

# Work Attachment for Secondary 3 Students 2018

## Bukit Panjang Government High School

**To sign up: <https://goo.gl/forms/mAWJlvE38vPO6ZDy2>**

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)
<b>Microsoft Operations Pte Ltd</b>  One Marina Boulevard 1 Marina Boulevard, #22-01 Singapore (018989)	<ul style="list-style-type: none"> <li>Students' immersion program raising IT Productivity for employees.</li> <li>Design &amp; develop business aligned content for users' communication, general IT operational support.</li> <li>Driving tools &amp; technologies adoption. Improve value driven KPI</li> </ul>	4 – 8 Jun (5 days; Mon to Fri)  <u>Time:</u> 8.30am to 5.30pm	8	<ul style="list-style-type: none"> <li>Interpersonal Awareness</li> <li>Passion for technology</li> <li>Familiar with Microsoft Windows &amp; Office</li> </ul>	Report to Ethan /Khoo Sang Chin.  Casual – short sleeve/t-shirt and pants/jeans is fine, however, no shorts or slippers.
<b>Greenpac (S) Pte Ltd</b>  No.19 Tukang Innovation Drive, Greenhub #04-01 Singapore 618301	Each intern will work in pairs and assigned tasks related to review and documentation of compliances and safety. May possibly work towards a program which is still in talks with the various parties, to be advised later.	28 May – 8 Jun (2 weeks of internship, except 29 May due to Vesak Day)  <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 Stephanie
<b>Disabled People's Association, Singapore</b>  1 Jurong West Central 2 #04-01 Jurong Point Shopping Centre	1. Support the preparation and delivery of Disability Awareness Talks and other workshops/ seminars	28, 30, 31, 1 Jun (4 days, Mon, Wed, Thur, Fri)	5	<b>Empathy</b> Basic awareness about disability and inclusion of people with disabilities	Report to Advocacy Consultant  Attire: Formal attire

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Singapore 648886  <a href="https://disabledpeoplesassociation.wordpress.com/2017/06/28/interns-hipdpa-bukit-panjang-government-high/">https://disabledpeoplesassociation.wordpress.com/2017/06/28/interns-hipdpa-bukit-panjang-government-high/</a>	2. Support community engagement programmes 3. Assist in developing guidelines, SOPs and booklets for various programmes 4. Simple admin duties 5. Assist in DPA's projects which may include awareness raising and student mentorship programme 6. Students interested in designing are welcome to design some cover page designs for booklets and brochures 7. Assist in rebranding of DPA	4 – 8 Jun (5 days, Mon to Fri)  <u>Timing:</u> 10am to 4pm (for both sets of dates)	5		
<b>Anaias Centre Choa Chu Kang</b>  Blk 289 Choa Chu Kang Avenue 3 #01-262 Singapore  Tel: 67629195	<ul style="list-style-type: none"> <li>Assist weaker students (Primary 2 – 5) in English/Maths/Science</li> <li>Come up with enrichment programmes for the children</li> <li>Support Centre in overseeing children during the holiday programme and activities in the afternoon</li> </ul>	28, 30, 31 May, 4 June (4 days)  5, 6, 7, 11 June (4 days)  <u>Timing for both sets of dates:</u> 10am –3.30pm	4   4	<ul style="list-style-type: none"> <li>Academically able to tutor/coach primary 1 to 6 children in English/Maths/Science in small groups.</li> <li>Likes working and caring for children.</li> </ul>	Report to Mrs Alice Chiam  Attire: Smart casual. No bermudas and singlets
<b>CDAC@ Jurong</b>  Blk 421 Jurong West St 42 #01-1045 Singapore 640421  CDAC Centres provide hardware platforms for students, workers, families, and seniors in the	CDAC@ Jurong would like students from Bukit Panjang Government High School (BPGHS) to <b>plan and organise</b> a 1.5 hours educational Math programme for P1 & P2 level beneficiaries.	<u><b>Planning and Preparation</b></u> 30, 31 May & 1 June (Wed – Fri)  1.30 – 4.30pm	6 – 8  <b>Note:</b> students would be attending to about 10 – 15 children	To better deliver the programme, the BPGHS student: <ul style="list-style-type: none"> <li>has to be creative and able to work well in a group setting;</li> </ul>	Students would be given a classroom for planning and conducting the programme.  Report to Yan Ling

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<p>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><b>Objectives</b> 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"> <li>▪ introduce interesting <b>Math</b> concepts that are suitable for P1 &amp; P2 level;</li> <li>▪ consists of hands-on activities that makes the programme fun;</li> <li>▪ have activities that let the children work as a team.</li> </ul>	<p><b>Programme period*</b> 5 &amp; 6 June (Tue &amp; Wed)</p> <p>2 – 4pm</p> <p>* 2-day programme for P1 &amp; P2.</p>	<p>during the programme</p>	<ul style="list-style-type: none"> <li>▪ has patience to teach 7 &amp; 8 years old children;</li> <li>▪ has good understanding of the topics learned in Primary 1 &amp; 2 syllabus.</li> <li>▪ has to have the ability to engage the participants in a fun and interesting way.</li> </ul>	<p>Attire: During programme period → Uniform/half-U when conducting the actual lessons.</p>
<p><b>CDAC@ Bukit Panjang</b></p> <p>Blk 270 Bangkit Road #01-22 Singapore 670270</p> <p>CDAC Centres provide hardware platforms for students, worker and family 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>CDAC@ Bukit Panjang would like students from Bukit Panjang Government High School (BPGHS) to <b>plan and organise</b> a 1.5 hours educational Math programme for P1 &amp; P2 level children.</p> <p><b>Objectives</b> 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><b>Planning and Preparation</b> 5 &amp; 6 June (Tue &amp; Wed)</p> <p>1.30 – 6pm</p> <p><b>Programme period*</b> 7 &amp; 8 June (Thu &amp; Fri)</p> <p>2 – 4pm</p>	<p>6</p> <p><b>Note:</b> students would be attending to about 10 – 15 children during the programme</p>	<p>To better deliver the programme, the BPGHS student:</p> <ul style="list-style-type: none"> <li>▪ has a cheerful personality;</li> <li>▪ has to be creative and able to work well in a group setting;</li> <li>▪ has patience to teach 7 &amp; 8 years old children; and</li> <li>▪ has interest in Mathematics.</li> </ul>	<p>Students would be given a classroom for planning and conducting the programme.</p> <p>Report to Hwan Suan</p> <p>Attire: During programme period → Uniform/half-U when conducting the actual lessons.</p>

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	<p>The programme could:</p> <ul style="list-style-type: none"> <li>▪ introduce interesting <b>Math</b> concepts that are suitable for P1 &amp; P2 level;</li> <li>▪ consists of hands-on activities that makes the programme fun;</li> <li>▪ have activities that let the children work as a team.</li> </ul>	* 2-day programme for P1 & P2.			
<p><b>CDAC@ Yew Tee</b></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 contributes to greater social mobility.</p>	<p><b>Proposed project</b> A 2 half-day workshop that focuses on getting P4 – P6 students interested in Mathematics.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>- To interest students in <b>Mathematics</b> by using simple and interesting Math concept</li> <li>- Have hands-on exercises or activities that focuses on Math and team bonding skills</li> </ul>	<p><b>Planning and Preparation</b> 5 &amp; 6 June (Tue &amp; Wed)  1.30 – 6pm</p> <p><b>Programme period</b> 7 &amp; 8 June (Thu &amp; Fri)  2 – 5pm</p>	6 – 10	<ul style="list-style-type: none"> <li>- To be able to work well in a group setting</li> <li>- Patience to students that are slower</li> <li>- Have good understanding on Primary Mathematics concepts</li> </ul>	<p>Students would be given a classroom for planning and conducting the programme.</p> <p>Report to Shu Juan</p> <p>Attire: During programme period → Uniform/half-U when conducting the actual lessons.</p>
<p><b>Bambini Childcare LLP</b></p> <p>No. 3 Jalan Kakatua S598523</p>	<ul style="list-style-type: none"> <li>• Teacher assistant in nursery or kindergarten classes</li> <li>• Includes helping with craft projects and gardening, cooking and academic work</li> </ul>	<p>28 May to 1 Jun (4 days, excluding Tuesday)</p> <p>4 – 8 Jun (5 days, Mon to Fri)</p>	<p>4</p> <p>4</p>	Resilience and patience	<p>Smart casual</p> <p>Report to Ms Pari</p>

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<b>Jumbo Seafood@Dempsey</b>  Blk 11 #01-16 Dempsey Road Singapore 249673	Basic restaurant service skills. These include: <ul style="list-style-type: none"> <li>• mise en place (pronounced as miss-son-plus; French) (preparation for service)</li> <li>• basic waiting service, beverage service</li> <li>• interaction with guests</li> </ul>	28, 30, 31 May, 1, 4 – 8 Jun (9 weekdays; (Mon to Fri)  <u>Time:</u> 11.00 am to 5.00 pm.	2	A healthy attitude to learning would be advantageous!	<ul style="list-style-type: none"> <li>• Students will be trained and continually monitored by the manager/ supervisor.</li> <li>• An appraisal report will be issued upon the completion of the program.</li> </ul> Report to the supervisor of the outlet.  Attire: Smart casual
<b>Jpot@Vivocity</b>  1 HarbourFront Walk #01-53, VivoCity (Lobby F) Singapore 098585	Basic restaurant service skills. These include: <ul style="list-style-type: none"> <li>• mise en place (pronounced as miss-son-plus; French) (preparation for service)</li> <li>• basic waiting service, beverage service</li> <li>• interaction with guests</li> </ul>	28, 30, 31 May, 1, 4 – 8 Jun (9 weekdays; (Mon to Fri)  <u>Time:</u> 11.00 am to 5.00 pm.	2	A healthy attitude to learning would be advantageous!	<ul style="list-style-type: none"> <li>• Students will be trained and continually monitored by the manager/ supervisor.</li> <li>• An appraisal report will be issued upon the completion of the program.</li> </ul> Report to the supervisor of the outlet. Attire: Smart casual
<b>Ministry of Health (National University Hospital)</b>  <b>Dates:</b> 4 – 8 Jun (5 days, Mon to Fri)			6 students	Keen interest in the nursing /healthcare industry	

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<p><b>Timing:</b> 2 – 4pm (all days)</p> <p><b>Reporting details:</b> Venue: National University Hospital 1E Kent Ridge Road Singapore 119228, NUHS Tower Block Level 6, T06-05</p> <p><b>Contact Person:</b> Teck Siong</p> <p><b>Dress code:</b> Black pants/dark-coloured jeans with school PE t-shirt and covered shoes</p> <p><b>Things to bring on the first day</b></p> <ol style="list-style-type: none"> <li>1. Letter of Undertaking (see attached)</li> <li>2. NUH Immunisation Declaration Form (see attached)</li> <li>3. Immunisation record for <ol style="list-style-type: none"> <li>a. MMR</li> <li>b. Varicella</li> <li>c. Hepatitis B</li> </ol> </li> </ol> <p><i>*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 above). 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.</i></p>					
<p><b>Ministry of Health (Ng Teng Fong Hospital)</b></p> <p><b>Dates:</b> 29 Oct – 2 Nov (5 days, Mon to Fri)</p> <p><b>Timing:</b> To be confirmed in September</p> <p>Reporting details to be given upon confirmation of students.</p>			6 students	Keen interest in the nursing /healthcare industry	

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