

# STUDENT INTERNSHIP PROGRAMME

## LIAISON OFFICER NAVIGATOR

### PRE-SIP

#### Concerns

Uncertainty about career aspirations in aligning with internship/industry

Management of expectations, e.g., workplace skills, self, SIP organisation, etc.

Knowledge of resources for self-help and community support

Advice on resume and interview skills for internship applications

Disclosure of needs of students with SEN or students with mental health challenges

#### Recommendations

- Invite students to make an [appointment](#) with Education Career Coaches (ECC) for one-to-one coaching or small group coaching sessions
- Students with SEN: Refer to [SEN Support Navigator](#)
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Students with SEN: Collaborate with SEN Support to communicate with SIP organisation for support on expectations of job scope and arrangements for accommodations
- Refer to [Liaison Officer Resources](#) and [Student Crisis Support Guide](#)
- Resume and interview skills clinics are available for students - LO can contact and collaborate with ECC for these sessions
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Students with mental health challenges: LO can collaborate with Care Person, Course Chair and Student Care for known cases Invite students to collaborate and prepare for SIP
- Students with SEN: Refer to [SEN Support Navigator](#)



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### DURING SIP

#### Concerns

Misalignment of career aspirations with industrial expectations, e.g., nature of work, suitability of self in the industry, etc.

Gaps in workplace skills/work expectations

Stress

Adjustment issues

#### Recommendations

- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Students with SEN: Refer to [SEN Support Navigator](#)
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Engagement with LO during on-campus discussion sessions
- Students with SEN: Collaborate with SEN Support to discuss support and effective regular communications with SIP organisation
- Personal: Invite students for dialogues with LO, refer to Student Care or relevant resources for follow up
- Work: LO, key contact person or Course Chair to resolve work-related issues with students and/or organisations via LO visits and conversations between all stakeholders
- Invite students for dialogues with LO, refer to Student Care or relevant resources for follow up
- Students with SEN: Collaborate with SEN Support to discuss support and effective regular communications with SIP organisation



# STUDENT INTERNSHIP PROGRAMME

## LIAISON OFFICER NAVIGATOR

### POST-SIP

#### Concerns

Decision making difficulties on pathways after graduation

Resume and interview skills update

Employment opportunities

School and related stressors

#### Recommendations

- Contact and collaborate with SSCS to arrange for What's Next After TP workshop for students
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Resume and interview skills clinics are available for students - LO can contact and collaborate with ECC for these sessions
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- External workshops by [WSG](#), [e2i](#), etc.
- Refer to [Career Resources](#) for guides and tips on resume and interview skills
- Invite students to make an [appointment](#) with ECC for one-to-one coaching or small group coaching sessions
- Refer to [Career Opportunities](#) for various job portals
- Students with SEN: Refer to [SEN Support Navigator](#))
- Invite students for dialogues with LO
- Refer to relevant resources for follow up, e.g., Course Teams for academic issues and Student Care for socio-emotional matters



# STUDENT INTERNSHIP PROGRAMME

## LIAISON OFFICER RESOURCES



### [ECG Resource Hub](#)

A one-stop portal which comprises various resources to better support you in helping students and alumni navigate their education and career pathways



### [Counselling @ SSCS Resource Portal](#)

SSCS Counsellors, School Para-counsellors, guides and resources for mental well-being



### [Student Crisis Support Guide](#)

Guide on common indicators for distress and response relevant to various levels of danger



### [Pastoral Care Guide](#)

Supporting persons in stress in commonly encountered student experiences



### [Sexual Misconduct Support Guide](#)

Supporting survivors and perpetrators of sexual misconduct



### [NCSS List of Helplines](#)

Community resources available in support of various social challenges



### [Financial Assistance Schemes](#)

Tuition Fee Loan, bursaries and other financial assistance schemes for full-time students



### **Useful contacts**

Fire Command & Control (FCC): 6780 5999

Student Care: 6780 5959; [care@tp.edu.sg](mailto:care@tp.edu.sg)

SEN Support: [sen@tp.edu.sg](mailto:sen@tp.edu.sg)

SIP: Refer to respective SIP Committee Contacts in [Internship Resource Hub](#)

Police: 999; Ambulance: 995

SOS: 1767 (24 hrs)

IMH: 6389 2222 (24 hrs)



# STUDENT INTERNSHIP PROGRAMME

## SEN SUPPORT NAVIGATOR

### Pre-SIP

#### Understanding student's profile

- Assess student's level of support
- Student with low/moderate needs: refer to SEN Support for Pre-SIP Preparatory Workshop
- Student with high needs: contact SEN Support
- Find out student's strengths and interests
- Determine student's goals and expectations on internship and job role
- Determine work skills proficiency, e.g., following instructions, task completion, communication, technical skills, etc.
- Evaluate if reasonable accommodations or additional support provided in school are required during SIP
- Assess if student has the ability to self-advocate and ask for help
- Decide if disclosure of student's condition is required
- Check with student/parents on alignment of disclosure

#### SIP matching

- Student with high needs: contact SEN Support
- Check if SIP organisation is inclusive
- Align expectations between SIP organisation and student
- Match suitability of job scope and workload with student's strengths
- Assess if reasonable accommodations and/or pre-work orientation are required
- Brief supervisor on student's needs and support

#### Collaborate for additional support

Contact SEN Support for the following:

- Pre-SIP Preparatory Workshop
- [SG Enable IHL Internship Programme](#)
- Internship placement and on-the-job support

### Post-SIP

#### Resources

Contact SEN Support for school to work transition supports:

- TomoWork Talent Accelerator Programme
- Microsoft Enabler Mentorship Programme
- Referral to job placement and job support services

#### SEN Support Contact

Email: [sen@tp.edu.sg](mailto:sen@tp.edu.sg)