

Template and Examples of OJT Lite Blueprint

Republic Polytechnic On-the-Job (OJT) Lite Blueprint (Template)

Company:		Department:	Job Role:			
Name of Intern:		Duration:	Total OJT Hours:		Completion Sign-off (Signature/Date)	
S/N	Main Tasks <i>Derived from analysis of work activity and forms the outcome of the OJT Programme</i> <i>Make use of Bloom's Taxonomy list of action verbs to denote the desirable outcomes</i>  2. Bloom's Taxonomy of Educational Objecti	Knowledge, Skills & Attitude <i>List the knowledge, skills and attitude (optional) to accomplish the task</i>	Training/Trainer Guidelines <i>List the guidelines for training delivery</i>	OJT Hours	Internship Supervisor	Liaison Officer
1						
2						
3						

* As a guideline, a 20-week Industry Immersion Programme should have about 200 hrs OJT content. This can vary depending on the needs of the company and the tasks.

Company may also make use of Key Task/Critical Work Functions and Technical Skills and Competencies (TSC)/Emerging TSC found in the [Skills Framework](#) for specific sectors / job roles

Useful resources (MLC) on WpL and OJT BP:

[SkillsFuture & the National Workplace Learning Framework | RP Micro-Learning Course Marketplace \(ispringmarket.com\)](#)

https://rpace.ispringmarket.com/content/876/info/Module_3_About_Structured_On-the-Job_Training_%28S-OJT%29

https://rpace.ispringmarket.com/content/877/info/Module_4_About_On-the-Job_Training_%28OJT%29_Blueprint

Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)*

Company: ABC Pte Ltd		Department: Human Resource	Job Role: Human Resource Executive			
Name of Intern: Michelle Yeoh		Duration: 20 weeks	Total OJT Hours: 200 hours		Completion Sign-off (Signature/Date)	
S/N	Main Tasks <i>Derived from analysis of work activity and forms the outcome of the OJT Programme</i> <i>Make use of Bloom's Taxonomy list of action verbs to denote the desirable outcomes</i>  2. Bloom's Taxonomy of Educational Objecti	Knowledge, Skills & Attitude <i>List the knowledge, skills and attitude (optional) to accomplish the task</i>	Training/Trainer Guidelines <i>List the guidelines for training delivery</i>	OJT Hours		
1	Prepare job advertisements and postings	Knowledge: <ul style="list-style-type: none"> The Fair Consideration Framework The Tripartite Guidelines on Fair Employment Practices Skills Framework adoption Job Analysis Skills: <ul style="list-style-type: none"> Technology Integration Data management Communication skills Teamwork Drafting a job advertisement that is clear and non-discriminatory Upload a job advertisement onto the Jobs Bank Attitude: <ul style="list-style-type: none"> Meticulous 	Explain <ul style="list-style-type: none"> The Fair Consideration Framework and its importance The Tripartite Guidelines on Fair Employment Practices and its importance Steps involved in preparing job advertisements Demonstrate <ul style="list-style-type: none"> Drafting a job advertisement Uploading a job advertisement onto Jobs Bank Skills Practice Complete drafting 5 job advertisements for 	15 hours		

Official (Closed) \ Non-Sensitive

		<ul style="list-style-type: none"> • Consultative • Discrete 	different business units and job roles			
2						
3						
4						

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	<p>1.3 Supervise product check</p>	<p>equipment appropriately for the respective products</p> <p>Skills</p> <ul style="list-style-type: none"> Ability to determine daily number of containers handled and storage requirements Identify type of container and load capacity <p>Attitude</p> <ul style="list-style-type: none"> Reliable Responsible Meticulous Determination <p>Knowledge</p> <ul style="list-style-type: none"> Principle of receiving goods and compliance to the standard operating procedures (SOP) Product knowledge of all product type stored in the facility <p>Skills</p> <ul style="list-style-type: none"> Ability to determine customer specification and product knowledge type Able to perform quality check on product conditions <p>Attitude</p> <ul style="list-style-type: none"> Reliable Responsible Meticulous Determination Discreet <p>Knowledge</p> <ul style="list-style-type: none"> Principle of receiving goods and compliance to the standard operating 	<p>Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p> <p>Part 1: Instruction Trainer to demo the tasks for the trainee.</p> <p>Part 2: Supervision Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p> <p>Part 1: Instruction Trainer to demo the tasks for the trainee.</p>	<p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>5 hours</p>		
	<p>1.4 Supervise return and receiving process</p>	<p>equipment appropriately for the respective products</p> <p>Skills</p> <ul style="list-style-type: none"> Ability to determine daily number of containers handled and storage requirements Identify type of container and load capacity <p>Attitude</p> <ul style="list-style-type: none"> Reliable Responsible Meticulous Determination <p>Knowledge</p> <ul style="list-style-type: none"> Principle of receiving goods and compliance to the standard operating procedures (SOP) Product knowledge of all product type stored in the facility <p>Skills</p> <ul style="list-style-type: none"> Ability to determine customer specification and product knowledge type Able to perform quality check on product conditions <p>Attitude</p> <ul style="list-style-type: none"> Reliable Responsible Meticulous Determination Discreet <p>Knowledge</p> <ul style="list-style-type: none"> Principle of receiving goods and compliance to the standard operating 	<p>Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p> <p>Part 1: Instruction Trainer to demo the tasks for the trainee.</p> <p>Part 2: Supervision Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p> <p>Part 1: Instruction Trainer to demo the tasks for the trainee.</p>	<p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>10 hours</p> <p>5 hours</p>		

		<p>procedures (SOP)</p> <ul style="list-style-type: none"> Product knowledge of all product type stored in the facility <p>Skills</p> <ul style="list-style-type: none"> Ability to determine customer specification and product knowledge type Able to perform quality check on product conditions <p>Attitude</p> <ul style="list-style-type: none"> Cautious Determination Meticulous Discreet 	<p>Part 2: Supervision Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p>	<p>5 hours</p> <p>10 hours</p>		
2						

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Republic Polytechnic On-the-Job (OJT) Lite Blueprint (Example)

Company: XXX Sport Academy	Department: Coaching and Development	Job Role: Assistant Sport Coach
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Name of Intern: Peter Pan		Duration: 20 weeks	Total OJT Hours: 200 hours		Completion Sign-off (Signature/Date)	
S/N	Main Tasks <i>Derived from analysis of work activity and forms the outcome of the OJT Programme</i> <i>Make use of Bloom's Taxonomy list of action verbs to denote the desirable outcomes</i>  2. Bloom's Taxonomy of Educational Objecti	Knowledge, Skills & Attitude <i>List the knowledge, skills and attitude (optional) to accomplish the task</i>	Training/Trainer Guidelines <i>List the guidelines for training delivery</i>	OJT Hours	Internship Supervisor	Liaison Officer
1	Design session plans (x8) for the upcoming coaching sessions	<p>Knowledge:</p> <ul style="list-style-type: none"> Application of taxonomies for the psychomotor, cognitive, and affective domains Application of Gentile's Taxonomy and the relevant concepts in instructional strategies Risk assessment and management <p>Skills:</p> <ul style="list-style-type: none"> Research skills Communication skills with Mentors / Senior Coaches Logistics management Design session plans that are developmentally appropriate and addresses all key components of task presentation in sport coaching <p>Attitude:</p> <ul style="list-style-type: none"> Meticulous 	<p>Explain</p> <ul style="list-style-type: none"> The key learning objectives of a coaching program and the coaching sessions (x8) The connectedness of learning objectives between coaching sessions and the program The relevance and appropriateness of learning tasks in the coaching sessions The sport techniques / tactics covered in coaching sessions Risk assessment and management <p>Demonstrate</p> <ul style="list-style-type: none"> Competencies in designing session plans Ability to conduct research and leverage 	16 hours		

		<ul style="list-style-type: none"> • Consultative • Growth mindset 	<ul style="list-style-type: none"> • resources available • Ability to evaluate feasibility of session plans in view of the resources given and available on the training ground 			
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Republic Polytechnic On-the-Job (OJT) Lite Blueprint (Example)

Company: XXX Hotel	Department: Guest Services	Job Role: Guest Services Executive
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Name of Intern: Jackie Chan		Duration: 24 weeks	Total OJT Hours: 200 hours		Completion Sign-off (Signature/Date)	
S/N	Main Tasks <i>Derived from analysis of work activity and forms the outcome of the OJT Programme</i> <i>Make use of Bloom's Taxonomy list of action verbs to denote the desirable outcomes</i>  2. Bloom's Taxonomy of Educational Objecti	Knowledge, Skills & Attitude <i>List the knowledge, skills and attitude (optional) to accomplish the task</i>	Training/Trainer Guidelines <i>List the guidelines for training delivery</i>	OJT Hours	Internship Supervisor	Liaison Officer
1	Guest Experience	<p>Knowledge:</p> <ul style="list-style-type: none"> Understanding people's wants, needs and preferences. Knowledge of appropriate greetings and salutations for guest handling. <p>Skills:</p> <ul style="list-style-type: none"> Awareness of basic needs of guest. Ability to engage in conversation with guests and make guests feel welcomed/belonged/engaged <p>Attitude:</p> <ul style="list-style-type: none"> Meticulous Courteous mannerisms A willingness to serve An empathetic demeanor 	<p>Part 1: Instruction Trainer to demo the tasks for the trainee.</p> <p>Part 2: Supervision Trainee to carry out tasks under direct supervision</p> <p>Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.</p>	15 hours		
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Republic Polytechnic On-the-Job (OJT) Lite Blueprint *(Example)*

Company: XX Biologics Company		Department: Quality Control	Job Role: Quality Control Intern			
Name of Intern: Sophia Lin		Duration: 20 weeks	Total OJT Hours: 200 hours		Completion Sign-off (Signature/Date)	
S/N	Main Tasks <i>Derived from analysis of work activity and forms the outcome of the OJT Programme</i> <i>Make use of Bloom's Taxonomy list of action verbs to denote the desirable outcomes</i>  2. Bloom's Taxonomy of Educational Objecti	Knowledge, Skills & Attitude <i>List the knowledge, skills and attitude (optional) to accomplish the task</i>	Training/Trainer Guidelines <i>List the guidelines for training delivery</i>	OJT Hours		
1	Perform laboratory sample analysis	Knowledge: <ul style="list-style-type: none"> Understanding biologics products, composition, properties and specific testing requirements. Application of relevant regulatory guidelines and quality standards e.g. Good Laboratory Practices (GLP) and Good Manufacturing Practices (GMP). Laboratory techniques and procedures e.g. molecular biology techniques, cell culture, immunoassays and analytical chemistry Data analysis and interpretation Skills: <ul style="list-style-type: none"> Perform relevant laboratory 	Part 1: Instruction Trainer to demo the tasks for the trainee. Part 2: Supervision Trainee to carry out tasks under direct supervision Part 3: Assessment Trainee to perform the tasks independently and be assessed by the trainer against the task standard set. Provide feedback and areas for improvement.	40 hours		

		<p>techniques and procedures e.g. sample handling, preparation and analysis</p> <ul style="list-style-type: none"> • Operate relevant laboratory instruments and equipment e.g. chromatography systems and Polymerase Chain Reaction (PCR) machines • Ability to implement and adhere to standard operating and documentation procedures <p>Attitude:</p> <ul style="list-style-type: none"> • Meticulousness and precision in handling samples, following protocols and recording data • Critical thinking • Time management to prioritise tasks • Ethical Conduct 				
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