

XOPA <> Institute of Technical Education (ITE)

User Training Session
Company Admin and Supervisor
30th May 2025



 xopa.com



Agenda

User Training Session

- Introduction to XOPA Internship Management Portal (IMP)
- Overview of Internship Flow
- Q&A



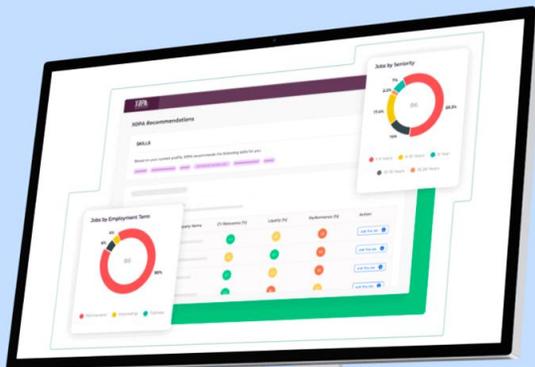


XOPA is an AI powered end-to-end B2B platform

that helps in streamlining hiring and selections, from sourcing potential candidates, screening objectively and at scale, virtual and asynchronous interviews / assessments and final selections and onboarding.

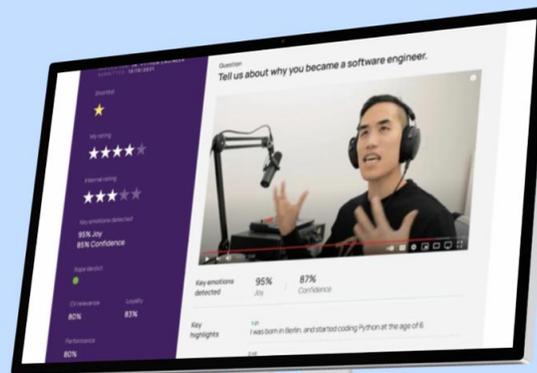
An Artificial Intelligence (AI) SaaS platform that aims to save significant time and cost of hiring while maintaining objectivity in hiring

- AI-powered screening
- Automated Interview Scheduling
- Sourcing
- Candidate Re-discovery



Enables hiring managers to seamlessly invite and pre-screen candidates for video and text based assessments at scale.

- Video Interviewing
- Assessment Builder
- Candidate Experience & Employer Branding



We use AI and ML to score and rank talent. Using a 2-way proprietary matching algorithm, XOPA takes into consideration the students.

- AI-powered two way matching
- Internship and Graduate Hiring
- Optimal allocation of students to jobs



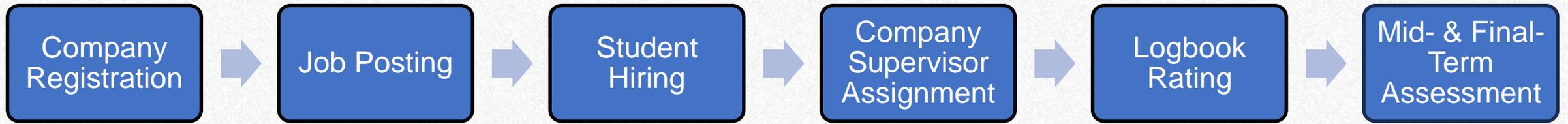
PUBLIC SECTOR CUSTOMERS (SINGAPORE)

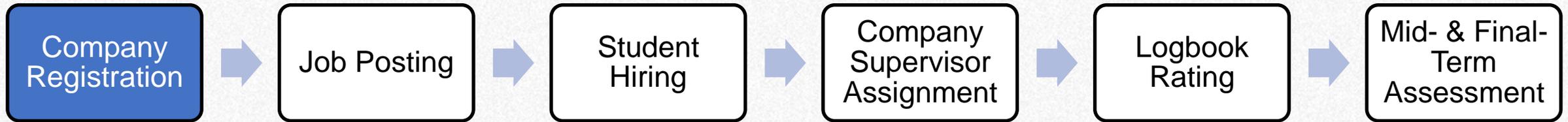


INSTITUTES OF HIGHER LEARNING (SINGAPORE)



Overview of Internship Flow





New Company Registration

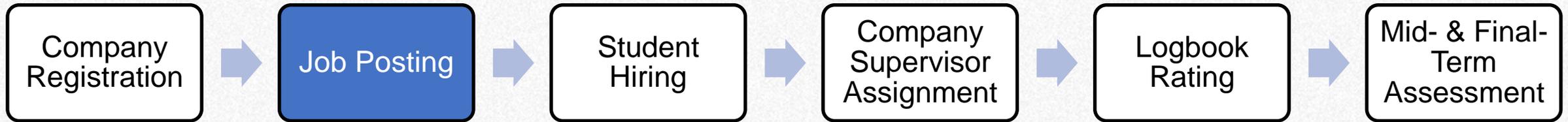
- Company Admin submit registration request to ITE.
- ITE CLO reviews the registration request and send IPA to Company Admin for signing.
- Company Admin signs the IPA and send back to CLO for review.
- ITE approves the IPA and registration request. Company account will be created, and Company Admin can login to add user or post jobs.

Existing Company (with active IPA)

- Existing companies will be pre-created in IMP.
- Company Admin logs in to IMP and accepts IPA for renewal (5 years). Proceed to add user or post jobs.

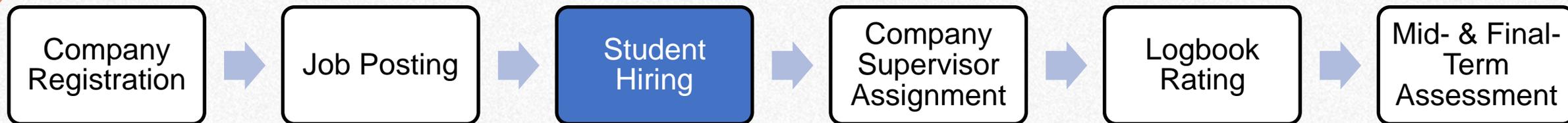
***Note: For first login or new registrants, login with [CorpPass](#) is mandatory.**





Job Posting

- Company Admin can post jobs in IMP.
 - Fill up the Job Form with all required information such as Job Title, Working Hours, Allowances, etc.
 - Select a batch and choose the school & courses where students can apply to the job.
 - Review the List of Skills from each course that must be fulfilled by students during internship. (List of Skills can be accessed or downloaded from ITE's website)
 - Fill up the Job Description and Job Requirements
 - Within the List of Skills, toggle to include skills which can be fulfilled by students in the company during internship. Company must be able to fulfill 75% of the skills indicated by ITE.
 - If company cannot meet 75%, at least 50% of the skills must be from the Standard ITE List of Skills. Company can add up to a maximum of 25% Custom Skill.
 - Submit the job for approval.
- Company Admin can use “Clone Job” function if there are multiple jobs to be posted.



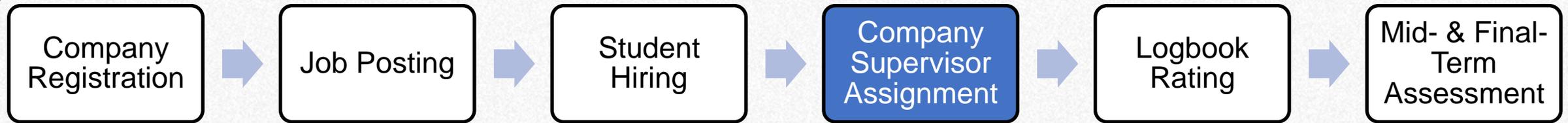
Number of Approved Vacancies

- 3 ITE colleges will review the number of vacancies that can be approved.
- Based on the number of approved vacancies, 3 times of students can apply to the job (i.e. ITE approves 5 vacancies, a maximum of 15 students can apply to the job).

Student Hiring

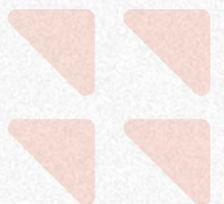
- Once students applied to the job, Company Admin can review the students' profile and shortlist the students.
- Company Admin can arrange for interview offline with the students.
- After interview, Company Admin sends offer to the suitable students.
- Once students accepted the offer, students will be hired to the job.

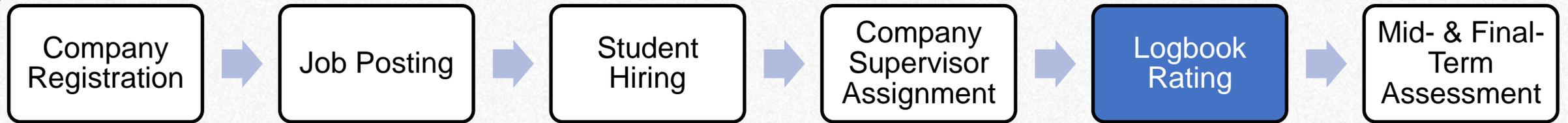




Company Supervisor Assignment

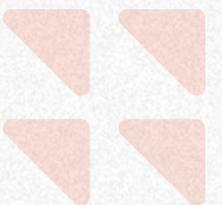
- Once student is hired to a job, Company Admin needs to assign a Company Supervisor to the student.
- The Company Supervisor will monitor & rate the student during internship period:
 - Logbook
 - Mid-Term Assessment (Mid-Term Assessment is for 6-month internship only)
 - Final-Term Assessment

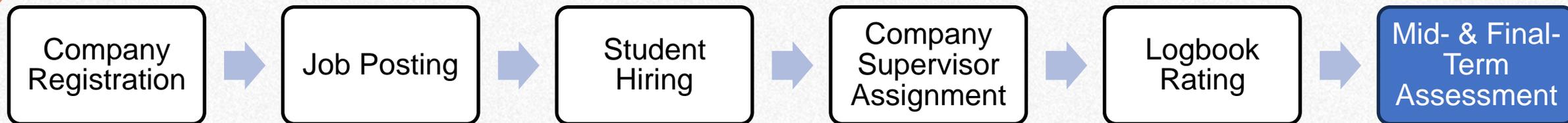




Logbook Rating

- On monthly basis, students will rate their fulfilment of the List of Skills.
- Company Supervisor will rate the students to acknowledge / confirm the fulfilment of the students.
- Students must fulfill 75% of the List of Skills to pass the internship.





Mid-Term Assessment (6-month Internship Programme only)

- In the middle of internship period, Company Supervisor submits grading on Mid-Term Assessment.

Final-Term Assessment

- Near the end of internship period, after students completed 75% of the List of Skills, Company Supervisor submits grading on Final-Term Assessment.
- For “Excellent”, “Unsatisfactory”, and “Unable to Perform” rating, Company Supervisor must provide the reason to support the rating.

Structured Feedback For Students

- At the end of internship, Company Supervisor submits structured feedback for students.





Thank You

XOPA^{AI}

MAXIMIZING OBJECTIVITY