**Planning Template for On-The-Job Training (OJT) for LPCP and SCPCP**

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| --- | --- | --- | --- |
| SNo | Area of focus | OJT Blueprint | Remarks |
| 1 | Identify the candidate’s main job/role |  |  |
| 2 | Identify the candidate’s up-stream role  |  |  |
| 3 | Identify the candidate’s down-stream role |  |  |
| 4 | Identify the candidate’s longer term job function |  |  |

Notes:

1. The candidate’s main supervisor is responsible for filling this template
2. The supervisor is to explain the OJT process to the Candidate
3. The candidate must fulfil four (4) OJT blueprints throughout the duration of the PCP
4. Each candidate must submit one OJT blueprint every 9 weeks (332 hours) based on the plan above
5. Delays in submitting the OJT blueprint will result in delays in salary support payment
6. Supervisor is to submit this template within 3 weeks of the start of the PCP.

**Acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Candidate’s Name) acknowledge the OJT requirements as shared by my Supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Supervisor’s Name), for the duration of the Professional Conversion Programme. I will adhere to all the requirements of the OJT programme.

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Signature Signature
Candidate’s Name: Supervisor’s Name:
Date: Date: