TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations(TR) and Competency Assessment Tools (CATs) for Film and Video Postproduction NC III		Page 1 of 8 pages Number 057 series of 2021
Date Issued: 09 July 2021	**Effectivity:** Immediately	**Supersedes:**

In the interest of the service and to provide coherence and standards in the deployment of amended **Training Regulations for Film and Video Postproduction NC III,** the following Implementing Guidelines are hereby issued:

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2021-15** dated **11 May 2021** on "Approving and Promulgating the Training Regulations for Film and Video Postproduction NC III" was issued.
- The abovementioned Training Regulations (TR) was developed in partnership with the National Commission for Culture and the Arts (NCCA).
- 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 Creative 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 Film and Video Postproduction NC III shall be covered by this Circular.

IV. IMPLEMENTATION MECHANISM

A. Utilization of the New 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 flexible modalities 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).

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 Film and Video Postproduction NC III shall follow the 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	
Film and Video Postproduction NC III	CREFVP321	400311319	Lead workplace communication
		400311320	Lead small teams
		400311321	Apply critical thinking and problem-solving techniques in the workplace
		400311322	Work in a diverse environment
		400311323	Propose methods of applying learning and innovation in the organization
		400311324	Use information systematically
		400311325	Evaluate occupational safety and health work practices
		400311326	Evaluate environmental work practices
		400311327	Facilitate entrepreneurial skills for micro-small-medium enterprises (MSMEs)
		Common Competencies	
		CRE265201	Develop and update industry knowledge
		CRE265202	Develop creative thinking, artistic skills and cultural awareness

		CRE265203	Observe procedures, specifications and manuals of instructions
		CRE265204	Operate equipment
		CRE265205	Manage own performance
		CRE265206	Maintain safe, clean and efficient work environment
		CRE265207	Provide and maintain effective client relations
		Core Competencies	
		CRE343305	Prepare postproduction materials and facilities
		CRE343306	Build edits and materials for postproduction
		CRE343307	Create enhanced edits and materials for postproduction
		CRE343308	Wrap up postproduction

D. Trainer's Qualifications

1. Must be a holder of National TVET Trainers Certification (NTTC) Level I in Film and Video Postproduction NC III
2. Must be a film/video production industry practitioner with at least three (3) years' experience in postproduction either in film, corporate video, television or other similar disciplines
3. Must have at least one (1) year teaching experience in a formal education institution (school, college, or university), or in a professional training operation department, or TVI
4. Must possess good communication skills
5. Must be digitally literate

E. Assessment and Certification

1. Assessment and certification shall follow the existing Operating Procedure for Competency Assessment and 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 Film and Video Postproduction NC III may be attained through demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of this Qualification.

3. 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.

4. The qualification may also be attained through the presentation of a portfolio of works covering all the units required on the conditions that:

   4.1 The portfolio contains works and projects produced outside of a training or educational scenario (e.g. workshop, college course, thesis film) and were produced for a commissioned, commercial, or exhibition purpose.

   4.2 The candidate has at least three (3) years working experience in the field of film and video production.

   4.3 The portfolio contains the candidate's original work or work in which the candidate participated as a key or lead practitioner in the postproduction field (e.g. Editor, Visual Effects Artist, Colorist).

   4.4 However, if the Competency Assessor finds the evidences presented inadequate, he/she may still require the candidate to undergo the practical demonstration depending on the need for supplementary evidences.

5. Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

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

7. The following are qualified to apply for assessment and certification:

   7.1 Graduates of WTR-registered programs, NTR-registered programs or formal/non-formal/informal including enterprise-based training programs related to Film and Video Postproduction NC III; or

   7.2 Experienced workers (wage employed or self-employed) with at least three (3) years working experience in the field of film and video production with at least one (1) year working experience specifically in film and video postproduction.

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 field of film/video production with at least three (3) years' experience in postproduction either in film, corporate video, television or other similar disciplines.

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, 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.

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 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 (AC) 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. Educational/training institutions, or relevant enterprises providing training and/or services on film and video postproduction, may be accredited as Assessment Centers or Designate Assessment Venues (DAV) subject to current Assessment and Certification guidelines/operating procedures

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;

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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