

Roles and Responsibilities of Various Parties

Employer (Company/Organization):

- Be aware of the nature of WIE and provide learning opportunities in workplace to the student.
- Appoint an Industrial Supervisor to oversee the placement.
- Provide the Department and the student with the terms and conditions of the placement, including possible compensation and/or allowance for overtime work, location of work and job duties.
- Notify the Department of change of placement status and disciplinary issues, if any.

Industrial Supervisor at workplace:

- Provide real work experience, which let the student apply and practice the theory learnt in class, in a safe working environment.
- Oversee the placement, including orienting and coaching student.
- Discuss with the Department for student's progress and meet the Department if a site visit is arranged.
- Complete the Industrial Supervisor's Report on Student's Performance.

Academic Supervisor at BRE Department:

- Endorse the overall assessment for student based on the Industrial Supervisor's Report on Student's Performance and student's Reflective Journal.
- Conduct a site visit with Executive Officer (Student Affairs and Services) to monitor the student's performance if it is deemed appropriate.
- Provide academic advice on the subject-related aspects of placement for the student concerned.

Executive Officer (Student Affairs and Services) at BRE Department:

- Source and liaise with industry for placement.
- Inform prospective employers of details of WIE.
- Provide assistance to the students, including guiding them on application for placement and briefing them the expectation of the industry and employer.
- Conduct a site visit with Academic Supervisor to monitor the student's performance if it is deemed appropriate.

Student:

- Be employable. It is the responsibility of the student to secure a placement, by keeping an eye on placement opportunities, getting well-prepared for the recruitment process and being ready for employment. The Department will support students to seek placements.
- Become a self-managing worker and learner. Act responsibly so that a student can get the most out of the WIE experience and at the same time represent the Department in a professional manner. During the placement period, behaviour should meet with the common expectation of the employers including being punctual at work, working with common sense, good attitude and intelligence as well as interpersonal relationship. Students should try his/her best to perform and contribute to the company.
- Seek, as and when appropriate, and follow the guidance of Industrial Supervisor, Academic Supervisor and Executive Officer (Student Affairs and Services)