



**Sample Guide: On-the-Job Training (OJT) for
Quality Assurance & Training Management Officer (QATMO)**

Month	Training Plan	Description
1 st Month	On-Boarding	<u>Introduction of Organisation</u> <ul style="list-style-type: none"> - Ice Breaker - Values, Vision, Mission & Goals - Understanding current company processes and workflow - SSG Guidelines & Quality Framework - Learning about the Skills Framework (SFW) and Training Products that is mapped to SFW
2 nd Month	Understanding Processes & Identifying Compliance Risks and Gaps Within Individual Training Provider (TP) <i>[Together with Mentor]</i>	<u>Compliance with Corporate Policies & Guidelines</u> <ul style="list-style-type: none"> - Mapping best practices of TPs and work with all stakeholders to draft out SOPs - Understanding the individual department processes and workflow - Identify the gaps & challenges each individual department is currently facing
	SSG Guidelines and Quality Framework <i>[Together with Mentor]</i>	<ul style="list-style-type: none"> - Working with individual stakeholders on action plan, timeline & resources required to close the gaps - Aligning of SSG terms & conditions to company policies - Working with individual stakeholders to come up with the SOP workflow - Contextualise SSG Guidelines & Framework to current company process workflow (with different stakeholders)
3 rd Month	Execution & Internal Audit Plan <i>[Together with Mentor]</i>	<ul style="list-style-type: none"> - Brief & ensure that individual implements and executes to the various stakeholders for compliance - Observation on the execution of compliance to ensure strict adherence - Plan schedule for internal audit to visit the individual department



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4 th Month	Conduct Internal Audit Check, Review & Monitor <i>[Together with Mentor]</i>	<ul style="list-style-type: none"> - Conduct internal audit checks to individual departments to ensure compliance & quality assurance are met and aligned with SSG terms & conditions - Review on the processes & workflow with the stakeholders/department heads to further work on areas of gaps after the internal audit checks - Monitor and finetune with the different stakeholders on the corrective actions and how they can better monitor and control to minimise potential compliance risk - Execution of Plan, Do, Check, Action (PDCA) and continue to review and finetune processes to better facilitate in meeting compliance and quality assurance - Develop a transformation roadmap to facilitate such transition to future-proof the company