TESDA CIRCULAR

SUBJECT: **Implementing Guidelines on the Deployment of Training Regulations (TR) and Competency Assessment Tools (CATs) for Automotive Servicing (Chassis Repair) NC II**		**Page 1 of 9 pages** **Number 132 series of 2020**
Date Issued: 23 October 2020	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and to provide coherence and standards in the deployment of amended **Training Regulations for Automotive Servicing (Chassis Repair) NC II,** the following Implementing Guidelines are hereby issued:

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2020-33** dated **11 August 2020** on "Approving and Promulgating the Training Regulations for Automotive Servicing (Chassis Repair) NC II" was issued.
- The abovementioned Training Regulations (TR) were developed in partnership with the Chamber of Automotive Manufacturers of the Philippines, Inc. (CAMPI).
- The deployment of this TRs is in accordance with the Operating Procedure on the Development and Deployment of Training Regulations under ISO 9001:2015.

II. OBJECTIVES

- To implement the TRs aimed at better responding to the demands of the industry. Thesde TRs will promote competencies that are readily employable, environment-friendly and compliant with the industry requirements of the Automotive and Land Transportation sector;
- To strengthen the industry-academe linkages addressing the "skills-jobs mismatch" in critical sectors; and
- To build the training and assessment infrastructures for the development of the industry workers in the sector.

III. SCOPE/COVERAGE

New and existing training programs registered under the No Training Regulations (NTR) or LGU/industry/other government programs relating or leading to Automotive Servicing (Chassis Repair) NC II shall be covered by this Circular.

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IV. IMPLEMENTATION MECHANISM

A. Utilization of the New TR

To ensure utilization of these TRs, all Regional/Provincial/District Directors shall immediately advocate/encourage and facilitate the registration and re-registration of abovementioned program subject to Section IV.C of this Circular. The Qualifications and Standards Office (QSO) shall initiate deployment/orientation of TRs and CATs for all Regional/Provincial/District Offices in accordance with the Operating Procedure on Development and Deployment of the TRs and CATs.

B. Training Delivery Modality

1. Training providers shall be required to offer program either using the institution/school-based, enterprise-based, community-based, traditional and/or flexible as delivery modes;

2. To standardize program offerings, the training providers shall be required to develop Competency-Based Curriculum based on these TRs;

3. To ensure quality training delivery, the training providers shall adhere to the training arrangements as stipulated in these TRs, including the trainer's qualifications, trainee entry requirements, training facilities, materials, tools and equipment.

C. Program Registration

1. Registration or re-registration/migration to new or amended Training Regulations within a period of one (1) year shall commence only after the issuance of the approved Implementing Guidelines on the Deployment of Training Regulations, Competency Assessment Tools, and the conduct of Capability Building Program for Regional Lead Trainers and Assessors (CBP for RLTs and RLAs). The conduct of CBP for RLTs and RLAs shall facilitate the building of the training and assessment infrastructure and to ensure uniform/standard implementation of competency assessment based on Operating Procedure on Competency Assessment (TESDA-OP-CO-05, Rev. 00).

2. Subject to the relevant provisions of Section XI of TESDA Circular No. 07, Series of 2016, on the Amended Omnibus Guidelines on UTPRAS, all "No Training Regulations (NTR)" registered programs related to this qualification shall be re-registered as "With Training Regulations (WTR)"

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within a period of one (1) year shall commence only after the issuance of the approved Implementing Guidelines on the Deployment of Training Regulations, Competency Assessment Tools, and the conduct of Capability Building Program for Regional Lead Assessors Trainers and Assessors (CBP for RLTs and RLAs).

3. The registration of program related to Automotive Servicing (Chassis Repair) NC II shall follow the Operating Procedure on Program Registration (TESDA-OP-CO-01, Rev. 00) and current program registration guidelines;

4. All Regional/Provincial/District Directors are hereby instructed to process application for program registration within the allowable process cycle time (PCT) indicated in the Operating Procedure on Program Registration or existing guidelines.

5. The National TVET Trainers Academy (NTTA) shall initiate training for Regional Lead Trainers (RLTs).

6. The following codes shall be applied for this TR:

Qualification Title	Qualification Code	Unit Code	Unit Title
		Basic Competencies	
Automotive Servicing (Chassis Repair) NC II	ALTASC220	400311210	Participate in workplace communication
		400311211	Work in a team environment
		400311212	Solve/address general workplace problems
		400311213	Develop career and life decisions
		400311214	Contribute to workplace innovation
		400311215	Present relevant information
		400311216	Practice occupational safety and health policies and procedures
		400311217	Exercise efficient and effective sustainable practices in the workplace
		400311218	Practice entrepreneurial skills in the workplace

		Common Competencies	
		ALT723211	Validate vehicle specification
		ALT723212	Move and position vehicle
		ALT723214	Utilize automotive tools
		ALT723215	Perform mensuration and calculation
		ALT723216	Utilize workshop facilities and equipment
		ALT723217	Prepare servicing parts and consumables
		ALT723218	Prepare vehicle for servicing and releasing
		Core Competencies	
		ALT723385	Diagnose and repair drive lines
		ALT723386	Diagnose and repair clutch system
		ALT723387	Diagnose and overhaul manual transmission/transaxle
		ALT723388	Diagnose and overhaul differential
		ALT723389	Diagnose and repair brake system
		ALT723390	Diagnose and repair steering system
		ALT723391	Diagnose and repair suspension system

D. Trainer's Qualifications

NEW TRAINERS

1. Holder of National TVET Trainer Certificate (NTTC) Level I in Automotive Servicing (Chassis Repair) NC II; and

2. Must have at least one (1) industry experience in Automotive Servicing for the last three (3) years

EXISTING TRAINERS

1. Holder of National TVET Trainers Certificate (NTTC) Level 1 in Automotive Servicing (Chassis Repair) NC II; and

2. Must have industry immersion of forty (40) hours annually (industry training which includes structured training program inclusive of hands-on activities, observation in a workshop, and training certificates with number of hours);

   The current holders of NTTC Level I in Automotive Servicing NC II shall follow what is stipulated in Section 4 of the TR, particularly section 4.1.6 for the renewal of their NTTC. Continued learning through (40) hours' industry immersion annually will also be required for upskilling purposes both for the new and existing trainers.

E. Assessment and Certification

1. Assessment and certification shall follow the Operating Procedure for Competency Assessment (Document No. TESDA-OP-CO-05, Revision 00) and provisions of Section 4 – Assessment and Certification Arrangements of the TRs.

2. A National Certificate (NC) is issued when a candidate has demonstrated competence in all units of competency for Automotive Servicing (Chassis Repair) NC II.

3. Candidates wanting to be certified will have to be assessed in accordance with the requirements identified in the evidence guide of the relevant unit/s of competency.

4. Candidates who have gained competencies through informal training, previous work or life experiences may apply for recognition in a particular qualification through competency assessment or portfolio assessment.

5. The following are qualified to apply for assessment and certification, as long as they are holders of National Certificate in the amended Automotive Servicing NC I:

   5.1 Graduates of WTR, NTR-registered programs or formal/informal including enterprise-based trainings related to Automotive Servicing (Chassis Repair) NC II; or

   5.2 Experienced workers (wage employed or self-employed) who have at least two (2) years of experience in Automotive Servicing (Chassis Repair). A Certificate of Employment and Job Description must be provided as proof. In which case, those who have gained

at least two (2) years of experience in Automotive Servicing (Chassis Repair) can avail of the portfolio assessment and be exempted from the provisions of TESDA Circular No. 59, Series of 2020, which requires that the number of years of work experience shall be at least five (5) years to be eligible for portfolio assessment.

6. Current holders of National Certificate (NC) in **AUTOMOTIVE SERVICING NC II** shall have their certificates renewed and converted to the amended TR provided he/she has accumulated at least two (2) years (in the last five [5] years) work experience, practicing the competencies prescribed in his/her certificate. A Certificate of Employment and Job Description must be provided as proof. He/she must be a holder of National Certificate in the amended Automotive Servicing NC I.

7. Current holders of Certificate of Competency (COC) in **AUTOMOTIVE SERVICING NC II**, shall have to undergo assessment in the amended Training Regulations upon expiration of their Certificates. He or she must be a holder of National Certificate in the amended Automotive Servicing NC I.

V. CONDUCT OF COMPETENCY ASSESSMENT

The QSO shall deploy the Competency Assessment Tools (CATs) to all Regional/Provincial/District Offices. Concurrent with this, the Certification Office shall conduct Capability Building Programs for **Regional Lead Assessors** as stated in Section 6 of the Operating Procedure for Development of Competency Assessment Tools (Document No. TESDA-OP-QSO-02, Rev. No. 01).

A. Qualification of Competency Assessors

In accordance with TESDA Circular No. 64, Series of 2020, on the "Accreditation of Assessment Centers and Competency Assessors under the Philippine TVET Competency Assessment and Certification System (PTCACS)" amending TESDA Circular No. 15, Series of 2015, and Operating Procedures TESDA –OP-CO-03 and 04, the accredited Competency Assessor must fulfill all of the following conditions:

1. Practitioner of the occupation/trade in the trade area for at least one (1) year within the last three (3) years. Candidates for Assessors without required industry work experience shall be granted Provisional Accreditation, subject to the guidelines promulgated by the TESDA Board for the purpose.

or

For Trainer-Assessor, must have industry immersion of forty (40) hours annually (industry training which includes structured training program inclusive of hands-on activities, observation in a workshop, and training certificates with number of hours)

2. Holder of a National Certificate at the same or higher level of the Qualification where the assessor is accredited.

3. Holder of NTTC I and/or COC 2 — Conduct Competency Assessment under TM I.

4. For new Applicant - Competency Assessor, he/she must have conducted actual assessment to at least ten (10) candidates under the supervision of a Regional/ Provincial Lead Assessor, as part of capability building of Competency Assessors.

5. For accredited competency assessors for amended Training Regulations — he/she shall only be required to conduct actual assessment to at least two (2) candidates for related qualifications under the supervision of a Regional/Provincial Lead Assessor.

6. Erring Assessors shall be subjected to the provisions of TESDA Circular No. 134, Series of 2019.

B. Competency Assessment Tools (CATs)

1. **The CATs shall be regarded with strict confidentiality.** The documents include the Assessor's Guide, Rating Sheet with prescribed Tasks/Activities and time allocation for the conduct of assessment.

2. The Assessor's Guide shall be strictly followed in the conduct of assessment. The Rating sheet shall be used to record the evaluation of candidates.

3. The Specific Instructions for the Candidate shall be provided to each candidate at the start of assessment and returned to assessor right after the assessment activity.

4. **The CATs must be returned to the TESDA Representative/District/ Provincial Officer within the same day of assessment.**

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C. Assessment Centers

1. Conduct of assessment shall be done in Accredited Assessment Centers, which passed the requirements based on the Operating Procedure or existing guidelines.

2. The CATs specification on the size requirement for the facilities and List of Supplies, Tools and Equipment must be used in the **Accreditation of an Assessment Center** or as provided in current TESDA Circulars related to conduct of assessment in the new normal i.e. subject to health and safety protocols.

3. Relevant enterprises may be accredited as Assessment Centers.

D. Assessment Fee

A separate TESDA Circular shall be issued upon promulgation of assessment fee for this qualification.

E. Integrity Fortification

Integrity fortification of assessment and certification shall be strictly adhered to through the implementation of the following measures:

1. Conduct of Capability Building Program for Regional Lead Assessors (RLAs) by the Certification Office; Conduct of Capability Building Program for Provincial Lead Assessors (PLAs) and Competency Assessors by the Regional Office through the appointed RLAs;

2. Pre-scheduled assessment;

3. Presence of a TESDA Representative during the entire conduct of assessment; and

4. Conduct of Calibration Workshop for Competency Assessors by the TESDA Regional/Provincial/District Offices through the RLA/PLAs.

F. Registry of Certified Workers

1. The list of certified individuals will be uploaded in the online Registry of Workers Certified.

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VI. MONITORING AND FEEDBACK SYSTEM

1. The Regional and Provincial/District Offices (ROPO/DO) shall closely monitor the implementation of the registered programs under this TR; and

2. The ROPO/DO shall require the education and training providers with registered program under this TR to report the enrolled, graduates and employed in the T2MIS as part of the regular monitoring and feedback system.

VII. EFFECTIVITY

This Circular shall take effect as indicated and shall supersede all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General