TESDA CIRCULAR

Subject: Accreditation of Assessment Centers and Competency Assessors under the Philippine TVET Competency Assessment and Certification System (PTCACS)		Page **1** of **5** page/s Number 064, Series of 2020
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In the interest of the service and in line with continuous improvement in the management of the assessment and certification system at the Regional and Provincial Offices, the following guidelines in the Accreditation of Assessment Centers and Assessors are hereby issued:

Section 1. Purpose

1.1. To amend the pertinent provisions in the Guidelines on Philippine TVET Competency and Certification System (PTCACS) in TESDA Circular 015 s. 2015 and Operating Procedures TESDA – OP – CO- 03 and 04 and serve as work instruction on the accreditation of competence assessors and assessment centers;

1.2. To address and implement necessary actions on the demand for assessment centers and competency assessors based on capacity analysis of the assessment and certification infrastructure of the whole region.

Section 2. Definition of Terms

The following terms are hereby defined:

2.1. Accreditation – the process of recognizing and/or empowering an entity to perform certain roles or responsibilities on behalf of the TESDA organization.

2.2. Accredited Competency Assessor (CA) – an individual authorized by TESDA to assess the competencies of a candidate for national certification.

2.3. Accredited Competency Assessment Center (AC) – an establishment officially authorized by TESDA to manage the assessment of candidates for national certification.

Section 3. Responsibilities

3.1. **TESDA Central Office**

a. Develops guidelines on the accreditation of assessment centers and competency assessors;

b. Provides capability build-up programs for Lead Competency Assessors and RO Certification Unit heads, PO Focals and AC Managers;

3.2. **TESDA Regional Offices**

The TESDA Regional Director shall:

a. Identify capacity gaps in the assessment and certification infrastructure of the whole region;

b. Accredit Competency Assessors and Assessment Centers, compliant with requirements in the respective Operating Procedures, based on capacity analysis; and

c. Oversee the implementation of the assessment and certification program in the region.

The Regional Office, through its Certification Unit shall:

a. Conduct capability building program for Provincial Lead Assessors (PLAs);

b. Review applications for accreditation and recommend for approval / accreditation by the Regional Director;

3.3. **TESDA Provincial Offices**

The Provincial Director shall:

a. Manage the implementation of assessment and certification activities in the province;

b. Recommend Assessment Centers and Competency Assessors for Accreditation; and

c. Schedule and monitor conduct of assessment in accredited assessment centers by competency assessors.

Section 4. Accreditation of Competency Assessor

4.1. The TESDA Regional Director shall approve the Accreditation of the Competency Assessor.

4.2. The Accredited Competency Assessor must fulfill all of the following conditions:

a. Practitioner of the occupation / trade or a teacher/ instructor/trainer in the trade area for at least two (2) years, or as defined in the Implementing Guidelines of the qualification; Candidates without required industry work experience shall be granted Provisional Accreditation, subject to guidelines promulgated by the TESDA Board for the purpose.

b. Holder of a National Certificate at the same or higher level of the Qualification where the assessor is accredited;

c. Holder of NTTC I and/or COC 2 – Conduct Competency Assessment under TM I;

d. Has assisted in the conduct of actual assessment to at least two (2) candidates;

e. For new applicant-competency assessor – he/she must have conducted actual assessment to at least ten (10) candidates under the supervision of a Lead Assessor, as part of capability building of competency assessors;

f. 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 Lead Assessor. (TESDA Circular No. 55 S. 2017)

4.3. Validity of Competency Assessor's Accreditation

a. The accreditation shall be valid only until the expiry date of the relevant National Certificate. Upon expiration, the holder shall file for renewal of both the NC and accreditation as Competency Assessor subject to Implementing Guidelines of the qualification.

b. In case the qualification is amended prior to the expiry date of accreditation, the holder shall migrate within the migration period. Otherwise, the holder shall be delisted from the Registry of Accredited Competency Assessors in the T2MIS.

4.4. Competency Assessor's Accreditation Fee

The accreditation fee of competency assessors shall be Php500.00 per qualification to be paid to respective TESDA SSP account prior to the issuance of the Accreditation Certificate.

4.5. Scope of Competency Assessor's Accreditation

a. Accredited Competency Assessors shall administer assessment only in the Qualification where they have been accredited.

b. Competency Assessors accredited by TESDA may conduct assessment in another region/province only upon invitation and approval of the concerned TESDA Regional Offices.

c. Teachers/Instructors/Trainers are strictly prohibited from assessing their own trainees/learners and other learners within the same institution for purposes of National Certification.

d. The accredited Competency Assessors shall at all times observe and comply with the provisions in the Operating Procedure on Competency Assessment (TESDA-OP-CO-05), Affidavit of Undertaking and Assessor's Credo.

Section 5. Accreditation of Competency Assessment Centers

5.1. The TESDA Regional Director shall approve the accreditation of Competency Assessment Centers upon compliance with the following requirements:

a. SEC Registration/CDA Registered, R.A. (Law creating the institution)/other enabling regulations;
The SEC registration of an applicant assessment center shall include the conduct of competency assessment as one of the primary purpose of incorporation.
b. Business Permit;
c. Financial Statement;
d. Fire Safety Certificate;
e. BIR Registration;
f. Building Layout/Floor Plan/Shop lay-out;
g. Company and Staff Profile;
h. Location Map;

i. Complete facilities, tools, equipment and materials appropriate to the Qualification/s applied for, specified in the CATs;
j. Lease Contract/Proof of Ownership of the location/premises of the Assessment Center;
k. CCTV camera (functional and according to specifications);
l. Computer System with Internet Access; and
m. Organizational structure to support the following activities:
    - Processing of data regarding the conduct of assessment
    - Collecting assessment fees
    - Submitting assessment results

5.2. Accreditation of Assessment Centers shall be valid for two (2) years, subject to renewal or cancellation based on the results of the compliance audit conducted by TESDA.

5.3. Accreditation of Assessment Centers shall be by Qualification.

5.4. An accreditation fee of Php3,000.00 per Qualification shall be paid to respective TESDA SSP account prior to the issuance of the Accreditation Certificate. However, this requirement shall be waived for TESDA Assessment Centers.

5.5. The RO, PO, Accredited Assessment Centers and Accredited Competency Assessors shall be responsible in upholding the integrity of the assessment process.

Section 6. Repealing Clause

This Circular supersedes pertinent provisions in the TESDA Circular No. 15, s. 2015 - Guidelines on Assessment and Certification under the PTCACs and corresponding Operating Procedures.

Section 7. Effectivity

This Circular shall take effect as indicated.

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Director General