

# 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 Chemical Process Operations NC III		Page <u>1</u> of <u>6</u> pages  Number <u>25</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

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 Chemical Process Operations NC III** and implementation of competency assessment and certification, the following Implementing Guidelines are hereby issued:

## I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolution No. **2016-06** dated **30 March 2016**: "Approving and Promulgating the Training Regulations for Chemical Process Operations NC III."
- The abovementioned Training Regulations were developed in partnership with the Samahan sa Pilipinas ng mga Industriyang Kimika (SPIK).

## 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 chemicals/platic/petrochemicals 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 Chemical Process Operations NC III 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

# 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 Chemical Process Operations NC III		Page <u>2</u> of <u>6</u> pages Number <u>25</u> series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

re-registration of abovementioned programs. The Qualifications and Standards Office (QSO) shall initiate deployment/orientation of TRs and 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 the training delivery for this qualification shall be enterprise-based or through dual/dualized training modality.

## **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 Chemical Process Operations NC III 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 Chemical Process Operations NC III	Page <u>3</u> of <u>6</u> pages  Number <u>25</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately
<b>Supersedes:</b>	

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

Qualification Title	Qualification Code	Unit Code (Core Competency)	Unit Title (Core Competency)
Chemical Process Operations NC III	CPPCP0316	CHE313301	Determine process requirements
		CHE313302	Evaluate process data
		CHE313303	Operate process equipment
		CHE313304	Monitor process equipment
		CHE313305	Qualify in-process and finished product samples
		CHE313306	Perform shutdown activities

**E. Trainer's Qualification**

1. Must be a holder of National TVET Trainer's Certificate (NTTC) Level I in Chemical Process Operations NC III.
2. Must have at least three (3) years work experience in chemical manufacturing/chemical process operations.

**F. Assessment and Certification**

1. The assessment and certification for Chemical Process Operations NC III 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 these TRs;
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 Chemical Process Operations NC III;
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 Chemical Process Operations NC III		Page <u>4</u> of <u>6</u> pages Number <u>25</u> series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## 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 Fee

Based on the TESDA Board Resolution No. **2017- 28** dated **23 March 2017**, the assessment fee for Chemical Process Operations NC III shall be in the amount of **Four Hundred and Eighty Pesos (Php480.00)**. This includes the assessor's fee in the amount of **Two Hundred Pesos (Php200.00)**.

### C. Qualification of Competency-Assessor

#### *C.1 For Trainer-Assessor*

1. Holder of National TVET Trainer Certificate Level I (NTTC) on Chemical Process Operations NC III with at least three (3) years work experience in chemical manufacturing/chemical process operations;
2. Holder of Certificate of Training in Globally Harmonized System (GHS); and
3. Have assisted in the actual conduct of assessment to at least two (2) candidates.

# 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 Chemical Process Operations NC III		Page <u>5</u> of <u>6</u> pages Number <u>25</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## *C.2 For Industry-Assessor*

1. Holder of National Certificate in Chemical Process Operations NC III;
2. Holder of Certificate of Competency (COC) in Conduct Competency Assessment under the Trainers Methodology Level I (TM I);
3. Have at least three (3) years work experience in chemical manufacturing/chemical process operations;
4. Holder of Certificate of Training in Globally Harmonized System (GHS); and
5. 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 Assessors.

## **E. Mandatory Assessment**

1. All TVIs with UTPRAS-registered programs on Chemical Process Operations NC III 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 Chemical Process Operations NC III		Page <u>6</u> of <u>6</u> pages Number <u>25</u> , series of 2017
<b>Date Issued:</b> April 27, 2017	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## 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