

Internship Management Portal (IMP) Training for Companies

Fri 30 May, 4pm – 5pm



Value Propositions of the IMP

Enhancing student learning experience, student success, staff satisfaction, relationship with industry partners and future placement opportunities

Value Propositions of IMP



Integration

From a diffused system to a comprehensive **integrated** platform



Accessibility

From a closed intranet network to an **internet accessible** SaaS system



Automation

From manual processes to a streamlined **automated** system



Data-Informed

From anecdotal, experience-based to **data-informed** decisions



Autonomy

From a lecturer-facilitated placement process to **empowering** students towards a self-directed placement acquisition process

Pain Points

Staff

- **Operational inefficiencies of a fragmented system**
- **Risk of errors**
- **Difficulty in monitoring student progress** due to multiple, disjointed information streams
- **Limited visibility on key issues** due to limited data collection capabilities in current system

Students

- **Challenge of keeping track of internship progress** due to fragmented documentation and assessment processes
- **Alignment** of internship placement process with WSD or job application process.

Companies

- **Operational inefficiencies** due to lack of a streamlined communication and documentation platform
- **Confusion from IPA duplications**
- **Dated and cumbersome paper and pen system** with little visibility between Company HR and Supervisors

IMP Workflow: Roles & Responsibilities

1. Registration & IPA

a) New Companies

CLO sends eDM to company to register

Company Admin registers and selects course/School

Registration is routed to CLO. CLO triggers IPA to company.

Company Admin completes IPA

AD approves IPA, if needed

Company gets access to IMS. First login via CorpPass. OTP/CorpPass subsequently.

Company Admin adds/ edits users

b) Existing Companies with Expiring/Expired IPA

CLO receives notification. CLO triggers IPA renewal process.

Company Admin completes renewal of IPA

AD approves IPA, if needed

Company gets access to IMS

Company Admin adds/ edits users

2. Job Posting

Company Admin posts job, selects course/School

Optional: IAC can post job on behalf of company

IAC approves job posting

3. Student Job Application

Closed Market: IAC allocates student to job

Open Market: Student applies for job

Open Market (optional): IAC approves application

Open Market: Company interviews (optional) and offers student job

Open Market (optional): Student accepts offer

IAC assigns LL to student

Company Admin assigns Company Supervisor to student

4. Start of Internship

Reflection Journal

Student submits journal

Site Visitation

LL creates site visitation entry

Mid-term Assessment

Company Supervisor submits assessment

Internship Logbook

Student completes logbook

Company Supervisor completes logbook

5. Final-term Assessment

Student completes survey

LL submits marks for internship report and presentation slides

Company Supervisor submits assessment

Company Supervisor submits feedback

Company Supervisor completes survey

AD, IAC and M can view final marks

M submits final marks

6. iStudent Integration

Final marks are synced into iStudent

Legend

ITE:

- Assistant Director (AD)
- Manager (M)
- Company Liaison Officer (CLO)
- Internship Coordinator (IAC)
- Liaison Lecturer (LL)
- Student

Company:

- Company Admin
- Company Supervisor

Project Timeline

1. Initiation and requirements gathering

- 21 Jun 2024 - 27 Sep 2024

2. Development

- 20 Sep 2024 - 31 Dec 2024

3. Internal testing

- 1 Jan 2025 - 15 Feb 2025

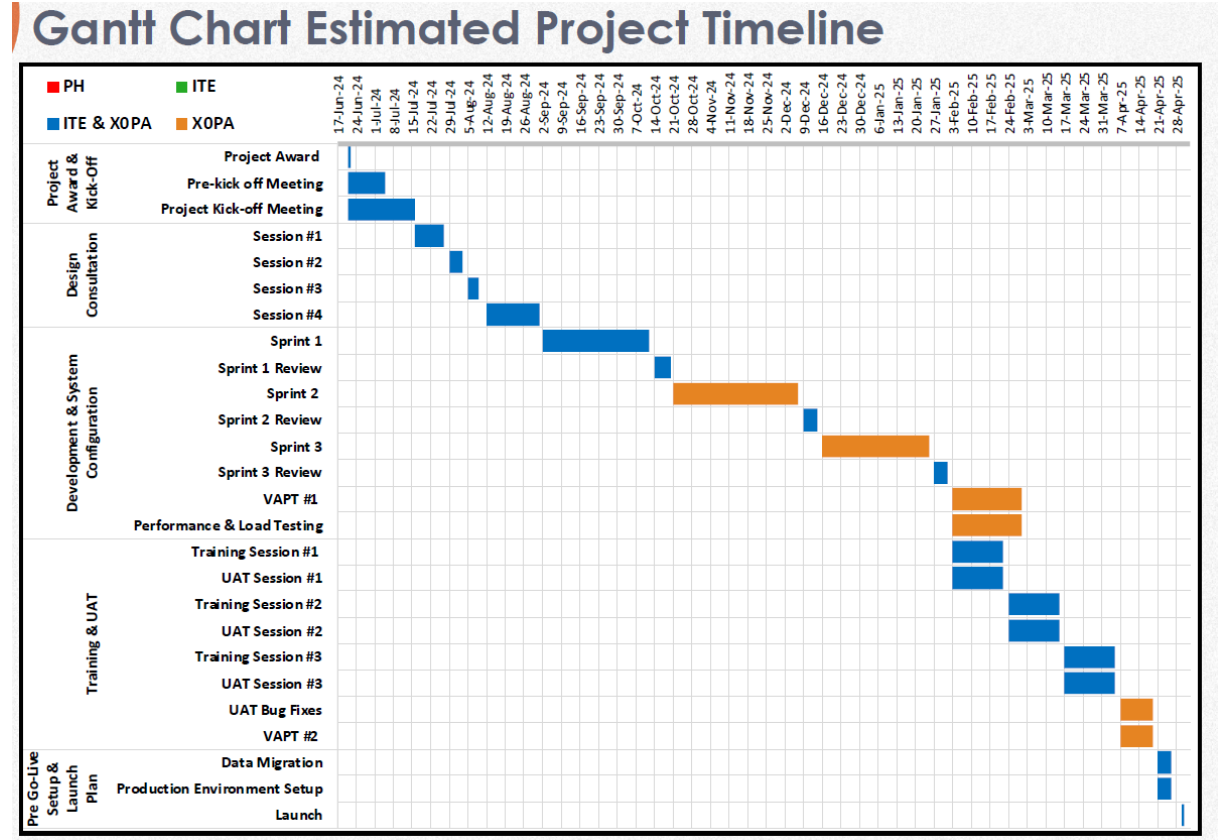
4. UAT

- 3 sessions: 3 Mar - 7 Mar, 10 Mar - 14 Mar, 17 Mar - 21 Mar
- UAT signoff: 31 Mar 2025

5. Post-UAT and rollout

- VAPT: 24 Mar - 18 Apr 2025
- Deployment and production setup: 1 Apr - 5 Apr 2025
- Data migration to production: 1 Apr - 18 Apr 2025

6. Go-live: 20 May 2025 for 56 courses offered in the October internship period



Communication & Training Plan

Users	No. of Sessions	Duration	Date	Time	Mode / Location	Agenda
Admin, AD, Managers, CLO and IAC	2	1 hr	Fri 16 May	11am – 12pm	MST	Onboarding using CorpPass and completion of company info using MyInfoBusiness, IPA Registration, IPA development, adding new admins/supervisors, Job Posting, Student Hiring Flow, Company Supervisor Assignment, OJT Task Fulfilment, and Mid-term & Final-term Rating.
LL						
Company Reps						
		1 hr	Fri 30 May	4pm – 5pm	MST	

✓ Completed

Detailed Go-Live Plan

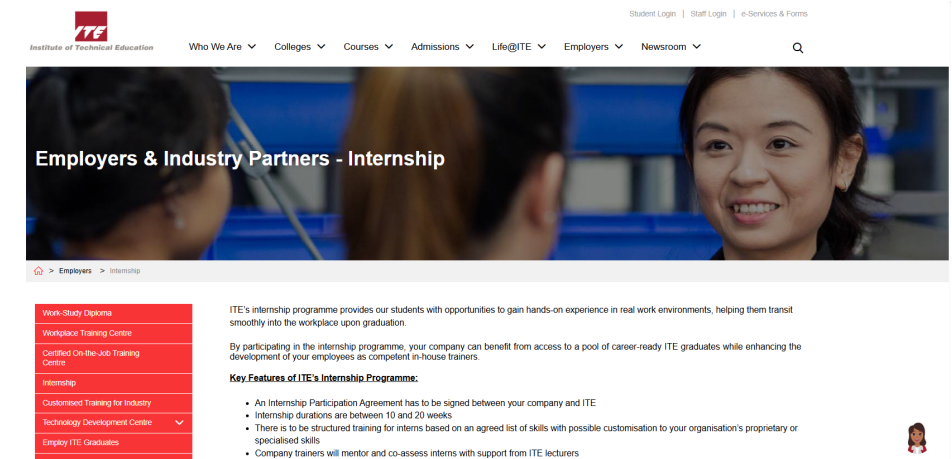
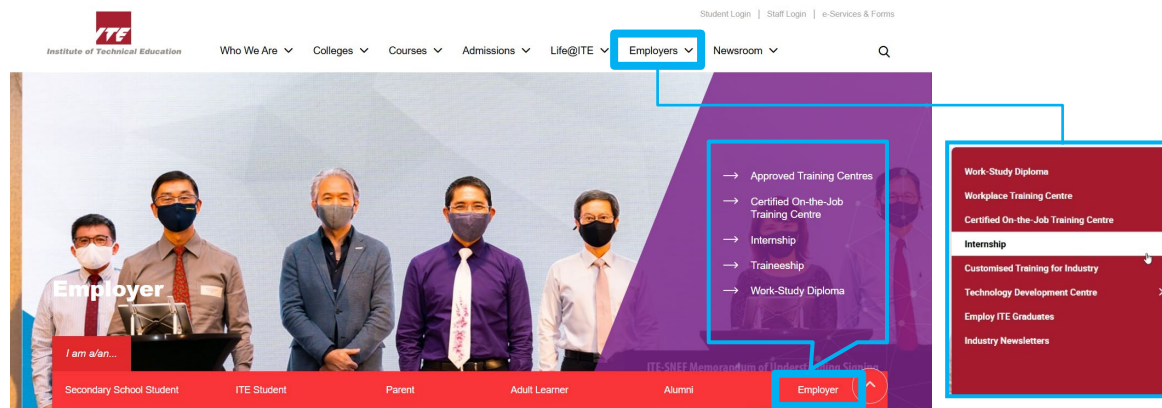
Training Dates	User Group	Go-live Date	Action Required	Action By
Fri 16 May Fri 30 May	Company Reps	30 May	<ul style="list-style-type: none">• Create profile• Complete IPA• Appoint other company reps• Post most jobs by 30 June• Companies can continue to post jobs after June, but many students would have accepted jobs by then, resulting in a smaller pool of applicants	Mon 30 Jun to post most jobs

Accessing the IMP via the ITE Website

- **Existing** ITE Website

Companies

Homepage > Employers > Internship (<https://www.ite.edu.sg/employers/internship>)



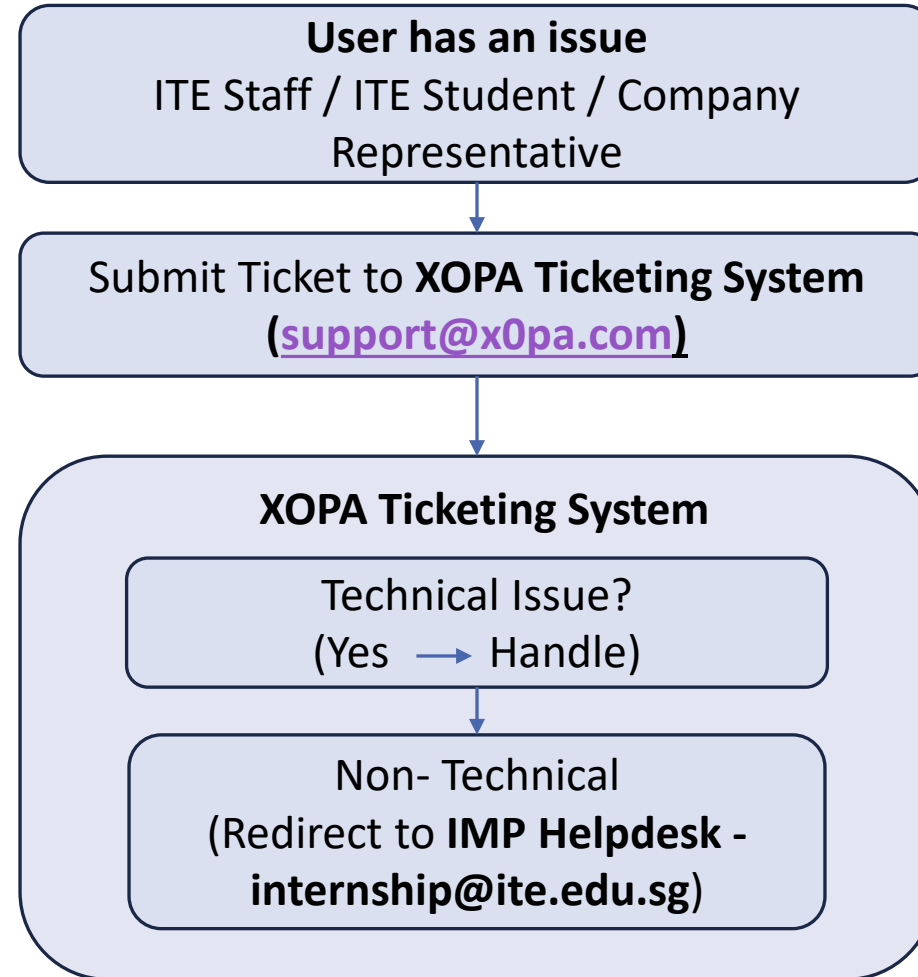
- **New** ITE Website

Companies

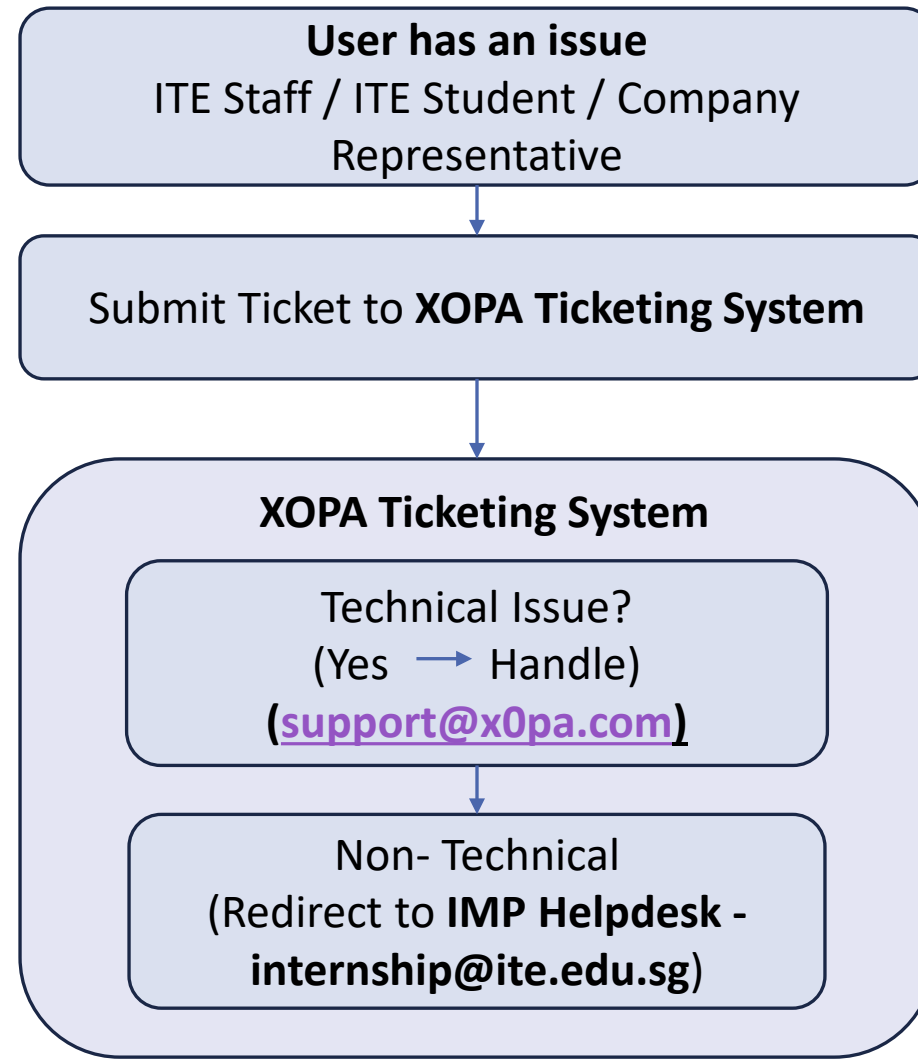
a) Homepage > Employers & Partners > Internship

- ✓ Link to IMP
- ✓ Resources e.g. training slides, video recording, FAQ
- ✓ List of courses and Company Liaison Officers
- ✓ List of skills

Internship Management Portal (IMP) Go Live Support



Internship Management Portal (IMP) Go Live Support



Thank you

Corppass Access to IMP

We encourage Company Administrators to ensure that your company is registered on Corppass. For more information on Corppass registration and role assignment, please visit: <https://www.corppass.gov.sg>. As a Company Administrator, you will require Corppass access to onboard your company to the IMP.

To enable access to IMP via Corppass, please use the following details:

- Agency Name: INSTITUTE OF TECHNICAL EDUCATION
- Digital Service Name: Internship Mgmt. System
- E-Service ID: INTERNSHIP-MGMT-SYSTEM

If you are unable to locate the service on Corppass, please try the following steps:

1. Clear the browser Cache (choose 'all' or '24 hours')
2. Close the browser
3. Open a new browser
4. Go to Corppass login. You should be able to view IMP.

View updated IPA – Extension of agreement by 5 years



Adobe Acrobat
Document