TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations(TR) and Competency Assessment Tools (CATs) for Assistive Rehabilitation Technology Services (Orthotics) NC II		Page 1 of 8 pages Number 060 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 developed **Training Regulations for Assistive Rehabilitation Technology Services (Orthotics) NC II,** the following Implementing Guidelines are hereby issued:

I. BACKGROUND/RATIONALE

- TESDA Board Resolution No. **2021-19** dated **11 May 2021** on "Approving and Promulgating the Training Regulations for Assistive Rehabilitation Technology Services (Orthotics) NC II" was issued.
- The abovementioned Training Regulations (TR) was developed in partnership with the Physicians for Peace.
- 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 Human Health/Health Care 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 Assistive Rehabilitation Technology Services (Orthotics) NC II shall be covered by this Circular.

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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 this TR;

3. To ensure the quality of the training delivery, the 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 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) and existing guidelines.

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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 item No. 1 were completed.

3. The registration of program related to Assistive Rehabilitation Technology Services (Orthotics) NC II 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
Assistive Rehabilitation Technology Services (Orthotics) NC II	HHCARO221	**Basic Competencies**	
		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 innovations
		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	
		HHC321201	Implement and monitor infection control policies and procedures
		HHC321202	Respond effectively to difficult/ challenging behavior
		HHC321203	Apply basic first aid

			HHC321204	Maintain high standard of patient/ client services
			Core Competencies	
			HHC321307	Create a positive mold from a negative cast
			HHC321308	Fabricate a foot orthosis
			HHC321309	Fabricate an ankle-foot orthosis
			HHC321310	Fabricate a knee-ankle-foot orthosis
			HHC321311	Fabricate a wrist-hand orthosis
			HHC321312	Fabricate a customized plastic thoraco-lumbo-sacral orthosis
			HHC321313	Perform basic repair and/or replacement of the orthotic devices

D. Trainer's Qualifications

1. Must be a holder of National TVET Trainer Certificate (NTTC) Level I in Assistive Rehabilitation Technology Services (Orthotics) NC II or holder of bachelor's degree relevant to the qualification (e.g. Prosthetics and Orthotics) with National Certificate on Trainer's Methodology I (TMI); and

2. Must have at least two (2) years industry experience in Prosthetics and orthotics within the last five (5) years

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. A National Certificate (NC) is issued when a candidate has demonstrated competence in all units of competency for Assistive Rehabilitation Technology Services (Orthotics) 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 or portfolio assessment.

5. 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.

6. A Micro-Credential Certificate of Achievement (MCA) gained through Institutional Assessment or Recognition of Prior Learning may be issued to the learner or worker, in accordance with the provisions of TESDA Circular No. 048, Series of 2021.

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

   7.1 Graduates of WTR-, NTR-registered programs or formal/non-formal/informal including enterprise-based trainings related to Assistive Rehabilitation Technology Services (Orthotics) NC II; or

   7.2 Experienced workers (wage employed or self-employed) who gained competencies in **fabrication of orthotic devices** for at least 3 years within the last 5 years.

8. Recognition of Prior Learning (RPL). Candidates who have gained competencies through education, informal training, previous work or life experiences with at least **5 years** of experience in **fabrication of orthotic devices** (within the last **10 years**) may apply for recognition in this Qualification through Portfolio Assessment. His/her employer/s must be company/ies duly registered and recognized on fabrication of orthotic devices. The conduct of Portfolio Assessment is subject to TESDA Circular No. 118 series of 2019.

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 or its amended version, the Accredited Competency Assessor must fulfill all of the following conditions:

1. Practitioner in the trade area of fabricating orthotic devices for at least five (5) years. Practitioners includes technical experts engaged in teaching or training on fabrication of orthotic devices, and/or supervisors tasked to lead and/or manage workers fabricating orthotic devices.

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 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 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 (AACs), 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. Assessment Centers (ACs) which do not have expensive equipment that will be used in assessment activity (e.g. convection or infrared oven), may have a Memorandum of Agreement (MOA) with relevant institutions or enterprises.

4. Educational/training institutions, physical rehabilitation clinics/institutions or other relevant enterprises fabricating orthotic and/or prosthetic devices, providing training and/or services on fabrication of orthotic and/or prosthetic devices, 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;

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