TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations(TR) and Competency Assessment Tools (CATs) for Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II		Page 1 of 8 pages Number 084 series of 2021
Date Issued: 08 October 2021	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and to provide coherence and standards in the deployment of amended **Training Regulations for Transport RAC Servicing NC II *to* Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II,** the following Implementing Guidelines are hereby issued:

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2021-24** dated **08 June 2021** on "Approving and Promulgating the Amended Training Regulations for Transport RAC Servicing NC II *to* Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II" was issued.

- The abovementioned Training Regulations (TR) was reviewed in partnership with the Refrigeration and Air-conditioning Technicians for Development of the Philippines (RACTAP) Inc.

- The deployment of this TR 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. This TR will promote competencies that are readily employable, environment-friendly and compliant with the industry requirements of the Heating, Ventilation, Air-Conditioning and Refrigeration (HVAC-R) 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 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 Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II shall be covered by this Circular.

IV. IMPLEMENTATION MECHANISM

A. Utilization of the Amended TR

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

B. Training Delivery Modality

1. Training providers shall be required to offer the program using training delivery mode options such as institution/school-based or enterprise-based or community-based or combination of modalities.

2. To standardize program offerings, the training providers shall be required to develop Competency-Based Curriculum (CBC) based on the TR;

3. To ensure the quality of the training delivery, the training providers shall adhere to the training arrangements as stipulated in the TR, 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 following activities were undertaken

   a) The issuance of the approved Implementing Guidelines on the Deployment of Training Regulations and Competency Assessment Tools; and

   b) 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 Procedures on Competency Assessment (TESDA-OP-CO-05, Rev. 00).

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2. Subject to the relevant provisions of the existing Omnibus Guidelines on Program Registration under UTPRAS, all "No Training Regulations (NTR)" registered programs related to this qualification shall be re-registered as "With Training Regulations (WTR)" within a period of one (1) year which shall commence only after the activities indicated in letters a, and b of item No. 1 were completed.

3. The registration of program related to Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II shall follow the current Operating Procedure on Program Registration or existing 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 the training for Regional Lead Trainers.

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

Qualification Title	Qualification Code	Unit Code	Unit Title
		Basic Competencies	
Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II	HVCMAC221	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	
		HVC713201	Prepare materials and tools
		HVC311202	Interpret technical drawings and plans

		HVC311201	Observe procedures, specifications and manuals of instructions
		HVC311203	Perform mensuration and calculations
		HVC713202	Perform basic benchwork
		HVC724201	Check basic electrical circuits
		HVC311204	Maintain tools, instruments and equipment
		HVC315201	Perform housekeeping and safety practices
		HVC311205	Document work accomplished
		Core Competencies	
		HVC723348	Service and maintain mobile air-conditioning units
		HVC723349	Troubleshoot and repair mobile air-conditioning systems
		HVC723350	Perform start-up, test and commissioning for mobile air-conditioning systems

D. Trainer's Qualifications

1. Must be a holder of National TVET Trainer Certificate (NTTC) Level I in Land-based Transport MAC Servicing NC II / Automotive Servicing NC III **OR**
   Graduate of BSIE/BTTE/BTVTEd – Major in RAC and with Land-based Transport MAC Servicing NC II / Automotive Servicing NC III certificate;

2. Must be computer literate; and

3. Must have at least two (2) years related industry experience within the past five (5) years.

E. Assessment and Certification

1. Assessment and certification shall follow the existing Operating Procedure for Competency Assessment provisions of Section 4 – Assessment and Certification Arrangements of the TRs or new assessment arrangements to adapt to the new normal.

2. The qualification of Land-based Transport Mobile Air-conditioning (MAC) Servicing NC II may be attained through demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this qualification.

3. Assessment shall cover all competencies, with basic and common integrated or assessed concurrently with the core units of competency.

4. Any of the following are qualified to apply for assessment and certification:

   - Graduates of formal, non-formal and informal including enterprise-based training programs

   - Experienced Workers in RAC servicing for at least 2 years (wage employed or self-employed)

5. Holders of National Certificate (NC) or Certificates of Competency (COC) in Transport RAC Servicing NC II are required to undergo re-assessment under the amended Training Regulations (TRs), upon expiration of their Certificates.

6. Recognition of Prior Learning (RPL). Candidates who have gained competencies through previous work or life experiences, education, and informal training related to all the core competencies may apply for recognition in the qualification through Portfolio Assessment in accordance with the provision of TESDA Circular No. 59, Series of 2020.

7. The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the "Philippine TVET Competency Assessment and Certification System (PTCACS)".

V. CONDUCT OF COMPETENCY ASSESSMENT

The Qualifications and Standards Office (QSO) shall deploy the Competency Assessment Tools (CATs) to all Regional/Provincial/District Offices. Concurrent with this, the Certification Office (CO) in collaboration with QSO shall conduct Capability Building Programs for Prospective **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 (CA)

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 in the trade area of transport RAC servicing for at least three (3) years. Practitioners refers to technical experts engaged in teaching or training workers in transport RAC servicing, or to supervisors tasked to lead and/or manage transport RAC servicing workers, and are able to perform the three (3) core competencies in Land-based Transport MAC Servicing NC II;

2. Holder of a National Certificate (NC) at the same or higher level of the Qualification where the Competency Assessor (CA) is accredited;

3. Holder of NTTC I and/or COC 2 — Conduct Competency Assessment under Trainers Methodology Level I (TM I).

4. For new Applicant - Competency Assessor (CA), 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 (CA) 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 Competency Assessors (CA) shall be subjected to the provisions of TESDA Circular No. 134, Series of 2019, or other relevant issuances.

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 may be enhanced for alignment in the conduct of competency assessment in the new normal, subject to agreement

among the National Experts, QSO and CO.

5. The CATs must be returned to the TESDA Representative/ District/ Provincial Officer within the same day of assessment or based on guidelines in the conduct of assessment in the new normal.

C. Assessment Centers

1. Conduct of assessment shall be done in Accredited Assessment Centers (ACCs), 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 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.

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 Prospective Regional Lead Assessors (RLAs) by the Certification Office in collaboration with QSO;

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

3. Pre-scheduled assessment;

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

5. Conduct of Calibration Workshop for Accredited Competency Assessors by the TESDA Regional/Provincial Offices through the RLA/PLAs or by the CO and QSO, as necessary.

F. Registry of Certified Workers

1. The list of certified individuals shall be uploaded in the online Registry of Workers Certified (RWAC).

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