TESDA CIRCULAR

SUBJECT: **Implementing Guidelines on the Deployment of Competency Standards (CS) for Cooperative Development and Management Level IV**		**Page 1 of 4 pages** **Number 134 series of 2020**
Date Issued: 04 November 2020	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service, the following Guidelines in the deployment of the Competency Standards (CS) for **Cooperative Development and Management Level IV** are hereby issued:

I. BACKGROUND/LEGAL BASIS

1. **TESDA CY 2018 Planning Guidelines** under B.1.3 **"Adapt and Adopt"** policy shall be pursued in the development of competency standards/Training Regulations (TRs), particularly on the higher level qualifications using the available off-the-shelf competency standards developed by the industries, multi-bilateral agencies and local and international development partners and;

2. The abovementioned Competency Standards (CS) was developed through the consultation meetings and workshops with the stakeholders and experts of cooperatives from the Cooperative Development Authority (CDA) and House of Representatives (HOR) on Committee on Cooperatives Development.

II. OBJECTIVES

1. To immediately respond to the skills requirement for cooperative development and management with the goal to produce competent individuals equipped with the 21st Century Skills and compliant with the existing industry standards pertaining to OSHS, GAPs, and Waste Management;

2. To provide world-class and competent human resources for the Cooperative Development and Management under the Social, Community Development and Other Services Sector; and

3. To ensure that the education and training providers shall deliver the programs in accordance with the above-mentioned CS as required by the Social, Community Development and Other Services Sector.

III. SCOPE/COVERAGE

This CS shall be the basis for the development of the Competency-based Curriculum (CBC) which shall be submitted by the education and training providers registering the program with the TESDA Provincial/District Offices.

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IV. IMPLEMENTATION MECHANICS

A. Utilization of the Developed CS

1. To ensure the utilization of this CS, all Regional/Provincial/District Directors shall immediately encourage the registration of abovementioned program; and

2. Copy of the CS will be made available in and can be downloaded from the TESDA website.

B. Program Registration

1. All Regional/Provincial/District Directors are hereby instructed to process applications for program registration as "No Training Regulations" (NTR) following the Amended Omnibus Guidelines under the Unified TVET Program Registration and Accreditation System (TESDA Circular No. 07, Series of 2016) and within the allowable process cycle time (PCT) of three (3) working days indicated in the existing guidelines (TESDA Circular No. 073, Series of 2019). Further, the education and training providers shall develop and submit the competency-based curriculum with the number of training hours and appropriate lists of tools, materials, equipment and facilities for training and assessment.

2. To standardize the program implementation and ensure that they are in accordance with the CS, the National Institute for Technical Education and Skills Development (NITESD) and Regional Offices/Provincial/District Offices (RO/PO/DOs) shall assist in the development of the Competency-Based Curriculum (CBC).

C. Trainee Entry Requirements

Trainees or students wishing to gain entry into this course must possess the following requirements:

- For Micro to Small Cooperative
  - Must have basic communication skills
  - Must have basic arithmetic skills

- For Medium to Macro-Cooperative
  - Must have basic communication skills
  - Must have basic arithmetic skills

- Certificate of Completion for completing ten (10) years of basic education or Alternative Learning System (ALS) with grade 10 equivalent holder.

The difference between the micro to small cooperatives and the medium to large cooperatives are due to the levels of complexity and scope of the operations. Micro to small cooperatives having assets of Fifteen Million (Php15,000,000.00) below are engaged in cooperative activities and functions in lower level of complexities and smaller scope. On the other hand, medium to large cooperatives having assets of more than Fifteen Million (Php15,000,000.00) are handling activities contrary to previously mentioned. *(Source: CDA Memorandum Circular 2007-07: Categorization of Cooperatives)*

This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program.

D. Trainer's Qualification

The trainer shall have the following qualifications:

- Must have Trainer's Methodology Certificate (TMC) OR trainer's certificate OR must be a practicing trainer for two (2) years within the last five (5) years; and

- Must have at least two (2) years of cooperative development and management experience within the last five (5) years.

E. Institutional Assessment of Graduates

1. The education and training providers shall ensure the conduct of institutional assessment after the completion of the training program; and

2. The education and training providers (including the enterprises where trainings are conducted) shall issue the Training Certificate after completion of the training and passing the institutional assessment of graduates.

F. Scholarship Provision

1. A scholarship training subsidy shall be allocated/provided to enrollees of the registered training program based on the existing guidelines; and

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2. Training cost shall be computed based on the submitted curriculum where the training hours and list of tools, materials and equipment are indicated.

V. MONITORING AND FEEDBACK SYSTEM

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

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

VI. EFFECTIVITY

This Circular shall take effect as indicated. Wide dissemination of this Circular by all concerned is hereby enjoined.

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Director General