

**STRUCTURED ON-THE-JOB (OJT)  
TRAINING BLUEPRINT & LOGBOOK  
FOR [COMPANY NAME]**

**Details of TRAINEE (EMPLOYEE)**

Name	
I/C No.	
Designation	

**Details of SUPERVISOR<sup>1</sup>**

Name	
Designation	
Contact No.	
Email	

**Notes:**

- i. Companies may refer to the [Retail Skills Framework](#) (hyperlinked) for OJT Blueprints for retail roles. If needed, companies may also include new, emerging and/or nascent functions (e.g., franchising, sustainability, metaverse branding) in its OJT Blueprint.
- ii. Companies may include classroom training in OJT Blueprint to make up for any missing inhouse capability expertise.

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<sup>1</sup> May or may not be the company's representative indicated in the CCP-RI Application Form (i.e., the supervisor can be the Lead of a department instead of the HR contact person for CCP-RI)

## **GENERAL GUIDELINES ON ON-THE-JOB TRAINING**

OJT (On-the-Job Training) is a flexible company-based learning system. It is a systematic way of coaching trainees by superiors or skilled workers at the workplace through actual work.

### **Coaching Model for Conducting OJT**

#### **1. Demonstration**

- a) Demonstrate entire task without breakdown of steps
- b) Deliver in normal pace
- c) Minimize talking or explanation
- d) Stress the end result to be achieved

#### **2. Guided Instruction**

- a) Break down task to bite-size
- b) Explain and elaborate on each task
- c) Relate to blueprints and emphasize on 'Abilities to Acquire'
- d) Get learner to copy your action
- e) "Re-start" if learner makes a mistake
- f) Clarify learner's doubts and questions

#### **3. Skills Practice**

##### **Supervise Learning**

- a) Observe closely trainee's practice on the task
- b) Immediately correct the trainee's mistake, if any
- c) Take notes to facilitate feedback

##### **Independent Learning**

- a) Ask trainee to practice on their own

#### **4. Assessment**

- a) Assess according to OJT "Expected Deliverables"
- b) Document trainee's performance in "Deliverables Achieved"
- c) Inform trainee on his/her performance based on his/her grade and the difference between the grading eg. Competent and Not Yet Competent

## **5. Follow-Up**

- a) Summarise learning, recap, debrief and link to learning outcomes
- b) Inform that trainee's supervisor will be reviewing trainee's progress
- c) Distribute and collect OJT evaluation form
- d) Ask trainee on feedback of session
- e) Complete self-reflection and review of OJT evaluation.
- f) Ask trainee on how what are the areas done well, what would be done differently the next time and how can learning be applied in work.

### **Instructions to the Supervisor / Mentor:**

- Supervises and directs the Trainee daily to provide guidance with respect to the tasks to be completed.
- Holds regular reviews at project milestones and provide timely feedback to ensure that the Trainee acquired all knowledge and skills necessary for him/her to subsequently perform the tasks independently.
- With guidance from SRA, identifies suitable classroom training for Trainee, if required.
- Ensures the Structured OJT Blueprint (Part B) is aligned to the Trainee's job requirements and promptly records OJT progress for claims verification.

### **Instructions to the Trainee:**

- Ensures that the OJT is provided as prescribed in Structured OJT Blueprint (Part B).
- Is subjected to the Company's Code of Conduct prescribed in the Employee's Handbook (or any similar circulars).
- Is encouraged to raise any difficulties or challenges encountered during the OJT to the Supervisor/Employer for resolution.
- Is required to acknowledge completion of OJT (Part B) and complete the Overall Programme Feedback (Part C).

### **Important Note:**

Success in the career conversion relies on the involvement from both Supervisor/Mentor and Trainee. Therefore, it is encouraged for both parties to keep an open two-way communication for timely discussion and/or clarification whenever the need arises.

## STRUCTURED OJT BLUEPRINT & LOGBOOK

[illegible]

**CCP for Retail Industry (CCP-RI)**


*Performance Rating (PR – to be assessed by Supervisor): C – Competent; NYC – Not Yet Competent*

## CCP for Retail Industry (CCP-RI)

*To be filled up upon completion of Structured OJT & Training (if any):*

<b>Overall Comments by Supervisor</b> <b>Signature &amp; Date:</b>	<b>Acknowledged by Trainee</b> <b>Signature &amp; Date:</b>	<b>Endorsed by Programme Manager</b> <b>Signature &amp; Date:</b>
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**OVERALL PROGRAMME FEEDBACK BY TRAINEE**

1. Availability of Supervisor when needed

☐ Always

☐ Sometimes

☐ Never

2. Work Environment/Atmosphere

☐ Excellent

☐ Good

☐ Poor

3. Relevance of OJT to Support Your Conversion into New Role

☐ Highly relevant

☐ Somewhat relevant

☐ Not relevant

4. The overall OJT experience was:

☐ Good

☐ Average

☐ Poor

5. Problems/Challenges Faced During OJT Period

6. Describe how Supervisor Helped in Tackling Challenges

7. Suggestions for Improvements (for Company or CCP in general)