

Planning Template for On-The-Job Training (OJT) for LPCP and SCPCP

SNo	Area of focus	OJT Blueprint	Remarks
1	Identify the candidate's main job/role		
2	Identify the candidate's up-stream role		
3	Identify the candidate's down-stream role		
4	Identify the candidate's area of interest		
5	Identify the candidate's longer term job function		

Notes:

1. The candidate's main supervisor is responsible for filling this template
2. The supervisor is to explain the OJT process to the Candidate
3. The candidate must fulfil five (5) OJT blueprints throughout the duration of the PCP
4. Each candidate must submit one OJT blueprint every 10 weeks (368 hours) based on the plan above
5. Delays in submitting the OJT blueprint will result in delays in salary support payment
6. Supervisor is to submit this template within 3 weeks of the start of the PCP.

Acknowledgement

I, _____ (Candidate's Name) acknowledge the OJT requirements as shared by my Supervisor, _____ (Supervisor's Name), for the duration of the Professional Conversion Programme. I will adhere to all the requirements of the OJT programme.

Signature

Candidate's Name:

Date:

Signature

Supervisor's Name:

Date: