TESDA CIRCULAR

SUBJECT: Implementing Guidelines on the Deployment of Training Regulations (TR) and Competency Assessment Tools (CATs) for Community Nutrition Services NC II		Page 1 of 9 pages Number 054 series of 2023
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In the interest of the service and to provide coherence and standards in the deployment of **Training Regulations (TR) and Competency Assessment Tools (CATs) for Community Nutrition Services NC II,** the following guidelines are hereby issued:

I. BACKGROUND/RATIONALE

The **TESDA Board Resolution No. 2022-11 dated 10 May 2022** on "Approving and Promulgating the Training Regulations for Community Nutrition Services NC II" was issued.

The abovementioned Training Regulations (TR) was developed in partnership with the National Nutrition Council – Department of Health (DOH).

The Capability Building Program for Regional Lead Assessors (RLA) for Community Nutrition Services NC II was conducted on September 26-29, 2023 and October 24-27, 2023, respectively.

The deployment of this TR is in accordance with the existing Operating Procedure on the Development and Deployment of Training Regulations under quality-assured procedures ISO 9001:2015 and existing guidelines.

II. OBJECTIVES

To provide the Regional and Provincial/District Offices (ROPO/DO) the policies and guidelines on the implementation of the TR and CATs, specifically on the:

1. Training Delivery
2. Program Registration
3. Qualifications of the Trainer
4. Assessment and Certification
5. Conduct of Competency Assessment
6. Monitoring and Feedback System

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 Community Nutrition Services 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 encourage and facilitate the registration of the abovementioned program. The Qualifications and Standards Office (QSO) shall conduct the deployment/orientation of the TR and CATs for all Regional/Provincial/District Offices in accordance with the Operating Procedure on Development and Deployment of TRs and CATs and Implementing Guidelines on the Adoption of the New National Deployment Framework of TRs, CATs, and Assessment Fees (TESDA Circular No. 101, Series of 2021) or existing guidelines.

B. Training Delivery Modality

1. Training providers shall be required to offer the program using training delivery mode options such as institution/school-based, enterprise-based, community-based or combination of modalities. Likewise, training providers may adopt any of the following flexible learning delivery modes, depending on their institutional capacity, trainers' capability, and learners' access to learning resources and technology in accordance with the TESDA Circular No. 062, s. of 2020 or the Guidelines in implementing Flexible Learning in TVET:
   a. Face-to-Face Learning
   b. Online Learning
   c. Blended Learning
   d. Distance Learning
   e. Combination of Distance Learning and Face-to-Face

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, tools, equipment and materials.

C. Program Registration

1. Registration to new Training Regulations shall commence only after the following activities were undertaken:

TESDA CIRCULAR

a) 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 establishment of the training and assessment infrastructure and ensure uniform/standard implementation of competency assessment based on existing Operating Procedures and Guidelines on Competency Assessment.

b) The issuance of the approved Implementing Guidelines on the Deployment of Training Regulations and Competency Assessment Tools applying the principle "No RLT and RLA, No Deployment."

2. Subject to the relevant provisions of Item A, Section XI of TESDA Circular No, 107, Series of 2021 on the Omnibus Guidelines on TVET Program Registration, full re-registration is required in all cases of migration from NTR to WTR. The one-year period of migration shall commence only after the activities provided in letters a and b of Item C.1, Section IV have been conducted as indicated in the same Circular.

3. The registration and re-registration of programs related to Community Nutrition Services NC II shall follow the existing Operating Procedure on Program Registration or existing guidelines;

4. All Regional/Provincial/District Directors are hereby instructed to ensure the availability of infrastructure in training to process applications for Program Registration which shall be made 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 prior the conduct of CBP RLA.

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

Qualification Title	Community Nutrition Services NC II
Qualification Code	HHCCNS222
Unit Code	**Unit Title**
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 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	
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	
HHC226301	Assess the nutritional status of children under five years old
HHC226302	Assist the *Barangay* Nutrition Committee perform its functions
HHC226303	Assist in the delivery of nutrition and related services
HHC226304	Promote adoption of positive nutrition behaviors
HHC226305	Monitor and evaluate community nutrition programs

D. Trainer's Qualifications

1. Must be a holder of National TVET Trainer Certificate (NTTC) Level I in Community Nutrition Services NC II; and
2. Must be a licensed Nutritionist-Dietitian or currently practicing Allied Healthcare Worker with at least 3 years of experience on Public Health Nutrition or any professional with the same length of experience on Public Health Nutrition in the last 6 years.

   **Note: Current practice and work experience in Public Health Nutrition should be evidenced by a Certificate of Employment or Service Record*

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 existing assessment arrangements guidelines.

2. A National Certificate (NC) is issued when a candidate has demonstrated competence in all units of competency for Community Nutrition Services NC II.

3. Candidates wanting to be certified will have to be assessed in accordance with the requirements of the Competency Assessment Tools as identified in the evidence guide of the relevant unit/s of competency.

4. Candidates who have gained competencies through informal training and previous work or life experiences may apply for Recognition of Prior Learning (RPL) in this qualification through **competency-based assessment or portfolio assessment**.

5. Any of the following are qualified to apply for **competency assessment**:

   5.1 Graduates of WTR-, NTR-registered programs or formal/non-formal/informal including institution-based trainings, community-based trainings, online training or government/NGOs sponsored trainings related to Community Nutrition Services NC II; or

   5.2 Experienced volunteer workers who gained competencies in providing community nutrition services for at least 1 year of continuous service in the last 3 years. A document or proof issued by barangay or local government unit (LGU) must be shown.

6. To qualify for **portfolio assessment**, the candidate must have gained community nutrition services competencies through education, informal training, and previous work or life experiences for at least 3 years within the last six (6) years.

   The conduct of the Portfolio Assessment is subject to the existing guidelines of TESDA as stipulated in TESDA Circular No. 025, Series of 2023 entitled "Amended Operating Procedure on the Conduct of Portfolio Assessment", until amended.

7. 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 existing guidelines or provisions of TESDA.

V. CONDUCT OF COMPETENCY ASSESSMENT

The Certification Office (CO), in collaboration with QSO shall conduct Capability Building Programs (CBP) 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). After the conduct of CBP, the QSO shall conduct a national deployment/orientation on the newly promulgated Training Regulations and its Competency Assessment Tools (CATs) to all Regional/Provincial/District Offices and other stakeholders. Concurrent with this, the QSO shall disseminate or distribute the CATs package to designated focal persons of RO/DO/PO.

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 area of community nutrition services or public health nutrition, for at least 3 years within the last 6 years. Practitioners refer to technical experts engaged in teaching or training volunteer workers in community nutrition services or public health nutrition, supervisors tasked to lead and/or manage local nutrition programs, or training curriculum developers/instructional designers.

   Work experience or current practice should be evidenced by ANY of the following: Certificate of Employment, Service Record, or Certification/s issued by the government and/or recognized private institution/s providing community nutrition services/public health nutrition.

2. Holder of a National Certificate (NC) at the same or higher level of the Qualification where the Competency Assessor 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 of the amended Training Regulations or related qualifications, he/ she will be required to conduct actual assessment to only two (2) candidates 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, Specific Instructions to the Candidate, and Competency Assessment Results Summary (CARS).

2. The Assessor's Guide shall be strictly followed in the conduct of assessment as it contains information that will assist the assessor in the evidence gathering process.

3. Rating Sheet includes a checklist for the key observation points and performance standards as well as a series of questions. This shall be used to record the evaluation of candidates for each assessment activity.

4. The Specific Instructions for the Candidate help the candidates understand what is expected of them during the conduct of assessment. This shall be provided to each candidate at the start of assessment and returned to assessor right after the assessment activity.

5. The CARS refers to a document containing the result of the competency assessment. This shall be given to the candidate at the end of the assessment.

6. The CATs package must be returned to the TESDA Representative/ District/Provincial Officer within the same day of assessment or based on guidelines on the conduct of assessment.

7. Violations on the confidentiality of CATs shall be penalized under the sanctions stipulated in TESDA Circular No. 055 s. 2022 entitled, *"Rules and Procedure on the Disposition of Administrative and Sexual Harassment Complaints and Cases in TESDA"* and/or TESDA Circular No. 134 s. 209 entitled *"Strengthening of Section 14, Sanctions and Penalties of Guidelines on Assessment and Certification System"*, whichever is applicable.

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 or as provided in current TESDA Circulars related to conduct of assessment, e.g. on health and safety protocols.

3. Applicant Assessment Centers needing support regarding the provision of anthropometric equipment should present an endorsement from the National Nutrition Council (NNC) to be presented to TESDA PO/DO before their application is accepted.

4. Educational/training institutions/learning and development centers providing training related to data collection that passed the requirements based on the TESDA Operating Procedure or existing guidelines may be accredited as Assessment Centers or Designated Assessment Venues (DAV).

D. Assessment Fee

The TESDA Board, through **TESDA Board Resolution No. 2023-07** on "Approving the Assessment Fee for Community Nutrition Services NC II in the Human Health/Health Care Sector" during the 141st TESDA Board Meeting on 16 August 2023, approved the assessment fee of **One Thousand Four Hundred Twenty-Four Pesos (Php1,424.00)** for Community Nutrition Services NC II.

An assessor's fee of **Three Thousand One Hundred Ninety-Two Pesos (PhP3,192.00) is applied for eight (8) candidates** or **Three Hundred Ninety-Nine Pesos (PhP399.00) per candidate** for every assessment activity.

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 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 by the TESDA Regional or Provincial Office (ROPO);

4. Presence of a TESDA Representative during the entire conduct of assessment;

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; and

6. Erring Assessors shall be subjected to the provisions of TESDA Circular No. 134, Series of 2019, or other relevant issuances.

F. Registry of Certified Workers

The certified individuals shall be available in the online Registry of Workers Certified (RWAC) of the T2MIS.

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 immediately upon official publication and/or posting on the TESDA web-based records management system (wRMIS). All related issuances inconsistent herewith are deemed repealed and/or modified accordingly. Wide dissemination of this Circular by all concerned is hereby enjoined.

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