The TomoWork Talent Accelerator Programme

13 March – 1 June 2023

Content Page

Welcome - Founder's Message

<A photo of Mike>

Welcome! We are delighted to see all of you in our programme. TAP is a collaboration between TomoWork, and all polytechnics. It is open to all students with special educational needs (SEN). It is designed to help graduating SEN students and recent graduates transition from school to work.

TomoWork is a registered Charity established in Singapore in October 2021. We had already conducted four batches of impact programmes, engaging 165 persons with disabilities and students with special educational needs, involving over 210 corporate volunteer mentors.

Covid-19 has had a drastic impact on how we live. It has accelerated digitalisation, challenged how we think about the future of work, and put a renewed focus on sustainability. Many jobs disappeared, but new jobs are emerging too. How do we capture these growth opportunities? What career paths are available? What are the required skillsets? The TAP is designed to help you navigate through these questions.

We are grateful to our inclusive corporate partners such as AWS, Barclays, Bloomberg, Evco, foodpanda, Google, Linkedin, Micron, Microsoft, MSD, Singlife and Standard Chartered to partner with us in TAP. Many industry professionals from these companies will give you project opportunities, share their stories, and mentor you. We have designed the curriculum to grow both your hard and soft skills and be more confident as you embark on your new journey.

On behalf of all TomoWork staff and partners, welcome to the programme. We all look forward to working with you and supporting your learning.

Best wishes,
Mike Momota
Founder of TomoWork Initiative
CEO of TomoWork Ltd

2. TomoWork's Vision & Mission

"Tomo" means friends in Japanese, representing a closely knitted global community coming together to empower the differently abled community in improving their quality of life. Established since 2019, Tomowork Ltd is a registered charity in Singapore. We believe that being gainfully employed is the best way to improve dignity and the quality of life and hence we are leveraging on the diversity of stakeholders to join us in our mission.

Our Vision: A world where there is equitable opportunity for the disadvantaged, so that they can live with dignity and feel a sense of belonging to the society

Our Mission: To foster an inclusive & innovative ecosystem that supports the differently abled community in their journey towards social inclusion and gainful employment.

Our Values: Patience, Mutual Respect, Teamwork.

Our Main Objective

For the programme, we hope our PWD accelerator participants can achieve the following:

- Experience working on real business challenges
- Gain Soft and Hard Skills
- Understand more about different industries and job roles
- Industry/Digital Skills Training and Certifications.
- Personal Growth Development.
- Better Job Opportunities upon graduation.
- Join a close-knit community of like-minded SEN and PWDs from the TomoWork Community.
- Opportunities to network and showcase abilities to corporate partners.
- Post-programme resources and events exclusive to TomoWork's TAP alumni community.

3. Who's Who in TAP – Staff Roles

The TomoWork TAP started as a joint initiative by SLI and TP and is supported by many organisations. Here is a list of the main organiser and key personnel that you will come across in this accelerator programme.

Repulic Polytechnic (RP) and Temasek Polytechnic (TP) is the venue partner in delivering the TomoWork TAP. They are both leading institutions of higher learning in Singapore, offering full-time diploma courses and part-time courses.

TomoWork is a registered charity in Singapore TAP.

Roles of TomoWork Talent Accelerator Staff & Trainers are comprised of:

• **The Programme Management Team** is the overall-in-charge of the programme and oversees smooth running of the entire TAP.
• **The TAP Wellness & Logistics Support Team** facilitates the logistics of the program, receives feedback from students, and supports the mentors. The learning coach supports your wellbeing, health and morale concerns.
• **The Corporate Project Mentors & Facilitators** supports the project team's progression and see the corporate project to completion.
• **The Digital Learning Skills Facilitators** support you through the completion of your digital skills learning courses.
• **The Personal Growth Trainers** equip you with important soft skills.
• **The Corporate Project Sponsors** support the project team's progression to ensure objectives are met.
• **The Job Readiness Speakers** share valuable insights on the various industries today.
• **The Learning Coach** supports your wellbeing, health and morale concerns.

3a. Contact Details for TAP Programme & Management Team

Name: Mr Mike Momota
CEO of TomoWork Ltd
Role: Co-Programme Director of TomoWork
Founder of TomoWork
Email: mike@tomowork.org

Name: Mr William Wong
COO of TomoWork Ltd
Role: Co-Programme Director of TomoWork
Email: william@tomowork.org

Name: Ms Yana Masako Yanagiya
Director of Finance, HR and Governance
Role: Deputy Programme Director of TomoWork
Email: yana@tomowork.org

Name: Mr Kazu Iwaguchi
Director of Marketing & Communications
Role: Social Media Lead of TomoWork
Email: kazu@tomowork.org

Name: Ms Pepper See
Programme & Social Innovation Manager
Role: Programme Manager of TomoWork
Email: pepper@tomowork.org

Name: Mr Yoshi Mitsui
CEO of Clo Labs
Role: Academic Advisor
Email: y.mitsui@clolabs.com

Name: Dr Helena Lim
SEN Counsellor of Republic Polytechnic
Role: SEN Counsellor of Republic Polytechnic
Email: helena_lim@rp.edu.sg

Name: Ms Hwee Hoon Tan
Assistant Director, Student Support & Career Services of Temasek Polytechnic
Role: Head of TP Liaison for TomoWork
Email: TAN_Hwee_Hoon@tp.edu.sg

3b. Contact Details for Wellness & Logistics Support Team

Name: Dr Delina Swee
Role: Learning Strategist and SEN Support Officer of Temasek Polytechnic
Learning Coach of TAP
Email : delina@tp.edu.sg

Name: Mr Winston Wong
Role: SEN Officer of Temasek Polytechnic
Logistics and Technical Support Officer of TAP
Email : Winston_WONG@tp.edu.sg

Name: Ms Lee Mei Wah
Role: Senior Executive of Temasek Polytechnic
Admin Support of TAP
Email : LEE_Mei_Wah@tp.edu.sg

Name: Ms Julya Siti Azura

Role: SEN Officer of Ngee Ann Polytechnic
Email: Julya_Siti_Azura_SARIPI@np.edu.sg

Name: Ms. Audrey Wai
Role: SEN Officer of Nanyang Polytechnic
Email: audrey_wai@nyp.edu.sg

Name: Ms Helena Lim
Role: SEN Officer of Republic Polytechnic
Email: helena_lim@rp.edu.sg

Name: Ms Nurin
Role: SEN Officer of Singapore Polytechnic
Email: nurin_alifah_zainal@sp.edu.sg

Name: Ms Emily Chain
Role: Diversity & Inclusion Officer of TomoWork
Email: emily@tomowork.org

Name: Ms Jun Yu
Role: Diversity & Inclusion Officer of TomoWork
Email: junyu@tomowork.org

Name: Ms Wan Xuan
Role: Diversity & Inclusion Officer of TomoWork
Email: wanxuan@tomowork.org

4. Participant Code of Conduct & TAP Programme Policies

This programme is designed to be a transition programme from school to work. While students have all gone through an industry attachment during their studies at Polytechnic, we hope to create a work-like environment for you to learn and adapt to work.

In order to enjoy their learning experience with TomoWork, all participants are expected to be familiar with the Code of Conduct and abide strictly by it.

TomoWork's Culture and Values
Respect. Patience. Mutual Support. We create safe spaces for learning and teaching for one another through understanding and respecting each other's differences, beliefs and abilities. We should work together as a team to overcome the challenges presented by tapping on everyone's strengths and supporting each other's weaknesses. Some of us may need more time to learn, so do treat everyone with respect and patience.

Classroom Culture
Teamwork is a key part of classroom culture. Treat your fellow teammates with professionalism and respect. Collaborate efficiently by tapping on each other's strengths as resources as you would in the workplace. Participate fully in assigned activities and contribute to the team with compassion and care.

The programme is designed to mimic a tech workplace environment. As such, you shall address the programme staff, your mentors, project sponsors, trainers, as you would with your clients, Mr/Ms/Mrs/Mdm _____ unless instructed otherwise.

Contribute to a Safe and Conducive Workplace. In TomoWork, we want to create an inclusive, safe and positive place for everyone to learn and grow. We create a learning environment in which all TomoWork members can feel safe. That will mean that:

1) No form of discrimination, whether it is on the basis of race, religion, nationality, gender, sexuality, disabilities or mental health will be tolerated.
2) No usage of abusive language or profanity during the programme.
3) No form of harassment in any form such as verbal, personal, physical or sexual towards TomoWork members and staff will be tolerated.
4) You should respect everyone as equals.

Please approach the programme management staff physically or via email if you wish to disclose an incident relating to discrimination or harassment.

We Rise By Lifting Others. We believe in working together as one team to uplift one another. This means creating a supportive learning environment for all participants, mentors and staff alike. We have all chosen to embark on the same path towards building a more inclusive society. Make this a positive and encouraging journey for everyone who has dedicated their time, lives and career to this cause and programme.

Respect Ethical Communication
We are built differently by our own unique set of experiences and skills. Adopt an open mindset to discover how to work best with each other in order to deliver strong outcomes in your work. Actively understand how to best communicate with your teammates and find out how to accommodate each other's diverse needs.

Seek to "elicit the best" in communications and interactions with other group members. Here are some examples:
1. Listen when others speak.
2. Speak non-judgmentally.
3. Speak from your own experience and perspective, expressing your own thoughts, needs, and feelings respectfully.
4. Seek to understand others (rather than to be "right" or "more ethical than thou").
5. Avoid speaking for others, for example by characterising what others have said without checking your understanding, or by universalising your opinions, beliefs, values, and conclusions, assuming everyone shares them.
6. Manage your own personal boundaries by sharing only what you are comfortable sharing.
7. Respect the personal boundaries of others.
8. Avoid interrupting and side conversations.
9. Make sure that everyone has time to speak, that all members have relatively equal "air time" if they want it.

Growth mindset = Lifelong Learning
You are The Driver of Your Own Life. At TomoWork, we adopt a growth mindset and understand that the key to adapting in society throughout the different stages of life is to understand the need for lifelong learning as a way of life. Lifelong learning is a form of self-initiated education that is focused on personal development. It refers to the learning that occurs outside of a formal educational institute, such as a school or corporate training. We encourage you to take charge of your own learning and learn to be resourceful in finding solutions to your own learning roadblocks.

Attendance & Punctuality
Punctuality demonstrates respect, competence, reliability and integrity. Persistent lateness outside of a 15-minute grace window is a form of disrespect towards your class and mentors. Inform the programme team (Interns), mentors or teammates if you are going to be late.

A 90% attendance, at minimum, is required to graduate from the programme. Notify and email the Programme Management Staff in advance (as soon as you can) with a written explanation, accompanied with supporting documents as soon as you know you are required to be excused on a certain day for valid reasons such as a medical appointment. You should also be responsible and arrange to catch up on work or learning accrued.

Assignment Completion
Complete and submit all of the assigned projects meeting the assignment requirements in the time frame specified by your mentors and team. Maximise your opportunities in the programme to produce work of the highest standard. Though we cannot guarantee job placements, this is a prime opportunity for you to showcase your abilities and yourself as a professional to many of our corporate partners.

Attire
Throughout the TomoWork TAP, the expected attire and dress code is smart casual - similar to the attire for attending lectures as a poly student. On occasion, you will be required to wear the purple TomoWork shirt. On more formal occasions, such as when meeting with corporate sponsors, the dress code will be 'business casual' - meaning that you should be dressed in a smart shirt or attire that is suitable for the workplace. You will be notified in advance on those occasions.

Professionalism
We shall be committed to honesty and work integrity. While all works shall be data driven and thoroughly researched, we take a serious view in plagiarism. Plagiarism is unethical and we will avoid all forms of dishonesty.

As defined by Plagiarism.org , to "plagiarise" is to:
- Steal and pass off (the ideas or words of another) as one's own
- Use (another's production) without crediting the source
- Commit literary or code theft
- Present as new and original an idea or product derived from an existing source

TomoWork accept the use of AI tool like *ChatGPT* but you are not supposed to past them off as original content generated.

TomoWork is a community of learners and enablers. Any member disruptive to the community or threatens the safety and well-being of other members may be asked to leave the TomoWork TAP. Examples of disruption include, but are not limited to, aggression or threats towards other students, instructors, or staff; illegal activities conducted or discussed on or around campus; the failure to observe classroom or campus conduct standards set forth by instructors or staff; or other behaviour identified as disruptive to the learning environment of other students by instructors or staff. Dismissal can be carried out without notice or any further payment if the participant is

in breach of any of the terms of the training agreement or code of conduct.

Withdrawal Policy

We highly encourage all participants to complete the programme; and will only allow withdrawal on a case-by-case basis. Do speak with your mentors if you are facing any issues. We will do our best to support you through the completion of the programme. Should you wish to withdraw from the programme,, please approach the programme co-directors with the relevant documents for a discussion.

Media and Intellectual Property

Members of the media may, on occasion, be present to take photos or videos of the programme in action. These images and videos will be used as publicity material. If you are not comfortable with this, do inform the programme team.

Should any members of the media (including influencers and bloggers) approach you for comment about The TomoWork Talent Accelerator Programme, or your experience with the programme, you must get approval from the TAP advisors before participating in any interviews or media opportunities.

Confidentiality Clause (Non-disclosure)

While working on your various corporate projects, you may have access to confidential information. Confidential Information from the corporate projects should not be disclosed without prior written consent from project sponsor and project management team for three years after completion of the TomoWork TAP. This exercise of confidentiality also means that there should be no cross-sharing of confidential information across project teams.

Medical

Here are some general guidance if you are feeling unwell:

- You are supposed to obtain a medical certificate if you are feeling unwell and unable to attend the programme physically.
- You are to inform the programme management staff in advance if you have any upcoming medical appointments.
- Facemasks are to be worn if a family member staying under the same roof is unwell.
- Kindly inform the programme team if you are unwell and distance yourself from others.
- If you test positive of Covid, do visit your personal GP Doctor for advice and treatment.

5. Programme Venue & Calendar

Session Format

The curriculum for the TomoWork TAP is delivered in various modes: in-person, virtually or through hybrid sessions.

- In-Person Sessions:
  Republic Polytechnic & Temasek Polytechnic

No	Event	Date	Venue
1	Tomowork Programme	13 - 21 March 2023	Republic Poly E16T
2	TomoWork Programme	22 March 2023	Temasek Poly Alumni Lounge Block 30A
3	TomoWork Programme	23 March – 31 March 2023	Republic Poly E16T
4	MOU Ceremony	3 April 2023	Temasek Poly Senate Room
5	Tomowork Programme	04 Apr - 02 Jun 2023	Republic Poly E19A
6	Tomowork Programme – TomoWork's Got Talent	20 April 2023	Republic Poly TRCC
7	Demo Day Rehearsal & Demo Day	29 May – 30 May 2023	Republic Poly TRCC
8	Graduation Day	1 June 2023	Republic Poly W4A- Lecture Room W4B- Lecture Room

- Virtual Sessions: The majority of the virtual sessions will be delivered on Zoom or MS Teams. For Zoom, live transcription will be available.

Programme Calendar

Find the Programme Calendar in your **Channel Calendar** in **Microsoft Teams** > **TAP 2023 (All)**.

6. Key Responsibilities & Milestones

The Value Proposition of TAP

TAP was designed specifically for young talents like you, who aspire to prepare for the future of work, acquire new digital skills and explore opportunities in industry demand roles. By the end of the program, you will have:

- Completed a real business challenge sponsored by our corporate project sponsors
- Acquired one primary industry-recognised certification and secondary certification
- Attended all job readiness sessions by leading organisations in various sectors
- Participated in all personal growth sessions related to communication, profile development, and interview preparations
- Attended personal mentoring sessions by industry professionals

By the conclusion of the TomoWork TAP in June 2023, each and every one of you should be more prepared to pursue industry demand careers.

Your Six Key Milestones

In the TomoWork TAP, you will have six key responsibilities. These are important activities, tasks, courses, workshops, and sessions that you need to deliver or accomplish. To successfully graduate from the TomoWork TAP, we expect you to complete all milestones, to the best of your abilities. We will be here to support you throughout your journey.

- **Milestone 1: Deliver Corporate Projects in your Project Teams**
- **Milestone 2: Complete one primary and one secondary Digital Learning Certifications**
- **Milestone 3: Participate in Job Readiness Workshops & Corporate Visits**
- **Milestone 4: Participate in Personal Growth Workshops**
- **Milestone 5: Complete Corporate and Personal Mentoring Sessions**
- **Milestone 6: Participate in Extracurricular Activities**

Milestone 1: Deliver Corporate Projects in your Project Teams

Corporate projects are an integral part of the TomoWork TAP experience. These projects are real digital business challenges of the sponsoring organisations. You will embark on these projects during TAP in assigned teams.

Please be reminded that details of your project are likely confidential. These details should not be shared with anyone outside of your team.

In this run, we have 4 corporate projects in total sponsored by 4 corporates, EVCO, foodpanda, Micron and MSD. Here is the synopsis of each corporate sponsor:

1. EVCO (UIUX Project)
EVCO is a pioneer electric-Mobility-as-a-Service (eMaaS) provider in the region that focuses on accelerating decarbonisation with digitalisation and data. EVCo aims to be a dominant force in Southeast Asia's Electric Mobility-as-a-Service (eMaaS) ecosystem by offering end-to-end e-Mobility solutions ranging from the leasing and maintenance of electric vehicles, vehicle changing solutions, green financing solutions and operational optimisation, delivered through an integrated digital platform.

2. foodpanda (Sustainability & User Experience Project)
Foodpanda is an online food and grocery delivery platform owned by Delivery Hero. Foodpanda operates as the lead brand for Delivery Hero in Asia, with its headquarters in Singapore. It is currently the largest food and grocery delivery platform in Asia, outside of China, operating in 12 markets across Asia.

3. Micron
Micron Technology is a global leader in innovative memory and storage solutions that accelerate the transformation of information into intelligence. Their solutions enable and inspire people, businesses and communities around the world to learn, communicate and advance faster than ever. As an industry pioneer, Micron delivers the world's broadest portfolio of technologies that are helping to drive today's most significant and disruptive breakthroughs, such as artificial intelligence, the Internet of Things (IoT) and autonomous vehicles

4. MSD (Financial Healthcare Literacy & User Experience Project)
Merck, known as MSD outside of the United States and Canada, uses the power of leading-edge science to save and improve lives around the world. For more than 130 years, MSD has brought hope to humanity through the development of important medicines and vaccines. MSD aspires to be the premier research-intensive biopharmaceutical company in the world – and today, MSD is at the forefront of research to deliver innovative health solutions that advance the prevention and treatment of diseases in people and animals.

Milestone 2: Complete one primary and one secondary Digital Learning Certification

During the TomoWork TAP, you are expected to complete one industry certifications. All costs for certifications are sponsored. Here is the list of available tracks and certifications in TAP. Please prioritise completing digital skills courses that will help in the delivery of your respective projects.

1. Financial Markets Track
Name of Certification: Bloomberg Market Concepts
Provider: Bloomberg
URL: Bloomberg Market Concepts
Course Length: Over 8 hours

2. Sustainability Track
Name of Certification: Environmental Social Governance
Provider: Bloomberg
URL: Environmental Social Governance
Course Length: Over 10 hours

3. Data Analytics Track
Name of Certification: Course 1 Foundations - Data Data Everywhere
Provider: Coursera
URL: Course 1 - Foundations of Data Data Everywhere
Course Length: Over 22 hours

4. Digital Marketing Track
Name of Certification: Fundamentals of Digital Marketing by Google
Provider: Google Digital Garage
URL: Fundamentals of Digital Marketing by Google
Course Length: Over 40 hours

5. UIUX Track
Name of Certification: Course 1 - Foundations of User Experience (UX) Design
Provider: Coursera
URL: Course 1 - Foundations of User Experience Design
Course Length: Over 18 hours

6. Accessible Design Track
Name of Certification: Introduction to Web Accessibility by W3C on edX
Provider: EDX
URL: Link to Introduction to Web Accessibility by W3C on edX Course
Course Length: Over 20 hours

Note: Some examinations may involve fees, which generally require payment online via credit cards. These fees are sponsored by TAP. You can either first pay on your own and get it reimbursed later or ask one of the TAP staff members to help you make the payment.

Milestone 3: Participate in Job Readiness Workshops & Corporate Visits

We have organised job readiness workshops, corporate sharing and corporate visits throughout the TomoWork TAP by inviting leading organizations from various industries to share about their industry, company, functions, job roles and opportunities. These sharing provides crucial insights into how different companies operate, thereby increasing your horizon. It also offers great opportunities for you to network with the corporate professionals.

We encourage all of you to attend every session, even if you feel that the industry is not relevant to your career aspirations. We also ask that you research the company before these sessions and prepare a list of questions. Also, members may be appointed to provide and present a brief summary of the learning points from each sharing.

Note: These job readiness sessions are not 'hiring sessions' unless otherwise stated. We will be circulating your profiles (CVs and Linkedin profile links) to organisations that are interested to see your profiles during and after the TomoWork TAP.

Milestone 4: Participate in Personal Growth Workshops

The TomoWork Digital Talent Accelerator Programme has curated Personal Growth Workshops to help you develop your character and coping skills that are useful for you to secure gainful employment opportunities.

Milestone 5: Complete Corporate Mentoring Sessions

Mentoring sessions are provided during the TomoWork TAP. Successful mentorship can be for beneficial for a lifetime. Many of our graduates continue to form life-long relationships with their mentors. We will match you with appropriate mentors based on your individual profile and interest area.

You are expected to prepare for the mentorship sessions prior to meeting your mentors. In general, these mentoring sessions will occur monthly.

Milestone 6: Participate in Extracurricular Activities & Wellness Activities

Members should take ownership of the learning and achievements of their own cohort and contribute to the TomoWork community. As such, you will get opportunities to contribute to the programme by participating in committees' activities: learning committee, social media committee and events committee.