



Internship Discussion with Students with Special Education Needs (SEN) and their Parent(s)/Guardian(s)

1. Completing internship placement is an important phase of polytechnic education for all students. Students with SEN may experience challenges which may require accommodations and/or alternative arrangements. Early discussion (e.g. at study stage year 2) with parents/caregivers/students with SEN will manage expectations and facilitate better planning and collaborative efforts.
2. The discussion may include the following but is not limited to:
 - Clear explanation of internship objectives and assessment components
 - Sharing observations of students' abilities, including strengths and weaknesses
 - Highlighting the importance of skill-based learning and work exposure experience for students
 - The discussion should also address options and consideration for alternative arrangements:
 - o Work-trial training with potential agencies recommended by NYP
 - o Non-guarantee allowance basis
 - o In-house internship experience in school
 - o Duration of internship (e.g. 6 months internship including training by suitable agencies)
 - The need for consent to disclose SEN diagnosis and support information to external companies / supporting agencies for the purpose of facilitating internship placements. Possible consequences for non-disclosure of SEN information to internship host organisations should also be discussed. The discussion may be conducted in the presence of the SEN counsellor.

ACKNOWLEDGEMENT OF DISCUSSION FOR INTERNSHIP PROGRAMME (ITP)

- (A) I have been briefed on the points above/overleaf by Nanyang Polytechnic (NYP) staff: Ng Su Li. I consent/ do not consent* for my personal information which I have provided to Nanyang Polytechnic (NYP), including SEN diagnosis and support information, to be disclosed to external agencies / organisations to facilitate internship placement and support.
- (B) I understand and agree that I need to complete the internship programme as part of the diploma course requirement.

Rachel / Rachel
Name / Signature of Student

Date: 21 Jan 2025

Witnessed by:

Vivian
Name / Signature of Parent/Guardian*

Date: 22 Jan 2025

**delete whenever applicable*