

Induction Week's Guide

What is On Job Training?

1. It is a core requirement for all Extended Diploma and National Diploma trainees
2. It may extend from 2 to 3 months
3. Trainee is obligated to train in any of the governmental or private sector institutions and should perform all the tasks assigned to him/ her
4. The training should be in the area of specialization or a related area

The Goals of On Job Training

1. To help prepare the trainees to learn to adapt to the work environment
2. To help establish and build a professional relationship between the BTI and other institutions in both the governmental and private sectors
3. To help promote the training outcomes of the BTI through its graduates
4. To help provide trainees with the opportunity to demonstrate their professional capabilities, which may boost their chances of employment

Nomination Criteria for Companies Offering On Job Training Opportunities

On Job Training's Criteria

Area of Specialization

GPA

Gender

Other Institutes' Criteria

Area of Specialization

GPA

Gender

Personal Interview

On Job Training Periods (Time Frames)

The on job training period begins at the end of each training semester

On Job Training Sponsorship Agreement Form (SAF)

1. Trainees can obtain an on job training opportunity by receiving the training form completed by the sponsor
2. Trainees are required to submit on job training program sponsorship agreement form prior to starting the on the job training

On Job Training Exemption Request Form

Employed trainees:

Trainees who are currently working should submit on job training exemption request form from On Job Training Center if the following conditions are met:

1. The trainee should be employed by a registered company.
2. The total period of employment for both the recent and previous employer should not be less than 12 months.
3. The scope of work should be related to the enrolled training program.
4. An official letter (signed and stamped) from the recent and/or previous employer addressed to the On Job Training Center showing the joining date, job title, employment period and job description.
5. The trainee must submit a (10 - 15 pages) explaining tasks performed during the period of employment.



ادارة شؤون المتدربين
Directorate of Trainee Affairs
مركز التدريب الميداني
The On Job Training Center
استمارة طلب إعفاء من التدريب الميداني - 3
On Job Training Exemption Request Form - 3



بيانات المتدرب:	
Trainee Name	اسم المتدرب
ID	الرقم التعريف
CPR	الرقم الشخصي
Program Title/Code	التخصص
Contact #	ارقام الاتصال
Signature / Date	التوقيع / التاريخ
<p>Note: \$ 50 exemption fee is paid to the accountant along with the required supporting documents. ملاحظة: يجب ادخال رسوم طلب الإعفاء كدفع للمحاسب عند تقديم الطلب و المستندات المطلوبة.</p>	
الشروط والضوابط:	
<p>1. The trainee should be employed by a registered company. 1. أن يكون موظفاً مسجلاً في جهة عمل معتمدة.</p> <p>2. The total period of employment for both the recent and previous employer should not be less than 12 months. 2. أن لا يقل مجموع مدة عمل المتدرب المشترية عن 12 شهراً لدى الجهة الحالية والسابقة.</p> <p>3. The scope of work should be related to the enrolled training program. 3. أن يكون عمل المتدرب / المشترية في نفس مجال تخصص البرنامج التدريبي.</p> <p>4. An official letter (signed and stamped) from the recent and/or previous employer addressed to the On Job Training Center (OJT) showing the joining date, job title, employment period and job description. 4. توفير شهادة عمل من جهة التوظيف الحالية وأو السابقة تبين تاريخ الالتحاق بالعمل والعسمى الوظيفي مشفوعاً بالختم والرقعة وتكون مؤرخة ومختومة من جهة العمل.</p> <p>5. The trainee must submit a (10 - 15 pages) explaining tasks performed during the period of employment. 5. تقديم تقرير من 10 - 15 صفحة يوضح طبيعة عمله.</p>	
معلومات عن الشركة / المؤسسة:	
Organization's name	اسم المؤسسة
CR number	رقم السجل التجاري
Authorized Signature / Date	التوقيع / التاريخ
Stamp	الختم
للاستخدام الرسمي:	
Staff Name	اسم الموظف المستلم للبيانات
Signature / Date	التوقيع / التاريخ
Signature & Stamp of cashier	توقيع وختم المحاسب
Head of OJT Center	رئيس مركز التدريب الميداني
Signature	التوقيع
Recommendation	التوصية
Date	التاريخ
Director Manager of Trainee Affairs	مدير إدارة شؤون المتدربين
Signature	التوقيع
Notes	التعليق
Date	التاريخ
<p>Trainee Batch: الرقم Enrollment Year: سنة الانضمام <input type="checkbox"/> System <input type="checkbox"/> Paper <input type="checkbox"/> Excel <input type="checkbox"/></p>	

Procedures of the On Job Training

1. Nominations are carried out based on criteria set by the on Job Training Center and as requested by the institutions
2. All trainees must submit a digital copy of their CVs to the on Job Training Center on the same day that the on job training logbook is delivered. The grades for the on job training will not be assigned for any trainee unless the logbook is submitted
3. The trainees bio-data will be sent to the nominated institution
4. All trainees should adhere to the on job training in the related institutions
5. The trainee will be visited twice during the on job training period by a training counsellor. The training counselor shall co-ordinate with the trainee in order to arrange a meeting with the on job training supervisor at the respective institution

How to attach your CV (1)

http://www.bti.com.bh/trainees/TraineeSignin.aspx

Welcome

Trainee Sign in



Welcome to BTI trainee login page. Please Sign In.

Trainee Number:

Password

How to attach your CV (2)

http://www.bti.com.bh/trainees/TraineeCV.aspx

Edit Trainee Information Trainee CV

- WelCome
- Office 365
- Transcripts
- Update Personal Data
- C.V.
- Illnesses
- LRC - Search
- Change Password
- Sign Out

* Do you accept to do your On Job Training/Recruitment in related areas to your major ?
 Yes No

Comments:

Upload CV: You can upload files of type (doc, docx, rtf or pdf)
Maximam file size 1MB

Save

Updating Trainees' Data

WelCome	
Transcripts	
Update Personal Data	
C.V.	
Illnesses	
Absenteeism	
Timetable	
Modules Files	
Final Exams	
Reserve Exams	
Trainee Calender	
Assessment Marks	
LRC - Search	
Survey List	
Change Password	
Sign Out	

Flat No.	<input type="text"/>
Building No.	<input type="text"/>
*Road/Street (No./Name)	<input type="text"/>
*Block No.	<input type="text"/>
Area	<input type="text"/>
*Email	<input type="text"/>
Telephone 1	<input type="text"/>
Telephone 2	<input type="text"/>
*Mobile	<input type="text"/>

Trainees' Obligations During the On Job Training

1. Keeping a tidy, clean and presentable demeanor
2. Adhering to the institute's attendance policy and regulations
3. Trainees can't be absent from work without an acceptable excuse. Attendance will be monitored on a daily basis. Poor attendance will influence the overall grade of the on job training which may result the Extended Diploma and National Diploma not being granted
4. Maintaining the secrets and security of the institution
5. Adhering to health and safety codes and rules
6. Abiding by the rules and regulations enforced by the institution

The Obligations of The On Job Training Institution

1. To help familiarize trainees with the institute's rules and regulations
2. To help provide the appropriate opportunity for trainees to gain experience and the required field skills and to get familiar with the work environment
3. To help provide the On Job Training Center with evaluation scores that reflect the level of the trainee's performance which is delivered to the institute's training supervisor
4. The training counselor will facilitate communication between the institute and the trainee and visits them whenever needed

Obligations of the Trainee During The On Job Training Period

1. Trainees are obliged to finish on job training in the institution assigned
2. Trainees should not move to another institution without obtaining the proper written approval from the Bahrain Training Institute and the institution they were assigned to
3. Trainees must abide by all rules and regulations of the training entity
4. Trainees should produce a record of the on job training report for the training counsellor during each field visit
5. Trainees should provide his/her own transportation to and from the on job training location
6. Trainees must notify the On Job Training Center of the training sponsoring institution and failure to do so will lead to the trainee losing a portion of the final grade of the on job training course

Graduation Requirements

The trainee is obligated to register for the on job training course after successfully completing the requirements of the program registered for in a period not exceeding 12 months (one year) from the end of the last course, however, he may be registered in a maximum of two subjects at the same training semester provided that he is on the verge of graduating and on the approval of the Director Manager of Trainees Affairs

On Job Training Logbook

Trainees should print a copy of the training logbook from the official Bahrain Training Institute (BTI) website and fill out all data related to the tasks performed during on job training, and inform both the training supervisor of the institution and the BTI's training counsellor about all the tasks they do during this period.

Sample of the Logbook Content (2)

B - Weekly reports:

1. Trainees should keep daily reports on the tasks assigned to them during the on job training period
2. Trainee should submit the reports to the institution's training supervisor
3. Supervisor will endorse it on a weekly basis.



معهد البحرين للتدريب
Bahrain Training Institute

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The On Job Training Center
استمارة المذكرات الأسبوعية المتعلقة بأنشطة التدريب - 9
Weekly Dairy of Activities Form - 9



مملكة البحرين
وزارة التربية والتعليم

(To be completed by the trainee) (يتم استيفائها من قبل المتدرب)

Sunday الأحد	
Monday الاثنين	
Tuesday الثلاثاء	
Wednesday الأربعاء	
Thursday الخميس	
Saturday الست <i>(If required by company)</i> <i>(إذا تطلب الأمر)</i>	

Trainee ID:	رقم المتدرب:
Trainee Name:	اسم المتدرب:
Signature:	التوقيع:

Supervisor Comments:	ملاحظات مشرف التدريب بالمنسسة:
Company Stamp ختم المؤسسة	
Supervisor Name & Signature:	
اسم مشرف التدريب بالمنسسة وتوقيعه:	

On Job Training Assessment Form

The trainee should:

1. Submit the on job training evaluation form to the institution's training supervisor at the end of the on job training period
2. Receive the evaluation from the on job training supervisor in the institution, as indicated in the form
3. Submit the on job training logbook along with the evaluation form to the BTI training counsellor who will complete the necessary evaluation procedures

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إستمارة تقييم التدريب الميداني - 10
On Job Training Assessment Form - 10

معهد البحرين للتدريب
Bahrain Training Institute

مملكة البحرين
وزارة التربية والتعليم

Trainee Name	اسم المتدرب
ID	الرقم التعريفي
CPR	الرقم الشخصي
Program Title/Code	التخصص
Host Organization	جهة التدريب
Training Period From من To إلى	فترة التدريب
Contact #	ارقام الاتصال
Signature / Date	التوقيع و التاريخ

To be filled by the work supervisor: خاص بإشراف علي التدريب في موقع العمل:			
#	Assessment Criteria	Max. Mark أقصى درجة	Actual Mark الدرجة المرصدة
1.	Attendance/ Punctuality: The trainee was regular and punctual in attendance.	5	
2	Attitude: The trainee exercised professional attitude toward work, coworker & safety regulations at work.	10	
3	Interest: the trainee shows interest & willingness assume all jobs related tasks delegated to him.	8	
4	Ability to Learn: The trainee is capable of learning fast & a acquiring new skills.	7	
5	Self-Dependence: The trainee needs minimum guidance doing delegated task.	6	
6	Initiative & Creativity: The trainee constantly proposes innovative initiatives to promote productivity at work.	13	
7	Communication Skills: The trainee has the ability to communicate effectively with other at work.	6	
8	Quality of Work performed: The trainee performs his/her job efficiently with minor simple mistakes.	4	
9	Compliance with rules & procedures: The trainee complies closely with the rules & procedure dictated by the organization.	11	

To be filled by Bahrain Training Institute OJT Assessor: خاص بمنسق التدريب من معهد البحرين للتدريب:			
10	Trainee's Action Plan	5	
11	Trainee's Weekly Report	10	
12	Observation of work place activity	10	
13	Supervisor assessment on trainee's overall performance.	5	
Total :		30	
Overall Total :		100	
Grade :			

Assessor Name	اسم المشرف	Signature	التوقيع	Date	التاريخ
OJT HOD Name	رئيس مركز التدريب الميداني	Signature	التوقيع	Date	التاريخ

Organization Assessor Name	اسم مشرف المؤسسة	Signature	التوقيع	Date	التاريخ
Company stamp ختم المؤسسة					

Trainee Batch: Enrolment Year: System Excel

For Further Enquiries

Please contact On Job Training Center
Building 7B

