



COURSEWARE DEVELOPMENT	DOCUMENT NO. PO-CRD-009-01	EFFECTIVITY DATE May 2, 2023	1 of 17
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ON-THE-JOB TRAINING (OJT) COURSE POLICY

APPROVALS

The signatures below certify that this document has been reviewed and accepted.

	Name	Signature	Designation	Date
Prepared by	Kristine E. Lu		Courseware Development Head	April 25, 2023
Endorsed by	Ferdie T. Dantes		AVP-Academics	April 25, 2023
	Aisa Q. Hipolito		VP-Academics	April 25, 2023
Approved by	Peter K. Fernandez		President and COO	April 25, 2023

REVISION

This document is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions, deletions, and omissions is given below:

Page No.	Section	Revision
3	Definitions	Removed OJT Coordinator and added Program Head; Removed Alumni Placement Officer position; Edited Onsite Supervisor to Onsite/Offsite Supervisor
4	Policy Components	Removed the specific CHED Memorandum Order Number
6	Policy Components	Changed Drugs and Alcohol to Code of Conduct
8	Process(es) and Procedure(s)	Added procedure and preparations for OJT placement, during and after training
10	Guidelines	Added guidelines for student trainees and OJT Adviser
16	Related References	Added STI documents needed for the OJT

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Approved by:

Endorsed by:

Prepared by:

AP
Ferdie Dantes, AVP-Academics / Aisa Hipolito, VP Academics

Peter K. Fernandez / President and COO

AP
Kristine E. Lu / CD Head

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1. POLICY STATEMENT

STI is committed in providing work-based learning experiences that allow students to gain experience in career positions relevant to their choice of academic degrees and open up other future career choices toward gainful employment.

2. POLICY OBJECTIVES

This policy aims to:

- Provide standards, procedure, and guidelines for conducting the OJT course;
- Establish the roles and responsibilities of involved parties and provide for protocols regarding different situations that may arise during the OJT implementation; and
- Ensure compliance with rules and regulations of government regulatory agencies.

3. COVERAGE

This policy applies to all key stakeholders, including but not limited to tertiary students, school personnel, and academic partners, involved in implementing the OJT course.

4. DEFINITIONS

- **CHED Regional Office (CHEDRO)**

Empowered frontline organic units of the Commission on Higher Education (CHED) that monitor the implementation of national policies and programs and enforce academic standards at the regional level.

- **Host Training Establishment (HTE)**

A duly licensed and registered institution/establishment in the Philippines by the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) with an established system of training.

- **Memorandum of Agreement (MOA)**

A legal document that outlines the role and responsibilities of all concerned parties, training plan, learning objectives, and evaluation methods between STI and the HTE.

- **Program Head**

The school personnel who is in charge of overseeing the implementation of the OJT course, assigning faculty members who will handle the OJT course, and establishing and maintaining partnerships to provide OJT placement opportunities to student trainees in varied HTEs.

- **OJT Adviser**

A faculty member assigned to handle the OJT course and monitor and evaluate student trainees.

Approved by:

Endorsed by:

Prepared by:

Peter K. Fernandez/President and COO

Ferdie Dantes, AVP-Academics/Alfa Hipolito, VP Academics

Kristine E. Lu/CD Head

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- **Onsite/Offsite Supervisor**

The focal person in the HTE where student trainees are assigned.

- **On-the-Job Training (OJT)**

A supervised learning experience conducted concurrently with coursework in which students are exposed to and gain practical experience with various tasks under the guidance of trained, established professionals in the field. Also referred to as internship or practicum.

- **STI Electronic Learning Management System (eLMS)**

An online learning platform for delivering and managing educational courses and training programs.

- **Student Trainee**

An undergraduate student enrolled in a practicum or equivalent course, participating in an experiential learning activity to observe how theory and practice discussed in the classroom are enacted in the field.

- **Training Plan**

A document that outlines goals and objectives, knowledge, skills, attitudes, and competencies that the student trainees should acquire in each learning area, assignments, and schedule of activities, among others. It must be approved both by the HTE and the School.

5. POLICY COMPONENTS

5.1. Regulations

5.1.1 Training Scope

1. Student trainees shall meet the required minimum exposure prescribed in the curriculum.
2. Student trainees shall finish their OJT within the term.
3. The prescribed OJT hours shall be devoted to tasks related to their field (e.g., programming tasks for Information Technology (IT) students and food and beverage preparation for students of Hospitality Management). Tasks not directly related to the program should be discouraged.

5.1.2 Partnership Agreement

In compliance with the Commission on Higher Education (CHED) Memorandum Order (CMO) for Student Internship Program in the Philippines (SIPP), all STI schools shall execute a duly notarized Memorandum of Agreement (MOA) with a Host Training Establishment (HTE) before deploying student trainees.

Approved by:

Peter K. Fernandez/*P*resident and COO

Endorsed by:

Ferdie Dantes, AVP-Academics/*A*isa Lipolito, VP Academics

Prepared by:

Kristine E. Lu/CD Head/*K*ristine

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5.1.3 Fees

In compliance with the CMO for SIPP, all STI schools shall follow the approved practicum fee. In no case shall an STI school charge fees other than the approved/prescribed fee or other school fees not duly noted by CHED.

5.1.4 Training Outcomes

The purpose of the OJT Course is two-fold. First, to allow student trainees to apply relevant knowledge and skills acquired from formal education to actual work settings and develop the values of professionalism and work appreciation. Second, the OJT Course is a learning laboratory through which a student trainee's professional preparation is monitored and assessed. To achieve this purpose, the following shall be expected from the stakeholders:

- Student trainees shall:
 - Appreciate the roles, duties, and responsibilities of professionals in the field.
 - Apply and further expand the knowledge, skills, and experience acquired during the academic program in a professional setting.
 - Demonstrate professional and technological competencies consistent with standards.
 - Identify strengths and weaknesses and determine personal and professional development needs.
 - Apply critical thinking and analytic skills to solve problems ethically.
 - Gain information about the profession as a basis for future career choices.
 - Refine job-seeking skills and develop a professional network in preparation for future employment.
- Host Training Establishment (HTE) shall:
 - Assume an integral role in the professional preparation of future professionals.
 - Strengthen the educational process by sharing current issues, problems, and trends with faculty.
 - Strengthen the staff development process by obtaining current information about theory and practice.
 - Facilitate sharing resources and pursuing common goals with higher education institutions.
 - Establish cooperative relationships among the student trainees, academe, and industry beyond the OJT experience.
 - Benefit from the skills, knowledge and perspectives student trainees bring to the HTE.
 - Gain an opportunity to evaluate prospective employees.

Approved by:

Peter K. Fernandez/President and COO

Endorsed by:

Ferdie Dantes, AVP-Academics/Aisa Hippolito, VP Academics

Prepared by:

Kristine E. Lu/CD Head

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- STI School shall:
 - Offer entry into the profession as an integral part of the educational process.
 - Facilitate student interactions with qualified practitioners in the industry.
 - Establish cooperative relationships among the student trainees, academe, and HTE, which extend beyond the OJT experience.
 - Facilitate sharing of resources and the pursuit of common goals with professional agencies.
 - Assess the quality and relevance of the curriculum and educational process.
 - Gather information to enrich its degree programs to respond to the needs of the industry.

5.1.5 Allowances

1. OJT placements may entail paid or unpaid work experience. This decision rests entirely with the HTE. If the HTE agrees to provide allowances to student trainees, the HTE shall be responsible for training rules and regulations regarding allowances.
2. The school shall not compensate student trainees for services rendered while retained by the HTE in the Philippines.
3. Although recognizing allowances is an arrangement between the HTE and student trainees, the OJT Adviser shall still ensure that the OJT experience complies with the philosophy and expectations of STI.

5.1.6 Code of Conduct

1. For the duration of the OJT, the student trainee is a representative of STI. The OJT site, onsite or offsite, is an extension of the classroom setting. Thus, the student trainee shall comply with the HTE policies and the STI Code of Student Conduct (Refer to STI Student Handbook).
2. If an issue arises during the course of the OJT that goes against the student decorum stated in the STI Student Handbook, the OJT Adviser shall investigate.
3. The OJT Adviser shall consult with the Program Head and Academic Head on the result of the investigation regarding the issue.
4. The Program Head retains the right to terminate the OJT and/or disallow academic credit for the portion of the OJT already completed based on the results of the investigation and consultation with the OJT Adviser, Academic Head, Onsite/Offsite Supervisor and student trainee.
5. Similarly, the HTE has the right to cancel OJT placement or terminate the OJT at any time for violation of the HTE's code of conduct.

[Signature]
Peter K. Fernandez/President and COO

Approved by:

[Signature]
Ferdie Dantes, AVP-Academics/Aisa H. Polito, VP
Academics

Endorsed by:

[Signature]
Kristine E. Lu/CD Head

Prepared by:

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5.1.7 Termination of Internship/Reassignment of Student Trainees

1. An OJT placement shall be terminated at any time if it is determined to be in the best interest of the student trainee. Circumstances in which the OJT placement may be canceled include, but are not limited to, the following:
 - Failure to abide by all regulations and procedures outlined in this policy by the student trainee.
 - The student trainee failed to complete assigned tasks by stated deadlines, misused equipment and supplies, was excessively tardy or was absent from work.
 - Failure to assign a qualified staff member to supervise the student trainee.
 - Failure to supply the necessary equipment and supplies to complete assigned tasks of allowing the student trainee to communicate with the Onsite/Offsite Supervisor.
 - Excessive work of trivial nature (e.g., filing, answering phones, etc.)
 - Evidence of harassment, intimidation, or un-resolvable conflict between the student trainee and the Onsite/Offsite Supervisor, HTE staff, or HTE patrons.
 - Unsafe working conditions.
 - Strike, lockout, or other labor or financial disruptions in the HTE resulting in the inability to retain the student trainee.
 - Failure to abide by HTE policies and procedures by the student trainee or Onsite/Offsite Supervisor.
 - Participation in unethical or illegal activities by the student trainee or Onsite/Offsite Supervisor.
 - Personal issues that hamper the student trainee's or Onsite/Offsite Supervisor's ability to function in the workplace.
2. The HTE, STI, and student trainee shall equally share the responsibility to remedy any situation promptly.
3. The final decision regarding terminating an internship shall rest with the Program Head in consultation with the Academic Head, Onsite/Offsite Supervisor, OJT Adviser, and student trainee (as appropriate).
4. Student trainees may not terminate an OJT placement unless circumstances dictate otherwise. Should such occur, the student trainee shall give the Onsite/Offsite Supervisor a seven (7) day termination notice approved by the OJT Adviser and Program Head.

5.1.8 Petition to Waive Requirements

1. Student trainees shall submit to the OJT Adviser a typed Petition to Waive Requirement to request a review of any policy or procedure on the On-the-Job

Approved by:

Peter K. Fernandez/President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Aisa Hinjaito, VP
Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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Training (OJT) Course Policy. The form must be accompanied by strong, clear, legible supporting materials and signed by the Onsite/Offsite Supervisor.

2. The Program Head, in consultation with the Academic Head and School Administrator, shall request to their respective Academic Operations Manager any petition to waive the OJT requirements.
3. STI and its network of schools have no authority to request exceptions to any HTE policies. The student trainee shall discuss any issues or concerns about THE policies and procedures with the Onsite/Offsite Supervisor and OJT Adviser.

5.2. Process(es) and Procedure(s)

5.3.1. OJT Pre-Training Preparations and Placement

1. Student trainees start their OJT pre-training preparations during the **Euthenics 2** course. These include the following activities:
 - Preparation of Resume/Curriculum Vitae
 - Mock interviews
 - Searching for potential HTE
2. Upon enrollment to the OJT course, the student trainees prepare the following documents:
 - a. Endorsement Letter
 - b. Application Letter
 - c. Resume/Curriculum Vitae
 - d. Notarized Consent Form
 - e. Memorandum of Agreement (MOA)
 - f. Medical Certificate

Student trainees obtain endorsement letters and templates from the OJT Adviser or through the STI eLMS. They ensure that their medical certificates have a validity period of not more than two (2) years from the date of the medical examination.

3. The OJT Adviser assists student trainees in preparing the Memorandum of Agreement (MOA) prescribed by the CHED Memorandum Order.
4. Upon approval of the MOA by both parties, student trainees submit the following documents to the HTE and undergo the interview and/or exam as scheduled.
 - a. Endorsement Letter
 - b. Application Letter
 - c. Resume/Curriculum Vitae
5. Student trainees submit all forms to the OJT Adviser for approval. Once the OJT placement is confirmed, student trainees complete the following:
 - a. Attend the mandatory orientation meeting
 - b. Approved Training Plan

Peter K. Fernandez/President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Aisa Hippolito, VP Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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6. Student trainees submit the Performance Appraisal (PA) template to the Onsite/Offsite Supervisor to finalize the OJT placement.
7. Student trainees already working can complete the OJT course with the establishment where they are currently employed. They still follow steps 1-5 of the OJT Pre-Training and Preparations and submit all OJT course requirements. Counting the number of OJT hours begins upon enrollment in the OJT course.

5.3.2. During Training

5.2.4.1. Student trainees should:

1. Maintain the Daily Time Record (DTR). Time cards of the HTE may also be used if required.
2. Use the Weekly Journal template to keep track of the tasks, projects, and weekly experiences throughout the training.
3. Submit all deliverables on time.
4. Have the Onsite/Offsite Supervisor fill out the PA and be ready for possible discussion concerning the results.
5. Submit to the OJT Adviser the accomplished PA and DTR.
6. Attend consultation sessions as scheduled by the OJT Adviser.

5.2.4.2. OJT Adviser should:

1. Schedule consultation sessions with student trainees. Consultation sessions aim to provide student trainees with the opportunity to understand the OJT experiences better and enhance their learning. Consultation shall be scheduled at least once a month.
2. Prepare topics for the consultation sessions. Topics shall include, but not limited to the following:
 - a. Review the student trainee's work and accomplishment of goals and objectives to ensure the progress and completion of the requirements;
 - b. Workplace basics and conduct at work;
 - c. Status of the student trainee's professional relationship with the Onsite/Offsite Supervisor and the HTE;
 - d. Training experiences as written in the Weekly Journal;
 - e. Tips on developing goals and objectives;
 - f. Workplace issues, sexual harassment, managing conflict, responding to criticisms, labor laws, discrimination, and professionalism; and
 - g. Other matters pertaining to the OJT.

Peter K. Fernandez /President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Ast. Hipolito, VP
Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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5.3.3. Termination of Internship/Reassignment of Student Trainees

5.2.3.1. Student trainees should:

1. Discuss the situation to the OJT Adviser and Program Head (as appropriate) through face-to-face meeting or through a conference call.
2. Get a written approval from the OJT Adviser and Program Head on the termination of the OJT.
3. Give a seven (7) day termination notice, approved by the OJT Adviser and Program Head, to the Onsite/Offsite Supervisor.
4. Identify a new HTE/OJT placement opportunity and initiate the OJT approval process (if necessary).

5.2.3.2. OJT Adviser should:

1. Make a preliminary phone call to the Onsite/Offsite Supervisor to discuss the issue. The Onsite/Offsite Supervisor will provide an incident report and suggestions for resolving the situation within three (3) business days.
2. Discuss the situation with the student trainee, Program Head, Academic Head, and School Administrator through face-to-face meeting or through a conference call.
3. Issue a written approval to the Student Trainee to look for another HTE.

5.3.4. After Training

5.2.4.1. Student trainees should:

1. Undergo the exit interview.
2. Submit the following accomplished documents to the OJT Adviser:
 - a. Performance Appraisal (PA) for the last quarter of the training period
 - b. Daily Time Record (DTR) or time cards
 - c. Copy of the Certificate of Completion from the HTE
3. Prepare an integration paper that incorporates the following:
 - a. New knowledge, attitudes, and skills acquired
 - b. Theories seen in practice
 - c. Feedback about the OJT experience

5.2.4.2. OJT Adviser should:

1. Assess the overall performance of the student trainees based on the submitted Performance Appraisal, Integration Paper, and attendance during consultation sessions.

Peter K. Fernandes/President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Aia Hipolito, VP Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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2. Submit the official grades of student trainees to the Program Head and Academic Head for review and approval.
3. Encode the approved grades in the STI Enrollment System

5.3. Guidelines

The OJT Program is an integral part of the academic process that allows student trainees to apply his/her professional knowledge and technical skills practically. As such, eligibility requirements have been established to ensure a minimum level of preparedness for this experience.

5.3.1. Individuals/Units Involved in the Training

5.3.1.1. Student trainees

A. Specific Qualifications

1. Officially enrolled in the OJT Course.
2. Have completed the Euthenics 2 course.
3. Must be in good health and emotionally fit as indicated in his/her Medical Certificate. The Medical Certificate shall have a validity period of not more than two (2) years from the date of the medical examination. It shall be based on a physical and psychological examination conducted or certified by Department of Health (DOH) accredited clinics and hospitals.
4. Must have a notarized consent form signed by their parents/guardian/spouse.

B. Roles and Responsibilities

1. Select a company or HTE a term before enrollment.
2. Prepare the necessary forms and templates for submission to HTE and OJT Adviser.
3. Process the Memorandum of Agreement (MOA) between the HTE and the school with assistance from the OJT Adviser.
4. Submits the Training Plan template to the Onsite/Offsite Supervisor.
5. Abide by the HTE and OJT Course's rules and regulations.
6. Observe discipline and proper conduct.
7. Wear the appropriate dress code.
8. Submit reports and requirements on time.
9. Observe punctuality in reporting to their assigned training area, and accomplish the attendance recording sheet noted by the Onsite/Offsite Supervisor.

Prepared by:

Kristine E. Lu
Kristine E. Lu/CD Head

Endorsed by:

Ferdie Dantes, AVP-Academics/Aisa Hilolito, VP Academics
Ferdie Dantes, AVP-Academics/Aisa Hilolito, VP Academics

Approved by:

Peter K. Fernandez
Peter K. Fernandez/President and COO

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10. Accomplish the weekly journal.
11. Become an integral and participating member of the HTE's staff.
12. Consult with the Onsite/Offsite Supervisor and OJT Adviser when confronted with issues and problems they cannot satisfactorily resolve independently.
13. In the event of illnesses, injuries, or emergencies, promptly notify the Onsite/Offsite Supervisor and OJT Adviser about the nature of illnesses, injuries, or emergencies and the likely impact on their ability to complete the course.
14. Prepare and submit the Integration Paper.

5.3.1.2. OJT Adviser

A. Specific Qualifications

1. Full-time faculty member
2. Education and/or work experience must be aligned to the program track
3. Assigned by the Program Head

B. Roles and Responsibilities

1. Assists student trainees in formalizing partnerships with HTE and in validating the following documents:
 - a. Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Certificate of Registration.
 - b. Business Permit or Philippine Economic Zone Authority (PEZA) certification.
 - c. Company profile
 - d. Notarized MOA
2. Provides CHEDRO a copy of the notarized MOA and submits required reports to CHED through the CHEDRO as prescribed in the CHED Memorandum Order regarding OJT.
3. Conducts the OJT Course Orientation before the deployment of student trainees. The OJT Course Orientation shall include but is not limited to the following topics:
 - a. Objectives of the course
 - b. Procedures for deployment
 - c. Required documents
 - d. Proper etiquette of student trainees

Approved by:

Peter K. Fernandez/President and COO

Endorsed by:

Ferdie Dantes, AVP-Academics/Aisa H. Molito, VP Academics

Prepared by:

Kristine E. Lu/CD Head

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- e. Evaluation criteria
- 4. Ensures that the HTE's working environment is conducive to attaining the course's objectives
- 5. Collaborates with the Onsite/Offsite Supervisor and the student trainees in finalizing the Training Plan.
- 6. Monitors the training progress, requiring student trainees to report their activities regularly.
- 7. Guides the student trainees through regular consultation sessions.
- 8. Schedules deadlines for quarterly submissions of student trainees' reports.
- 9. Maintains appropriate records for grading and prepares an evaluation of the student trainees' overall performance based on the Performance Appraisal and other feedback provided by the Onsite/Offsite Supervisor.
- 10. Determines the student trainees' final grade upon completing requirements on a prescribed period.
- 11. Recommends possible improvements on or termination of the partnership relevant to the OJT course.
- 12. Ensures that the stipulations of the MOA are adhered to.

C. Faculty Load

- 1. The assignment of the teaching load to the OJT Adviser will be based on the curriculum design.

5.3.1.3. Onsite/Offsite Supervisor

A. Specific Qualifications

- 1. Assigned by the HTE
- 2. Work experience must be related to the program track

B. Roles and Responsibilities

- 1. Facilitates the processing of the documents of the student trainees.
- 2. Checks the tasks, expectations, and responsibilities of the student trainees in the provided Training Plan.
- 3. Discusses and finalizes with student trainees/OJT Adviser the Training Plan.
- 4. Provides the orientation and training necessary to transition the student trainees to HTE's operations.

Peter K. Fernandez/President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Aisa Hippolito, VP Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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5. Identifies the student trainees as staff members and, by doing so, afford him/her the appropriate courtesy, consideration, and respect for colleagues and patrons.
6. Routinely directs and supervises the student trainee and provides constructive feedback.
7. Orients the student trainees on the technology or resources required to accomplish assigned tasks.
8. Certifies the student trainees' DTR.
9. Promptly notifies the OJT Adviser should a serious issue arise that directly or indirectly involves the student-trainees.
10. Conducts the quarterly performance appraisal using the appropriate form and discusses the results with the student trainees.
11. Makes recommendations for improving the curriculum, educational process, and OJT course.
12. Conducts exit interview.

5.3.2. Grading System

1. The OJT Adviser shall assess the overall performance of the student trainees based on the submitted Performance Appraisal, Integration Paper, and attendance during consultation sessions.
2. The final grade shall comprise 75% from the Onsite/Offsite Supervisor and 25% from the OJT Adviser.

$$\text{Final OJT Grade} = (\text{Final Onsite/Offsite Supervisor Rating} \times .75) + (\text{OJT Adviser Rating} \times .25)$$

3. A failing grade (5.0) may be given if the student trainee:
 - a. Habitually failed to meet and submit the OJT/Internship/Practicum course requirements.
 - b. Failed to report on time on three (3) separate occasions for interview or examination to the HTE without justifiable reasons.
 - c. Refused to accept an OJT assignment recommended by the school without justifiable reasons.
 - d. Terminated/dismissed by the HTE for violation of the HTE's code of conduct.
4. An incomplete (INC) grade may be given to a student trainee who could not complete the required OJT hours within the term. They are given one (1) year to complete the deficiency. If at the end of the one (1) year period, the student trainee still failed to complete the training, INC grade will be changed to a failing mark (5.0).

Peter K. Fernandez/President and COO

Approved by:

Ferdie Dantes, AVP-Academics/Aisa Hijonato, VP Academics

Endorsed by:

Kristine E. Lu/CD Head

Prepared by:

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5. Student trainees who receive a failing mark in their final grade shall meet with the Academic Head/Program Head, OJT Adviser, and Guidance Counselor for consultation before re-enrolment.

6. Frequency of Evaluation

Student trainees' OJT performance shall be evaluated four (4) times during training. The evaluation shall be conducted every quarter of the required total number of hours (e.g., after every 150 hours for a 600-hour training course). The OJT Adviser shall set specific deadlines per evaluation period.

7. Rating Components

The following are the rating components required by the OJT course:

Per Quarter Rating (QR)

Technical Competence	30%
Attitude	30%
Quality of Work	25%
Attendance and Punctuality	<u>15%</u>
	100%

Final OnSite/Offsite Supervisor Rating: $\frac{1^{\text{st}} \text{ QR} + 2^{\text{nd}} \text{ QR} + 3^{\text{rd}} \text{ QR} + 4^{\text{th}} \text{ QR}}{4}$

OJT Adviser Rating:

Submitted Requirements	70%
Attendance and Punctuality to Orientations/Consultations	<u>30%</u>
	100%

a. Technical Competence (30%)

Student trainees shall be evaluated based on the effective application of skills and technical knowledge to meet the requirements of assigned tasks and projects.

b. Attitude (30%)

Student trainees shall be evaluated based on their attitudes towards work, such as willingness to learn, adherence to the policies, dependability, trustworthiness, resourcefulness, ability to provide solutions to problems in the area of work, and other qualities that may be pertinent.

c. Quality of Work (25%)

Student trainees shall be evaluated based on work standards, accuracy and reliability of output, and on-time delivery of requirements per evaluation period.

Approved by:

Peter K. Fernandez/President and COO

Endorsed by:

Ferdie Dantes, AVP-Academics/Aisp Hipolito, VP Academics

Prepared by:

Kristine E. Lu/CD Head

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d. Attendance and Punctuality (15%)

Student trainees shall be evaluated based on the number of absences and tardiness per evaluation period.

No criterion shall be left unevaluated.

8. Grading Table

RATING	EQUIVALENT GRADE	DESCRIPTION
97.50 - 100	1.00	Excellent
94.50 - 97.49	1.25	
91.50 - 94.49	1.50	Very Good
88.50 - 91.49	1.75	
85.50 - 88.49	2.00	
82.50 - 85.49	2.25	Good
79.50 - 82.49	2.50	
76.50 - 79.49	2.75	
75 - 76.49	3.00	Fair
Below 75	5.00	Failed

6. BREACH OF POLICY

Any employee and student trainee proven to have violated any of the provisions of this policy shall be accorded procedures, sanctions, and penalties as may be deemed proper based on appropriate Company's Code of Conduct and Student Handbook.

7. POLICY REVISION

STI reserves the right to revise this policy if and when deemed necessary by management.

8. SEPARABILITY CLAUSE

Should any part or provision of this policy be declared invalid or unconstitutional, all the other parts and provisions shall remain in full force and effect.

9. REPEALING CLAUSE

Any previous organizational issuances, parts thereof, and practices contrary to or inconsistent with any of the provisions herein are hereby considered invalid and deemed automatically repealed and/or amended accordingly.

Approved by:

Peter K. Fernandez/President and COO

Endorsed by:

Ferdie Dantes, AVP-Academics/Aisa Mablibato, VP Academics

Prepared by:

Kristine E. Lu/CD Head

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10. RELATED REFERENCES

STI Documents:

- STI Curriculum
- STI Student Handbook
- Daily Time Record
- Integration Paper
- OJT Memorandum of Agreement (MOA)
- OJT Training Plan
- Consent Form
- Performance Appraisal
- Resume/Curriculum Vitae
- STI OJT Endorsement Letter
- Student Application Letter
- Weekly Journal

Other Documents:

- CHED Memorandum Order (CMO) for Student Internship Program in the Philippines (SIPP)

Related Links:

- Not Applicable

Prepared by:

Kristine E. Lujan/CD Head

Endorsed by:

Ferdie Dantes, AVP-Academics/Aiso-Hipolito, VP
Academics

Approved by:

Peter K. Fernandez/President and COO