

# Internship Management Portal (IMP)

## FAQ

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### Company Users

Topic	Details
<b>Registration and Access</b>	
Companies with active (unexpired) IPAs with ITE	<p>Companies with active IPAs will have an expedited onboarding process. These companies will have their accounts pre-created in the system.</p> <p>To onboard the system, Company Admin will use their company Corppass to login and complete the company info page. They can also choose to extend the IPA with ITE for 5 years, if they so wish.</p> <p>Regardless, Company Admins can start posting jobs once they onboard the IMP.</p>
New Company Registration	<p>Companies that have no active IPAs with ITE must self-register and sign IPA with ITE before they can set up their company account using Corppass for first login.</p> <p>Note: One UEN is used to register one company account.</p>
Subsequent Login Methods	Company users can log in using Corppass or their registered email account.
Corppass: Digital Service Missing for User Assignment	To add the required e-Service(s) to your entity in the Corppass Portal, log in and navigate to the "e-Services" section, then select "Entity's e-Service." From there, choose the e-Service(s) you wish to add to your entity's list. Once selected, verify the details and submit your request to complete the process.
Multiple Subsidiaries	For companies with multiple subsidiaries, they can create one company account per UEN.
Adding Company Users	Company admins can create new accounts for other company users (i.e add company admins and/or company supervisors) and add them to the system.
Assignment of Company Supervisor	Company admin assign company supervisor to each student, They can re-assign a different company supervisor to the student, if needed. Company admin can also be a company supervisor.
Company Supervisor Departure	Company admins can reassign or add new company supervisors.
<b>IPA (Internship Participation Agreement)</b>	

IPA Management	Only one IPA is needed per company. One IPA allows job posting across all ITE colleges and courses. Companies do not need separate IPAs per College/School/Course.
IPA Retrieval	Company can contact their CLO to retrieve their signed IPAs for review.
Expired IPA Access	Notice will have been sent before expiration of IPA. Access to IMP will be disabled once IPA expires.
<b>Job Management</b>	
Commencement of New Internship Cycle	Internship recruitment commences 6 months prior to each internship cycle. An announcement will be sent to companies to post jobs and submit their internship positions.
Posting a Job	Companies must post their own jobs in IMP. If they require assistance, CLO/IAC may post jobs on their behalf.
Cloning a Job	A job can be cloned for different batches. Job details will be pre-populated and can be edited before posting.
Job Posting Skill Match	Jobs must meet at least 75% of skills as set in IMP.
Multiple Work Addresses	Companies can indicate multiple addresses. IAC can choose the correct reporting address for placement letters.
Job Visibility Across Schools	Once the job posting has been approved by the IAC, students from the course can start viewing and applying for the job. Jobs are visible only to students from the relevant courses.
Job Allowance Adjustments	The baseline stipend stipulated in the IPA is \$600. The allowance for each job is indicated by Companies at the job posting stage. If allowance is below what is commonly offered for Course. IAC could speak to companies to revise amounts before job approval.
Number of Applications Per Job	The default applicant multiplier ratio is set at 3. For example, if a job offers 2 vacancies, a maximum of 6 applicants can apply.
Job Screening	Once the job posting is approved by IAC, the company can begin accepting and screening student applications.
Job Offer	Company will make a job offer to selected students. Students must accept the job offer to confirm job acceptance. The job offer will be revoked automatically if not accepted within <b>7 days</b> , or if the requested vacancy is filled up.
Placement Letter	Company will receive the placement letter generated for each student with the internship details.
<b>Company Assessment</b>	
Grading by Companies	Company supervisors will submit monthly logbook rating, mid-term assessment (only for 6-month IA) and final-term assessment for students assigned to them.

Justifications for Marks	For assessments where students are given very high or very low marks, company supervisors have to provide comments.
Student Termination	Companies must inform IAC before terminating a student.
<b>System Features</b>	
Mobile Access	IMP works on mobile, but desktop use is recommended.
Multiple Language Support	IMP cannot support multi-language or translation features.