TESDA CIRCULAR

SUBJECT: Guidelines in the Implementation of Community-Based Trainer Recognition and Community-Based Trainers Methodology Course		Page 1 of 6 page/s No. 088, series of 2020
Date Issued: August 3, 2020	**Effectivity:** As indicated	Supersedes:

In the interest of the service and in line with agency's banner of TESDA Abot Lahat, the following guidelines on the recognition of Community-Based Trainer and implementation of Community-Based Trainers Methodology Course are hereby issued.

I. BACKGROUND

Community-Based Training Program (CBTP) is one of the agency's approaches in expanding Technical Vocational Education and Training capacity in key growth areas as indicated in the National Technical Education and Skills Development Plan (NTESDP) 2018 – 2022. This program is one of the modalities that support the Social Equity strategy of the NTESDP.

Between the years 2010 to 2016, the program has the second-highest number of enrollees with 824,000 (43%) next to Institution-Based Training with 1,023,000 (53%) and followed by Enterprise-Based Training with 77,000 (4%). In 2017 to 2018, CBTP has the highest total enrollees with 1,165,628 out of 2,298,744 (50.7%) and 1,355,107 out of 2,385,473 (56.8%), respectively. The need for more trainers to deliver Community-Based Training becomes imperative as the number of enrollees continuously increases. This is also in line with the need to expand TESDA's reach to far flung areas to implement its slogan of "TESDA Abot Lahat."

II. OBJECTIVE

The general objective of this circular is to provide implementing guidelines for the recognition of Community-Based Trainers and delivery of the Community-Based Trainers Training Methodology Course to ensure the continuous supply of qualified community-based trainers in the different communities.

III. COVERAGE

The recognition of Community-Based Trainer shall apply to those prospective trainers who are identified from government organizations, non-government organizations, indigenous groups, tribal groups and other special groups or communities who possess the technical skills and trainer's methodology requirements.

IV. DEFINITION OF TERMS

A. *Certificate of Achievement* – a certificate issued to a trainee who passed the Institutional Assessment for each Unit of Competency.

B. *Community* – as defined in this circular refers to a group of people in a certain locality such as indigenous people, farmers, former rebels and other groups, who are the targets of TESDA's community-based training programs.

C. *Community-Based Trainer* – a person recognized by TESDA to handle a community-based training course. He/she is issued with a Certificate of Recognition based on the provisions of this circular. In addition, an individual with Trainers Methodology Certificate and National Certificate in accordance with TESDA Board Resolution No. 2017-31 are also qualified trainers of community-based training.

D. *Community-Based Training* – short term programs conducted by Non-Government Organizations (NGO), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community which may be delivered in an informal and formal setting in the community. This includes the Mobile Training Program and extension programs of public and private TVIs. These are programs implemented with TESDA assistance. *(Memorandum No. 181 s. 2019 as cited in the 2019 TVET Glossary of Terms)*

E. *Community-Based Trainers Methodology Course* – refers to the specialized methodology training program in delivering community-based training.

V. QUALIFICATIONS OF A COMMUNITY-BASED TRAINER

The minimum qualifications of a Community-Based Trainer are as follows:

A. Able to read and write;
B. Possess the technical skills relevant to the community-based training program;
C. Have the competency in trainer's methodology;
D. Able to speak the local and/or regional dialect; and
E. Physically and mentally fit

VI. REQUIREMENTS FOR RECOGNITION OF A COMMUNITY-BASED TRAINER

The minimum requirements for the recognition of a Community-Based Trainer are as follows:

A. Trainers Methodology Certificate. This refers to any of the following:

1. Trainers Methodology Certificate or Certificate of Training on Trainers Methodology Level I - COC 1
2. Certificate of Training on Community-Based Trainers Methodology

3. Certification from relevant non-government organization, national government agencies or local government units that the individual has been conducting community-based training activities.

B. Technical Skills Certificate. This refers to any of the following that relates to the community-based training program to be handled:

1. TESDA National Certificate (NC)
2. TESDA Certificate of Competency (COC)
3. Certificate of Training or Achievement
4. Certificate of Employment indicating the duties and tasks
5. Certification from relevant non-government organization, national government agencies or local government units that he/she is a practitioner of the technical skills relevant to the community-based training program

VII. PROCEDURE IN THE RECOGNITION OF COMMUNITY-BASED TRAINERS

A. The applicant shall submit to the Provincial/District Office (PO/DO) the minimum requirements stipulated in Section V of this circular *(See Annex A – Application Form for Certificate of Recognition for Community-Based Trainer).*

B. The PO/DO shall process the application and issue the Certificate of Recognition for Community-Based Trainer *(See ANNEX B - Template of Certificate of Recognition).*

C. The PO/DO shall maintain a Provincial/District Registry of Recognized Community-Based Trainers and submit to the Regional Office (RO) an updated list.

D. The RO shall maintain a Regional Registry of Community-Based Trainers for reference.

VIII. SCOPE OF RESPONSIBILITY OF COMMUNITY-BASED TRAINER

A. The Community-Based Trainer shall conduct Community-Based Training Program and/or Proposal-Based Training Program classified as NTR.

B. The Community-Based Trainer shall conduct training only in the technical skills where he/she has been recognized.

C. The Community-Based Trainer shall conduct training only in regions he/she is recognized.

IX. VALIDITY OF THE COMMUNITY-BASED TRAINER RECOGNITION

A. The validity of the Certificate of Recognition shall be three (3) years.

B. Within three (3) months prior to the expiration of the Certificate of Recognition, the holder shall file for renewal by submitting the following documents:

1. Certification indicating that he/she handled at least one batch of Community-Based Training Program; and

2. Expired Certificate of Recognition for Community-Based Trainer.

X. IMPLEMENTATION OF COMMUNITY-BASED TRAINERS METHODOLOGY COURSE

A. The Community-Based Trainers Methodology Course shall cover the following modules of instruction and learning outcomes *(Annex C – Course Design):*

1. Developing the Training Program

   1.1 Perform job analysis
   1.2 Design the training program

2. Organizing the Training Delivery

   2.1 Prepare training delivery guide
   2.2 Prepare instructional materials
   2.3 Prepare the training facilities and resources

3. Delivering the Training Program

   3.1 Conduct training orientation/induction activity
   3.2 Facilitate the learning sessions
   3.3 Assess student performance

4. Reviewing the Training Program

   4.1 Evaluate the training program
   4.2 Enhance the training program

B. The National TVET Trainers Academy shall implement the Regional Lead Trainers (RLT) Development Program on Competency-Based Trainers Methodology Course.

C. The Regional Lead Trainers shall conduct multiplier training on the Competency-Based Trainers Methodology Course for TESDA Technology Institutions (TTIs) trainers under the supervision of the Regional Office.

D. The TTI shall promote and implement the Community-Based Trainers Methodology Course in partnership/collaboration with the LGUs, NGAs and other organizations.

XI. PROGRAM REGISTRATION OF THE COMMUNITY-BASED TRAINERS METHODOLOGY COURSE

A. Only the TTIs with Trainers Methodology Level I program that are compliant to the most recent audit conducted under UTPRAS are qualified as training providers of the Community-Based Trainers Methodology Course.

B. The Community-Based Trainers Methodology Course shall be registered as NTR under UTPRAS.

C. Considering the TTI has registered TM Level I, only the following requirements shall be submitted to the PO/DO:

1. Letter of Intent *(Annex D – Letter of Intent)*;
2. Certified copy of a valid, current, and authentic Certificate of Program Registration (CTPR) on Trainers Methodology Level I.
3. Competency-Based Curriculum of the Community-Based Trainers Methodology Course
4. List of Trainers with NTTC and 5 years teaching experience

D. The PO/DO shall process the application of the TTI and endorse to the RO for the issuance of the Certificate of TVET Program Registration (CTPR) to qualified training providers.

E. The RO shall issue the CTPR to qualified training providers of Community-Based Trainers Methodology Course.

F. The delivery of the Community-Based Trainers Methodology Course shall be funded through the TESDA Scholarship Programs.

XII. MONITORING AND REPORTING

A. The TTIs offering the Community-Based Trainers Methodology Course shall submit training reports through T2MIS.

B. The PO/DO shall submit an updated report on the list of Community-Based Trainers issued with Certificate of Recognition to the Regional Office (RO).

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XIII. TRANSITORY PROVISION

Trainers shall be given six (6) months from the date of effectivity of this circular to acquire a Certificate of Recognition as Community-Based Trainer prior to their handling of Community-Based Training Programs. Within this transition period, non-recognized Community-Based Trainers are still allowed to continue delivering Community-Based Training programs.

XIV. EFFECTIVITY

This Circular shall take effect as indicated.

SEC. ISIDRO S LAPEÑA, PhD, CSEE
Director General

Annex A

Provincial Office or TESDA Letter Head

Application Form
Certificate of Recognition for Community-Based Trainer

Name	*Family Name*	*First Name*	*Middle Name*
Address			
Date of Birth (mm/dd/yyyy)		**Place of Birth**	
Sex ☐ Male ☐ Female	**Civil Status** ☐ Single ☐ Married ☐ Widowed	☐ Annulled/Separated ☐ Others, specify _____	

Highest Educational Attainment	**Contact Details**
Check and specify the course/program. ☒ TVET Graduate: _____ ☐ College Level: _____ ☐ College Graduate: _____ ☐ Post Graduate: _____	Tel: _____ Mobile Ph: _____ Email: _____ Fax: _____

Qualification/Skills Area for recognition:	

Please check requirements complied and attach copy.

☐ Skills Certificate (TESDA National Certificate, Certificate of Competency, Certificate of Training or Certificate of Employment indicating tasks and duties, or Certification from relevant non-government organization, national government agencies or local government units that he/she is a practitioner of the technical skills relevant to the community-based training program)

☐ Trainer's Methodology Certificate (Certificate in Community Based Trainer Methodology Course, Trainers Methodology 1, or Certificate that he/she has been conducting community-based training programs)

I declare under oath that the information in this Application Form and the attached supporting documents are true, correct, and exact copy of the authentic document, pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

_____
(Signature over printed name)

Annex B

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

REGION ____

_____

(PROVINCE)

CERTIFICATE OF RECOGNITION

is awarded to

(Name of Trainer)

as

Community-Based Trainer

in

(Title of Qualification, COC or Technical Skills)

Certificate No.: _____

Recognition Date: _____

Expiration Date: _____

_____

(Signature of the certificate holder)

_____

(Signature of Provincial Director, Name of Province)

Annex C

Community-Based Trainers Methodology Course

COURSE DESIGN

Course Description : This course intends to develop trainers for Community-Based Training Program. It deals with the knowledge, skills and attitude in developing the training environment, organizing the training delivery, delivering the training program, and reviewing the training program. In the implementation of this course, the context in which the learning outcomes will be achieved must be focused on **community-based training delivery**.

Nominal Duration : 40 Hrs.

Course Structure :

Module Title	Learning Outcomes	Assessment Criteria	Nominal Duration (Hours)
1. Developing the Training Program	1.1 Perform job analysis	• Attributes and roles of a Community-Based Trainers are identified. • Job is analyzed to identify duties and tasks. • The list of duties and tasks is prepared and validated.	12
	1.2 Design the training program	• The learners' profile is determined. • The module titles of the program are identified based on the job analysis. • The learning outcomes, course contents, learning activities, assessment criteria, nominal duration, tools and equipment, and supplies and materials for each module are specified.	
2. Organizing the Training Delivery	2.1 Prepare training delivery guide	• The learning activities for each learning content is arranged logically. • The resources to support each learning content and activity are identified. • The time duration for each learning content is determined.	8
	2.2 Prepare instructional materials	• Instructional materials are prepared each learning content and activity. • The text and illustrations of the instructional materials are clear,	

		legible and appropriate to the trainees are prepared. • Language, style and format of the materials are appropriate to the trainee's characteristics and needs.	
	2.3 Prepare the training facilities and resources	• Appropriate training facilities/ resources are prepared based on the session requirement. • Learning stations are prepared & set-up according to learning activities. • Tools and equipment are prepared and set-up according to learning activities.	

3. Delivering the Training Program	3.1 Conduct training orientation/ induction activity	• Trainees are oriented on:
		  • Expected outcomes of the program
		  • Training facilities
		  • Occupational safety and health
		  • House rules
			16

	3.2 Facilitate the learning sessions	• The trainees are oriented on the objectives of the session. • The learning content and learning activities are delivered according to the session guide. • Appropriate training methods are used based on the level and characteristics of the learners. • Learners are assisted to achieve learning outcomes. • Work and learning activities are monitored based on session guide.	
	3.3 Assess student performance	• Appropriate assessment method is identified and the corresponding assessment tool is prepared. • Assessment is conducted to determine achievement of learning. • Feedback is provided to improve learners' competence.	
4. Reviewing the Training Program	4.1 Evaluate the training program	• Appropriate program evaluation instruments are used. • Strengths and weaknesses of the training program delivery are identified.	4
	4.2 Enhance the training program	• Adjustments on the delivery of training program are made based on the results of evaluation. • Enhanced training program is prepared.	
Total Nominal Duration			**40**

Trainees Entry Requirements : The applicant to this course must have the following minimum requirements:

- Must be able to read and write
- Possess the technical skills to be taught in the Community-Based Training Program as evidenced by any of the following:
  - TESDA National Certificate (NC)
  - TESDA Certificate of Competency (COC)
  - Certificate of Training or Achievement
  - Certificate of Employment indicating the duties and tasks
  - Certification from relevant non-government organization, national government agencies or local government units that he/she is a practitioner of the technical skills relevant to the community-based training program
- Must be able to speak the local or regional dialect of the area he/she will teach
- Physically and mentally fit

Trainers Qualifications : The trainer of this course must have the following minimum requirements:

- Holder of NTTC Level I
- With at least five (5) years experience as trainer/teacher
- With good moral character
- Must be computer literate

References:

- TRUGA Manual:
  - Volume IV - Instructors' Training and Curriculum Development
  - Volume IV-A – Instructors' Training
  - Volume V – Training and Planning Delivery
- Training Regulations: Trainers Methodology Level I
- Training Regulations: In-Company Trainer