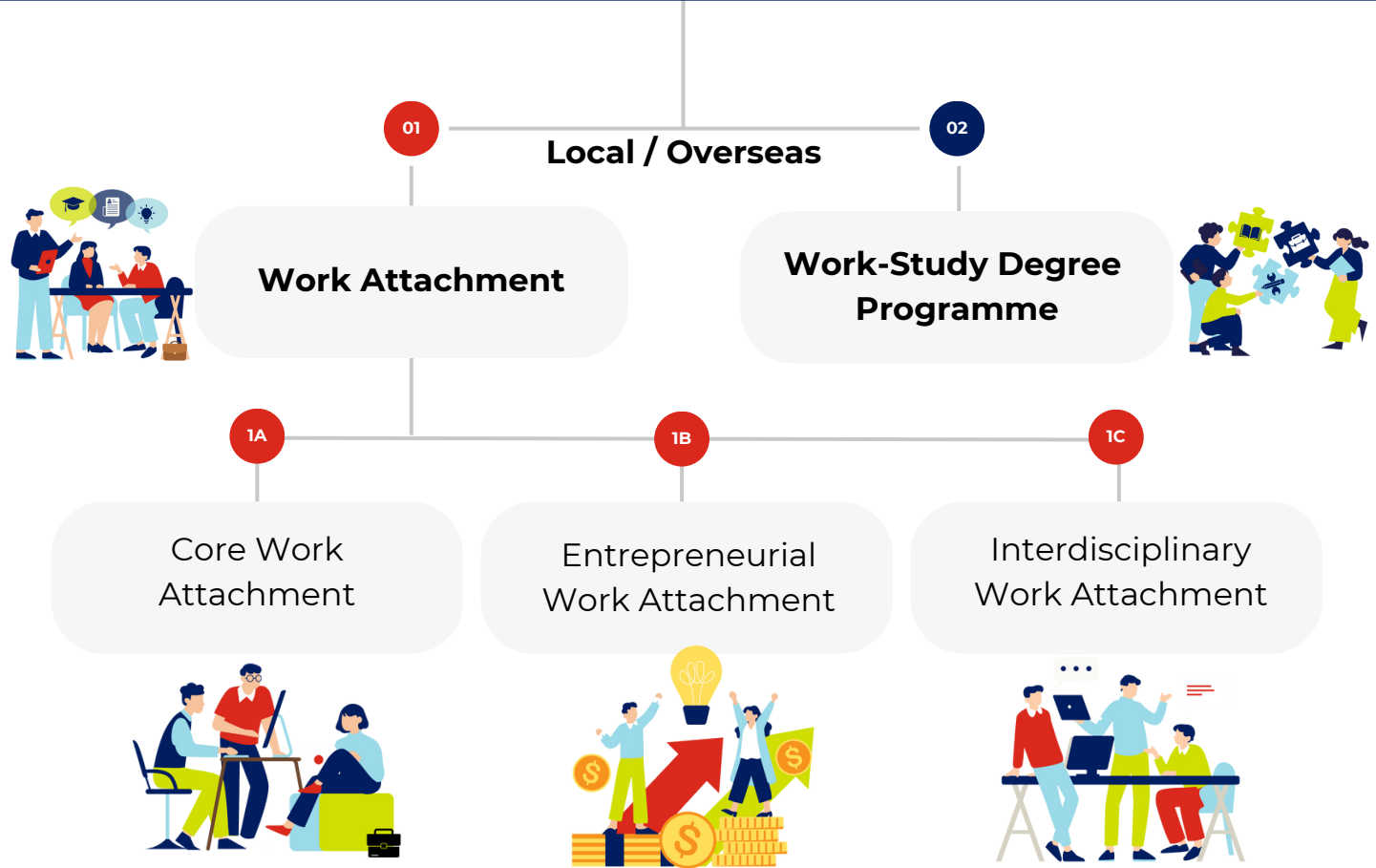
# PROFESSIONAL READINESS EXPERIENCE\* GUIDELINES FOR STUDENTS

\*Students can fulfil Professional Readiness Experience through either routes:

- Work Attachment
- SkillsFuture Work-Study Degree Programme

## Professional Readiness Experience (PRE)

Students can fulfil the Professional Readiness Experience through these routes:

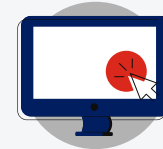


## PATHWAY 1: WORK ATTACHMENT (WA)



### WA WINDOWS

- Window 1: Year 3 Semester 1
  - Students who have cleared your pre-requisites early can start from Year 2 Semester 2
  - Window 2: Year 3 Semester 2
  - ACC: Year 3 Semester 2 (Single Window)
- Go to [SUSS Career Portal](#) > File Depository



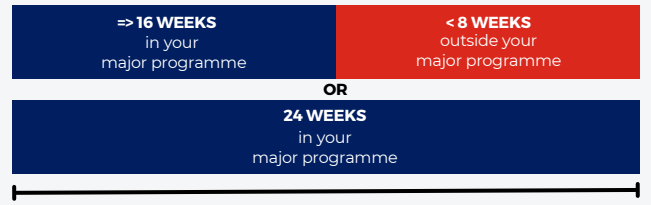
### LINK

Click [here](#) to access SUSS Career Portal  
Login using Student's Canvas username & password



### WA SCOPE

- Develop domain-based knowledge and essential MOE LifeSkills
- Students on Core WA:



- Exceptions:**
- Accountancy Students on SUSS-Approved Work-Study Programmes (WSAC)



### WA MODALITY

<b>OPTION 1</b>	24 weeks WA <i>12 weeks for ECE students</i>
<b>OPTION 2</b>	Stack-Up WA <ul style="list-style-type: none"> <li>Min. 8 weeks</li> <li>WA Stack-Up Examples:                 <ul style="list-style-type: none"> <li>3*8 weeks</li> <li>16 weeks + 8 weeks</li> <li>12 weeks + 12 weeks</li> </ul> </li> <li>Separate WA with different Host Organisation (HO)</li> <li>Unique set of WA Assessments per Stack-Up WA</li> </ul> <p><i>Not Applicable to ACC &amp; ECE</i></p>

You may use this [WA Calculator](#) to calculate your WA duration.



### WA ELIGIBILITY

<b>Academic Pre-Requisite Courses</b>	Establish the foundational domain knowledge necessary for students to effectively contribute during WA. <i>List can be found here on the <a href="#">website</a>.</i>
<b>PRE Guidelines</b>	Read PRE Guidelines to understand the process and requirements of WA
<b>Ready-Safety-Go Training for Interns</b> <i>From Cohort 2022 onwards</i>	Provides the necessary fundamental skills to workplace risk assessment & crisis management
<b>Non-Academic Pre-Requisite Courses</b> <i>Before Cohort 2023</i>	
<ul style="list-style-type: none"> <li>WA001: Digital &amp; Data Literacy</li> <li>WA002: Sustainable Development at the Workplace</li> <li>WA003: Engaging Responsibly with Artificial Intelligence &amp; Machine Learning</li> <li>WA004: From Idea to Startup <i>You may refer to <a href="#">Entrepreneurship</a> for any questions regarding WA004.</i></li> </ul>	<ul style="list-style-type: none"> <li>WA001: Career Planning &amp; Self-Discovery</li> <li>WA002: Job Search &amp; Interview Skills</li> <li>WA003: LinkedIn Profiles &amp; Elevator Pitch</li> <li>WA004: From Idea to Startup</li> </ul>
<b>Resume &amp; Cover Letter</b>	<ul style="list-style-type: none"> <li>Showcase your achievements, track record, and suitability to add value to potential employers.</li> <li>Seek timely approval from your mentor</li> </ul>

You may refer [here](#) for more information on Student Guidelines.



To check your outstanding Non-Academic Pre-requisites  
Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Profile > Checklist  
To Check Student's Outstanding Non-Academic Pre-Requisites

To check your WA window and assigned career mentor  
Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Profile > Edit Profile > Additional Info > WA Window / Assigned Mentor



### CURRENT TRACKS AVAILABLE

#### CORE WA

1

##### WA

##### OWA

- Apply understanding and knowledge when performing differentiated work activities.
- Synthesise concepts and skills to apply into different local and global contexts.
- Employ critical core skills and life skills to be an effective and efficient problem solver and innovator in the work environment.
- Demonstrate a professional attitude and behaviour in workplace settings, including reliability, responsibility, and ethical practices.

- Apply understanding and knowledge when performing differentiated work activities.
- Synthesise concepts and skills to apply into different local and global contexts.
- Appraise cross-border and cross-integrate academic learning and cultural challenges and work experience by combine opportunities in the host country.
- Employ critical core skills and life skills to be an effective and efficient problem solver and innovator in the work environment.
- Demonstrate a professional attitude and behaviour in workplace settings, including reliability, responsibility, and ethical practices.
- Practice cross-cultural communication skills to live, work and build an international network.
- Experiment with different approaches to live, work and thrive in a different country.



# PROFESSIONAL READINESS EXPERIENCE GUIDELINES FOR STUDENTS

## Work Attachment

### ALTERNATIVE WA 2

OPTION 1	OPTION 2
Entrepreneurial WA (E-WA)	Interdisciplinary WA (I-WA)

E-WA	I-WA
<ul style="list-style-type: none"> <li>Students can work on their startups full-time through the Venture Builder Programme, which is a 12-week immersive training programme designed to help aspiring entrepreneurs launch their impact-driven venture</li> <li>Students may continue to incubate their startups and receive mentorship from SUSS Entrepreneur-in-Residence to fulfil the full 24-week WA requirement</li> </ul>	<p>Recommend how the proposed job scope and responsibilities align with the technical skills &amp; competencies/critical core skills outlined in the Skills Framework by SkillsFuture.</p>

**Exceptions:**

<b>No WA Requirement</b>	<ul style="list-style-type: none"> <li>ECDA L2-certified ECE Diploma holders are exempted from WA</li> <li>PSS Students MHA Scholarship from PSS</li> <li>SUSS-Approved Work-Study Degree Students <i>Subject to completion of the WSDeg</i></li> </ul>
<b>12 Weeks WA</b>	<ul style="list-style-type: none"> <li>ECE Students without ECE Diploma from Polytechnic <i>Preschool has to be ECDA-Registered if WA done in local PreSchool</i></li> </ul>



## WA APPLICATION PROCESS & SELECTION PROCEDURE

### WA SOURCED VIA SUSS CAREER PORTAL

Apply via [SUSS Career Portal](#) HO will shortlist & select suitable candidates for interview.

HO offers position to student via [SUSS Career Portal](#).

Selected Students to ACCEPT / DECLINE job offer before it lapses  
Go to [SUSS Career Portal](#) > Home > Your Job Offers > "Accept Offer / Decline Offer"  
*Students are not allowed to accept more than one offer. Students who have not cleared your pre-requisites cannot apply for the WA jobs posted on [SUSS Career Portal](#).*

*Any withdrawal of an accepted WA offer must be approved by CD prior to communicating to HO. Approval is not confirmed, please consider before any acceptance.*

### SELF-SOURCED WA

Submit Job Description (JD) to [SUSS Career Portal](#) for Mentor's approval. JD must fulfil the learning objectives of respective Majors

Go to [SUSS Career Portal](#) > Three Dots Beside Your Name > Your Jobs > Self-Sourced Job > Request Job Creation

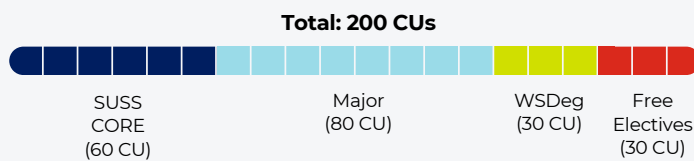
Upon approval, Students may see the WA placement record on home page. Students are not allowed to accept any offer prior to approval by CD.

## PATHWAY 2: SKILLSFUTURE WORK-STUDY DEGREE (WSDEG) PROGRAMME

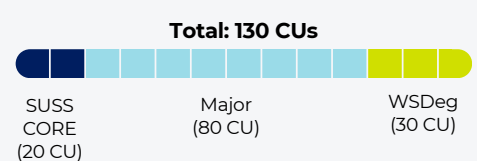


### ABOUT WSDEG PROGRAMME

#### Full-Time Programme



#### Part-Time Programme



<b>Duration</b>	1-year work-study degree programme that fulfils WA
<b>WSDeg Module (CDO381)</b>	12 month on-the-job (OJT) training and Industry Applied Project (IAP) completed concurrently during OJT period



## APPROVED MAJORS

### SCHOOL OF BUSINESS (SBIZ)



#### FULL-TIME PROGRAMME

- Bachelor of Accountancy
- Bachelor of Science in Business Analytics
- Bachelor of Science in Finance
- Bachelor of Science in Marketing
- Bachelor of Science in Supply Chain Management

#### PART-TIME PROGRAMME

- Bachelor of Accountancy
- Bachelor of Science in Business Analytics

### SR NATHAN SCHOOL OF HUMAN DEVELOPMENT (NSHD)



#### FULL-TIME PROGRAMME

- Bachelor of Human Resource Management

#### PART-TIME PROGRAMME

- Bachelor of Early Childhood Education

### SCHOOL OF HUMANITIES AND BEHAVIOURAL SCIENCES (SHBS)



#### PART-TIME PROGRAMME

- Bachelor of Communication





# PROFESSIONAL READINESS EXPERIENCE GUIDELINES FOR STUDENTS

**SkillsFuture Work-Study Degree Programme**



## ELIGIBILITY

### Full-Time Students

- Approved WSDeg Programme for your major
- Academic Prerequisites
- Non-Academic Prerequisites
- Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)

### Part-Time Students

- Approved WSDeg Programme for your major
- Academic Prerequisites
- Non-Academic Prerequisites
- Secure a full-time internship with a company that offers a job in your major with an Industry Applied Project (IAP)
- Through your existing company that offers 12 month OJT and an IAP with JB appropriate for major



## WSDEG APPLICATION PROCESS

### Approved Students may apply for WSDeg Programme through

- Self-source
- Opportunities posted on [SUSS Career Portal](#)
- Existing company that offers 12 month OJT and an IAP with JD appropriate for your major  
*Subject to CD's approval*

### Get in Touch

Any queries on the WA and WSDeg Programme, please refer to the [website](#) or email to [careerdev@suss.edu.sg](mailto:careerdev@suss.edu.sg).

[CONTACT US](#)