



2022-2023

ON-THE-JOB TRAINING PROGRAM





MEET THE OJT SUPERVISOR

[NAME]

- [Position]



GOAL:

To provide an opportunity for students to apply their competencies in areas of specialization in the actual work environment in preparation for their future career paths.



OBJECTIVES



Fortworth Inc. allows OJT student interns to work in its offices for the following target goals:

- Enhance their technical knowledge and skills by creating outcomes based on their expertise.
- Develop good work habits, attitude, appreciation, and respect for work.
- Help them become prepared for the work environment, especially for future employment in a company.
- Propose and create outputs based on their interest.



INTERNSHIP DESCRIPTION

Student interns will provide support and assistance to Fortworth Inc. through the development of different projects in different IT fields that includes:

- Create graphic designs, animations, and digital resources using software such as SketchUp, GIMP, Animaker, and Adobe Express.
- To develop and program different outputs using software such as Arduino, Scratch, Source Code Editors/Web builder, and Lego Digital Designer.
- To contribute to the company by producing a research study that can be utilized for future studies.



ON-THE JOB TRAINING TASKS



- I. To research topics
- II. To create 2D and 3D Illustration
- III. To develop program
- IV. To create Animation
- V. To build Electronics
- VI. All categories as One



DRESS CODE



GRADING SYSTEM



CONTENT	RATING IN PERCENTAGE
TECHNICAL COMPETENCE Applies technical knowledge and ability to the job.	30%
QUALITY OF WORK Achieves results of highest quality considering amount of application and efforts.	20%
QUANTITY OF WORK Achieves objective and meet standards in quantity of work produced.	20%
PERSONALITY Is cheerful, outgoing, with good communication skills, well-groomed.	10%
INITIATIVE With exceptional ability to do things without being told. Seeks additional work.	10%
ATTENDANCE & PUNCTUALITY Number of absences and tardiness per evaluation period based on host company's standards.	10%

COMPANY RULES & REGULATIONS



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1. Students must report to the company office from **8:00 AM until 5:00 PM** only to accomplish the required number of hours set forth. In circumstances where the students have not met the required number of hours the company will only allot a **maximum of two (2) consecutive working days** for the student to accomplish the required hours. The students can only miss 20% from the required number of OJT hours.
2. The student must report at the end of the day on the progress of their assigned task to their facilitator. The company will provide an **online form** to record their progress and what they have accomplished in a day. This form also includes their daily time-in and out record in the office.
3. Students will be working with Curriculum Support Officers/Facilitators to monitor progress and provide necessary coaching, support and to develop various good working habits and attitudes.

COMPANY RULES & REGULATIONS



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- A close-up photograph of a computer keyboard is positioned at the top of the slide, showing keys like the arrow keys, the number pad, and function keys, all illuminated with a bright blue light.
4. Students must wear an office attire and their school I.D. when inside the building premise and confine themselves within the vicinity of company designated space.
 5. Students are not allowed to bring in food and drinks inside the workspace or their assigned workstation. Students will be liable to any damages that will occur as a result of negligence and not complying to the rules set forth.
 6. Students are only to access the internet for work purposes only. Failure to adhere to this rule will result in automatic drop regardless of the reason and Fortworth Inc. will not provide any grades and certificates even if the work has been rendered.

COMPANY RULES & REGULATIONS



7. Students are required to submit a portfolio at the end of the OJT program including but not limited to the following:

- Documentation of work done
- Pictures/screenshots of work
- Files, folder, logins, and credentials used in work
- Statements or instruction on the continuity of work for the next batch
- Performance rating sheet
- Facilitator evaluation form
- Evaluation form OJT/Work Immersion experience



QANDA