

# **On-the-Job Training (OJT) Course Policy**

**2012 Edition**



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## Overview

The On-the-Job-Training (OJT) course is designed to provide an opportunity for students to learn through experience by exposing them to an actual working environment in their chosen career field as part of their academic requirement. Exposure to the working environment while still part of the academe provides students with opportunities to:

- Enhance their knowledge and skills as they interact with others, both students and professionals;
- Adapt and practice the theories they have learned in school;
- Appreciate work ethics;
- Familiarize themselves with industry protocol;
- Create a network of acquaintances that may be beneficial for their eventual job search and application; and
- Acquire valuable working experience that may increase their chances for securing employment.

The OJT course covers programs that require OJT, internship or practicum.

## Objectives

This OJT Policy is adopted to:

- Provide standards that will govern the OJT course
- Uphold and protect the rights and responsibilities of the stakeholders (such as, but not limited to, students, school personnel, and partners)
- Ensure compliance with rules and regulations of government regulatory agencies

## Coverage

This policy covers all stakeholders of the OJT course.

## Definition of Terms

|                 |  |
|-----------------|--|
| Host Company    | A legitimate company recognized by STI that provides relevant training opportunities to STI students |
| Student Trainee | An STI student enrolled in an OJT Course   |
| OJT Adviser     | A faculty member that is responsible for a group of student trainees                                 |
| OJT Coordinator | A school personnel tasked to provide students with OJT placement opportunities in Host Companies     |

**OJT Supervisor**      An employee of the Host Company who is responsible for teaching and assisting student trainees with their assigned tasks during the training period

## **Training Period**

The schedule and the required minimum number of OJT hours shall be as prescribed by the program's curriculum.

Students deployed for OJT are expected to finish their training within the term. At least 75% of the prescribed OJT hours should be devoted to tasks related to their field of study (e.g., programming tasks for Information Technology (IT) students, food and beverage preparation for students of Hospitality and Restaurant Services). Tasks not directly related to the program should be limited.

## **Student Trainee**

### **Qualifications**

A Student Trainee must:

1. Be enrolled in an OJT course;
2. Meet the requirements set by the corresponding government regulatory agency of their chosen program (CHED or TESDA);
3. Have passed all pre-requisite courses;
4. Be physically, mentally, and emotionally able; and
5. Have consent from parents or guardian.

Students taking up their second program and student transferees must complete at least two (2) terms with twelve (12) units of major courses in the accepting STI campus.

### **Responsibilities**

Student Trainees are expected to:

1. Understand and adhere to all policies, procedures, and guidelines of the course and that of the Host Company;
2. Conduct themselves appropriately and with integrity;
3. Perform assigned tasks as agreed with the Host Company;
4. Earn the required training hours within the specified period;
5. Consult with their OJT Adviser regularly and report the progress of the training; and
6. Complete all required deliverables within specified deadlines.

## OJT Adviser

### Qualifications

An OJT Adviser must:

1. Be a full-time faculty member;
2. Handle the program's major courses; and
3. Be assigned by the Program Head.

### Responsibilities

The OJT Adviser shall:

1. Ensure that each student trainee is given an opportunity to maximize the benefits gained throughout the course;
2. Ensure that the policies are observed;
3. Conduct 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 decorum of student trainees
  - e. Evaluation criteria
  - f. Brief introduction of Host Companies

If possible, the student trainees' parent/guardian shall be invited. This is to provide them with an opportunity to be more aware of their child's upcoming training activities.

It is recommended that the OJT Adviser have the student trainees undergo mock interviews as part of the orientation;

4. Collaborate with the Host Company and the student trainees in the finalization of the OJT Training Plan. The OJT Training Plan should include competencies that the student trainees should acquire, corresponding tasks, schedule, and expectations;
5. Monitor the progress of the training, requiring student trainees to report their activities regularly;
6. Guide the student trainees through regular consultation sessions;
7. Conduct at least two (2) on-site visits to the Host Company, prior to the start and towards the end of the training;
8. Observe student trainees at work with the Host Company's approval;
9. Meet with OJT Supervisor and OJT Coordinator as needed;
10. Schedule deadlines for quarterly submissions of student trainees' reports;
11. Maintain appropriate records for grading and prepare an evaluation of the student trainees' overall performance based on the Performance Appraisal and other feedback provided by the OJT Supervisor;
12. Determine the student trainees' final grade;

13. Accomplish and submit reports relevant to the course to the OJT Coordinator; and
14. Recommend possible improvements on, or termination of, the partnership relevant to the OJT course.

## OJT Coordinator

### Qualifications

An OJT Coordinator must:

1. Be able to establish and maintain corporate linkages and
2. Be assigned by the President, School Administrator or Deputy School Administrator.

### Responsibilities

The OJT Coordinator shall:

1. Ensure that the Host Company's working environment is conducive to the attainment of the course's objectives;
2. Ensure that student trainees, the OJT Adviser, and other concerned parties are well informed about the policy and procedures of the OJT course and that these are observed;
3. Identify and explore potential Host Companies;
4. Invite potential Host Companies that are willing to provide OJT opportunities to our students;
5. Orient potential Host Companies on the OJT course;
6. Facilitate, secure, and validate the following necessary requirements to formalize partnerships with Host Companies:

#### From the Host Company

- a. Copy of Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Certificate of Registration;
  - b. Copy of Current Business Permit or Philippine Economic Zone Authority (PEZA) certification;
  - c. Company Profile; and
  - d. Notarized Memorandum of Agreement (MOA) stipulating pertinent details about the responsibilities of all parties involved in the OJT. The signatories of the MOA must be the School Administrator/Deputy School Administrator (for HQ-owned schools) or the President/School Administrator (for franchised schools) and a duly authorized officer of the Host Company. Four (4) copies must be secured — one (1) copy each for the Host Company, the OJT Coordinator, the Student Trainee, and the CHED/TESDA Regional Office.
7. Ensure that student trainees and OJT Advisers are made aware of the various OJT opportunities from the Host Companies at least a month before enrollment;
  8. Endorse contact persons and other pertinent information of the Host Companies to the OJT Adviser;

9. Assist the student trainees in selecting a Host Company in consultation with the OJT Adviser;
10. Officially endorse the student trainees and OJT Adviser to the Host Company;
11. Process all documents required by the program's governing body (CHED or TESDA);
12. Ensure that the stipulations of the MOA are adhered to;
13. Arrange seminars to be given by representatives of various Host Companies to student trainees, if possible; and
14. Maintain records of current and former student trainees.

## **Host Company**

### **Responsibilities**

A Host Company shall:

1. Provide the OJT Coordinator with documents required to formalize their partnership with the school;
2. Discuss requests and requirements with the OJT Coordinator;
3. Facilitate the screening of potential student trainees referred by the OJT Coordinator;
4. Provide student trainees with adequate resources and safe and secure workplace;
5. Assign OJT Supervisors who will directly manage the student trainees;
6. Provide student trainees with a Certificate of Completion not later than two (2) weeks after the completion of training; and
7. Transmit to STI the following documents at the end of the training period:
  - a. Certificate of Completion;
  - b. Duly accomplished Performance Appraisal Form (PAF); and
  - c. Other pertinent reports, information, and/or documents which may be included for purposes of describing student trainees' performances.

## **OJT Supervisor**

### **Qualifications**

An OJT Supervisor must:

1. Hold a key position in the department where the student trainee is assigned;
2. Handle tasks similar to or related to the student trainee's field of study; and
3. Be assigned by the Host Company.

### **Responsibilities**

The OJT Supervisor shall:

1. Screen and select the endorsed student trainees;
2. Discuss and finalize with the OJT Adviser and the student trainees the tasks, schedule, and expectations;
3. Discuss with the student trainees the nature of the company, its goals and structure;

4. Orient the student trainees on the technology or resources required to accomplish assigned tasks;
5. Certify the student trainees' Daily Time Record (DTR);
6. Monitor, review, evaluate, and discuss with the student trainees the status of assigned tasks/projects, at least once a week;
7. Communicate regularly with the OJT Adviser to assess the performance of the student trainees throughout the on-site experience;
8. Conduct the quarterly performance appraisal using the appropriate form, and discuss the results with the student trainees;
9. Submit the quarterly Performance Appraisal Form (PAF) and the DTR to the OJT Adviser as scheduled; and
10. Conduct exit interview.

## Consultation Sessions

Consultation Sessions are meetings between the OJT Adviser and student trainees. It aims to provide student trainees with the opportunity to better understand the OJT experiences and enhance their learning. Consultation shall be scheduled at least once a month.

Topics during the consultations shall include:

1. Review of the student trainee's work and accomplishment of goals and objectives to ensure the progress and completion of the requirements;
2. Workplace basics and conduct at work;
3. Status of the student trainee's professional relationship with the OJT Supervisor and the Host Company;
4. Training experiences;
5. Job search skills and techniques, such as, but not limited to, resume writing and the different interview types;
6. Tips on developing goals and objectives;
7. Workplace issues: sexual harassment, managing conflict, responding to criticism, labor laws, discrimination, professionalism, etc.; and
8. Other matters pertinent to the OJT.

## Course Guidelines

The student trainees shall observe the following guidelines:

### Before Training

1. Enroll in the OJT Course as prescribed in the program's curriculum.
2. Attend the OJT Course Orientation.
3. Identify preferred Host Companies from the list provided by the OJT Coordinator and prepare the following documents:



- a. Endorsement Letter
- b. Application Letter
- c. Resume
- d. Waiver Form
- e. Daily Time Record Form (DTR)
- f. Performance Appraisal Form (PAF)

Endorsement letters and templates of forms shall be obtained from the OJT Adviser.

4. Endorse preferred Host Company to the OJT Coordinator if the company is not included in the list.
5. For working students, inform the OJT Adviser if training is to be taken at the present employment site.
6. Submit endorsement letter, application letter, proposed work schedule, and resume to the Host Company.
7. Undergo the interview and/or exam as scheduled by the Host Company.
8. Submit waiver to the OJT Adviser upon approval of the application.
9. Attend meeting(s) with the Host Company and OJT Adviser to finalize the Training Plan.
10. Submit the DTR and PAF to the Host Company.

### **During Training**

1. Be punctual and complete the required training hours. If being absent or tardy cannot be avoided, immediately inform the OJT Supervisor at least an hour before the scheduled time to report for duty.
2. Maintain the DTR. Time cards of the Host Company may also be used if required.
3. Keep a Daily Training Journal (DTJ) containing the tasks, projects, and daily experiences throughout the training period.
4. Submit all deliverables on time.
5. Have the OJT Supervisor fill out the PAF and be ready for possible discussion concerning the results.
6. Submit to the OJT Adviser the accomplished PAF and DTR Form.
7. Attend consultation sessions as scheduled by the OJT Adviser.

### **After Training**

1. Undergo the exit interview.
2. Submit the following documents to the OJT Adviser:
  - a. Performance Appraisal Form (PAF) for the last quarter of the training period
  - b. Daily Time Record (DTR) form or time cards
  - c. Daily Training Journal (DTJ)
  - d. Copy of the Certificate of Completion from the Host Company
3. Prepare an integration paper that incorporates the following:
  - a. New knowledge, attitudes, and skills acquired
  - b. Theories actually seen in practice
  - c. Feedback from the student trainee's point of view that can be given to the Host Company including benefits gained and problems encountered.

## Grading System Guidelines

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

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

3. A failing grade (5.0) may be given if the student trainees:
  - a. Habitually failed to meet and submit requirements of the OJT course;
  - b. Failed to report on time on three separate occasions for interview or examination without justifiable reasons;
  - c. Refused to accept an OJT assignment given by the school without justifiable reasons; or
  - d. Were dropped/dismissed by the Host Company for reasons such as, but not limited to, dishonesty, illegal acts, gross misconduct, tardiness, or absences.
4. Student trainees who receive a failing mark in their final grade shall meet with the OJT Adviser and the Guidance Counselor for consultation prior to re-enrollment.

## Frequency of Evaluation

Student trainees' OJT performance shall be evaluated four (4) times during the training period. Evaluation shall be conducted every quarter of the required total number of hours (e.g., after every 50 hours for a 200-hour training course). The OJT Adviser shall set the specific deadlines per evaluation period.

## Rating Components

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

### Per Quarter Rating (QR):

|                              |            |
|------------------------------|------------|
| Technical Competence         | 25%        |
| Attitude                     | 25%        |
| Quality of Work              | 20%        |
| Quantity of Finished Work    | 10%        |
| Inter-Personal Relationships | 10%        |
| Attendance and Punctuality   | 10%        |
|                              | <hr/> 100% |

### Final OJT 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:**

|                            |       |
|----------------------------|-------|
| Consultation Sessions      | 40%   |
| Submitted Requirements     | 40%   |
| Attendance and Punctuality | 20%   |
|                            | <hr/> |
|                            | 100%  |

**Technical Competence (25%)**

Student trainees shall be evaluated based on the effective application of skills and technical knowledge in meeting the requirements or accomplishing goals of assigned tasks and projects.

**Attitude (25%)**

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

**Quality of Work (20%)**

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

**Quantity of Finished Work (10%)**

Student trainees shall be evaluated based on the work accomplished per evaluation period.

**Inter-Personal Relationships (10%)**

Student trainees shall be evaluated based on the communication skills and attitude towards people.

**Attendance and Punctuality (10%)**

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

No criterion shall be left unevaluated.

## Grading Table

| Rating        | Equivalent Grade | Description  |
|---------------|------------------|--------------|
| 97.50 - 100   | 1.00             | Excellent    |
| 94.50 – 97.49 | 1.25             | Very Good    |
| 91.50 – 94.49 | 1.50             |              |
| 88.50 – 91.49 | 1.75             |              |
| 85.50 – 88.49 | 2.00             | Satisfactory |
| 82.50 – 85.49 | 2.25             |              |
| 79.50 – 82.49 | 2.50             |              |
| 76.50 – 79.49 | 2.75             | Fair         |
| 75 – 76.49    | 3.00             |              |
| Below 75      | 5.00             | Failed       |

## Reassignment of Student Trainees

In cases where the Host Company terminates its operations or was unable to comply with the provisions of the MOA, student trainees will be asked to document and present accomplishments made. Student trainees may then be assigned to another Host Company with considerations on the length of time left for their training period.

## General Policies

1. The OJT Adviser shall not receive additional remuneration and/or deloading of teaching units. The OJT course load will serve as his/her teaching load. He/she shall be allowed to reimburse transportation expenses during official visits to the Host Company.
2. Student trainees shall not be charged with fees other than the OJT course enrollment fee.
3. Student trainees shall wear either their school uniform or the uniform required by the Host Company.
4. Applications, software developed or any other projects done by the student trainees during the period shall be the property of the Host Company.
5. Provision of allowance to the student trainees shall be at the discretion of the Host Company.
6. All inquiries related to the OJT course shall be forwarded to the OJT Coordinator for clarification.
7. Matters of disagreement as to the interpretation of these policies and procedures shall be consulted with authorized representative of STI Headquarters.
8. STI reserves the right to modify this course policy to ensure its effective implementation. The school shall be notified accordingly.