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UNDERSTUDY TRAINING PROGRAM

Program Overview

Program Name   : Skill Development Program for Developer
Department   : Digital Learning
Start Date   : 09/21/2024
End Date   : 09/20/2026
Program Coordinator: Angelo Cabigting

Main Objectives of UDP/SDP

- To prepare understudies to assume the roles and responsibilities of Associate.
- To ensure the transfer of specific skills and knowledge from the current employee to the understudy

Participant Information:

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- Name of Foreign employee   : Annappa Kyatanavar
- Occupation/Position   : Associate
- Job Description   :
    - Develop and implement tasks for the assigned project as per client requirements
    - Create and manage the learning management system
    - Audit the cases for the specific unit that needs it and update knowledge assets
    - Delivering high quality project deliverables while observing first time right, delivery timelines, security and performance guidelines
- Category   : Technical
- Skills and Competencies of the Foreign Employee:
    - Learning Management System (LMS) management in Intellum system
    - Upload, organize, and maintain learning content within the LMS including courses, modules, assessments, and supporting resources

UDP/SDP Filipino Understudies:

	Name	Occupation/Position
1	Karen Winda Aruta	Senior Learning Executive
2	Danyelle Concepcion	Associate Manager - Training

Responsibilities

Foreign Employee
- Deliver the training as per the schedule
- Provide regular feedback to the understudies
- Assess and certify the progress of the understudy

UDP/SDP Trainee
- Actively participate in all the training sessions
- Complete the assigned tasks and responsibilities
- See clarification and guidance as needed

UDP/SDP Training program information

- Skills and Competencies to be transferred:
    - Intellum LMS
    - CSOD LMS

- Duration: 09/21/2024 to 09/20/2026
- Assessment Schedule:
- Midterm Evaluation   : [09/08/2025 and Assessment]
- Final Evaluation   : [09/08/2025 and Assessment]
- Frequency of Progress Reports: Monthly to be submitted by Understudies
- Final Report: A comprehensive report detailing the training outcomes, assessments, and certification to be submitted by the Foreign employee with the help of the Training PoC and validated by the Head of Academy Philippines.
- Archiving: All training materials, assessments, and feedback to be archived for future reference
- Criteria for Completion: 80% skill proficiency and positive feedback from foreign employee
- Certification: Upon completion, the understudies will receive a certificate of competence In Learning Management System.
- Non-Certification: Should the understudy not meet the criteria, an extension of the understudy program will be done for the subjects that the understudy has not met the criteria for

Program Schedule:

1st Year		
Subject	Inclusive Period	Hours of Training (during regular office hours)
Intellum LMS	September 2024 to August 2025	2 hours a week for year

2nd Year		
Subject	Inclusive Period	Hours of Training (during regular office hours)
CSOD LMS	September 2025 to September 2026	2 hours a week for year

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With conformity

Annappa Kyatanavar
Annappa Kyatanavar
Associate

Karen Winda Aruta

Signature of Understudy

Danyelle Concepcion

Signature of Understudy

This is to certify that the above Filipino employees can take over the function of the LMS Admin under whom (s)he is being trained as an understudy.

John Patrick Pimentel
Cognizant Philippines HR PoC