



**SINGAPORE  
PRISON SERVICE**

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**CAPTAINS OF LIVES**  
REHAB • RENEW • RESTART

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**Internship title:** *(eg, graphic design and webs intern)*

P1	Software application - Substance Abuse Self-help Apps
P2	To conceptualise and develop a Training Video and Handbook for the SPS Volunteers
P3	Changi 83.4
P4	YRP Mascot Design Campaign
P5	Orientation Video for EDRR inmates
P6	Retirement Planning Portal

**About the company** *(Brief description of organization)*

The Singapore Prison Service (SPS) is a uniformed organisation under the purview of the Ministry of Home Affairs (MHA). As a key member of the Home Team, its responsibilities encompass the safe custody, rehabilitation and aftercare of offenders, and preventive education.

SPS is made up of a professional team of uniformed officers and civilian staff, including psychologists, counsellors, medical personnel, and management officers. Since its institutionalisation as a department in 1946, SPS has undergone a marked transformation to remake itself as one of the most progressive, secure, and exemplary prison systems that is recognized and respected internationally, dedicated to the cause of providing secure custody and steering offenders to become law-abiding citizens.

## Internship job scope and responsibilities description

- P1 The project is to design a substance abuse self-help apps to be used by Reformative Trainees. The content has already been developed. The main task of the project is to convert the content into a software application that can be used in Ipad/ Android devices. The application will be multi-media, consisting of written information, interactive exercises and videos.
- P2 The intern will assist the Community & Family Policy (CFP) Branch to conceptualise an orientation video which will be used during the security briefing/ training for volunteers and vendors. In addition, the intern will assist in the review of the Volunteer Handbook. The deliverables include:
- a) To work with CFP in conceptualizing the storyboard for the 5-minute orientation video;
  - b) To identify suitable footage and photos from various multimedia sources and CFP's database to be featured in the video;
  - c) To review the existing SPS Volunteer Handbook and propose enhancements to be incorporated into the new version; and
  - c) To propose and draft a concept for the revised Volunteer Handbook.
- P3 A new initiative to promote a reflective culture in Reformative Training Centre through a morning radio broadcast.
- a) To assist in the production and editing of sound recording of the radio broadcast.
  - b) Develop, review and improve on the morning radio broadcast
  - c) Create a jingle for the radio broadcast
- P4
- a) Work closely with the social media team in developing and implementing the campaign
  - b) Work with potential stakeholders in coordinating efforts
  - c) Post campaign analysis
- P5
- a) Produce a video for inmates admitted to B5
  - b) Orientate them to EDRR to improve management and enhance readiness for treatment
- P6
- a) Sourcing for relevant materials, such as training, available government schemes and avenues for career transition, financial planning for retirement/building nest egg, active ageing i.e. physical, mental, social and psychological etc., relevant information on job opportunities.
  - b) Develop these materials into appealing, interactive, user-friendly content
  - c) Developing the intranet site to host these materials
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### Pre-requisite from candidate (if any)

	<b>Field of Studies</b>	<b>Preferred Level</b>
P1	Information technology/ computer science/ Mobile App Programming	Year 2;#Year 3
P2	Background in multimedia will be useful	Year 3;#Year 4
P3	Mass Communication / Film, Sound, Video Editing	Year 2;#Year 3
P4	Communications and Digital Media	Year 1;#Year 2;#Year 3;#Year 4
P5	Communications / Media / Theatre studies	Year 3;#Year 4
P6	Multimedia Design, Communications & New Media	Year 3;#Year 4

### Estimated time frame/period

Mid May – Mid August (approx. 3 months).

**Allowances if any** (*NTU recommends a minimum of \$700 per month*)  
\$800/month

### Contact person / email to respond to

ASP Desmond Yong (Pris\_Recruitment@pris.gov.sg)

### Any relevant website and links

Internship Application Form - <http://goo.gl/forms/O6gehr57PG>

SPS Keep Warm Programme - <http://goo.gl/forms/G1gm5dmo4c>

### Any other instructions for applicants

Location of Internship:

Prison Headquarters (Address: 407 Upper Changi Road North S507658)

Internship hours: Mon – Thurs (0830 – 1800hrs), Fri (0830 – 1730hrs)