CERTIFIED ON-THE-JOB TRAINING CENTRE (COJTC)

1. **What is COJTC?**

   ITE Certified On-the-Job Training Centres (COJTC) are accredited for structured OJT and good OJT practices. As a COJTC, ITE will work hand-in-hand with you to review and improve the quality of your OJT system, develop your training blueprints and build your team of in-house trainers.

2. **Can OJT be carried out for non-technical job functions?**

   OJT can be carried out for all job functions, technical or non-technical.

3. **Can companies train employees who are non-citizens under the COJTC system?**Yes, companies can train all their employees regardless of citizenship.

4. **Is there any specific age group of employees that the OJT system is targeted at?**

   There is no specific age group. In fact, COJTC promotes lifelong workplace training for all employees.

5. **Is there any government funding support given to companies for OJT?**

   NonCertifiable Courses approved by SSG for Non-PMET and PMET may apply for OJT grant. Every OJT hour can claim a quantum for in-house training for Singaporeans and Permanent Residents. Company must apply for course approval one month prior to commencement of training.

   Visit SkillsFuture Singapore (SSG) portal for latest news.

   Useful link https://www.ssg-wsg.gov.sg/employers/funding-assistance-schemes.html

ACCREDITED COJTC REQUIREMENTS

6. **Can the OJT Administrator, OJT Programme Developer and OJT Instructor be the same person?**

   Yes.
   Depending on the resources of the company, one person can perform these 3 roles.

7. **What are the requirements to be appointed OJT Personnel? What are the responsibilities for each role?**

   - **OJT Administrator** is the liaison personnel with ITE. The administrator oversees the COJTC system and the documentation. No specific pedagogic qualifications required.

   - **OJT Programme Developer** is the personnel tasked to analyse training needs and develop OJT programmes or blueprints for workplace training. The staff is recommended to attend ITE Train-the-Trainer module Design and Develop OJT Programme. Appointed personnel with at least 5 years of working experience.

   - **OJT Trainer/Instructor** is the personnel conducting the OJT training. The instructor is recommended to attend ITE Train-the-Trainer module Prepare and Conduct Coaching. Appointed personnel with at least 5 years of working experience would also qualify.

8. **What is the information required for COJTC registration?**

   - Company UEN
   - Company's full name as per ACRA
   - Contact person and designation
   - Contact number and email address
   - Company address

9 **What are the documents required for accreditation?**

   - Annex A: OJT Personnel Form
   - Annex B: Job Blueprint (includes Task Analysis)
   - Annex C: Training Plan
   - Annex D: Training Record

10. **What is the fee?**

   The fee is $450 before prevailing GST for 5 years validity.

COJTC CERTIFICATIONS

11. **What does the company receive upon approval of COJTC status?**

Upon approval as COJTC, the company will receive the 'Certified OJT Centre' certificate. The company will also receive a Letter of Approval.

12. **Is there a certificate to recognise employee for completing OJT training?**

Companies with COJTC status can issue OJT Certificates to employees who complete OJT successfully. Company logo can be incorporated on the certificate.

13. **Are COJTC certificates recognised by ITE for entry to Nitec programmes?**

Applicants who accumulated at least 60 hours of structured On-the-Job Training under the Certified On-the-Job Training Centre (COJT) system can gain entry into ITE Part-Time Nitec programmes. The OJT must be relevant to the course applied for.

14. **Is there a certificate for appointed OJT personnel?**

Companies with COJTC status can issue the Certificate of Appointment to the OJT Administrator, Programme Developer and Trainer/Instructor.