

Work Attachment for Secondary 3 Students 2017

Bukit Panjang Government High School

To sign up: <https://goo.gl/forms/Ma0DWrKnayjhzzNE2>

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)
<p>Microsoft Operations Pte Ltd</p> <p>One Marina Boulevard 1 Marina Boulevard, #22-01 Singapore (018989)</p> <p><u>Main contact person:</u> Mr Kang Sang Chin SangChin.Khoo@microsoft.com</p> <p>Call 68888276 / 83333188</p>	<ul style="list-style-type: none"> • 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 	<p>29 May – 2 Jun (5 days; Mon to Fri)</p> <p><u>Time:</u> 8.30am to 5.30pm</p>	<p>8</p>	<ul style="list-style-type: none"> • Interpersonal Awareness • Passion for technology • Familiar with Microsoft Windows & Office 	<p>Report to Ethan /Khoo Sang Chin.</p> <p>Casual – short sleeve/t-shirt and pants/jeans is fine, however, no shorts or slippers.</p>
<p>Greenpac (S) Pte Ltd</p> <p>No.19 Tukang Innovation Drive, Greenhub #04-01 Singapore 618301</p> <p><u>Main contact person:</u> Ms Stephanie Gan corpcomm@greenpac.com.sg</p> <p>Tel: (65) 65678 366 Mobile : (65) 9727 2622</p>	<p>Each intern will be assigned a case study and document the features, specification and ideas behind the conceptualization of unique packaging solutions based on customer's brief and requirements. The case studies will be shared with all staff.</p>	<p>29 May – 9 Jun (2 weeks of internship)</p> <p><u>Time:</u> 10am to 4 pm, inclusive of 1 hour lunch break</p>	<p>6</p>	<p>Each intern to bring their own laptop with Microsoft applications like word and powerpoint</p>	<p>Attire: smart casual / formal</p> <p>Report to Stephanie</p>

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<p>Decks Pte Ltd</p> <p>No 48 Toh Guan Road East #05-151 Enterprise Hub Singapore 608586</p> <p><u>Main contact person:</u> Ms Serene Ma serenema@deckspl.com</p> <p>T +65 64623531 M +65 96277399 </p>	<p><u>Sales Department</u></p> <ul style="list-style-type: none"> Moving around to shops and outlets to check on the daily operation Display merchandise on racks / wondows 	<p>29 May – 2 Jun (5 days; Mon to Fri)</p> <p><u>Time:</u> 10am – 5pm</p>	2	Active, Some fashion sense, likes to move around	<p>Dark Colour Round Neck Top / Long Pants / Cover Shoes</p> <p>Report to Serene</p>
	<p><u>Warehouse Operation</u></p> <ul style="list-style-type: none"> Preparation on merchandise before sending out to shop and outlets Tidy up return merchandise from shops and outlets 	<p>29 May – 2 Jun (5 days; Mon to Fri)</p> <p><u>Time:</u> 10am – 5pm</p>	2	Good in arranging / tidy things	<p>Normal Top / Knee Length Pants / Cover Shoes</p> <p>Report to Serene</p>
<p>Singapura Management</p> <p>(Singapura Management is in the business of providing corporate services, e.g. Bookkeeping, tax, corporate secretarial, payroll processing, etc, for more than 40 years. We specialise in providing corporate services to Small and Medium Enterprises (SMEs) both local and foreign.)</p> <p>60 Paya Lebar Road #06-01, Paya Lebar Square Singapore 409051</p> <p><u>Main contact person:</u> Ms Camilla Wong</p>	<ol style="list-style-type: none"> Orientation of the services the company offer. Introduction to the accounting/business sector (different aspects of work involved etc) Introduction to the work processes/flow inherent in fulfilling accounting/business objectives Students carrying out the some aspects of the work involved in the work processes (General administrative tasks for eg. Sorting of client mail and notifying them, cheque bank-in, scanning of documents to clients) and some data entry for dormant company accounts. 	<p>29 May – 9 Jun (10 weekdays, Mon to Fri)</p> <p><u>Time:</u> 1pm to 5pm</p>	2	Willingness to learn	<p>Attire: Blouse and jeans. No torn jeans and no spaghetti straps.</p> <p>Report to: Ms Wong Siew Yoke</p>

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sales@singapura-management.com Tel: +65 6384 9238	5) Summing up the work experience: skills, qualifications required for the various jobs (selected few) in the office and advancement potential				
Disabled People's Association, Singapore 1 Jurong West Central 2 #04-01 Jurong Point Shopping Centre Singapore 648886 <u>Main contact person:</u> Asha Karen consultant@dpa.org.sg	1. Support the preparation and delivery of Disability Awareness Talks and other workshops/ seminars 2. Support community engagement programmes 3. Simple admin duties	29 May – 2 Jun (5 days, Mon to Fri) 5 – 9 Jun (5 days, Mon to Fri) <u>Timing:</u> 10am to 4pm (for both sets of dates)	5 – 7 5 – 7	Empathy Basic awareness about disability and inclusion of people with disabilities	Report to Advocacy Consultant Attire: Formal attire
Anaias Centre Choa Chu Kang Blk 289 Choa Chu Kang Avenue 3 #01-262 Singapore Tel: 67629195 <u>Main contact person:</u> Alice Chaim cck@anaias.sg Joshua Tan joshuatan@anaias.sg	<ul style="list-style-type: none"> 10am – 11.30am: Assist weaker students (Primary 2 – 5) in English/Maths/Science. 1130am – 12pm: Lunch 1.30pm – 3pm: Support Centre in overseeing children during the holiday programme and activities in the afternoon 	29 May – 1 June (4 days, Mon to Thu) 5 – 8 June (4 days, Mon to Thu) <u>Timing for both sets of dates:</u> 10am – 3.30pm	4 4	<ul style="list-style-type: none"> Academically able to tutor/coach primary 1 to 6 children in English/Maths/Science in small groups. Likes working and caring for children. 	Report to Mrs Alice Chiam Attire: Smart casual. No bermudas and singlets
CDAC@ Jurong (Math)	CDAC@ Jurong would like students from Bukit Panjang Government High School	Planning and Preparation 29 – 31 May	6 – 8	To better deliver the programme, the BPGHS student:	Students would be given a classroom for planning and

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<p>Blk 421 Jurong West St 42 #01-1045 Singapore 640421</p> <p>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 programme that contributes to greater social mobility.</p> <p><u>Main contact person</u> Ms Goh Yan Lin yanlin@cdac.org.sg DID: 6603 5520 / 6569 3573</p> <p><u>Centre opening hours</u> Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm</p>	<p>(BPGHS) to plan and organise a 1.5 hours educational Math programme for P1 & P2 level beneficiaries.</p> <p>Objectives 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.</p> <p>The programme could:</p> <ul style="list-style-type: none"> ▪ introduce interesting Math concepts that are suitable for P1 & P2 level; ▪ consists of hands-on activities that makes the programme fun; ▪ have activities that let the children work as a team. 	<p>(Mon – Wed), 1.30pm – 4.30pm</p> <p>Programme period* 1 & 2 June (Thu & Fri), 1.30pm – 3pm</p> <p><i>* 2-day programme for P1 & P2.</i></p>	<p>Note: students would be attending to about 10 – 15 children during the programme</p>	<ul style="list-style-type: none"> ▪ 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. 	<p>conducting the programme.</p> <p>Report to Yan Ling</p> <p>Attire: Smart Casual</p>
<p>CDAC@ Jurong (Science)</p> <p>Blk 421 Jurong West St 42 #01-1045 Singapore 640421</p>	<p>CDAC@ Jurong would like students from Bukit Panjang Government High School (BPGHS) to plan and organise a 1.5 hours educational Science</p>	<p>Planning and Preparation 5 – 7 June (Mon – Wed) 1.30pm – 4.30pm</p>	<p>6 – 8</p> <p>Note: students would be attending to</p>	<p>To better deliver the programme, the BPGHS student:</p>	<ul style="list-style-type: none"> ▪ Students would be given a classroom for planning and conducting the programme.

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<p>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 programme that contributes to greater social mobility.</p> <p><u>Main contact person</u> Ms Goh Yan Lin yanlin@cdac.org.sg DID: 6603 5520 / 6569 3573</p> <p><u>Centre opening hours</u> Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm</p>	<p>programme for P3 & P4 level beneficiaries.</p> <p>Objectives We hope that this programme could make learning Science 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.</p> <p>The programme could:</p> <ul style="list-style-type: none"> ▪ introduce interesting Science concepts that are suitable for P3 & P4 level; ▪ consists of hands-on activities that makes the programme fun; ▪ have activities that allow the children to work as a team. 	<p>Programme period* 8 & 9 June 2017 (Thu & Fri), 1.30pm – 3pm</p> <p><i>* 2-day programme for P3 & P4.</i></p>	<p>about 10 – 15 children during the programme</p>	<ul style="list-style-type: none"> ▪ has to be creative and able to work well in a group setting; ▪ has patience to teach 9 & 10 years old children; ▪ has good understanding of the topics learned in Primary 3 & 4 syllabus; ▪ has to have the ability to engage the participants in a fun and interesting way. 	<ul style="list-style-type: none"> ▪ Hands-on activities involving flammable items and harmful chemicals are strictly not allowed. <p>Report to Yan Ling</p> <p>Attire: Smart Casual</p>
<p>CDAC@ Bukit Panjang</p> <p>Blk 270 Bangkit Road #01-22 Singapore 670270</p> <p>CDAC Centres provide hardware platforms for students, worker and family</p>	<p>CDAC@ Bukit Panjang would like students from Bukit Panjang Government High School (BPGHS) to plan and organise a 1.5 hours educational Math programme for P1 & P2 level children.</p> <p>Objectives</p>	<p>Planning and Preparation 5 – 7 June 2017 (Mon – Wed) 1.30pm – 4.30pm</p> <p>Programme period* 8 & 9 June 2017</p>	<p>6</p> <p>Note: students would be attending to about 10 – 15 children</p>	<p>To better deliver the programme, the BPGHS student:</p> <ul style="list-style-type: none"> ▪ has a cheerful personality; ▪ has to be creative and able to work well in a group setting; 	<p>Students would be given a classroom for planning and conducting the programme.</p> <p>Report to Hwan Suan</p>

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<p>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.</p> <p><u>Main contact person</u> Ms Eu Hwan Suan wanxuan@cdac.org.sg DID: 6603 5526 / 6465 1163</p> <p><u>Centre opening hours</u> Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm</p>	<p>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.</p> <p>The programme could:</p> <ul style="list-style-type: none"> ▪ introduce interesting Math concepts that are suitable for P1 & P2 level; ▪ consists of hands-on activities that makes the programme fun; ▪ have activities that let the children work as a team. 	<p>(Mon & Tue), 2.00pm – 3.30pm</p> <p><i>* 2-day programme for P1 & P2.</i></p>	<p>during the programme</p>	<ul style="list-style-type: none"> ▪ has patience to teach 7 & 8 years old children; and ▪ has interest in Mathematics. 	<p>Attire: Smart Casual</p>
<p>CDAC@ Yew Tee</p> <p>Blk 627 Choa Chu Kang St 62 #01-160 Singapore 680627</p> <p>CDAC Centres provide hardware platforms for 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</p>	<p><u>Proposed project</u> A 2 half-day workshop that focuses on getting P4 – P6 students interested in Mathematics.</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> - To interest students in Mathematics by using simple and interesting Math concept - Have hands-on exercises or activities that focuses on 	<p><u>Planning and Preparation</u> 5 – 7 June (Mon – Wed) 2pm – 5pm</p> <p><u>Programme period</u> 8 & 9 June (Thu & Fri) 2pm – 5pm</p>	<p>6 – 10</p>	<ul style="list-style-type: none"> - To be able to work well in a group setting - Patience to students that are slower - Have good understanding on Primary Mathematics concepts 	<p>Students would be given a classroom for planning and conducting the programme.</p> <p>Report to Shu Juan</p> <p>Attire: Smart Casual</p>

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<p>contributes to greater social mobility.</p> <p><u>Main contact person</u> Ms Oh ShuJuan shujuan@cdac.org.sg DID: 6603 5519</p> <p><u>Centre opening hours</u> Mon – Fri: 1pm – 10pm Sat & Sun: 10am – 5pm</p>	<p>Math and team bonding skills</p>				
<p>Jumbo Seafood@Dempsey</p> <p>Blk 11 #01-16 Dempsey Road Singapore 249673</p> <p><u>Main contact person:</u> Giles Tan giles.tan@jumbogroup.com.sg</p>	<p>Basic restaurant service skills. These include:</p> <ul style="list-style-type: none"> • mise en place (pronounced as miss-son-plus; French) (preparation for service) • basic waiting service, beverage service • interaction with guests 	<p>29 May – 9 Jun (10 weekdays; (Mon to Fri)</p> <p><u>Time:</u> 11.00 am to 5.00 pm.</p>	<p>2</p>	<p>A healthy attitude to learning would be advantageous!</p>	<ul style="list-style-type: none"> • Students will be trained and continually monitored by the manager/ supervisor. • An appraisal report will be issued upon the completion of the program. <p>Report to the supervisor of the outlet.</p> <p>Attire: Smart casual</p>
<p>Jpot@Vivocity</p> <p>1 HarbourFront Walk #01-53, VivoCity (Lobby F) Singapore 098585</p>	<p>Basic restaurant service skills. These include:</p> <ul style="list-style-type: none"> • mise en place (pronounced as miss-son-plus; French) (preparation for service) 	<p>29 May – 9 Jun (10 weekdays; (Mon to Fri)</p> <p><u>Time:</u></p>	<p>2</p>	<p>A healthy attitude to learning would be advantageous!</p>	<ul style="list-style-type: none"> • Students will be trained and continually monitored by the

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<p>Main contact person: Giles Tan giles.tan@jumbogroup.com.sg</p>	<ul style="list-style-type: none"> • basic waiting service, beverage service • interaction with guests 	<p>11.00 am to 5.00 pm.</p>			<p>manager/supervisor.</p> <ul style="list-style-type: none"> • An appraisal report will be issued upon the completion of the program. <p>Report to the supervisor of the outlet. Attire: Smart casual</p>
<p>Ministry of Health (Ng Teng Fong Hospital)</p> <p>Dates: 19 Jun – 23 Jun Timing: To be confirmed once the students are confirmed. Usually either morning or afternoon shift.</p> <p>Work Experience Programmes are more in-depth, and will allow a select number of upper Secondary students with genuine interest in the industry to shadow a Nursing professional over the course of the programme.</p> <p>In view that these students will come into close contact with various patients, students are required to either show proof of immunity in certain diseases, or to obtain the necessary immunisations if otherwise (see below). This is compulsory, and is part of the infection control protocols which applies to everyone, including our own healthcare professionals. In certain cases, hospitals will also require the students' parents' to sign a letter of indemnity.</p> <p>Compulsory Immunisations Required: (See next page)</p>			<p>6 students</p> <p>(Only open to Sec 3 Express and 3NT classes. 3NA is involved in AEM during this week.)</p>	<p>Keen interest in the nursing /healthcare industry</p>	<p>Reporting details to be given upon confirmation of students.</p>

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Infectious Disease	Recommendations for vaccination	Acceptable evidence of immunity			
Hepatitis B	<ul style="list-style-type: none"> · Primary vaccination consists of 3 doses at 0, 1 and 6 months. · HCWs with anti-HBs concentrations of <10 mIU/mL should be revaccinated with a second 3-dose series, followed by anti-HBs testing. 	<ul style="list-style-type: none"> · Documented proof of vaccination; and post vaccination serological evidence of immunity (anti-HBs concentrations of ≥10 mIU/mL) 			
Varicella	<ul style="list-style-type: none"> · 2 doses; minimum interval of 4-8 weeks apart 	<ul style="list-style-type: none"> · Serological evidence of immunity; or · Laboratory confirmation of disease; or · Documented proof of vaccination 			
Measles, Mumps, and Rubella	<ul style="list-style-type: none"> · 2 doses; minimum interval of at least 4 weeks apart 	<ul style="list-style-type: none"> · Serological evidence of immunity against all three diseases; or · Laboratory confirmation of all three diseases; or · Documented proof of vaccination 			
Influenza (Optional)	<ul style="list-style-type: none"> · Annual (in accordance with MOH recommendations on seasonal influenza vaccination) 	<ul style="list-style-type: none"> · Documented proof of vaccination with current influenza vaccination 			

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