

OJT LIST OF COMPETENCIES

Course Title: Work-Study Diploma in Community Engagement & Development

Level: Diploma

Note:

Companies must be able to provide at least 75% of the List of Competencies (standard) to be eligible to participate in the OJT programme. If they are unable to meet 75% of the List of Competencies (standard), they could propose company-specific competencies [up to 25% of the List of Competencies (standard)] to be covered, to meet the course requirements. Competencies which companies could provide in the List of Competencies (Standard) + competencies listed under Company-Specific Competencies then form the Agreed OJT List of Competencies.

Trainees must complete at least 75% of the competencies listed in the Agreed OJT List of Competencies. Approval must be obtained from ITE before the company-specific competencies could be implemented.

S/n	List of Competencies (Standard)	Company to indicate '✓' it is able to provide
1	Determine client engagement objectives	
2	Prepare client acquisition and engagement plan	
3	Implement client service-related activities	
4	Evaluate client engagement outcome	
5	Conduct stakeholder needs assessment	
6	Plan stakeholder engagement activity	
7	Implement stakeholder engagement plan	
8	Review stakeholder engagement	
9	Plan community programme and activity	
10	Produce programme materials	
11	Manage community programme delivery	
12	Evaluate community programme effectiveness	
13	Determine volunteer needs and requirements	
14	Prepare volunteer recruitment and engagement plan	
15	Manage volunteer training and deployment	
16	Manage volunteer engagement and participation	
17	Plan fundraising activities	
18	Organise fundraising activities	
19	Review fundraising activities	
20	Determine beneficiary service needs	
21	Coordinate social and care service programme implementation	
22	Coordinate group work activities	
23	Coordinate casework management	
24	Prepare project scope	
25	Prepare project management plan	
26	Manage project delivery	
27	Perform post-project evaluation	

S/n	List of Competencies (Standard)	Company to indicate '✓' it is able to provide
28	Determine requirements	
29	Perform data collection	
30	Perform data analysis	
31	Present data insights for decision making	
32	Create digital content	
33	Manage digital media engagement and online enquiries	
34	Promote programmes through digital platforms	
35	Monitor digital outreach metrics	

S/n	Company-Specific Competencies	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	Total No. of Company-Specific Competencies Proposed	

Note: Competencies proposed by company must be endorsed by ITE.