**JOB OUTCOMES PROGRAM FAQ**

**What is TIPP ?**

The Tech Immersion and Placement Programme (TIPP) aims to convert non-ICT professionals into industry-ready ICT professionals. They will be required to find placement in tech job roles within **a maximum period of 6 months**, after undergoing a minimum of 50% of the Institutes intensive and immersive training programme.

**Who is the TIPP Program for ?**

Singaporeans who are:

* Mid-career switchers
* IT professionals interested to up-skill themselves in preparation for new tech position
* Individuals with a passion to join or build a tech start-up

**What is the Job Outcomes Program?**

Job Outcomes Program is an Institute of Data initiative where we provide career coaching and guidance to assist our students in securing employment.

We encourage students to start working on the Job Outcomes project as soon as possible. It is an intense period of activity for students to work hard to achieve their personal career goals in partnership with a dedicate Career Industry advisor

**What does it include?**

The program involves two in class presentations where we cover the below topics:

|  |  |
| --- | --- |
| Resume | Cover Letters |
| IOD Job Board Signup | LinkedIn Profile |
| Being proactive | Interview Preparation |
| Dress Code | Interview execution |
| Internship & Volunteering | Salary Negotiation |
| Networking & Hiring events | Mentors |
| Job Application & Tracking Sheets | Useful Links |

Additionally, when students have completed the recommended changes to their resume, cover letter and linkedin profile they can book in a session with one of our Career Industry Advisor where together they can start to map out a Career Plan and start applying for roles.

**What do I need to do?**

Capture activities in the Job Outcomes Tracking Sheet as well as saving your resume and cover letter.

The outcome of your career involves heavy initiative from students. You will need to be proactive and absorb the guidance that is provided to ensure that you create a unique profile which will attract potential employers.

Look for opportunities to demonstrate your experience and passion through education, internships, work experience, sharing content, blogging, networking.

**What are the Job Outcome Goals?**

In order to achieve your career objectives, you will need to take action. So we set the same basic activity goals for everyone in the program until they achieve their objective. We expect you to aim for and achieve:

* **10+ Job applications per week**. We encourage you to tailor your applications to address your experience and interest in each of the roles. Remember you don't have to be an exact match to apply for a role. If you meet 70% of the requirements apply!
* **4+ events attended per month.** We recommend you to be active in networking in your industry. In the current market there are a range of online events as well as in person. At these events, you will have the opportunity to meet prospective employers and industry professionals that could support you in your career. Connect with them on LinkedIn after your meeting and make a point to like, comment or share their latest post.
* **20+ target employers.** We ask that you start to build relationships with prospective employers. To start with this we recommend that you create a list of 20 employees that you would like to work for in your Job Outcomes Tracking Sheet and then research key contacts. These may be people in recruitment or prospective hiring managers. Once you have captured key contacts connect with them and introduce yourself and let them know you are looking to further your career.

**What do I need to supply to IMDA to demonstrate my Job Placement and be eligible for the TIPP Funding?**

**Individuals need to be able to demonstrate a conversion of skills as a result of your studies with the Institute of Data in order to receive the TIPP Funding. Those that do not meet these requirements within 6months of completing the course could be liable to pay full fees.**

**Internships and traineeships are NOT considered as placement.**

**Job Outcomes but be no earlier than 50% of the way through the course.  
  
There are 5 ways in which IMDA will consider a placement. Below outlines what supporting documentation IMDA requires.**

1. **Securing a Full-time job (5days a Week):**
   * **Employment Contract**
   * **Job Description**
   * **Term of employment minimum period of 6 months.**
2. **Contract or Freelance:**
   * **You have to produce at least 3 client contracts that are engaging your related skills services.**
   * **Project Descriptions**
   * **Term of engagements minimum period of 6 months.**
3. **You can continue or start a new business which is ACRA-registered:**
   * **Proof of ACRA-registration showing your directorship.**
   * **1 page consulting profile on your services that aligned to your IOD education.**
4. **Job Change with the same employer**
   * **Employment Contract or Letter of Offer**
   * **Job Description**
   * **Term of employment minimum period of 6 months.**
5. **Additional Responsibilities in your current Job:**
   * **Employment Contract or Letter of Offer**
   * **Job Description**
   * **An example letter is below**

**Letter template to IMDA from HR or Reporting Officer  
  
<Company’s Letterhead>**

**INFOCOMM MEDIA DEVELOPMENT AUTHORITY  
10 Pasir Panjang Road #03-01  
Mapletree Business City  
Singapore 117438**

**Cc: Institute of Data (IOD)  
 Company’s Name**

**Dear Sir/ Madam,**

**Re: Verification of Jobscope for <Name of Student>**

**We understand that <Name of student> is currently studying/has completed Data Science and Artificial Intelligence (DSAI) course at Institute of Data with subsidy from IMDA. He/She is currently/will be in the role of <Name of Position> at <Company’s Name>.**

**In the course of his/her studies, he has been assigned additional and/or new job scopes where he/she is applying the knowledge and skills he has learnt from the course. His new/additional job scope entails <general responsibility of the new job scope>. This is effective from <date new role/ responsibilities will start>**

**The new job scope requires him/her to <details of the data-oriented job scope > <eg: explore data analysis to understand customer struggles in the digital journey and create actionable insights through journey analytics. The application of data science knowledge allows him to apply machine learning techniques to do customer segmentation, intelligent targeting and predictive servicing. In this case, it uncovers patterns of raw data which allow him to create visualization/dashboards for key metrics/insights and deliver high-impact insights using analytics across a variety of customer servicing areas.>**

**We recognise that his/her skills in Data Science and AI are useful for his/her new job scope in the current role. He/She will continue to be valuable to this organisation with the application of his knowledge and skills.**

**I have attached a Job Description for your reference.**

**Yours sincerely,**

**Signature**

**<HR/Reporting Officer’s Name>**

**<Designation: Human Resource Officer or Reporting Officer>**

**<Contact Information>**

**<Company’s Name>**