Work Attachment for Secondary 3 Students 2019

Bukit Panjang Government High School

To sign up: https://forms.gle/mhPis186iDaB2tdT7

Name of Company and Address	Nature of Attachment (Details of Job scope)	Duration (Date and time)	No. of Students	Special Qualities/Skills required	Remarks (who to report to, attire)
Microsoft Operations Pte Ltd One Marina Boulevard 1 Marina Boulevard, #22-01 Singapore (018989) Tel: 68888276	 Students' immersion program raising IT Productivity for employees. Design & develop business aligned content for users' communication, general IT operational support. Driving tools & technologies adoption. Improve value driven KPI 	3, 4, 6, 7 Jun (4 days; Mon to Fri, except Tue which is a public holiday) <u>Time:</u> 8.30am to 5.30pm	8	 Interpersonal Awareness Passion for technology Familiar with Microsoft Windows & Office 	Report to Ethan /Khoo Sang Chin. Casual – short sleeve/t-shirt and pants/jeans is fine, however, no shorts or slippers.
Greenpac (S) Pte Ltd No.19 Tukang Innovation Drive, Greenhub #04-01 Singapore 618301 Tel: (65) 65678 366	 3 interns in a group Assigned tasks related to Greenpac core business in industrial packaging solutions and daily office operations 	11 – 19 Jun (7 weekdays) <u>Time:</u> 10am to 4 pm, inclusive of 1 hour lunch break	6	Each intern to bring their own laptop with Microsoft applications like word and powerpoint	Attire: smart casual / formal Covered shoes and or boots if they have Report to Grace Low
Anaias Centre Choa Chu Kang Blk 289 Choa Chu Kang Avenue 3 #01-262 Singapore Tel: 67629195	 Assist weaker students (Primary 2 – 5) in English/Maths/Science Come up with enrichment programmes for the children Support Centre in overseeing children during the holiday 	10 – 14 Jun (5 days, Mon to Fri) OR 17 – 21 Jun (5 days, Mon to Fri)	4	 Academically able to tutor/coach primary 1 to 6 children in English/Maths/Scienc e in small groups. Likes working and caring for children. 	Report to Mrs Alice Chiam Attire: Smart casual. No bermudas and singlets

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	programme and activities in the afternoon	<u>Timing for both</u> <u>sets of dates:</u> 10am –3.30pm			
Globecast Asia Infinite Studios, 21 Media Circle, 10-01/10, Singapore 138562 Tel: 6325 4222	 Sales Department Conduct a Research on Media Industry Build a Customer Database 	3 – 14 Jun (9 weekdays, except Tue which is a public holiday) <u>Time:</u> 9am - 6pm	2	NA	Riyal Carballo Attire: Smart Casual
Adam Khoo Learning Technologies Group Pte Ltd 115 Eunos Ave 3 #05-04 Singapore 409839	Students will be involved in job roles: • Sales • Coach academy • Trainer • Resource management	3, 4, 6, 7 Jun (4 days; Mon to Fri, except Tue which is a public holiday) <u>Time:</u> 10am – 5pm	5	 Students who are interested in understanding how various roles in a company contribute to organizational growth 	Report to JD Lee, Pei Jun Attire: Smart Casual
National University Hospital 1E Kent Ridge Road NUHS Tower Block Level 6 Singapore 119228	 Students will be: engaged with elderly patients, attend to their basic needs, communicate with them and encourage them to participate in cognitive activities 	3 – 7 Jun (4 days; (Mon to Fri, except Tue which is a public holiday) <u>Time:</u> 1.45pm to 4pm.	6	Students who sign up need to be comfortable engaging with the elderly.	 Students need to bring the following documents on the 1st day of WEP: Original letter of undertaking Original NUH immunization declaration form (by 26 Apr) immunization records (both

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					original & photocopied) for a) MMR b) Varicella c) Hepatitis B Report to Ayaka Tan at 1.45 pm on 3 Jun (Mon) Attire: Black pants/ dark-coloured jeans with school PE t-shirt & covered shoes
Jumbo Seafood@Dempsey Blk 11 #01-16 Dempsey Road Singapore 249673	 Basic restaurant service skills. These include: mise en place (pronounced as miss-son-plus; French) (preparation for service) basic waiting service beverage service interaction with guests 	10 – 21 Jun (10 weekdays; (Mon to Fri) <u>Time:</u> 11.00 am to 5.00 pm.	2	A healthy attitude to learning would be advantageous!	Students will be trained and continually monitored by the manager/ supervisor. Report to the supervisor of the outlet. Attire: Smart casual

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Chui Huay Lim Teochew Cuisine 190 Keng Lee Rd, #01-02 Chui Huay Lim Club Singapore 308409	 Basic restaurant service skills. These include: mise en place (pronounced as miss-son-plus; French) (preparation for service) basic waiting service beverage service Interaction with guests 	10 – 21 Jun (10 weekdays; (Mon to Fri) <u>Time:</u> 11.00 am to 5.00 pm.	2	A healthy attitude to learning would be advantageous!	Students will be trained and continually monitored by the manager/ supervisor. Report to the supervisor of the outlet. Attire: Smart casual
Chinese Development Assistance Council (CDAC) CDAC@ Jurong Blk 421 Jurong West St 42 #01-1045 Singapore 640421 DID: 6603 5520 / 6569 3573 <u>Centre opening hours</u> Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm CDAC Centres provide hardware platforms for students, workers, families, and seniors in the Chinese community, so as to engage them in CDAC programme and activities. For students, CDAC looks forward in providing	 Plan and organise 2 sessions (1.5 hours each) of educational Math programme for P1 & P2 level beneficiaries. <u>Objectives:</u> We hope that this programme could make learning Math an enjoyable experience for our beneficiaries. On the other hand, we hope that students from BPGHS could have a better understanding of the target groups that CDAC is serving. The programme could: introduce interesting <u>Math</u> concepts that are suitable for P1 & P2 level; consists of hands-on activities that makes the programme fun; 	Planning and Preparation 3 & 4 June (Mon & Tue), 1.30pm – 5pm Programme period* 6 & 7 June (Thu & Fri) 2pm – 3.30pm * 2-day programme	6 <u>Note:</u> students would be attending to about 10 – 15 children during the prog	 Has to be creative and able to work well in a group setting; Has patience to teach 7 & 8 years old children; Has good understanding of the topics learned in Primary 1 & 2 syllabus. Has to have the ability to engage the participants in a fun and interesting way. 	Students would be given a classroom for planning and conducting the programme. Report to Yan Lin Attire: Smart Casual

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programme that contributes to greater social mobility.	 have activities that let the children work as a team. 				
Chinese Development Assistance Council (CDAC)	Plan and organise 2 sessions (1.5 hours each) of educational Math programme for P1 & P2	Planning and Preparation 3, 4 and 6 June	6 Note:	 Has a cheerful personality; Has to be creative 	Students would be given a classroom for planning and
CDAC@ Bukit Panjang	level children.	(Mon, Tues and Thurs)	students would be	and able to work well in a group setting;	conducting the programme.
Blk 270 Bangkit Road #01-22 Singapore 670270	<u>Objectives:</u> We hope that this programme	2pm – 5pm	attending to about 10	 Has patience to teach 7 & 8 years old 	Report to Yi Ying
DID: 6603 5524 / 6465 1163	could make learning Math an	Programme	– 15 children	children; and	Attire: Smart Casual
	enjoyable experience for our beneficiaries. On the other	period* 10 & 11 June	during the	 Has interest in Mathematics. 	Allire: Smart Casuar
<u>Centre opening hours</u> Mon – Fri: 1pm – 10pm	hand, we hope that students from BPGHS could have a	(Mon & Tue), 2.00pm – 3.30pm	prog		
Sat & Sun: 10am – 5pm	better understanding of the				
	target groups that CDAC is serving.	* 2-day programme			
CDAC Centres provide					
hardware platforms for students, worker and family	The programme could:introduce interesting				
from the needy families, in the	Math concepts that are				
Chinese community, so as to engage them in CDAC	suitable for P1 & P2 level;consists of hands-on				
programme and activities. For	activities that makes the				
students, CDAC looks forward in providing programme that	programme fun;				
	 have activities that let the children work as a team. 				

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contributes to greater social mobility.					
Chinese Development Assistance Council (CDAC)	Plan and organise 2 sessions (1.5 hours each) of educational Math programme for P3 & P4	Planning and Preparation 3 & 4 June	6 Note:	 To be able to work well in a group setting Patience for students 	Students would be given a classroom for planning and
CDAC@ Yew Tee	level children.	(Mon & Tue) 2pm – 5pm	Students will be	 Patience for students that are slower Have good 	conducting the programme.
Blk 627 Choa Chu Kang St 62 #01-160 Singapore 680627	The programme could:introduce using simple and	Programme	attending to about 10 – 15	understanding of Primary Mathematics	Report to ShuJuan
DID: 6603 5519	interesting <u>Math</u> concept to interest students in Mathematics;	<u>period*</u> 6 & 7 June (Thu & Fri)	- 15 children during the	concepts	Attire: Smart Casual
Centre opening hours	Have hands-on exercises or	2pm – 3.30pm	prog		
Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm	activities that focuses on Math and team bonding skills	* 2-day programme			
CDAC Centres provide hardware platforms for		P. • 9. • · · · · •			
students, workers and families					
from the needy families, in the Chinese community, so as to					
engage them in CDAC					
programme and activities. For students, CDAC looks forward					
in providing programme that contributes to greater social					
mobility.					

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Jurong Bird Park 80 Mandai Lake Road Singapore 729826 Tel: 6360 8692	 <u>As Conservation Ambassador:</u> Conservation ambassadors take on the role as tour guides at our parks. They promote conservation awareness while providing meaningful and memorable wildlife experiences for our guests. *Students who sign up for this programme must attend the 2 full-day training programme as stated in the next column. *On the second day of training, there will be a short assessment consisting of practical and theory. Only successful applicants can proceed on with the service programme. Within 4 days, an email will be sent to successful applicants and they will be directed to a URL link to sign 	2 full-day training 8 Jun (Sat) AND 15 Jun (Sat) Time: 9am to 5pm Venue: to be confirmed. Service to the Zoo: 10 – 12pm and 2pm – 4pm (To sign up after the training, for a minimum of 3 days, within the month of June 2019.)	Up to 5 students	 Needs to be independent. Has to have a pretty good command of the English language as you will be presenting to visitors about the living collections and spread messages of conservation Has no issues speaking to strangers 	Upon confirmation of sign up for this, another online registration will be required at the zoo's side. The URL link will be provided after the sign up is confirmed by the school. Details of reporting time/person/venue will be provided via email after the training for successful applicants who pass the assessment during the second day of training.

River SafariAs Conservation An for each application covered by the school80 Mandai Lake Road Singapore 729826As Conservation An • Conservation at take on the role guides at our pa promote conser awareness while meaningful and wildlife experier guests.Tel: 6360 8692*Students who sign programme must att full-day training prog stated in the next co *On the second day there will be a short consisting of practice	scope) (Duration No. (Date and time) Stud	of Special lents Qualities/Skills required	Remarks (who to report to, attire)
 Conservation ar take on the role guides at our pa promote conser awareness while meaningful and wildlife experier guests. *Students who sign programme must att full-day training prog stated in the next co *On the second day there will be a short consisting of practice 	fee of \$25 . This will be			
 theory. Only succes applicants can proceed the service program Within 4 days, are be sent to succeed applicants and the directed to a UR 	mbassadorstraas tour8 Sas tour8 Sarks. They15vationTire providing5pmemorableVences for ourcolup for this10gramme as2ppolumn.Trof training,assessmentassessmentminassfulOceed on withenme.examplessful20ssful20ssful20	full-day rainingUp to studySep (Sun) AND 5 Sep (Sun) ime: 9am to pm fenue: to be onfirmed.Image: Sep (Sun) ime: 9am to pm fenue: to be onfirmed.rervice to the oo: 0 - 12pm and pm - 4pmImage: Sep (Sun) ime: Sep (Sun) 		the registration will be required at the zoo's side. The URL link will be provided after the sign up is confirmed by the school. Details of reporting

Name of Company and Address	Nature of Attachment (Details of Job scope)	Duration (Date and time)	No. of Students	Special Qualities/Skills required	Remarks (who to report to, attire)
	up for their required number of slots. *There is a training fee of \$25 for each application. This will be covered by the school.				
Singapore Zoo 80 Mandai Lake Road Singapore 729826 Tel: 6360 8692	 <u>As Conservation Ambassadors</u> Conservation ambassadors take on the role as tour guides at our parks. They promote conservation awareness while providing meaningful and memorable wildlife experiences for our guests. *Students who sign up for this programme must attend the 2 full-day training programme as stated in the next column. *On the second day of training, there will be a short assessment consisting of practical and theory. Only successful applicants can proceed on with the service programme. Within 4 days, an email will be sent to successful applicants and they will be directed to a URL link to sign 	$\frac{2 \text{ full-day}}{\text{training}}$ 10 Nov (Sun) AND 17 Nov (Sun) <u>Time:</u> 9am to 5pm <u>Venue:</u> to be confirmed. $\frac{\text{Service to the}}{\text{Zoo:}}$ 10 – 12pm and 2pm – 4pm (To sign up after the training, for a minimum of 3 days, from Nov to Dec 2019.)	Up to 5 students	 Needs to be independent. Has to have a pretty good command of the English language as you will be presenting to visitors about the living collections and spread messages of conservation Has no issues speaking to strangers 	Upon confirmation of sign up for this, another online registration will be required at the zoo's side. The URL link will be provided after the sign up is confirmed by the school. Details of reporting time/person/venue will be provided via email after the training for successful applicants who pass the assessment during the second day of training.

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	up for their required number of slots. *There is a training fee of \$25 for each application. This will be covered by the school.				
Wildlife Reserves Singapore 80 Mandai Lake Road Singapore 729826 Tel: 63602217	 Students will be assigned to Zoology or Avian departments to assist in daily work and duties Shadow and assist staff from the relevant department in daily duties or partake in special projects. Some tasks cannot be performed by untrained personnel and the staff may only allow students to observe these duties. Duties include caring for and maintaining of the animals and the enclosures. This includes daily area cleaning of the exhibit area, dens, preparing of animal feed, which includes handling of raw meat and feeding of the animals. Other duties may include animal survey and 	2 – 13 Dec OR 16 – 27 Dec (10 weekdays, exclude the weekends. However, any weekdays, missed will have to be made up during the weekends. Xmas Eve & Day must be made up as well) <u>Start Time:</u> 8am or 8.30am <u>End Time:</u> 5.30pm or 6pm. (To be confirmed)	2	 15 years old and above Responsible and proactive Prior experience with animal care preferred able to commit to the full 2-week placement covered by school or personal insurance 	Interview is required. Only applicants who pass the interview can proceed on with the work attachment. Dates and details to be confirmed. *Students can be deployed to the Zoo or River Safari. *Timings are dependent on the section and park they are allocated to.

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	recordings, pruning of plants in the exhibits and any other menial tasks which they can render help to the keeper.				