

FACTSHEET & OPPORTUNITIES

ABOUT ACCESS APPRENTICESHIPS

Step into the working world with confidence.

Access Apprenticeships is a talent programme designed to open doors to leading companies and fast-track your growth.

Work alongside industry professionals, taking on meaningful responsibilities that help you gain hands-on experience and showcase your potential as a future leader.

Earn a competitive income while building the skills that make you stand out. Build a career path that sets you apart.

This isn't just work – it's where your talent becomes your career.

WHAT YOU CAN EXPECT

As a career-ready polytechnic graduate, Access Apprenticeships provides you with a guided and structured avenue to excel in the workforce early.

- i. **Mastery in Professional & Industry-Specific Skills**
 - Workplace-ready skills from masterclasses, a bootcamp, & continuous on-the-job training.
 - Professional confidence & capabilities with real projects, real responsibilities and close mentorship.
- ii. **Strong Career Prospects & Progression**
 - Competitive pay and full employee benefits to build financial stability while growing professionally.
 - Strong performers may be converted to a full-time permanent role upon completion.
- iii. **Support Every Step of The Way**
 - A clearer long-term career pathway, supported by Access' ongoing guidance and check-ins, and our strategic partners' support in professional skill development throughout the journey.

TIMELINE

Stage	Period	Details
1. Application	Now – 16 August 2026	Apply: https://www.access-sg.co/apprenticeships
2. Interview with Access	July - August 2026	Share your passions, motivations and

	Interviews are conducted on a rolling basis.	aspirations with the Access team.
3. Resume & Interview Masterclass & Clinic	August 2026	Level up your resume and interview skills with our masterclass.
4. Interview with Host Companies	July – August 2026	Impress your host company! <i>Processes depend on the host company.</i>
5. Application Outcome	September 2026	Congratulations! Sign your contracts and get ready for an exciting journey ahead!
6. Bootcamp & Company Onboarding	September 2026	Gain essential work-ready and employment skills over a few days through workshops with experienced trainers, designed to set you up for success in the workplace.
7. Apprenticeships Begin!	October 2026 – April 2028	Get ready to turn your talent into on-the-job success!

ELIGIBILITY

The programme is open to **recent Polytechnic Diploma graduates** who are ready to enter the workforce. You must:

- Be a Singapore Citizen or Permanent Resident,
- Have less than 2 years of full-time work experience,
- Must have completed National Service (NS) as of July 2026, and
- Not currently enrolled in a university / degree programme.

If you're motivated to learn, grow, and build a meaningful career now, this programme is for you.

 **Apply Now!** Applications open till 16 August: <https://www.access-sg.co/apprenticeships>

UNLOCK OPPORTUNITIES IN THESE ORGANISATIONS

Organisation	Role	
Capella Singapore Kickstart your career in luxury hospitality at Capella Singapore, one of Singapore's most acclaimed five-star hotels and recognised among the world's top luxury properties. We're looking for coachable, proactive talent who take pride in their work, communicate clearly, and thrive in dynamic, guest-focused environments.	Front Office & Capella Connects / F&B Apprentice As a Capella Singapore Apprentice, you'll rotate across key hospitality functions including Front Office and Food & Beverage:	
	1. Front Office & Capella Connects Be the face of the hotel, welcoming guests, managing their stays, and resolving challenges with confidence. Develop professionalism, adaptability, and teamwork while gaining a holistic understanding of luxury hotel operations. • Manage guest enquiries via phone, email, and digital messaging platforms, providing information on hotel facilities, services, dining reservations, and in-room dining. • Handle guest arrivals and departures, ensuring a seamless and professional check-in and check-out experience. • Respond promptly to guest enquiries, requests, feedback, and concerns while coordinating with relevant departments to resolve issues efficiently.	2. Food & Beverage Lead memorable dining experiences, serve guests with excellence, and master the art of luxury service. Build skills in attention to detail, guest engagement, and high-pressure decision-making, preparing you for leadership roles in hospitality. • Recommend and serve food and beverages, including alcoholic beverages, in accordance with service standards. • Deliver exceptional customer service by adhering to operational procedures, service protocols, and attention to detail to enhance the overall guest experience.

The Ritz-Carlton, Millenia Singapore Build your career in luxury hospitality at The Ritz-Carlton, a five-star global hospitality brand with over 100 award-winning properties. Renowned for exceptional service and a culture that empowers its people, the hotel offers a unique environment to learn, grow, and develop the skills that set you apart in the hospitality industry. We're looking for emerging talent who take pride in connecting with others, communicating effectively, and delivering service with professionalism and heart.	Guest Experience / F&B Expert As a Ritz-Carlton Apprentice, you'll rotate across key hospitality functions including Guest Services and Food & Beverage: <table border="1"> <tr> <td data-bbox="594 370 1312 1138"> 1. Guest Services Expert Be at the heart of hotel operations, supporting guest arrivals, departures, and personalised stays. Build professionalism, problem-solving abilities, and cross-departmental collaboration while learning what it takes to excel in a world-class luxury environment. • Deliver exceptional guest experiences by providing seamless service throughout the guest journey. • Collaborate across departments to support daily hotel operations and ensure service excellence. • Respond promptly to guest requests, enquiries, and operational needs. • Support daily hotel operations by managing guest requests, operational tasks, reporting, and local recommendations to deliver a seamless guest experience. </td><td data-bbox="1312 370 2028 1138"> 2. Food & Beverage Expert Take the lead in delivering exceptional service across the hotel's renowned dining venues, from banquets to specialty restaurants and bars. Develop operational expertise, attention to detail, and guest engagement skills that create memorable luxury experiences. • Support F&B operations, including event setup, table arrangements, food and beverage service, and post-event breakdown. • Coordinate with kitchen and service teams to ensure efficient and high-quality service delivery. • Maintain cleanliness, organisation, and operational readiness of work areas and service equipment. • Take initiative in a dynamic environment to ensure smooth operations and memorable guest experiences. </td></tr> </table>	1. Guest Services Expert Be at the heart of hotel operations, supporting guest arrivals, departures, and personalised stays. Build professionalism, problem-solving abilities, and cross-departmental collaboration while learning what it takes to excel in a world-class luxury environment. • Deliver exceptional guest experiences by providing seamless service throughout the guest journey. • Collaborate across departments to support daily hotel operations and ensure service excellence. • Respond promptly to guest requests, enquiries, and operational needs. • Support daily hotel operations by managing guest requests, operational tasks, reporting, and local recommendations to deliver a seamless guest experience.	2. Food & Beverage Expert Take the lead in delivering exceptional service across the hotel's renowned dining venues, from banquets to specialty restaurants and bars. Develop operational expertise, attention to detail, and guest engagement skills that create memorable luxury experiences. • Support F&B operations, including event setup, table arrangements, food and beverage service, and post-event breakdown. • Coordinate with kitchen and service teams to ensure efficient and high-quality service delivery. • Maintain cleanliness, organisation, and operational readiness of work areas and service equipment. • Take initiative in a dynamic environment to ensure smooth operations and memorable guest experiences.
1. Guest Services Expert Be at the heart of hotel operations, supporting guest arrivals, departures, and personalised stays. Build professionalism, problem-solving abilities, and cross-departmental collaboration while learning what it takes to excel in a world-class luxury environment. • Deliver exceptional guest experiences by providing seamless service throughout the guest journey. • Collaborate across departments to support daily hotel operations and ensure service excellence. • Respond promptly to guest requests, enquiries, and operational needs. • Support daily hotel operations by managing guest requests, operational tasks, reporting, and local recommendations to deliver a seamless guest experience.	2. Food & Beverage Expert Take the lead in delivering exceptional service across the hotel's renowned dining venues, from banquets to specialty restaurants and bars. Develop operational expertise, attention to detail, and guest engagement skills that create memorable luxury experiences. • Support F&B operations, including event setup, table arrangements, food and beverage service, and post-event breakdown. • Coordinate with kitchen and service teams to ensure efficient and high-quality service delivery. • Maintain cleanliness, organisation, and operational readiness of work areas and service equipment. • Take initiative in a dynamic environment to ensure smooth operations and memorable guest experiences.		
B.Braun B. Braun Singapore is part of the global B. Braun Group, a leading medical technology company dedicated to protecting and improving the health of people worldwide.	1. Accounting Assistant • Support the Finance team in day-to-day accounting operations, particularly in accounts receivable, documentation, and basic reconciliation to ensure accuracy and timely processing of financial transactions. Key Achievements		

Guided by its promise of “Sharing Expertise,” B. Braun brings together innovation, expertise and collaboration to advance healthcare and improve patient outcomes. The company fosters a culture built on trust, transparency, appreciation and continuous learning, where employees are empowered to grow professionally and contribute meaningfully. Committed to sustainability, diversity and inclusion, B. Braun values different perspectives and encourages teamwork across all levels. By developing smart healthcare solutions and investing in its people, B. Braun is shaping a healthier future for communities around the world.	• Ensure timely and accurate submission of invoices, documentation, and SOA reconciliations in accordance with established timelines. • Maintain accurate financial records and promptly escalate any discrepancies or issues identified. • Comply with company policies, SOPs, and internal controls while providing timely support to the Finance team and audit requirements. Experience/Knowledge Required • Diploma in Accounting, Finance, or related discipline. • Basic understanding of accounting principles • Proficient in MS Office (especially Excel) • Detail-oriented, organised, and able to handle transactional tasks accurately. • Good communication skills and willingness to learn. • Self-motivated, mature, and capable of working independently. • Open-minded and collaborative team player with a customer-focused attitude. • Able to perform effectively under pressure and meet tight deadlines. • Flexible with working hours and adaptable to changing schedules. 2. Technical Services Assistant • Support the Technical Services team in ensuring instruments are properly installed, maintained, and serviced. • Assist in service activities, performing basic technical tasks, and ensuring timely support to customers under supervision. • Uphold regulatory and quality standards while delivering strong customer service and timely issue resolution. Rotation 1: Automated Infusion Pumps Rotation 2: Dialysis Machines Key Achievements • Provide standby support for designated instruments as assigned, ensuring timely escalation to senior team members when required. • Respond to service calls within the stipulated response time, with guidance for more complex cases.
--	--

- Support the arrangement and provision of loan units within the stipulated timeframe, under supervision, to minimise disruption to customer operations.

Experience/Knowledge Required

- Diploma in Engineering, or related field.
- Basic understanding of medical equipment, including operation, troubleshooting fundamentals, and preventive maintenance concept.
- Proficient in MS Office; able to prepare reports and documentation accurately.
- Strong problem-solving ability, willingness to learn, good communication skills, and customer-service mindset.
- Keen interest in technical fieldwork; able to work independently and as part of a team; detail-oriented and safety-conscious.

3. Supply Chain Management Assistant

- Support supply chain operations by ensuring accurate order processing, timely delivery coordination, inventory monitoring, and maintenance of data integrity in SAP to meet customer and business requirements.

Key Achievements

- Accurate and timely order processing and data entry.
- Timely coordination of deliveries and customer requests.
- Proper maintenance of inventory and supply chain records.
- Compliance with company procedures and confidentiality requirements.

Experience/Knowledge Required

- Diploma in Supply Chain Management, Logistics, or related discipline.
- Basic understanding of supply chain, inventory, and order management processes.
- Proficiency in Microsoft Office applications, particularly Excel.
- Knowledge of SAP will be an added advantage.

4. Quality Management & Regulatory Affairs (QM & RA) Assistant

- Support quality assurance and regulatory compliance activities for medical devices and healthcare products.
- Responsible for product complaint handling, post-market surveillance, audit and vendor management, GDP/GDPMDS compliance, and regulatory support, including product registrations, submissions, labeling reviews, and documentation management.
- Work closely with internal and external stakeholders to ensure compliance with regulatory requirements and company quality standards.

Rotation 1: Quality Management

Rotation 2: Regulatory Affairs

Key Achievements

- Accurately complete quality and regulatory tasks within established timelines and compliance requirements.
- Ensure timely processing and closure of product complaints, adverse events, and regulatory documentation.
- Maintain accurate records and support audits, vendor assessments, and compliance activities effectively.
- Collaborate proactively with stakeholders to ensure quality and regulatory objectives are met.

Experience/Knowledge Required

- General Diploma, Diploma in Biomedical science, Life Sciences, Pharmaceutical Science, Biotechnology, Chemical engineering or related disciplines
- Good analytical and problem-solving skills
- Proficient in MS Office with good spoken and written communication skills in English
- Ability to work independently and demonstrate a high level of responsibility and accountability
- Ability to manage multiple priorities and meet deadlines.
- Meticulous with strong attention to detail and accuracy
- Excellent teamwork and interpersonal skills, with the ability to collaborate cross functionally

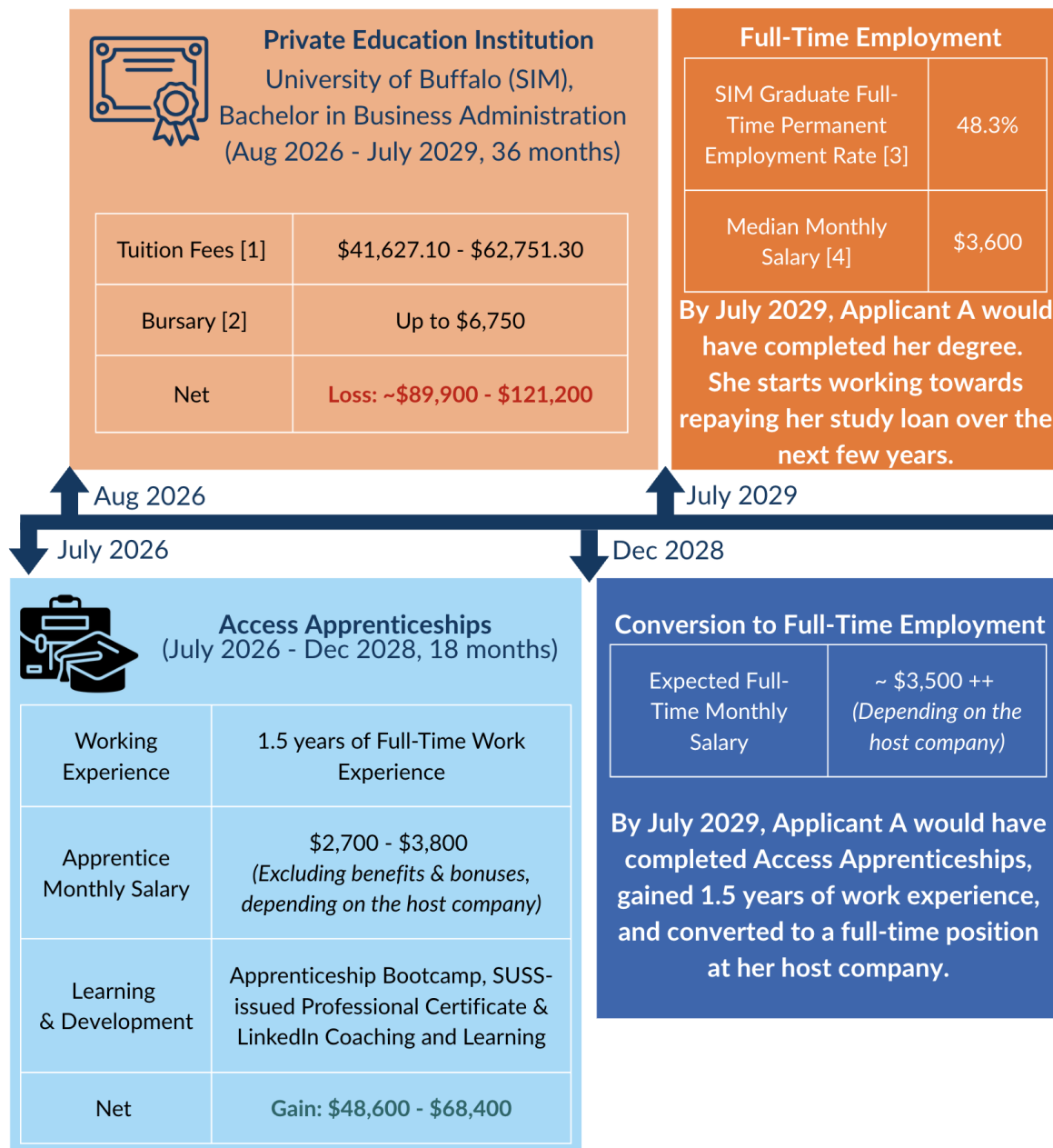
EY Singapore EY Assurance group is one of the most trusted, respected and influential business units in the industry. As part of our team, you will provide our clients including companies, investors and regulators a peace of mind by using your skills and experience to build confidence in the validity of financial statements and business-critical information or processes. Emerging and Private Enterprises (EPE) The EPE sector is set up to address the specific needs of private companies and their stakeholders. It supports the private and mid-market companies through delivering quality audit services and help these companies decide how to grow in a technology-driven and sustainable way.	Audit Executive (EPE) - Support the planning, execution and delivery of assurance engagements. - Perform a variety of assigned tasks and audit work procedures for a portfolio of diversified clients in different industries. - Clearly and accurately document the execution of specific audit procedures as defined by the engagement objectives, planned audit approach and procedures, and global audit methodology. - Recognise potential audit issues or unusual relationships from basic analysis of the financial statements and related information and communicate them to the assurance team. Key Competencies - Possess a combination of analytical skills and personal attributes. Key skills include: Independence: The ability to work autonomously while managing your responsibilities effectively. Curiosity: A natural inclination to ask questions and seek deeper understanding, which is crucial for identifying potential audit issues and unusual relationships in financial statements. Keen Learner: A commitment to continuous learning and professional development, particularly in adapting to new technologies and methodologies in the audit process. Team Player: Strong collaboration skills to work effectively within a diverse assurance team, ensuring clear communication and support throughout the audit engagement. - Demonstrate strong attention to detail and effective documentation skills to support high-quality audit engagements. - Contribute to audit processes through accuracy, professionalism, and a commitment to delivering value to clients. - Embrace technology and adapt to digital audit tools and evolving audit methodologies.	
*SCAPE *SCAPE Co., Ltd. is a non-profit organisation, a registered charity, and an Institution of a Public Character that engages and nurtures youth by developing their talents.	Marketing & Tenancy Engagement Executive As a *SCAPE Apprentice, you'll rotate across Marketing and Tenancy teams. Marketing (Rotation 1) Bring youth-focused campaigns to life across digital and on-ground channels, supporting integrated Brand Tenancy Engagement (Rotation 2) Play a key role in bringing *SCAPE's spaces to life by working with clients, partners, and event organisers.	

At *SCAPE, we offer a holistic network of programmes, communities, and facilities to support youth in their pursuit of interests and passion areas. Together with our partners, we inspire and empower our youth to discover boundless possibilities. We're looking for curious, collaborative talent who are passionate about creating impact, enjoy working with people, and thrive in dynamic, fast-paced environments.	and Membership campaigns, brand activations, content creation, and community engagement. Gain hands-on experience in campaign strategy, creative collaboration, performance analysis, digital platform optimisation, and end-to-end campaign execution while building meaningful connections with Singapore's youth community. Key Competencies ● Strong collaborator: Effective stakeholder management across teams, partners, tenants, and vendors to deliver integrated outcomes. ● Detail-oriented: Sound budget awareness and vendor management skills, ensuring quality, efficiency, and accountability. ● Youth-focused: Passion for youth culture, branding, and experiential marketing, with a strong instinct for youth-relevant engagement. ● Digitally savvy: Familiar with website optimisation, UX/UI, content, and performance analytics to improve user journeys and conversion. ● Community-driven: Able to grow engagement, retention, and advocacy across digital and membership platforms. ● Design-aware: Good eye for design and familiarity with Adobe Creative Suite or Canva, with sensitivity to brand consistency.	From coordinating venue bookings and supporting event execution to managing stakeholder relationships and commercial operations, you'll develop strong project management, communication, and business coordination skills in a vibrant, people-centric environment. Key Competencies ● Youth-focused: Interest in youth engagement, partnerships, or business development. ● Strong collaborator: Effective communication, networking, and interpersonal skills to work with diverse stakeholders. ● Commercially aware: Interest in property, real estate, or commercial leasing. ● Detail-oriented: Meticulous with documentation and administrative follow-through. ● Organised: Comfortable with data entry and maintaining accurate records in Excel or similar tools. ● Professional communication: Able to engage confidently with external clients and vendors.
--	--	--

ACCESS APPRENTICESHIPS WOULD MOST BENEFIT

Example A:

Applicant A feels pressured to pursue a degree at a private educational institution, but it is expensive, and she would rather enter the workforce. She decides to weigh the financial and time-related pros and cons of obtaining a degree versus joining Access Apprenticeships.



[1] Singapore Institute of Management. Bachelor of Science (Business Administration). Available at: <https://www.sim.edu.sg/degrees-diplomas/programmes/programme-listing/bachelor-of-science-business-administration#intake-dates>
[2] Assuming (PCI: S\$601 - \$1,000). Singapore Institute of Management. Enhanced Financial Aid (Bursary). Available at: <https://www.sim.edu.sg/degrees-diplomas/admissions/bursaries-and-financial-aids/sim-global-education-bursary>

Example B:

Applicant B has completed NS and is ready to enter the workforce. Having faced negative experiences in the past, he seeks to be recognised as talent rather than labour. In search of mentorship and an environment to grow and learn, he weighs the following options:

	Work	Access Apprenticeships
Job Role	Dependent on company and role.	Enter into a full time role, where your talent will take you far , in this structured programme.
Salary & Benefits		Competitive full-time salaries , benchmarked against industry standards
Opportunities for Career Progression		With the 1.5 years of solid experience gained from our industry-leading host companies, endless opportunities await.
Pool of Applicants	Everyone, depending on the role.	Only open to Polytechnic Graduates with less than 2 years of full-time working experience.
Access to Mentorship	Dependent on company and role.	Guaranteed mentorship from professionals in your Host Company.
Access to Support (Pastoral/Professional)		Pastoral support from Access, who will journey with you, every step of the way. Professional development opportunities from LinkedIn and SUSS.
Exposure to Different Functions/Teams		Job rotations to gain a deeper, practical and cross-functional understanding of the organisation.

WHO WE ARE

[Access Singapore](#) is a social mobility charity providing career exposure opportunities for students who may face academic, financial and social challenges.

We do this by impacting them early on in their career development journey, and partnering with global and local companies to provide them with mentorship and guidance to build their self-confidence and drive to succeed.