

## On The Job Training (OJT)

The development of the OJT component may encompass academic coursework combined with job training. Development of progressive modules must reinforce need and career development. ***An extensive skill gap analysis must reflect what skills are needed and why and how customer will acquire the necessary skills to achieve the desired career goal.***

In the development stages of an OJT we must ensure to build ***progressive components*** of training, which show skill advancement to a level beyond customer's current skill level. The modules must reflect hours to complete (not to exceed 60 hours per module), as well as the new skills obtained.

The primary goal of the OJT is to give the customer vocational skill enhancement which he or she lacks for a specific employment field and supplement the training costs to the employer. It is necessary to show how one reaches that level of skill and why without the OJT there is a lack of marketability. A well-documented unsuccessful job search and assessments is the key to building a case for OJT.

### Building the OJT outline

1. Justification for training (**OJT**), including lack of marketability, skills and need.
2. New job description. Description must be detailed and comprehensive.
3. Overview of company.
4. Documented informational interviews with company representatives describing how the OJT can best suit customer and company needs.
5. Development of progressive job training modules based on the **SVP**. (**See below**)
6. Hours required per module. Components of training should be divided into hours of learning and skills obtained.
7. Academics, if required. Where will the training take place and the duration?
8. Additional requirements: tools, special clothing, manuals, etc.

## **Specific Vocational Preparation (SVP)**

Specific Vocational Preparation is defined as the amount of lapsed time required by a typical worker to acquire the information, learn the techniques, and develop the skills needed for average performance in a specific job-worker situation.

This training may be acquired in a school, work, military, institutional, or vocational environment. It does not include the orientation time required by a worker to become accustomed to the special conditions of any new job.

Specific Vocational Training includes vocational education, apprenticeship training, in-plant training, on-the-job training, and essential experience in other jobs.

### **Specific vocational training includes training given in any of the following circumstances:**

1. Vocational education (high school; commercial or shop training; technical school; art school; and that part of college training which is organized around a specific vocational objective).
2. Apprenticeship training (for apprenticeable jobs only).
3. In-plant training (organized classroom study provided by an employer).
4. On-the-job training (serving as a learner or trainee on the job under the instruction of a qualified worker).
5. Essential experience in other jobs (serving in less responsible jobs, which lead to the higher-grade job, or serving in other jobs which qualify).

### **The following is an explanation of the various levels of Specific Vocational Preparation: SVP**

<b>Level</b>	<b>Time</b>
1	Short demonstration only.
2	Anything beyond short demonstration up to and including 1 month.
3	Over 1 month up to and including 3 months.
4	Over 3 months up to and including 6 months.
5	Over 6 months up to and including 1 year.
6	Over 1 year up to and including 2 years.
7	Over 2 years up to and including 4 years.
8	Over 4 years up to and including 10 years.
9	Over 10 years.

***Note: the levels of this scale are mutually exclusive and do not overlap.***