TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations(TR) and Competency Assessment Tools (CATs) for Caregiving (Elderly) NC II		Page 1 of 7 pages Number 109 series of 2020
Date Issued: 25 September 2020	**Effectivity:** Immediately	**Supersedes:**

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

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2020-21** dated **09 June 2020** on "Approving and Promulgating the Training Regulations for Caregiving (Elderly) NC II" was issued.
- The abovementioned Training Regulations (TR) was developed in partnership with the Caregiver of the Philippines Association, Inc. (CPAI) and the Philippine Association of Service Exporters, Inc. (PASEI).
- 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 Training Regulations 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 Human Health/Health Care sector;
- To strengthen the industry-academe linkages addressing the "skill-job mismatch" in critical sector; 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 Caregiving (Elderly) NC II 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 advocate/encourage and facilitate the registration and re-registration of abovementioned program. The Qualifications and Standards Office (QSO) shall initiate deployment/orientation of TRs and CATs for all Regional/Provincial 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 program through the following delivery mode options: institution/school-based, enterprise-based or community-based;

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

3. To ensure quality training delivery, training providers shall adhere to the training arrangements as stipulated in this 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 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 (CBP for RLAs). The conduct of CBP for 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 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)" within a period of one (1) year which 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 (CBP for RLAs).

3. The registration of program related to Caregiving (Elderly) 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 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 trainer's development.

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

Qualification Title	Qualification Code	Unit Code	Unit Title
		Basic Competencies	
Caregiving (Elderly) NC II	HHCCGE220	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	
		HHC532201	Implement and monitor infection control policies and procedures
		HHC532202	Respond effectively to difficult/ challenging behavior
		HHC532203	Apply basic first aid
		HHC532204	Maintain high standard of patient/client services
		Core Competencies	
		HHC532320	Develop the ability to recognize aging process
		HHC532321	Participate in the implementation and monitoring of client's care plan
		HHC532322	Perform caring skills

		HHC532323	Perform specialty care procedures
		HHC532324	Assist client in administering prescribed medication

D. Trainer's Qualifications

1. Holder of National TVET Trainer Certificate (NTTC) Level I in Caregiving (Elderly) NC II; and
2. Must be a graduate of any allied health courses or Bachelor's Degree
3. Must possess good communication skills
4. Must have at least two (2) years industry experience within the last five (5) years

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 Caregiving (Elderly) 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.
5. Candidates who have gained competencies through education, informal training, previous work or life experiences with at least three (3) years of caregiving experience within the last five (5) years may apply for recognition in this Qualification through portfolio assessment.

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

   6.1 Graduates of WTR, NTR-registered programs or formal/non-formal/informal including enterprise-based trainings related to Caregiving (Elderly) NC II.

   6.2 Experienced workers (wage employed or self-employed) who gained competencies in providing caregiving services for at least two (2) years within the last five (5) years.

7. Holders of National Certificate (NC) or Certificates of Competency (COC) in Caregiving NC II are required to undergo assessment under the amended Training Regulations (TRs), upon expiration of their Certificates.

V. CONDUCT OF COMPETENCY ASSESSMENT

The QSO shall deploy the Competency Assessment Tools (CATs) to all Regional/Provincial 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 015 s. 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 two (2) years. Candidates without required industry work experience shall be granted Provisional Accreditation, subject to guidelines promulgated by the TESDA Board for the purpose.

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 as 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 (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.**

5. 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.

C. Assessment Fee

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

D. Integrity Fortification

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

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1. Conduct of Capability Building Program for Regional Lead Assessors (RLAs); 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 Offices through the RLA/PLAs.

E. Mandatory Assessment

1. All TVIs with UTPRAS-registered programs on Caregiving (Elderly) NC II shall ensure mandatory assessment of their graduating students.

2. The list of certified individuals shall be uploaded in the online Registry of Workers Certified.

VI. MONITORING AND FEEDBACK SYSTEM

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

2. The ROPO 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