1. Where are the OJT Programme Offices located?

   - The On-The-Job Training Programme’s Offices are located at:

   a) West Region: Port of Spain
      1A Wrightson Road, International Waterfront Centre, Tower C, Level 5,
      Telephone: 625-8478

   b) East Region: Tunapuna
      ANVA Plaza- 16-20 Eastern Main Road, Tunapuna
      Telephone: 685-8256

   c) Central Region: Chaguanas
      OJT Head Office: Cor. Connector Road & Chaguanas Main, Road
      Telephone: 671-3457 | 671-4447 | 671-7822 | 800-4OJT (4658)

      Corner John & Lange Streets, Montrose
      Telephone: 665-6658

   d) South Region:
FREQUENTLY ASKED QUESTIONS

- **San Fernando:**
  Hosein’s Building, 40-42 St. James
  Street Telephone: 657-3045

- **Point Fortin:**
  69 Main Road
  Telephone: 648-5810

- **Siparia:**
  Siparia Administrative Complex, Cor. Allis St and SS Erin Road
  Telephone: 649-0982

- **Tobago:**
  TAM Building, Lot #2, Glen Road, Scarborough
  Telephone: 685-8187

2. **How do I submit my Time Sheets for timely payment?**

   - In order to facilitate the on-time payment of stipends, Trainees are required to submit their timesheets to their respective Regional Offices, ON OR BEFORE 10:00 A.M. ON THE FIRST WORKING DAY OF THE FOLLOWING MONTH. To assist the process we recommend using the appropriate email address below to submit your timesheet:

     - EAST REGIONAL OFFICE - easttimesheets@ojt.gov.tt
     - WEST REGIONAL OFFICE - westtimesheets@ojt.gov.tt
FREQUENTLY ASKED QUESTIONS

- CENTRAL REGIONAL OFFICE - centraltimesheets@ojt.gov.tt
- SOUTH REGIONAL OFFICE - southtimesheets@ojt.gov.tt

- Drop-ins will also be facilitated at the Ministry Sub-Offices (listed above), ON OR BEFORE 10:00 a.m. on the first working day of the following month.
- Trainees who submit timesheets after the deadline date will receive their stipends in the Second Pay Cycle, i.e. LATE submission of timesheets will result in payment of stipends on the fifteenth of the following month.

3. How do I register for the On The Job Training Programme?

- If you are between 16-35 yrs. old and interested in joining the OJT Programme you are invited to visit any of the OJT Offices (see Question 1 for addresses) professionally dressed between the hours of 8 a.m. and 3 p.m. with the original and a copy of the following documents:
  - Academic certificates
  - National Identification Card
  - Birth Certificate
  - Utility Bill (no more than 2 month old)
  - Updated Resume
4. How long is the OJT Programme?

- The OJT Programme is for a period of twenty-four (24) months. Trainees are not eligible for any extensions and will not be allowed to re-enter the Programme since it is a training programme and not full time employment. However, if you exit the Programme before the twenty-four (24) month period, you are eligible for placement and can re-apply for the remaining time left.

5. What qualifications do applicants need to apply to the Programme?

- The Programme facilitates placement according to the following levels of qualification:
  - CXC or Craft Level Training
  - CAPE, A Level or Diploma
  - Associate Degree
  - Undergraduate Degree (i.e. Bachelor’s)
  - Postgraduate Degree (i.e. Master’s/PhD)

6. If an individual has just written CSEC/CXC exams and does not yet have the certificate, can the individual still apply?

- Yes, the individual can apply. However, candidates cannot be placed without original certificates. The certificate (s) must be brought in to
update the candidate’s records.

7. If I am awaiting my certificate after completing a programme from a tertiary level or recognized institution what do I do?
   - Such persons can still apply using their current certificates. Once the certificate from the tertiary institution/recognized institution has been obtained, the applicant must come in to update his/her academic records.

8. Can an applicant bring in any two (2) forms of identification for the Registration Process?
   - Persons must present their Birth Certificate and National Identification card. In the case where a person does not have a National I.D. Card but has applied for one, the receipt from the Elections and Boundaries Commission Registration Office will be accepted.

9. If the Utility Bill is not in the applicant’s name what should he/she do?
   - The utility bill should be accompanied by an authorization letter from the person in whose name the bill is addressed and a copy of that individual’s valid National Identification Card.

10. To register, do I have to go the office nearest to my home or can I go to any office?
Applications are being received at all OJT Programme offices. However, interested persons are advised to utilize the convenience of accessing the office nearest to their residential location.

11. Does the applicant have to apply in person?
   - Yes. Interested applicants must register in person, dressed in professional business attire.

12. What are the Stipend Rates?

<table>
<thead>
<tr>
<th>Level</th>
<th>Qualification</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>CXC, Craft Level Training</td>
<td>$3,025.00</td>
</tr>
<tr>
<td>Level 2</td>
<td>CAPE, A Level, Diploma</td>
<td>$4,356.00</td>
</tr>
<tr>
<td>Level 3</td>
<td>Associate Degree</td>
<td>$5,445.00</td>
</tr>
<tr>
<td>Level 4</td>
<td>Undergraduate Degree</td>
<td>$7,562.50</td>
</tr>
<tr>
<td>Level 5</td>
<td>Postgraduate Degree</td>
<td>$8,712.00</td>
</tr>
</tbody>
</table>

13. What are my working hours?
FREQUENTLY ASKED QUESTIONS

- Trainees are required to be at the assigned Provider from 8.00 a.m. to 4.00 p.m. daily. There are certain exceptions where arrangements are made for working hours from 7.00 a.m. to 3.00 p.m. daily. Approval MUST be sought from the OJTP should there be a request for a variation from these times.

14. Where can interested persons access application forms?

- Application forms can be obtained at any OJT office or via the Ministry of Labour and Small Enterprise Development’s website at www.molsed.gov.tt

15. Where can interested employers access application forms?

- Application forms can be obtained at any OJT office or via the Ministry of Labour and Small Enterprise Development’s website at www.molsed.gov.tt