



Rationale

The purpose of the training agreement is to:

- a. Define clearly the conditions and the schedule of training; and
- b. To serve as guide to the Host Company/Industry Partner,

_____ and assistance to the NCF College of Computer Studies in providing the students with opportunities for training in the occupational competencies both in the soft skills and technical skills related to it.

Duration of OJT

The On-The-Job-Training is designed to run for **eighteen (18) weeks** with work report schedules of **8-10 hours/day, 5-6 days a week**. Both BS Computer Science and BS Information System programs are required to complete a total of three hundred (300) off-campus training hours.

The training period for Summer OJT begins in June and ends on the last week of July while the training period for regular semester begins in August for the first semester and in January for the second semester.

Industry Partner Responsibilities

1. Provide the student-trainee practical training on the job and if possible, supplement the same with related theoretical instruments based on the agreed program.
2. Immediately report to the OJT Coordinator any complaints or problems regarding the students' performance, attitude, and behavior.
3. Accomplish the students' performance appraisal form regularly.
4. The industry partner is responsible to give due and appropriate evaluation of the work performance of the student-trainee and recommends to the school's selection and awards committee for due recognition of any Outstanding/Excellent OJT performance, if any.
5. Issue the necessary certification after the student have completed the required training hours.

OJT Coordinator's Responsibilities

1. Recommend/assign the students for the on-the-job training program.
2. Provide the schedule of the training program mutually agreed indicating therein their individual training hours;
3. Conduct or make necessary orientation on the fundamentals of the training and their actual work participation in office and all matters related to work conduct and ethics;
4. Monitor the student-interns regularly.
5. Discontinue the Practicum/On-the-Job Training assignments of the Students in the event that the students violate any terms and conditions of the program.
6. The OJT Coordinator shall have the authority to withdraw or transfer the student-trainee anytime with the proper protocol if an official written request is submitted by the student-trainee and a clearance was granted by the Industry Partner for proper and official endorsement.



OJT Student-Trainee's Responsibilities

1. The student-trainee shall abide by all the company rules and regulations and shall comply with those imposed for the training, otherwise, I shall be excluded from further participating in the training.
2. The student-trainee shall exercise care and diligence in any assigned task. Should there be any liability or damage to the property and injury to any person including the student-trainee, which may be occasioned by his/her intentional or negligent acts while in the course of the training, he/she shall be made answerable.
3. The student-trainee is voluntarily dispensing the company from any obligation or liability in whatever form, except for the issuance of the Certificate of Training upon completion of the required training hours.at for the entire duration of the training.

Signed and agreed upon by:

Student-Trainee Signature over Printed Name

*Industry Partner Representative/Designation
Signature over Printed Name*

Witnessed by:

Student-Trainee Signature over Printed Name
OJT Coordinator

Signature over Printed Name
Dean