

ON-THE-JOB TRAINING (OJT) BLUEPRINT

PROGRAMME / JOB TITLE:

MODULE

NAME OF PARTICIPANT

Version Control Record

Version	Effective Date	Changes	Author

OJT TASK ANALYSIS

Job Designation:					Department:		
Unit/Component/Module:					Total tasks:		
S/N	Main Tasks	Task Elements	Key Point	Task Standard	Skills, Knowledge & Attitude	Training/ Trainer Guidelines	OJT Hours

OJT LOG BOOK

LEARNER'S NAME		COMMENTS	
DESIGNATION			
SECTION			
DIVISION		SIGNATURE	
OVERALL OJT HOURS		OVERALL PR*	

INSTRUCTOR'S NAME		COMMENTS	
DESIGNATION			
SECTION			
DIVISION		SIGNATURE	

APPROVED BY#		COMMENTS	
DESIGNATION			
DATE		SIGNATURE	

*Performance rating (PR): C – Competent NYC – Not Yet Competent

#Approval must be made by a management representative of the Participating Company

OJT ASSESSMENT FORM

S/N	Main Tasks/ Performance Criteria	Training Date	Training Time		Total Hours	PR*	Signature	
			From	To			Learner	Instructor
1	Main Task:							
	Performance Criteria:							
2	Main Task:							
	Performance Criteria:							
3	Main Task:							
	Performance Criteria:							
4	Main Task:							
	Performance Criteria:							
5	Main Task:							
	Performance Criteria:							
Comments:								

*Performance rating (PR): C – Competent NYC – Not Yet Competent

OJT TASK ANALYSIS

Job Designation: Human Resource Executive					Department: Human Resource Dept		
Unit/Component/Module:					Total tasks:		
S/N	Main Tasks	Task Elements	Key Point	Task Standard	Skills, Knowledge & Attitude	Training/ Trainer Guidelines	OJT Hours
	Describe the main activities of the task, and should be competency focused.	<p>List the steps in each activity.</p> <p>Example: closing the security door in WDA. The action is just closing but the Key Point is to try and open the door without the pass to check that it is properly closed.</p>	<p>List the key points in each task element.</p> <p>Key points are important matters relating to each task element which should be highlighted to the trainee, for example:</p> <ul style="list-style-type: none"> - requirements for error-free quality work - pointers that give you a competitive advantage. The practices that set you apart from your competitors - any workplace safety and health pointers 	<p>List the standards to which the tasks are to be performed.</p> <p>Task standard should be pegged against an average worker's performance. Average meaning a worker with 1 to 1.5 years of experience on the job.</p> <p>Task standard needs to be piloted and if too low (e.g. everyone passes with flying colours), adjust up, and vice versa.</p> <p>Task standard is for the main or sub task, and not task element.</p>	<p>List the knowledge, skills and attitude to be acquired.</p> <p>To get the skills and knowledge, study each of the task element and key points and extract the underpinning skills and knowledge.</p> <p>To differentiate which is for self-study and which is to be taught by instructor and which could be acquired through course.</p>	<p>List the guidelines for training delivery.</p> <p>These are notes meant for OJT Instructors to read. Not for OJT learners. Remember the blueprint is to be used by all experts, not any particular expert, so need some training guidelines to standardise training.</p> <p>Treat this as a simple lesson plan: what to teach, how to assess.</p>	Provide the estimated time needed for training each task.
1	Prepare job advertisements and postings	<ol style="list-style-type: none"> 1. Obtain details of internal vacancy from business unit manager 2. Draft the job description and requirements 	Job advertisement must comply with the Tripartite Guidelines on Fair Employment Practices	<ul style="list-style-type: none"> • Prepare a job advertisement with a clear description of the role and requirements for the job (adhere to TAFEP guidelines) • Prepare the advertisement with no grammatic error. 	<p>Knowledge:</p> <ul style="list-style-type: none"> • The Fair Consideration Framework • The Tripartite Guidelines on Fair Employment Practices 	<p>Explain</p> <ul style="list-style-type: none"> • The Fair Consideration Framework and its importance • The Tripartite Guidelines on Fair Employment Practices and its importance 	6 hrs

		<ol style="list-style-type: none"> 3. Obtain the approval of the business unit manager 4. Upload the advertisement on the Jobs Bank 5. Submit advertisement for uploading on job portal 		<ul style="list-style-type: none"> • Draft all requirements and details with no misrepresentation. • Submit advertisement to job portal on time 	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Drafting a job advertisement that is clear and non-discriminatory • Upload a job advertisement onto the Jobs Bank <p><u>Attitude:</u></p> <ul style="list-style-type: none"> • Meticulous • Consultative 	<ul style="list-style-type: none"> • Steps involved in preparing job advertisements <p><u>Demonstrate</u></p> <ul style="list-style-type: none"> • Drafting a job advertisement • Uploading a job advertisement onto Jobs Bank <p><u>Skills Practice</u></p> <ul style="list-style-type: none"> • Complete drafting 5 job advertisements for different business units and job roles 	
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SAMPLE

OJT ASSESSMENT FORM

S/N	Main Tasks/ Performance Criteria	Training Date	Training Time		Total Hours	PR*	Signature	
			From	To			Learner	Instructor
1	Main Task: Prepare job advertisements and postings Performance Criteria: <ul style="list-style-type: none"> Prepare a job advertisement with a clear description of the role and requirements for the job (adhere to TAFEP guidelines) Prepare the advertisement with no grammatic error. Draft all requirements and details with no misrepresentation. Submit advertisement to job portal on time 							
Comments: <div style="text-align: center; font-size: 4em; opacity: 0.3; font-weight: normal; margin-top: 10px;">SAMPLE</div>								

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