

**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.

---

<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 THE ROLES**

### ***The Supervisor / Employer:***

- *Supervises and directs the Participant/Employee 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 Participant/Employee acquired all knowledge and skills necessary for him/her to subsequently perform the tasks independently.*
- *With guidance from Programme Manager, identifies suitable classroom training for Participant/Employee, if required.*
- *Ensures the Structured OJT Blueprint (Annex B) is aligned to the Participant/Employee’s job requirements and promptly records OJT progress for claims verification.*

### ***The Participant / Employee:***

- *Ensures that the OJT is provided as prescribed in Structured OJT Blueprint (Annex 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 (Annex B) and complete the Overall Programme Feedback (Annex C).*

### **Important Note:**

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



**CAREER CONVERSION PROGRAMME FOR RETAIL INDUSTRY (“CCP-RI”) – STRUCTURED ON-THE-JOB (OJT) TRAINING BLUEPRINT & LOGBOOK**


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

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



**ANNEX C**

**OVERALL CCP-RI 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-RI in general)