

Higher Diploma in Business Studies
Industrial Attachment
Frequently Asked Questions

Q1: Is the Industry Attachment module in the Higher Diploma in Business Studies course compulsory?

A: Yes, it is compulsory for all students in order to graduate from the Higher Diploma in Business Studies.

However, if the Industrial Attachment module cannot be completed due to any unforeseen reasons (refer to Q8 and Q9), students must complete two other modules in order to complete the course.

Q2: Can I opt out of the Industrial Attachment module?

A: If you do not wish to undertake the Industrial Attachment module, you can apply for a Change of Course to the Higher Diploma (no Industrial Attachment programme).

Change of Course is not allowed if you have attended more than eight distinct modules in the Higher Diploma in Business Studies course.

Q3: I am currently working. Can I opt out from the Industrial Attachment module?

A: You must have at least one year of working experience in a supervisory role. It must be approved by the Principal Lecturer of the School of Business and Law before the commencement of the course. If you are exempted from the Industrial Attachment module, you must complete the two additional modules (BMG101 and COM101) in order to complete the course.

Q4: When can I take the Industry Attachment module?

A: The Industry Attachment module can only be taken at the end of your course, i.e. after the final academic term, including completing all repeat modules.

The normal course duration will be as follows (depending on your intake):

Full-Time:	19 months + 6 months Industrial Attachment
Part-Time:	28 months + 6 months Industrial Attachment

Students who meet relevant entry requirements can complete the Higher Diploma with Advanced Standing in:

Full-Time:	15 Months + 6 months Industrial Attachment
Part-Time:	21 Months + 6 months Industrial Attachment

Q5: Does TMC help me in the preparation of the Industrial Attachment module?

A: Yes. As part of the course, preparation begins before you start the Industrial Attachment module. Preparation will include CV writing, mock interviews and briefing about working in the industry.

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Q6: How do I secure a company for the Industrial Attachment module?

A: As part of the preparation, your TMC lecturers will assist you in vetting your CV. Interviews will be conducted to assess your capability and interest in the various fields, before contacting the relevant companies that TMC has tied up with. Once selected, you will be notified by TMC for an interview by the company.

Q7: What happens after the interview?

A: If your interview is successful, you will be notified by TMC and/or the company and details of your job will be given accordingly. Necessary arrangements will be made by TMC and the company to apply for the Training Work Pass (for international students). The International Student Pass will be cancelled thereafter.

If your interview is not successful, TMC will contact other companies to secure interviews for you. If you do not pass the interviews successfully for three rounds, you will not be able to undertake the Industrial Attachment program. See Q8 and Q9 on how to graduate from your course.

Q8: I did not complete the Industrial Attachment module due to the following circumstances as listed below, how can I graduate from the course?

- (i) I chose to withdraw from the Industrial Attachment at any point (after Change of Course is not allowed) or during the Industrial Attachment.
- (ii) If the company ceased my employment for some reasons, which may include inappropriate or unsatisfactory working attitude, behavior or performance, etc.,

A: You cannot repeat the Industrial Attachment module. You will have deemed to have failed the Industrial Attachment module.

To graduate, you MUST undertake and pass TWO more modules- BMG101 Introduction to Management and COM101 Business Communication and ICT. Repeat fees apply.

Q9: I did not start the Industrial Attachment programme due to the following circumstances as listed below, how can I graduate from the course?

- (i) The company did not appoint me after the interview (up to 3 interviews will be arranged)
- (ii) The school was not able to secure any interview sessions for me.
- (iii) I passed my interview however my Training Work Pass application is not successful

A: The Industrial Attachment module will not be graded as fail. To graduate, you MUST undertake and pass TWO more modules- BMG101 Introduction to Management and COM101 Business Communication and ICT. Repeat fees are not applicable in this case.

For (iii), you may appeal to the Ministry of Manpower, the outcome is subjected to the approval of the authorities. If the appeal is unsuccessful, you will not be able to undertake the Industrial Attachment module.

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Q10: Is the Industrial Attachment programme graded?

A: Yes. There are assessment components such as progress reports, skill assessment review by supervisors and report. Through the programme, you will still have face-to-face meetings with your TMC supervisor.

Q11: What if I don't pass my Industrial Attachment module?

A: You are not allowed to repeat the Industrial Attachment module. In order to graduate from the course, you **MUST** undertake the two additional modules- BMG101 Introduction to Management and COM101 Business Communication and ICT. Repeat fees apply.

Q12: Do I get paid for the Industrial Attachment programme?

A: Yes. The range of expected allowance is S\$500- S\$700 per month, subjected to the company's policies.

During your term of employment, you are required to comply with the company's code of conduct and meet the standards commonly expected within the industry. The working hours, breaks, mealtimes, days-off and leave will be managed in line with the company's policies and procedures.

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