

## **ADDITIONAL INFORMATION:**

### **3.1 ROLES OF THE HOST ORGANIZATION**

The host organization shall comply with the following guidelines with the intent to make the industrial training effective for the trainee in OJT:

- i. To select the right trainees through an interview process to ensure suitability of trainees and organizational needs.
- ii. To provide adequate allowances for trainees that take into account trainee's work contributions, basic needs and cost of living.
- iii. To provide adequate orientation program for trainees on the organization, its operations and functional departments, the people and products/services.
- iv. To ensure proper and suitable placement of trainee in departments in line with the area of academic study to sustain trainee's motivation, and to develop trainee's professional and personal skills which are of value contribution to the organization.

### **3.2 ROLES OF THE FACILITATOR**

It shall be the duty of the facilitator in the organization to provide meaningful OJT to the trainee. The roles of the training facilitator or immediate superior of the trainee are as follows:

- i. To develop good working relations with the trainee by nurturing trust, caring and respect the trainees.
- ii. To provide conducive physical conditions for OJT at the work place.
- iii. To involve the trainee in real tasks that fulfills the trainee's needs, the institution requirements and the organizational expectations.
- iv. To provide appropriate and relevant tasks, assignments or works to develop work experience that commensurate with the capability of the trainee and encourage cooperative activities.
- v. To provide guidance and coaching to the trainee; engage the trainee in assisting the facilitator's scope of works, and also expose the trainee to other related functions in the organization.
- vi. To expose the trainee to new possibilities of self fulfillment, behavior and skills, and motivate the trainee to high level of performance and expectation through problem solving and decision making processes.
- vii. To assist trainee to exploit their own experiences as resources for learning through discussions and feedback; and further develop the trainee potentials through performance evaluation.
- viii. To provide support to the trainee in his/her preparation of the industrial training report.

### 3.3 ROLES OF THE TRAINEE

It shall be the duty of the student to cooperate at all times with the host organization and the facilitator during the practicum program. It shall be the responsibility of the student to carry out their roles as an effective trainee in OJT. The roles of the trainee are defined as follows:

- i. as **a trainee**: one must be motivated, willing to accept new responsibilities and new roles as a trainee in OJT. A trainee must have the readiness to learn things at the work place and to be able to work effectively in real life situations. A trainee **must do** the job, **carry out** tasks and **participate actively** at work in OJT.
- ii. as **a subordinate**: one must be willing to take orders, instructions and receive guidance, and feedback from the supervisor or the superiors; willing to assist the supervisor and peers to carry out daily routines and tasks assignments at work place.
- iii. as **a learner**: one must adapt to the work place, its culture and work environment; keen to learn new processes, operating system, practices and to acquire job knowledge, develop job skills and acquire experience.
  - a good trainee looks for work opportunities and must be **dispensable** at all times; the willingness to participate actively in work activities and to contribute productively.
  - an effective trainee is a **self directed learner** where he himself takes the primary initiatives in planning, carrying out and evaluating his own learning experiences.
  - an efficient trainee must be an **active learner** that learns from all sources such as observe, do tasks, solve problems, practice, experience, reflections, socialize and learn from the work situations and work environment.
- iv. as **a worker**: a trainee must be sincere to do the jobs, to assist peers and staff to achieve the departmental goals and targets. A trainee must carry out his basic responsibilities and contribute productively to attain the department goals and objectives.
- v. as **a team player**: a trainee must be willing to work with people, to solve problems together, to cooperate and to develop sense of urgency at work and to meet datelines. A trainee must be proactive and willing to participate in improvement tasks or innovative projects, or contribute ideas to improve the organizational tasks and systems of works.
- vi. as **a young adult**: a trainee must seek challenges at work place for personal development, to develop confidence, maturity, self esteem; to improve communication skills to become a grown adult. A trainee must be ready psychologically and physiologically to take the roles as an adult in terms of managing of emotion, stress and time management, be responsible and accountable for own work and behavior.
- vii. as **a student**: a trainee is still a student who has yet to complete the final semester of the academic program. Being a student, one is expected to deliver your roles and responsibilities to your advisor, faculty and the institution. A responsible student is expected to:
  - consult the advisor regularly for advice on the industrial training report for minimum 8 times in the semester.
  - seek the Industrial Training Coordinator for advise on practicum problems.
  - complete the practicum successfully.

- complete the industrial training report, and submit within specified time schedule.
- submit the training logs, evaluation forms at the end of training.
- secure good grades in practicum evaluation and project paper.
- graduate on time.
- keep up the good name of the faculty and the institution.
- uphold integrity, work ethics and to protect confidentially of organizational information.
- maintain good relationship with the host organization.
- report back to the faculty for post practicum session and proper exit.