# TESDA CIRCULAR

| SUBJECT: Implementing Guidelines in the Regional Lead Trainers Development Program (RLTDP) | | No. 15 series of 2020<br>Page 1 Page of 6 Pages |
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| **Date Issued:**<br>December 9, 2020 | **Effectivity:**<br>As indicated | **Supersedes:** |

In the interest of the service and in line with the agency's strategy in delivering new and/or emerging Technical Vocational Education and Training (TVET) qualifications to address the growing demand for skilled labor in key growth areas, the following implementing guidelines in the Regional Lead Trainers Development Program are hereby issued.

## I. RATIONALE

TESDA, as the governing agency in the technical education and skills development of the Filipino workforce, continuously develops Training Regulations (TR) and Competency Standards (CS) for new and emerging skills need by the industry. TESDA also updates existing TRs or CS to maintain their relevance to industry requirements. Competency-Based Curriculum (CBC) Exemplars are also developed for qualifications that are emerging and/or commonly by needed industries at the national and regional levels. One of the major concerns in the delivery of the promulgated TRs, developed Competency Standards or newly developed Area-Based TVET programs is the non-availability of qualified and competent trainers who possess the technical skills and teaching methodology to facilitate the training.

The Regional Lead Trainers development program was introduced to develop lead trainers who shall facilitate regional multiplier programs or training of trainers for the newly promulgated TRs or developed CS. However, qualifications of RLT facilitators and participants, standard implementing procedures and functional delineations must be established and institutionalized to ensure sustainability of the RLT program.

The Regional Lead Trainers development program is being implemented by the National Institute for Technical Education and Skills Development (NITESD) and the National TVET Trainers Academy (NTTA). However, the role of the TESDA Regional Offices must be emphasized in the RLT Development Program and RLT Multiplier Program being the end-users of trainers development and primary office responsible in the delivery of newly promulgated/developed TRs, CSs or Area-Based TVET programs concerns such as the entry qualification of prospective trainers, achievement of appropriate learning outcomes and delineation of functions among concerned offices have affected the continuing delivery of the RLT Development Program.

The need to establish enhance and institutionalize the RLT Development Program is imperative to ensure agility, flexibility and sustainability in developing Lead Trainers, who shall facilitate the multiplier program for institution-based trainers.

## II. OBJECTIVES

A. Provide guidelines in the development of Regional Lead Trainers
B. Define the responsibilities of the concerned offices.

## III. SCOPE AND COVERAGE

This circular cover only the development of Regional Lead Trainers, who shall facilitate the multiplier programs that shall develop trainers for newly promulgated/developed TR/CS-based programs or Area-Based TVET programs at the institutional level. It does not cover the development and implementation of the multiplier programs at the regional level.

## IV. GENERAL GUIDELINES

A. The RLT Development Program Course Design

The RLT Development Program is designed with three (3) modules that provide the platforms for the participants to acquire the technical skills required of the new qualification, acquire the training methodology and plan how to facilitate the multiplier program at the regional level. The course contains competencies that are directly relevant to the objectives of the RLT Development Program.
*(See Annex A- RLTDP Course Design)*

| Modules | Learning Outcomes | Duration (days) |
|---|---|---|
| 1. Skills Training | - Acquire the knowledge, skills and attitude including the basic, common and core competencies of the newly promulgated TR/developed CS | 10 |
| 2. Training Methodology | - Discuss the Philippine TVET System<br>- Competency-Based Curriculum<br>- Prepare training session<br>- Utilize multimedia in training delivery<br>- Facilitate learning sessions | 4 |
| 3. Delivering Multiplier Training | - Plan training delivery<br>- Develop instructional/ learning Materials<br>- Compute training cost<br>- Demonstrate the teaching delivery of the new TR/CS | 4 |
| Training Duration | | 18 |

1. The nominal duration is established at eighteen (18) days; however, it can be shortened depending on the experience and qualifications of the participants that maybe recognized or considered. Trainer-participants may be exempted from any of the modules, if the following conditions exist.

   - For Module 1, the participant has the required skills/ competencies in the new TR or CS as evidenced by any of the following: National Certificate, Training certificate or a certification from an enterprise or relevant industry organization.

   - For Module 2, the participant has Trainers Methodology Certificate (TMC) or National TVET Trainer Certificate (NTTC).

2. In any case, the full nominal duration shall be reflected in the certificate of completion or training awarded to the participants after completing the RLT Development Program.

B. Functional Arrangements for TR/CS-Based Qualifications

1. The NTTA shall have the primary function to implement the RLT Development Program in collaboration with NITESD and the TESDA Regional Offices, as shown in the implementation diagram (Figure 1).

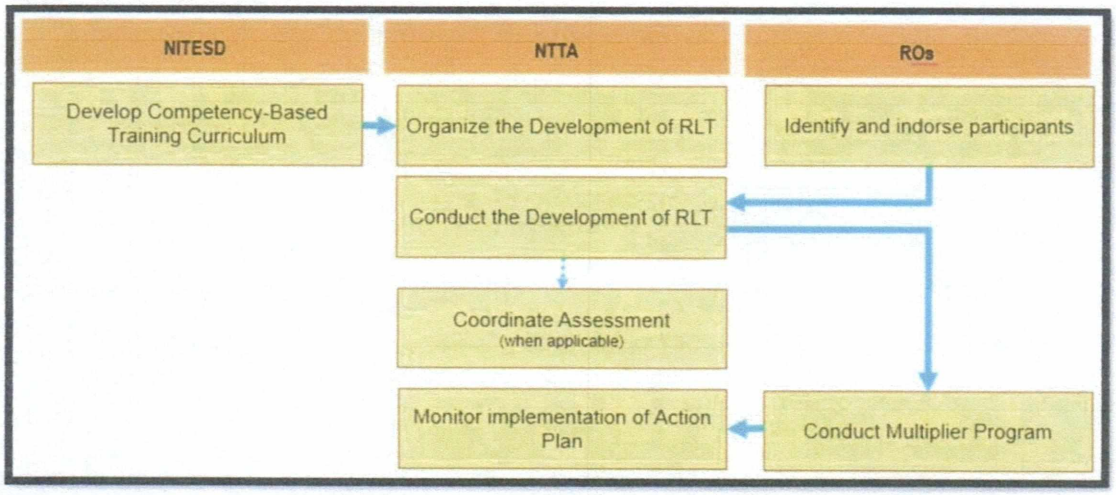


Figure 1: RLT Development Program Implementation Diagram

2. The NITESD shall develop the CBC Exemplars for promulgated TRs or developed CS for emerging and/or commonly needed qualifications by industries at the national and regional levels. The curriculum exemplars shall be the reference in delivering the Skills Training and Delivering Multiplier Training modules of the RLT Development Program. It shall provide technical assistance to NTTA in continuously improving the design and implementation of the RLT Development Program.

3. The Regional Offices shall identify and indorse to NTTA participants who shall be developed as Regional Lead Trainers. It shall be responsible in organizing and implementing the RLT Multiplier Program in their respective regions to be facilitated by the trained Regional Lead Trainers.

4. The conduct of competency assessment for the RLTs shall be coordinated by NTTA with the Certification Office or concern Regional Office/s, when applicable.

5. The ROs shall be responsible in organizing and conducting the multiplier programs to be facilitated by their respective RLTs. The implementation of the RLT Multiplier Program at the regions shall be monitored by NTTA; and

6. The RLTs shall be responsible in preparing the action plan for Multiplier training program to RO, designing the training programs for prospective trainers of the newly promulgated TR/CS, and conducting skills training on the newly promulgated TR/CS to prospective trainers.

D. Qualification of the Participants

The participants to the RLT Programs shall include the following:

1. Technical Vocational Institution Trainers

   a. With educational background or have undergone training in skill areas relevant to the newly-promulgated TR and newly-developed CS
   b. With at least 1-year teaching experience

2. Industry Practitioner

   a. Must have completed at least 10 years Basic Education
   b. Must have at least a minimum 3 yrs. of industry experience in the industry sector where the new TR/CS is included or have undergone training in skill areas relevant to the newly-promulgated TR and newly-developed CS.

The selected participants shall submit the following requirements:

1. TTIs
   a. Nomination Form duly endorsed by the Regional Office (Annex B)

2. Private TVIs/Industry Practitioner
   a. Nomination Form duly endorsed by the Regional Office (Annex B)

E. Qualifications of the Resource Person

The qualifications of the Resource Person in the RLT Program are as follows:

Any of the following:

1. Prominent in the industry where the qualification belongs; or
2. Technical Expert Panel member(s) of the TR/CS; or
3. Experts/practitioner endorsed by academe, labor, or industry association
4. With sufficient industry experience or have undergone training in the skill areas relevant to the newly-promulgated TR and newly-developed CS.

F. Trainers' Development for Locally Developed Qualifications without TR/CS

1. The Regional Offices through its TESDA Technology Institutions (TTI) shall develop the curriculum for locally identified qualifications that would address the skills requirement of specific industries or communities within their respective areas.

2. The Regional Office shall identify a lead institution among its TTIs that will develop trainers for the locally identified qualification, preferably those TTIs with existing Regional Lead Trainers.

3. The Regional Office shall apply for recognition of its programs at NTTA prior to program implementation. The application for recognition of programs shall be communicated to NTTA through a memo signed by the respective Regional Director and indicating the RLT programs for the locally identified qualifications as well as the lead trainers who will facilitate the programs.

4. The TTI may engage the services of a technical expert/ resource persons in training the trainers, following the qualifications of Resource Persons in this Circular.

5. The NITESD and/or NTTA shall provide technical assistance, whenever needed.

## V. FUNDING

The delivery of the RLTDP Multiplier Program shall be funded through the Training for Work Scholarship Programs (TWSP)

## VI. EFFECTIVITY

This order shall take effect as indicated and supersede any issuance contrary to this circular.

**SEC. ISIDRO S LAPEÑA, PhD., CSEE**
Director General