



ON THE JOB TRAINING (OJT)

OVERVIEW

On-The-Job Training (OJT) is one of the primary means for acquiring skills, where a skilled worker or supervisor will conduct training on another unskilled or new worker(s). In another words, the new recruit works alongside the skilled worker or supervisor. Working skills acquired through this method is the precursor for trainees to continue in upgrading their skills to attain higher accredited competency.

OJT was first introduced in realisation to provide skills, knowledge, and competencies that are needed for employees to perform a specific job within the workplace and career environment.



EFFECTIVE 2018

Self-Learning is claimable!

Self-learning is defined as something studied by oneself without any kind of help or supervision by a trainer or instructor. However, studying can also be considered with help from external sources for reference and guidance such as books, tutorials, videos and etcetera

Financial assistance

- RM50/hour/trainee
 - Examination as per the actual cost/pax (Self - Learning)
 - Learning material (as per receipt) (Self - Learning)
- *i.e. Books/journal/online submission*

TRAINING METHODOLOGY



Minimum total duration :
4 hours

Maximum total duration :
300 hours

Training can be conducted in a series of sessions, which should be at least 1 hour in duration per session.

TRAINEES

Trainer to trainee ratio :



Min - 1 : 1 pax
Max - 1 : 4 pax

REQUIRED INFORMATION



Trainer and Trainees Information



Total of Estimated Costs

Submission via e-TRIS under On-the-Job Training (OJT) scheme after the training commenced.

REQUIRED SUPPORTING DOCUMENT

- OJT attendance
- Evaluation Log

For more info about our scheme, please contact :

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