

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>1</u> of <u>6</u> pages Number <u>22</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

In the interest of the service and to provide coherence and uniformity as well as ensure efficiency and effectiveness in the deployment of the developed **Training Regulations on Sugarcane Production NC II** and implementation of competency assessment and certification, the following Implementing Guidelines are hereby issued:

## I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolution No. **2015-26** dated ***16 December 2015***: "Approving and Promulgating the Training Regulations for Sugarcane Production NC II."
- The abovementioned Training Regulations were developed in partnership with the Sugar Regulatory Administration (SRA).

## II. OBJECTIVES

- To implement the Training Regulations, aimed at better responding to demands of the industry. This will promote competencies that are readily employable, environment-friendly and compliant with the industry requirements for both clients and the agriculture industry workers;
- To strengthen the industry-academe linkages addressing the "skill-job mismatch" in critical sector;
- The deployment of this TR is in accordance with the quality procedures under ISO 9001:2015;
- To develop the training and assessment infrastructure for the development of industry workers in the sector.

## III. COVERAGE

- Both new and existing (NTR or unregistered) programs relating to or leading to Sugarcane Production NC II shall be covered by this Circular.
- To standardize the course offerings and ensure that they are in accordance with the TR, the Competency-Based Curriculum (CBC) shall be developed by the TVIs registering the program.

## IV. GENERAL POLICIES

### A. Utilization of the Newly Developed TR

To ensure utilization of this TR, all Regional/Provincial/District Directors shall immediately advocate/encourage and facilitate the registration and/or re-registration of abovementioned programs. The Qualifications and Standards Office (QSO) shall initiate deployment/orientation of TRs and

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>2</u> of <u>6</u> pages  Number <u>22</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

CATs for all Regional/Provincial Offices in accordance with the Procedures Manual.

## **B. Training Delivery Modality**

In view of the requirements of the training standards in tools, equipment, facilities and the required competencies of Trainers, it is encouraged that it is encouraged that the training delivery for this qualification shall be in partnership with cooperatives and enterprises and through community-based training in agricultural areas including SRA assisted communities. Trainees must be provided access to a demo farm of at least 5, 000 square meters for a class size of 25 trainees. This may be through a farm owned by the TVET provider or through a MOA with a sugar farm owner/operator.

## **C. Transitory Provision**

Subject to relevant provisions of Section XI of TESDA Circular No. 07 series of 2016 (Amended Omnibus Guidelines on 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 from the date issuance of this Circular.

## **D. Program Registration**

1. The registration of programs related to Sugarcane Production NC II shall follow the Procedures Manual on Program Registration and TESDA Circular No. 07, series of 2016;
2. All Regional/Provincial Directors are hereby instructed to process applications for program registration within the allowable process cycle time (PCT) indicated in the Procedures Manual on Program Registration.
3. The National Institute for Technical Education and Skills Development (NITESD) shall initiate training of trainer's development.

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>3</u> of <u>6</u> pages  Number <u>22</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

4. The following codes shall be followed for this TR:

Qualification Title	Qualification Code	Unit Code (Core Competency)	Unit Title (Core Competency)
Sugarcane Production NC II	AFFSCP215	AFF611310	Establish Sugarcane nursery
		AFF611311	Plant Sugarcane
		AFF611312	Care for and Maintain Sugarcane and Ratoon Crops
		AFF611313	Carryout Harvest and Post-Harvest Operation

**E. Trainer's Qualification**

1. Must be a holder of National TVET Trainer's Certificate (NTTC) Level I in Sugarcane Production NC II.
2. Must have at least two (2) years job/industry experience for the last five (5) years.

**F. Assessment and Certification**

1. The assessment and certification for Sugarcane Production NC II shall follow TESDA Circular No. 24, series of 2008 on "Quality Procedures Manual on Competency Assessment and Certification" and provisions of Section 4 – Assessment and Certification Arrangements of said TR.
2. A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the Training Regulations for Sugarcane Production NC II.
3. Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>4</u> of <u>6</u> pages Number <u>21</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

## V. CONDUCT OF COMPETENCY ASSESSMENT

QSO shall initiate deployment of Competency Assessment Tools to all Regional/Provincial Offices. Concurrent with this, the Certification Office shall conduct Capability Building Programs for lead assessors. The lead assessor shall be responsible for the loading of candidate assessor.

### A. Competency Assessment Tools (CATs)

This shall serve as a basis for accreditation of assessment centers. The CATs include size requirement for assessment center's facility, specifications on assessment resources including supplies and materials as well as tools and equipment. This also contains the tasks, methods, and time allocation on the conduct of assessment.

### B. Assessment Fees

1. Based on the TESDA Board Resolution No. **2017- 10** dated **03 February 2017**, the assessment fees are as follows:

- COC1 - Six Hundred and Seventy-Five Pesos (Php675.00)
- COC2 - Six Hundred and Seventy-Five Pesos (Php675.00)
- COC3 - Five Hundred and Sixty Pesos (Php560.00)

There is no assessment for full qualification (NCII) since this will require more than six (6) hours of actual assessment. Thus, there is no cost on full qualification (NC II).

2. The respective fees are inclusive of assessor's fee in the amount of **Two Hundred Pesos (Php200.00)**.

### C. Qualification of Competency-Assessors

#### C.1 For Trainer-Assessor

1. Holder of National TVET Trainer Certificate Level I (NTTC) on Sugarcane Production NC II;
2. Must have at least two (2) years relevant industry experience for the last five (5) years; and

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>5</u> of <u>6</u> pages Number <u>22</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

3. Have assisted in the actual conduct of assessment to at least two (2) candidates.

### *C.2 For Industry-Assessor*

1. Holder of National Certificate on Sugarcane Production NC II;
2. Holder of Certificate of Competency (COC) in Conduct Competency Assessment under the Trainers Methodology Level I (TM I);
3. Have at least two (2) years relevant industry experience for the last five (5) years; and
4. Have assisted in the actual conduct of assessment to at least two (2) candidates.

### **D. 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;
2. Pre-scheduled assessment;
3. Presence of a technical TESDA Representative during the entire conduct of assessment; and
4. Conduct of Calibration Workshop for Competency Assessor.

### **E. Mandatory Assessment**

1. All TVIs with UTPRAS-registered programs on Sugarcane Production NC II must ensure mandatory assessment of their graduating students.
2. The list of certified individuals will be uploaded in the online Registry of Workers Assessed and Certified (RWAC).

# TESDA CIRCULAR

<b>SUBJECT:</b> Implementing Guidelines on the Deployment of Training Regulations (TR), Developed Competency Assessment Tools (CATs), and Conduct of Competency Assessment and Certification for Sugarcane Production NC II		Page <u>6</u> of <u>6</u> pages Number <u>22</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b> Cabinet Resolution No. 01, s. 2007

## VI. EFFECTIVITY

This Circular shall take effect as indicated and supersede all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.

  
**GUILING "GENE" A. MAMONDIONG**  
Director General/Secretary