

ASEAN UNIVERSITY
Holiday Work Program - Singapore
Participant Benefits and Terms – 2015
Rev 4.5

HOLIDAY WORK PROGRAM BENEFITS FOR ASEAN
STUDENTS IN SINGAPORE

- a. **3 months Attachment - Approximately**
 - i. **Session 1 - Early May to late July 2015**
 - ii. **Session 2 – 4 July - 5 October 2015)**
 - b. **Compensation**
 - i. Monthly Basic Stipend including Housing Allowance – **S\$800** / month (minimum)
 - ii. Housing venues will be recommended by RPT for accommodation
 - iii. Should the Participant decide to stay on their own (with relative or other classmates) RPT must be informed of the location and exact address of the accommodation to fulfil MOM requirements
 - iv. Allowances & Overtime will be paid directly to the Participant according to the Employer's policies
 - c. Round trip transportation subsidy to Singapore is reimbursable at S\$100/each way.
 - d. One day off per week minimum (not limited to Sundays), and one (1) day off in lieu if the Participant is attending training on a gazetted public holiday
 - e. One duty meal/meal allowance during operational hours.
 - f. Uniforms and laundry during training, where applicable.
 - g. Transport to / from accommodation / hotel if the shift ends at or after midnight / or before 6:00AM by the **Hotel**.
2. Upon successful completion of the Training Program, **Hotel** shall issue Participant a Certificate of Participation.
 3. Medical check-up, X-ray, Workmen Compensation and medical insurance as required by MOM will be covered by RPT/Hotel.
 4. Out-patient benefits capped at S\$50 for 3 months attachment will be covered by RPT.
 5. Any dissatisfaction on the performance/behavior of the Participant shall be documented and forwarded to RPT immediately.

HOLIDAY WORK PARTICIPANT'S RESPONSIBILITIES

Participant shall be responsible for the following:

1. Off-duty food consumption and local transportation.
2. To comply with all the **EMPLOYER's** policies, rules and regulations and all local laws.
3. To wear uniform provided by the **EMPLOYER** during the training hours.
4. To carry out the duties given by the Head of Department or appointed supervisors.
5. To refrain from divulging and confidential information of the **EMPLOYER**.

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6. No smoking or drinking on the job or before the work day begins
7. No borrowing or lending of money.

DRESS CODE FOR ALL PARTICIPANTS ON THE INTRODUCTION DAY TO
EMPLOYER

All hair off the face:

- i. Ladies – Hair pulled back in a bun, no stragglers, and neatly done
 1. Light Make-up – eyes to accent your eyes (not disco like); smoothen the face / light lipstick for the professional look
 2. Positive Smile and manners
 3. Shoes to be Court Shoes no open toes, shoes you can work 12 hrs they are your feet keep them comfortable – shoes are your responsibility.
- ii. Gentlemen ALL FACIAL HAIR REMOVED!!! DO NOT VIOLATE THIS REQUIREMENT!!
 1. Hair off face neatly groomed, please use a moderate amount of gel to make this occur
 2. Do not use make-up!
 3. Dress your best for a hotel interview in light coloured shirt long-sleeves, Tie (mild not wild; contrasting color to shirt)
 4. Bath properly no body Odor.
 5. Shoes Black and Polished to a Shine.

INSURANCE COVERAGE FOR FOREIGN PARTICIPANT PACKAGE - 2015
(Requirement from MOM wef 01/01/2010)

Exclusively for Foreigners with Training Work Permit (TWP) / Training Employment Pass (TEP) / Work Permit

Equita Insurance Plan

Section Description	Sum Insured/Limit (S\$)
1. Security Bond	5,000
2. Personal Accident Death/Permanent Disability	10,000
3. Repatriation Expenses	3,000
4. Medical Coverage (Non-Work Related)	15,000
- Hospital & Surgical Expenses/ Emergency Outpatient Expenses/ Day Surgery	
- Pre & Post Hospitalisation Expenses up to 90 Days	
5. Recuperation Benefit up to 60 Days	20 Per Day

Industrial Attachment
Participant Out of Pocket Expenses – 2015

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- Here is a breakdown of the costs and out of pocket monies you need to have available when you arrived in Singapore.
 - Participant will be reimbursed later before the end of his/her industrial attachment.
 - Should you need clarification, please contact Patrick (+65) 9634-5143 patrick@rpt.com.sg OR Sandy Lee (+65) 97779367 sandy@rpt.com.sg OR Lilian (+65) 9620-0830 lilian@rpt.com.sg
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A. Accommodation –

- i. Rental budgeted at S\$350/month (**including utilities**)
- ii. Deposit by Participant – Estimated S\$350 (**Refundable**)
This varies with different accommodation facility.
 1. Access Card,
 2. Admin Fee, and
 3. Security against damage of the facility

B. Transportation to Singapore – RPT will subsidise for the transportation to Singapore on a reimbursable basis of S\$100 each way.

C. Food for the Month – Off duty food will be covered by you for the expenses – plan on S\$5/day for food = S\$150 (the duty meals are provided by the hotel)

D. Local Transportation

- i. RPT will provide you transportation on the first day of work to the work site or orientation prior to the first day of work
- ii. All transportation cost is to be borne by you say S\$4 / day – 26 X S\$4 = S\$100.

E. Incidentals – S\$100 (soap, toothpaste, shampoo etc)

F. Total first month Expenditures / Cash Requirement is approximately S\$900.00

We look forward to seeing you in Singapore! Enjoy your adventure...!
Important Numbers for you to Keep for inspiration, friend, and coaching

Police / Fire – 999

RPT Contacts

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Please send all queries to above email address

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