**ON-THE-JOB**

**TRAINING BLUEPRINT**

|  |
| --- |
| **CATEGORY** |
| **CCP for Sustainability Professionals** |
| **Business Function** |
| **(Role – Sustainability)** |

**ON-THE-JOB TRAINING CURRICULUM**

| MODULE | | | |
| --- | --- | --- | --- |
| CATEGORY  **CCP for Sustainability Professionals** | | TOTAL TASKS | TOTAL OJT Months |
| **S/N** | **MAIN TASKS** | | **OJT** |
| **1** |  | | **~ X Month** |
| **2** |  | |  |
| **3** |  | |  |
| **4** |  | |  |
|  |  | |  |
|  |  | |  |

ON-THE-JOB TRAINING TASK ANALYSIS

| **S/N** | **Main Task** | **Task Elements** | **OJT** |
| --- | --- | --- | --- |
|  |  | 1.  2.  3.  4. | **~X Month** |
|  |  | 1.  2.  3.  4. | **~X Month** |
| **3.** |  | 1.  2.  3.  4. | **~X Month** |
| **4** |  | 1.  2.  3.  4. | **~X Month** |

**ON-THE-JOB TRAINING LOG BOOK**

|  |  |  |  |
| --- | --- | --- | --- |
| **LEARNER’S NAME** |  | COMMENTS |  |
| DESIGNATION |  |
| SECTION |  |
| DIVISION |  | SIGNATURE |  |
| **OVERALL OJT** |  | **OVERALL PR\*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTRUCTOR’S NAME** |  | COMMENTS |  |
| DESIGNATION |  |
| SECTION |  |
| DIVISION |  | SIGNATURE |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVED BY** |  | COMMENTS |  |
| DESIGNATION |  |
| DATE |  | SIGNATURE |  |

\*Performance rating (PR): C – Competent NYC – Not Yet Competent

**ON-THE-JOB TRAINING LOG BOOK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | Main Task | Training Date | Training Time | | Total | PR\* | Signature | |
| From | To | Learner | Instructor |
|  |  |  |  |  | **~ X Month** |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*Performance rating (PR): C – Competent NYC – Not Yet Competent