

Frequently Asked Questions For IEP 2022 Briefing Session

Date Conducted : 19 August 2022
Time : 5 – 8 pm

Q1) Is the working schedule strictly fixed? Are the students allowed to choose the days to work or skip?

Ans) The student's work schedule will be planned by the company based on their manpower needs. Changes will usually not be allowed unless there are exceptional reasons. During the 4 weeks, students should try to plan their activities around the work schedule as far as possible.

Q2) Is the IEP mandatory for all students, can the student opt-out from this?

Ans) To achieve the ITE Skills Subject Certificate (ISSC) at the end of Sec 4, the IEP is compulsory. Getting an external IEP with a company will provide the students with real-world and authentic learning and working experience. The IEP is an important programme for our students for the inculcation of values such as Resilience, Excellence and Teamwork. Students who did not complete the IEP will be considered to have failed this component of the ISSC. The school will then work together with such students to find an alternative way to complete the IEP in Sec 4.

Q3) If the students decide not to continue with the programme, what will be the consequences?

Ans) If a student does not fulfil or complete their IEP due to disciplinary reasons, they may be considered to have failed their IEP. If the student is unable to fulfil the IEP due to valid reasons, the school will assist him to complete the IEP in Sec 4. The IEP team will evaluate each case before making a final recommendation on the outcome of the IEP.

Q4) Will the school give the parent the Point of Contact and the company details?

Ans) Yes, the Point-Of-Contact will be the teacher mentor assigned to your child. During the IEP, each teacher mentor will be assigned only a small number of students. This is usually by company and location. You will be informed who will be your child's teacher mentor. You can also call the school and look for Mr Herman, Mr Chang or Mr Ho for any other urgent matters. The parent should not be contacting the company directly.

Q5) What if my child has a medical check-up during the IEP period?

Ans) Ask your child to inform the teacher mentor and his Supervisor of the medical appointment as early as possible. This will allow the company to plan or change the work schedule around the student's medical appointment.

Q6) How will the salary be paid to the students?

Ans) The correct term to use is IEP allowance and not salary. The IEP allowance is meant to help the students to cover their basic meals and transport expenses and hopefully leave some small savings at the end of the IEP. The payment of the allowance will be according to the company's finance processes. This will include the mode of payment, usually by bank transfer. The student will also receive their allowance according to the company's payment cycle. It is expected that the student will receive part or all of the allowance after the completion of the IEP. Some students are lucky to receive part of their allowance during their IEP. For students with financial needs, the child can inform the teacher-mentor and the school will assist to provide some intermediate financial assistance on a case-by-case basis. All FAS students will receive a transportation top-up by the school on their ezlink card before they start their IEP.

Q7) Will the students be requested by the company to do overtime?

Ans) Usually there will be no O/T for the students. However, sometimes, there could be incidents of students being requested to stay back a little while longer to complete their assigned task. This should not be more than 1 hour. The company will inform our teacher if there are significant changes to the working hours or schedule after it has been confirmed.

Q8) Are parents given a copy of their work schedule?

Ans) You can get the work schedule from your child as the company will give them a copy or allow them to take a photo of the work schedule. The teacher mentor will also have a copy of the student's work schedule and will use it to guide and support the students and plan their visits.

Q9) What arrangements can be made if my child has to attend enrichment programmes which is conducted during the weekends in the morning. How should we handle it?

Ans) If the student is posted to a Retail/F&B job, there will likely be weekend work. Parents can contact the teacher now to explore changing the student's IEP to a school-based IEP. The IEP team may also try to find an alternative company for the student, subject to availability. Parents can also explore with their paid services provider to suspend these activities for 4 weeks as this IEP is a school organised activity.

Q10) If a student is posted to a company at Tuas, will there be any pick-up point transportation?

Ans) The MRT goes all the way to Tuas. There will also be feeder bus services to their place of work from Boon Lay Interchange. If the company provides transportation for their staff, it will usually be extended to the student too.

Q11) What if the student is under FAS? Will there be any meal support provided?

Ans) This will depend on the company that the student is assigned to. Students attached to Hotels and F&B companies will usually be provided with 1 free meal a day and as such will not be provided with any meal support from the school. Special case-by-case support may be given to FAS students who are attached to companies that do not provide meals. The teacher mentor will discuss this with the respective students.

Q12) I am more concerned about my child's safety from COVID. May I know if there is a positive case, will parents be informed? And is the school going to withdraw or stop the program?

Ans) Yes, The school will stop the program for your child and your child will have to follow MOH guidelines.

Q13) Parents are worried about their child's medical condition, how to help the child?

Ans) The parent can discuss with the teacher mentor and grant permission for the teacher to provide relevant details of the child's medical condition to the company and his supervisor. The child will need to be responsible for his/her medication. The child is allowed to use his mobile phone at work for emergency purposes. Parents can message their child to remind them of his/her medication and to check on their well-being but if the child is busy at work, his/her replies will be delayed.

Q14) Can we opt out of the IEP if the location is far from the home address?

Ans) I would like to say today that distance should be less of an issue. The more important issue will be the travelling time needed. Any less than 1-hour travelling time should be considered reasonable as the IEP will be only for 4 weeks.

Q15) How do they allocate the location of the student's IEP? Will the students be deployed to a branch near their home address?

Ans) The students are mostly selected by the companies when they go for their selection interviews. If the company has many branches, we usually tell the companies to place the students near the student's home address, if possible. Sometimes, students do indicate their preference, such as wanting to be posted further away or to a convenient mall or near an MRT station.

Q16) When can we know the outcome of the branch postings for the various companies? Will there be any information with regards to the training duration and placement to the outlet for companies which have several outlets in Singapore?

Ans) Some companies are still sorting out their manpower planning and deployment. We will inform students and the parents once the details of the branches that they are assigned to are out. This will usually be about at least 1 month before the IEP starts.

Q17) Is it compulsory for my child/ward to be vaccinated before being allowed to participate in the IEP due to company's requirement?

Ans) Yes, all students will need to be vaccinated in order to participate in the IEP as this is a requirement by the company. Unvaccinated students will need to withdraw from IEP. For students who are unvaccinated or aren't fully vaccinated, alternative arrangements can be discussed with the school (VP/VE). Please make an appointment with the school if you wish to have this discussion.