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Subject: Implementing Guidelines on Adopt-Adapt Strategies for Competency Standards/ Training Regulations Review and Development		Page_ 1_of _9_ pages Number 009_, series of 2024
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In the interest of the service and in support of the Agency's continuous efforts to provide quality assured TVET programs, the following guidelines on adapt/adopt strategy for Competency Standards/ Training Regulations review and development are hereby issued:

1. BACKGROUND

The TESDA Act of 1994 (RA No. 7796) defined TESDA as the authority in the "establishment and administration of National Trade Skills Standards (NTSS)." The NTSS eventually evolved into the present-day Training Regulations (TRs) following the reforms instituted by the agency for the country's TVET, particularly along the competency-based, education and training. As such, TESDA is mandated by law to develop and update the competence of the country's industry workers to enhance their employability and ensure long-term economic development.

Meanwhile, TVET trends around the globe calls for various strategies and change in paradigms in order to maintain the agency's relevance. The adopt and adapt strategy allows the faster development of standards, and strengthens the quality assurance mechanisms for immediate program delivery. It focuses on the skills needs as characterized by the industries/employers in the area. Industry participation and, thus, a direct relationship, is established with these industry partners keeping TESDA informed on the workforce needs and development.

In the context of the interconnected global landscape, industries often operate on a global scale, where skills and competencies required for various jobs may transcend beyond international borders. Therefore, it is essential to benchmark and align competency standards with international best practices.

Having competencies aligned with the international standards can enhance employability and mobility of individuals. Adopting standards from reputable resources ensures that the competency standards are based on industry-recognized best practices and quality standards. The implementation of the adopt-adapt mechanism ensures the development of competency standards that are acknowledged/recognized at the national/local, regional and global levels. This would be crucial in providing valuable support to the emerging needs of the industries and catering to the needs of the workforce for it to become workplace ready.

The different competency standards that can be adopted and adapted in the Philippine TVET System may include:

- **International competency standards:** These are standards that have been developed by international organizations, such as the International Labour Organization (ILO) and the WorldSkills International.

- **National competency standards and frameworks:** These are standards that have been developed by various countries or a group of nations such as the ASEAN or European Union.

- **Industry-recognized competency standards:** These are standards that have been developed by industry associations or employers.

- **Local Competency Standards:** these are Area-based demand driven TVET (ABDD TVET) that are responsive to the critical needs defined by the industries and employers to produce rightfully skilled workers in specific area or locality.

The decision of which competency standards to adopt and adapt in the Philippine TVET System shall depend on a number of factors, such as the needs of the industry, the resources available, and the level of development and readiness of the TVET system. However, in order to ensure continued competence and adaptability of our workforce in response to technological advancements and industry practices both domestically and internationally, it is imperative to establish a comprehensive and encompassing adapt-adopt mechanism which ensures that the TVET graduates have relevant skills and knowledge that they need to succeed in the global economy.

2. OBJECTIVES:

The objectives of the implementing guidelines are to:

2.1. To acquire standards aligned with emerging skills and technologies

2.2. To develop competency standards and training regulations which can be: area-based or enterprise-based or country-specific or national in scope

2.3. To capture and integrate industry best practices to the competency standards and training regulations.

2.4. To apply and combine various adopt-adapt strategies when reviewing and developing competency standards.

3. SCOPE/COVERAGE

The guidelines shall cover all Training Regulations and Competency Standards for development and review that can be:

3.1. National specific
3.2. Area specific
3.3. Country specific
3.4. Industry specific

4. DEFINITIONS OF TERMS

4.1. **No Training Regulation** (NTR) - refers to the programs registered under UTPRAS not covered by any Training Regulations. *(TESDA Circular No. 99 s. 2019)*

4.2. **Training -** refers to activities which aim at providing the particular skills, knowledge, and attitudes required for employment in a particular qualification or occupation, group of related qualifications or occupations, or for exercising a function in any field of economic activity. *(TESDA Circular No. 054 s. 2019)*

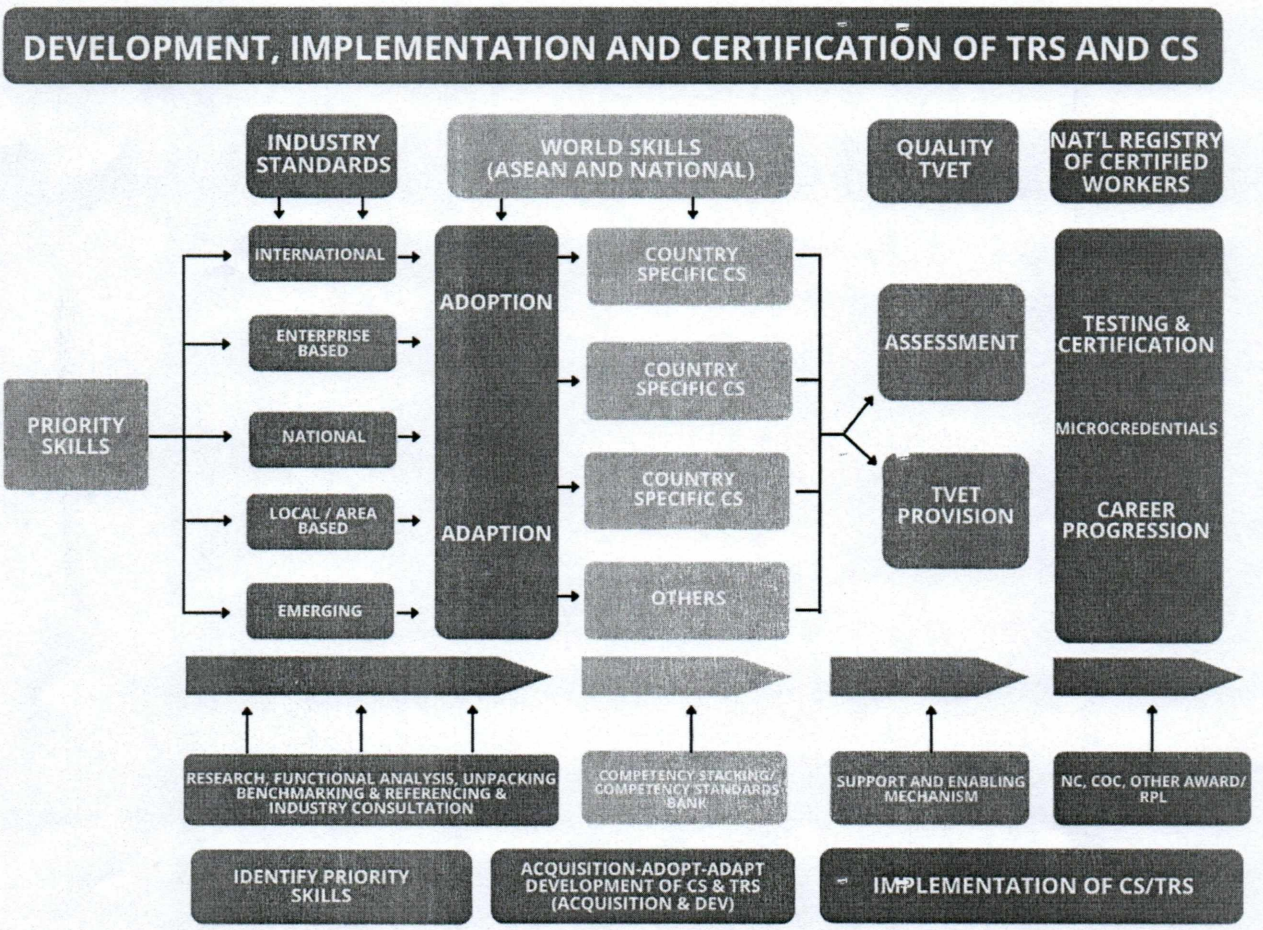
4.3. **Technical Vocational Institution (TVI) -** refers to an institution whether public or private offering TVET program(s). This shall include TESDA Technology Institutions, Public and Private Technical Vocational Institutes, and Higher Education Institutions (HEIs), State Universities and Colleges (SUCs), Local Colleges and Universities (LGUs), Training Centers and enterprises offering TVET programs. *(TESDA Circular No. 7 s. 2016)*.

4.4. **Technical Expert -** An individual holder of National Certificate (NC) on the qualification where he/she is designated as expert and/or involved in the Development of Training Regulations (TRs) and Competency Assessment Tools (CATs), and with at least two (2) years of industry experience relative to the qualification or program to be inspected.

4.5. **With Training Regulation (WTR)** - refers to the programs registered under the UTPRAS with corresponding Training Regulations as a basis for their registration. *(TESDA Circular No. 99 s. 2019)*

5. GENERAL GUIDELINES

ADOPT - ADAPT FRAMEWORK



6. ADOPT-ADAPT STRATEGIES

The guidelines shall cover the acquisition of standards for the development and review of Competency Standards and Training Regulations through any of the following adopt and adapt strategies:

6.1. **Acquisition of Standards** -Involves the process of obtaining or procuring competency standards either locally or internationally by undergoing the usual government procurement process.

6.1.1. Conduct desk research on the available standards offered from various legitimate source.

6.1.2. Identify applicable standards that can be used on the development of Training Regulation (TR) and Competency Assessment Tools (CATs)

6.1.3. Comparison of prices through canvassing of identifies standards as part of the procurement process.

6.1.4. Costing is requested from the supplier through a formal communication.

6.1.5. List of Identified standards with corresponding costing to procure shall be subjected through bidding process under Bids and Awards Committee (BAC)

6.2. **Benchmarking** - The process of comparing an organization's performance, practices and procedures with those of leaders in the same or a different field of activity, in order to identify areas for improvement. (UNESCO-UNEVOC, TVET Glossary 2009)

6.2.1. Researches on various existing standards are conducted via internet. These standards include curriculum frameworks, competency profiles, assessment criteria, and qualifications frameworks

6.2.2. Standards are selected in line with the priority qualification identified by the industry.

6.2.3. Competency standards (CS) are drafted using the existing standards in consultation with industry experts.

6.2.4. Adoption or adaptation of existing standards is done to localize the CS with the intention to be responsive.

6.3. **Referencing** - refers to the practice of incorporating or making reference to established industry standards, specifications, guidelines, or regulations within documents, products, services, or processes. This referencing serves several important purposes, including ensuring compliance, promoting interoperability, and enhancing quality and safety.

6.3.1. Research and obtain established industry standards, specifications, guidelines, or regulations within documents, products, services, or processes.

6.3.2. Standards are selected in line with the priority qualification identified by the industry.

6.3.3. Competency standards (CS) are drafted using the existing standards in consultation with industry experts.

6.3.4. Adoption or adaptation of existing standards is done to localize the CS with the intention to be responsive.

6.4. **Industry Exposure** - the process of interaction and engagement through observing functions of workers in the actual workplace, towards gaining information in terms of systems and process that can be adapted and adopted in CS development

6.4.1. Visit on the actual workplace is conducted together with the industry experts.

6.4.2. Interview with the workers is done to gather relevant information on functions and tasks.

6.4.3. Documentation is done as permitted.

6.4.4. Primary data and information are used as one of references during functional analysis and development of CS.

6.5. **Partnership Agreement -** Outlines the terms and conditions agreed upon by two or more in collaborating on the development of competency standards either through adoption or adaptation.

6.5.1. Conduct desk research on available standards and its industry stakeholders, both local or international

6.5.2. Conduct exploratory meetings with the identified industry stakeholders to establish area the collaboration.

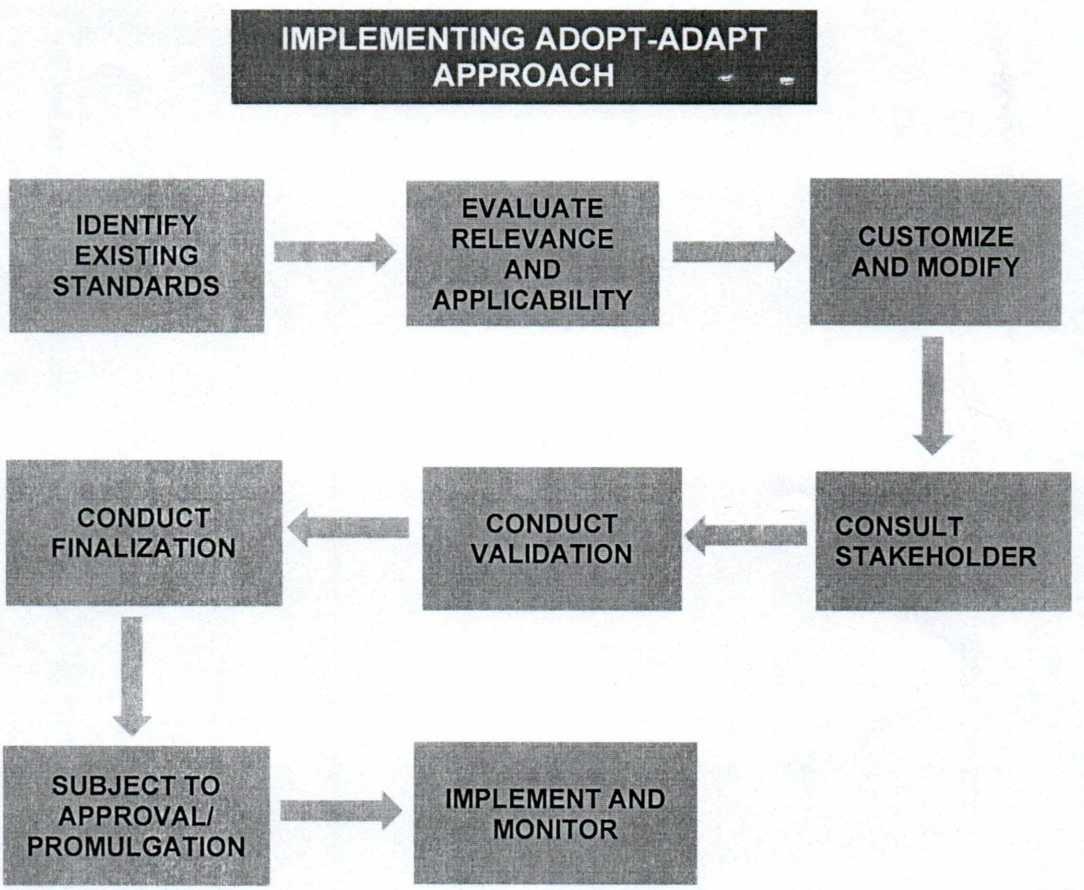
6.5.3. Formalize the engagement through Memorandum of Agreement or Understanding.

6.5.4. Utilize the existing standards of the industry partners being applied in the workplace to come up with the functional map and CS.

6.5.5. Capacitate industry stakeholders on developing CS.

7. IMPLEMENTING ADOPT-ADAPT APPROACH

To implement the adopt-adapt approach in competency standards/training regulations development and review, consider the following steps:



7.1. **Identify Existing Standards**: Research and identify existing competency standards that are relevant to the industry, profession, or specific context for which new standards are being developed.

7.2. **Evaluate Relevance and Applicability**: Assess the identified standards to determine their relevance and applicability to the specific context or industry. Consider factors such as industry requirements, organizational needs, and regulatory compliance.

7.3. **Customize and Modify**: Adapt the identified standards to better align with the unique requirements of the organization, industry, or region. This may involve customizing specific competencies, performance indicators, or assessment criteria to fit the local context.

7.4. **Consult Stakeholder**: Engage with relevant stakeholders, including industry professionals, subject matter experts, and regulatory bodies, to gather input and feedback on the adapted standards. This collaboration ensures that the standards reflect the collective input of key stakeholders.

7.5. **Conduct Validation**: Conduct confirmation of the adapted standards to assess their practical applicability and effectiveness. Evaluate the standards in real-world scenarios and gather feedback from practitioners and assessors.

7.6. **Conduct Finalization**. Based on the feedback from validation, revise and finalize the adapted standards ensuring they meet industry needs, are realistic to implement, and are effective in measuring competency.

7.7. **Subject to Approval/Promulgation.** Present for promulgation to the TESDA Board the developed or reviewed TRs which were products of the adopt-adapt approach. For National CS, seek the approval of the Secretary for the deployment. For Area-Based-Demand Driven TVET (ABDD TVET) CS, obtain the approval of the Provincial/ Regional Technical Education and Skills Development Committee (P/RTESDC).

7.8. **Implement and Monitor**: Roll out the adapted competency standards within the organization, industry, or relevant setting. Establish mechanisms for ongoing monitoring and evaluation to ensure the standards continue to meet evolving needs.

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8. Capability-building Program on Adopt-Adapt Strategies

Capacitation of target clientele will be conducted to train in the application of adopt-adapt strategies in competency standards development. The capacity building program will be under and funded through the scholarship program and duration will be determine based on the program.

9. EFFECTIVITY

This Circular shall take effect as indicated.

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