**ON-THE-JOB-TRAINING**

**(OJT) BLUEPRINT**

|  |
| --- |
| **Organisation Name** |
| **Participant Name** |
| **Job Title**  |

**Version Control Record**

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| --- | --- | --- | --- |
| **Version** | **Effective Date** | **Changes** | **Author** |
| 1.0 | 5 May 22 | Initial version |  |
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**DRAFT TRAINING PLAN**

| **Job role offered:**  |
| --- |
| **Number of vacancies offered:** |
| **Estimated starting salary for the role:**  |
| **S/N** | **OJT topics / deliverables** | **OJT days** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
|  |  |  |

**OJT Table Guidelines**

* **Be specific**: Clearly describe each training topic and its deliverables.
* **Total training days**:
	+ **Non-PMET roles**: ~3 months
	+ **PMET roles**: ~6 months
* **Start date**: Programme begins on the **1st of each month**, even if it’s a weekend or public holiday. Training starts on the **next working day**.
* **Example**: If CCP starts on **1 Oct 2025** and the employee works **5 days/week**, total training days = **66** (Oct: 23, Nov: 20, Dec: 23).

***Example for a 3-month OJT***

|  |  |  |
| --- | --- | --- |
| *OJT Number* | *Topic/Deliverable* | *Training Days* |
| *1* | *Learning Basic Incoterms* | 4 |
| *2* | *Learning In-house Shipping System & Practice* | 11 |
| *3* | *Planning and Monitoring Cargo Movement & Schedules* | 8 |
| *4* | *Understanding & Liaising with Shipping Carriers* | 5 |
| *5* | *Booking & Vessel Scheduling in System* | 4 |
| *6* | *Generate Cargo List & Trucking Instructions* | 6 |
| *7* | *Recap & Practice of All Tasks Learned So Far* | 3 |
| *8* | *Understanding IMO Declarations* | 3 |
| *9* | *IMO Declarations & Submissions to Carriers* | 4 |
| *10* | *Continual Practice & Recap of Job Scope Tasks* | 18 |