**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.*

*Company may also make use of Key Task/Critical Work Functions and Technical Skills and Competencies (TSC)/Emerging TSC found in the* [*Skills Framework*](https://www.skillsfuture.gov.sg/skills-framework) *for specific sectors / job roles*

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<https://rpace.ispringmarket.com/content/876/info/Module_3_About_Structured_On-the-Job_Training_%28S-OJT%29>

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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 Operations  1.1 Verify inbound documents  1.2 Supervise the un-stuffing process  1.3 Supervise product check  1.4 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: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.  Part 1: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.  Part 1: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.  Part 1: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement. | 10 hours  10 hours  10 hours  10 hours  10 hours  10 hours  10 hours  10 hours  10 hours  5 hours  5 hours  10 hours |  |  |
| 2 |  |  |  |  |  |  |

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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: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee 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: Instruction  Trainer to demo the tasks for the trainee.  Part 2: Supervision  Trainee to carry out tasks under direct supervision  Part 3: Assessment  Trainee 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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