**Template and Examples of OJT Lite Blueprint**

**Republic Polytechnic On-the-Job (OJT) Lite Blueprint (Template)**

|  |  |  |
| --- | --- | --- |
| **Company:** | **Department:** | **Job Role:** |
| **Name of Intern:** | **Duration:** | **Total OJT Hours:** | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

*\* As a guideline, a 20-week Industry Immersion Programme should have about 200 hrs OJT content. This can vary depending on the needs of the company and the tasks.*

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**Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)***

|  |  |  |
| --- | --- | --- |
| **Company:**ABC Pte Ltd | **Department:**Human Resource | **Job Role:**Human Resource Executive |
| **Name of Intern:**Michelle Yeoh | **Duration:**20 weeks | **Total OJT Hours:**200 hours | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 | Prepare job advertisements and postings | Knowledge:* The Fair Consideration Framework
* The Tripartite Guidelines on Fair Employment Practices
* Skills Framework adoption
* Job Analysis

Skills:* Technology Integration
* Data management
* Communication skills
* Teamwork
* Drafting a job advertisement that is clear and non- discriminatory
* Upload a job advertisement onto the Jobs Bank

Attitude:* Meticulous
* Consultative
* Discrete
 | Explain* The Fair Consideration Framework and its importance
* The Tripartite Guidelines on Fair Employment Practices and its importance
* Steps involved in preparing job advertisements

Demonstrate* Drafting a job advertisement
* Uploading a job advertisement onto Jobs Bank
* Skills Practice
* Complete drafting 5 job advertisements for different business units and job roles
 | 15 hours |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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**Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)***

|  |  |  |
| --- | --- | --- |
| **Company:**XYZ Pte Ltd | **Department:**Warehouse | **Job Role:**Customer Service Assistant  |
| **Name of Intern:**Hossan Leong | **Duration:**20 weeks | **Total OJT Hours:**200 hours | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 | Supervise Inbound Operations1.1 Verify inbound documents1.2 Supervise the un-stuffing process 1.3 Supervise product check1.4 Supervise return and receiving process | Knowledge* Product knowledge of all SKU managed by company

Skills* Gain basic skills in segregation of products based on storage requirements

Attitude* Responsible
* Attentive
* Meticulous
* Determination

Knowledge* Un-stuffing process and compliance to the standard operating procedures (SOP)
* Knowledge in applying equipment appropriately for the respective products

Skills* Ability to determine daily number of containers handled and storage requirements
* Identify type of container and load capacity

Attitude* Reliable
* Responsible
* Meticulous
* Determination

Knowledge* Principle of receiving goods and compliance to the standard operating procedures (SOP)
* Product knowledge of all product type stored in the facility

Skills* Ability to determine customer specification and product knowledge type
* Able to perform quality check on product conditions

Attitude* Reliable
* Responsible
* Meticulous
* Determination
* Discreet

Knowledge* Principle of receiving goods and compliance to the standard operating procedures (SOP)
* Product knowledge of all product type stored in the facility

Skills* Ability to determine customer specification and product knowledge type
* Able to perform quality check on product conditions

Attitude* Cautious
* Determination
* Meticulous
* Discreet
 | Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement. | 10 hours10 hours10 hours10 hours10 hours10 hours10 hours10 hours10 hours5 hours5 hours10 hours |  |  |
| 2 |  |  |  |  |  |  |

*\* As a guideline, a 20-week Industry Immersion Programme should have about 200 hrs OJT content. This can vary depending on the needs of the company and the tasks.*

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**Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)***

|  |  |  |
| --- | --- | --- |
| **Company:**XXX Sport Academy  | **Department:**Coaching and Development  | **Job Role:**Assistant Sport Coach  |
| **Name of Intern:**Peter Pan | **Duration:**20 weeks | **Total OJT Hours:**200 hours | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 | Design session plans (x8) for the upcoming coaching sessions | Knowledge:* Application of taxonomies for the psychomotor, cognitive, and affective domains
* Application of Gentile’s Taxonomy and the relevant concepts in instructional strategies
* Risk assessment and management

Skills:* Research skills
* Communication skills with Mentors / Senior Coaches
* Logistics management
* Design session plans that are developmentally appropriate and addresses all key components of task presentation in sport coaching

Attitude:* Meticulous
* Consultative
* Growth mindset
 | Explain* The key learning objectives of a coaching program and the coaching sessions (x8)
* The connectedness of learning objectives between coaching sessions and the program
* The relevance and appropriateness of learning tasks in the coaching sessions
* The sport techniques / tactics covered in coaching sessions
* Risk assessment and management

Demonstrate* Competencies in designing session plans
* Ability to conduct research and leverage resources available
* Ability to evaluate feasibility of session plans in view of the resources given and available on the training ground
 | 16 hours |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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**Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)***

|  |  |  |
| --- | --- | --- |
| **Company:**XXX Hotel  | **Department:**Guest Services  | **Job Role:**Guest Services Executive |
| **Name of Intern:**Jackie Chan | **Duration:**24 weeks | **Total OJT Hours:**200 hours | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 | Guest Experience  | Knowledge:* Understanding people's wants, needs and preferences.
* Knowledge of appropriate greetings and salutations for guest handling.

Skills:* Awareness of basic needs of guest.
* Ability to engage in conversation with guests and make guests feel welcomed/belonged/engaged.

Attitude:* Meticulous
* Courteous mannerisms
* A willingness to serve
* An empathetic demeanor
 | Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement. | 15 hours |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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**Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)***

|  |  |  |
| --- | --- | --- |
| **Company:**XX Biologics Company | **Department:**Quality Control | **Job Role:**Quality Control Intern |
| **Name of Intern:**Sophia Lin | **Duration:**20 weeks | **Total OJT Hours:**200 hours | **Completion Sign-off** **(Signature/Date)** |
| **S/N** | **Main Tasks***Derived from analysis of work activity and forms the outcome of the OJT Programme**Make use of Bloom’s Taxonomy list of action verbs to denote the desirable outcomes* | **Knowledge,****Skills & Attitude***List the knowledge, skills and**attitude (optional) to**accomplish the task* | **Training/Trainer Guidelines***List the guidelines for training delivery* | **OJT Hours** | **Internship Supervisor** | **Liaison****Officer** |
| 1 | Perform laboratory sample analysis | Knowledge:* Understanding biologics products, composition, properties and specific testing requirements.
* Application of relevant regulatory guidelines and quality standards e.g. Good Laboratory Practices (GLP) and Good Manufacturing Practices (GMP).
* Laboratory techniques and procedures e.g. molecular biology techniques, cell culture, immunoassays and analytical chemistry
* Data analysis and interpretation

Skills:* Perform relevant laboratory techniques and procedures e.g. sample handling, preparation and analysis
* Operate relevant laboratory instruments and equipment e.g. chromatography systems and ​Polymerase Chain Reaction (PCR) machines
* Ability to implement and adhere to standard operating and documentation procedures

Attitude:* Meticulousness and precision in handling samples, following protocols and recording data
* Critical thinking
* Time management to prioritise tasks
* Ethical Conduct
 | Part 1: InstructionTrainer to demo the tasks for the trainee.Part 2: SupervisionTrainee to carry out tasks under direct supervisionPart 3: AssessmentTrainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement. | 40 hours |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

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