

OJT LIST OF COMPETENCIES

Course Title: Diploma in Lifestyle & Recreation Management

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	Prepare Project Scope	
2	Prepare project management plan	
3	Manage project delivery	
4	Perform post-project evaluation	
5	Prepare documents for permits and license application	
6	Provide administrative and operational support for audits	
7	Review workplace risk, health and safety protocols	
8	Determine requirements	
9	Perform data collection	
10	Perform data analysis	
11	Present data insights for decision making	
12	Manage inventory and equipment	
13	Manage facilities	
14	Optimise facility and equipment utilisation	
15	Conduct needs assessment on societal groups	
16	Analyse industry trends, challenges and project/programme/activity performance	
17	Prepare stakeholder engagement plan	
18	Review stakeholder engagement plan	
19	Design innovative social programme	
20	Collect information on programme feasibility	
21	Evaluate programme feasibility	
22	Determine member engagement objectives	
23	Prepare member acquisition and engagement plan	
24	Implement member service-related activities	
25	Evaluate member engagement outcome	
26	Determine volunteer needs and requirements	

S/N	List of Competencies (Standard)	Company to indicate '✓' it is able to provide
27	Prepare volunteer recruitment and engagement plan	
28	Manage volunteer training and deployment	
29	Manage volunteer engagement and participation	
30	Create digital content	
31	Manage digital media engagement and online enquiries	
32	Promote programmes through digital platforms	
33	Monitor digital outreach metrics	
	Total No. of Competencies (Standard) that Company can provide	

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