



LOGISTICS PROFESSIONAL CONVERSION PROGRAMME

On-the-Job Trainers' Handbook

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What is the Logistics Professional Conversion Programme (PCP)?

The logistics PCP is a Place and Train programme that integrates job-matching and training to help professional, managerial, executive or technical (PMET) job seekers to join the industry, and to reskill them with the necessary competencies to contribute in new roles as Logistics Officers or Executives.

It is funded and supported by Workforce Singapore (WSG) to fund training and participant salaries.

This is a 12-month programme comprising:

- 18 days of face-to-face training spread out over 9 months
- 9 sessions of mentorship (one day a month), and
- 1,328 hours of On-the-Job Training (OJT)

Who are eligible?

Singapore Citizens and Singapore Permanent Residents who are Professionals, Managers, Executives and Technicians (PMETs) who are:

- a. New hires (within 3 months' of hire) undergoing skills conversion to move into new occupations in another sector or within the same sector, AND
- b. Minimum 2 years of working experience

What companies can participate?

All companies registered or incorporated in Singapore can participate. Funding for Small and Medium Enterprises (SMEs) differs from non-SME companies.

You are an SME if

- There is a minimum of 30% local shareholding, AND
- Your annual turnover is not more than \$100M, OR
- Your employment size is less than 200 workers

How can companies benefit?

Employers get to tap a wider talent pool to meet their manpower needs.

Is there any funding?

Participating companies receive course fee and salary support funding from Workforce Singapore (WSG) for their Singapore Citizen- and Singapore Permanent Resident-participants.

The funding amount is as follows:

Course Fee Funding		Salary Support for 12 months	
For Non-SMEs	For SMEs, or for Singapore Citizens 40 years and older	Singapore Citizens aged below 40 years old (based on date of birth at registration) OR Singapore Permanent Resident	Singapore Citizens aged 40 years and older (based on date of birth at registration); OR Singapore Citizens who have been unemployed for 6 months or more
70%	90%*	70% of basic salary + fixed monthly allowances* capped at \$4,000 per month	90% of basic salary + fixed monthly allowances* capped at \$6,000 per month

*Enhanced course fee funding of additional 20% is claimed on reimbursement model upon successful completion of the programme through Funds Management System (FMS). Hence all companies will pay the 30% non-funded portion of the course fee upon application.

What is the role of OJT

The On-The-Job Training is a crucial component of the PCP. It is an avenue for employers and supervisors to contribute to the development of their participants. At 1,328 contact learning hours, this is a major component for deep skilling.

What is the role of the OJT Trainer

The OJT Trainer helps the PCP participants better understand their job function and immerses them into learning by doing. Not only does the OJT Trainer oversee the learning of the job function, he/she will also assess competency based on the OJT Training Blueprint.

Intent of the OJT

The focus of the OJT is the attainment of competency. Some participants may need more time than the Recommended OJT hours to complete the OJT, others need less. The number of hours taken to achieve competency is not the focus, it is the attainment of competency.

Recommended OJT hours

Each OJT blueprint has a total number of recommended hours. Employers are to combine the different OJT blueprints to meet the total 1,328 OJT hours. The total combined number of Recommended OJT hours cannot be below the stipulated 1,328 OJT hours.

Typical number of OJT blueprints to meet 1,328 hours is five.

Responsible Person

The person responsible – Responsible Person – for the completion of the OJT will be the participant’s direct supervisor. He/She need not sign off on all blueprints, but must ensure that they are overseen and completed by a suitable trainer.

Do note to leave the APPROVAL SECTION empty as this will be done by SCALA.

Planning for OJT

The participant should begin OJT with the blueprint directly related to the participant’s job. Subsequent blueprints should include an enlargement of the person’s skills and capabilities. Each participant must attain Competency for all the tasks in the current blueprint before proceeding to the next framework.

Subsequent OJTs should be for adjacent skills required for the participants’ job. Some companies also take this opportunity to give participants a broader perspective of jobs in the industry, training them on skills that may not be directly relevant to the participants’ job but giving them a well-rounded experience for skills acquisition.

Participant must submit the OJT Planning Template within 1 week after attending the Orientation.

OJT Frameworks

SCALA® has curated 8 OJT frameworks as follows:

OJT Framework	Recommended Number of OJT Hours
Logistics Operations (General Cargo)	320
Logistics Operations (IT, WMS & Systems)	440
Logistics Operations (Special Operations)	520
Air Freight Operations	320
Sea Freight Operations	320
Supply Chain Planning	320
Business Development & Solutions	320
Customer Service	320

Employers who do not find these frameworks applicable to their participants’ needs can either develop their own framework, or to customise from SCALA®’s standard framework.

Accreditation of OJT Frameworks

All customised or newly-developed OJT Frameworks need to be accredited by SCALA® before they can be used for training. To accredit your OJT Framework, send it to SCALA® at admin@scala.com.sg. It takes up to two weeks for accreditation, unless there are queries or rework is required.

Submission of OJT

OJT begins the first day of admission into the PCP. All Responsible Persons are to submit their OJT Report to SCALA® every 10 weeks.

Salary Support

Salary support payment is contingent on employers successfully completing and submitting the OJT Report to SCALA® at the appointed time. Failure to submit the OJT Report may result in delays to the Salary Support.

Train the Trainer Workshop and Orientation

All supervisors are invited to a Train-The-Trainer workshop conducted by SCALA® each month. This is a 3-hour workshop to explain the importance of the OJT and the responsibilities of the OJT Trainer. All OJT Trainers, not just the Supervisors, are recommended to attend. This is done in conjunction with the Orientation to ensure both Participant and Supervisor are on the same alignment for the PCP and understand the responsibilities and requirements of the programme.

There is no cap to the number of times the OJT Trainer attends the Train the Trainer Workshop.

To sign up for the OJT Train the Trainer Workshop, email admin@scala.com.sg

The Workshop fee is absorbed by SCALA®.

Subject to change

All terms and conditions in this handbook are subject to change without prior notification. Employers are advised to seek clarification from SCALA® before signing up each participant.

Contact Us

For further clarification, please call

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