Design and Develop OJT Programme

Objective

This module is designed for current and/or future industry trainers and/or in-house trainers. It will equip them with the knowledge and skills to design and develop On-the-Job Training (OJT) programme for a specific trainee or groups of trainees within an organisation, and reflect on own practice to evaluate effectiveness of the programme.

Who Should Attend

Trainers, supervisors, and anyone whose job scope involves training.

Admission Guidelines

Course participants should be:

- Be able to communicate with others effectively in English

- Be able to listen, speak, read and write English proficiently in a clear and confident manner

- Be keen to facilitate learning and assess adult learners through the design, reflection and continuous improvement of learning activities in an array of learning settings such as classroom, workplace and blended learning contexts.

- Possess appropriate level subject matter specialisation and industry experience, relevant for the design, facilitation and assessment of learning

- Possess basic information and communication technology (ICT) skills, eg skilled in Microsoft Word, Microsoft PowerPoint, etc

- Be able to source and analyse relevant materials from the workplace, library, internet or online databases for design and development of learning resources

Content
- Determine OJT tasks and training requirements

  - Determine work function and tasks
  - Determine subtasks and task elements
  - Determine key points and task standard
  - Determine skills and knowledge
  - Develop training guidelines

- Determine target learners and training needs

  - Determine learners' profile
  - Determine performance gaps and training needs

- Plan resources for OJT Programme

  - Determine facilities and equipment
  - Determine OJT resources

Assessment
- Assessment via in-course assignments *(Participants are required to submit all assignments on the last day of course)*.

Participants are to bring along a laptop for the preparation of course assignments.

Certification
Participants will be awarded with the Industry Trainer Module Certificate in Design and Develop OJT Programme if they satisfy 80% of the attendance and attain a pass in all assessment components at the end of the course.

Course Details

Duration: 14 hours (2 days), 9.00 am to 5.30 pm
(Classroom Training Hours: 12.5)
(Assessment Hours: 1.5)

Mode of Training: Classroom or E-learning

Course fee
(inclusive of GST):

Classroom
Nett Fee – $260.80 *(for eligible company-sponsored trainees)*
(wef 1 Sep 2021)
Full Fee – $470.80

E-learning
Nett Fee – $239.40 *(for eligible company-sponsored trainees)*
(wef 1 Sep 2021)
Full Fee – $449.40

Fundings (for company-sponsored trainees only)
- *Funding Validity Period: Till 30 Sep 2024*

Singapore Citizens (SCs) and Singapore Permanent Residents (SPRs) are eligible for a funding support of 50% of course fees, capped at $15 per classroom training hour.

SCs and SPRs who are sponsored by SMEs, or those who are eligible for Mid-career Enhanced Subsidy (MCES) enjoy higher funding support.

Course Application

Apply via *http://bit.ly/2lpvftj* or scan the QR code to apply for course.