



OJT BLUEPRINT FOR WORKPLACE LEARNING

Transform Job Roles into Effective Learning Blueprints

Build a more capable and consistent workforce through structured on-the-job training. This practical module equips workplace trainers, supervisors and subject matter experts with the skills to translate job roles and competency requirements into clear, structured and competency-based OJT Blueprints that support effective workplace learning and employee performance development.

Participants will learn how to identify the competencies required for a job role, define key competency elements and performance criteria, and organise them into an effective OJT training structure. By the end of the module, participants will be able to develop practical OJT Blueprints that provide employees with clearer learning expectations, guide workplace training and promote more consistent performance across the organisation.

MODULE SYNOPSIS



OJT BLUEPRINT FOR WORKPLACE LEARNING

WHAT YOU WILL LEARN

- Explain workplace learning and OJT Blueprint
- Determine job role and competency requirements for OJT Blueprint
- Determine elements of competency for specifications
- Determine performance criteria for competencies
- Develop OJT training structure for competencies

ADMISSION GUIDELINES

Individuals should have a good command of English, possess self-motivation and self-discipline for those attending online learning.

They should also possess subject matter specialisation and industry experience, while being proficient in IT software and communication tools (including Gen AI use) to source and analyse relevant materials effectively.

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WHO SHOULD ATTEND

Trainers, frontline supervisors, operations managers, HR/L&D practitioners, curriculum developers and subject matter experts.

OTHER INFORMATION



E-certificate



14 hours



**Classroom /
Synchronous e-learning**

COURSE APPLICATION

Classroom



<https://for.edu.sg/itebwlc>

Synchronous e-learning



<https://for.edu.sg/itebwlc>



1800-2222-111



<https://www.ite.edu.sg/course-finder/ojt-blueprint-for-workplace-learning>



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