

TESDA CIRCULAR

SUBJECT: <p style="text-align: center;">Guidelines for 2017 TESDA Emergency Program for TVET Trainers and Assessors (TEPTTA)</p>		No. <u>29</u> , Series of 2017 Page <u>1</u> of <u>8</u> pages
Date Issued: June 7, 2017	Effectivity: Registration: June 7-July7, 2017 Implementation: July 7-EO October 2017	References: MEMORANDUM 96 S. 2017 TBR issued June 6, 2017

I. RATIONALE

The prevailing TVET capacity is threatened by voluntary closure of some registered programs due to the trainers' non-renewal of respective National TVET Trainers' Certificate (NTTC) caused by insufficient Industry Work Experience Required (IWER) per Training Regulations (TR) as reported in the 2016-2017 Technical Audit. Of the current 264 TRs, about 93 indicated IWER, ranging from half-year to 5 years.¹ The challenge is how to establish a pool of IWER-compliant trainers in order for TVET providers to hire them as training personnel either in permanent or contractual status.

Moreover, there are incidents of delay in the graduation of learners due to the lack of accredited Competency Assessors (CAs) especially if their trainers and available CAs are the same persons. Every time a trainer performs the functions of a CA, there is downtime in the training delivery. In effect, the strategy of accrediting CAs from the industry has to be supported.

II. DEFINITION OF TERMS

- a. Industry Working Experience Required (**IWER**) – the related working experience of TVET trainers in the industry, indicated by industry practitioners/ experts during the development of Training Regulations (TRs), as a requirement for accreditation
- b. Training Regulations (**TR**) – a TESDA-promulgated policy document comprising of the competency standards of Qualifications as defined by the industry
- c. National TVET Trainers Certificate (**NTTC**) – a certificate given to an accredited trainer who is a holder of a National Certificate and a Trainers Methodology Certificate
- d. Accredited Competency Assessor (**CA**) – an individual authorized by TESDA to conduct national competency assessment
- e. Competency Assessment and Certification of Workers (**CACW**) – a free competency assessment and certification system at the regional and provincial levels for industry workers in key sectors/qualifications, and those without National Certificates but currently employed or engaged in livelihood jobs
- f. Training Methodology Level I (**TM-I**) – consists of competencies a TVET trainer must achieve to perform competency based training and/or conduct competency assessment
- g. TM-I Certificate of Competency 2 (**TM-I CoC 2**) – a document issued to a candidate proven to be competent after successfully undergoing a national assessment for TVET assessors (i.e. Conduct Competency Assessment)

¹ List of Training Regulations with corresponding Industry Working Experience Required (IWER) for TVET trainers

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<p>h. Training Methodology Certificate (TMC) – a certificate issued to a candidate proven to be competent as TVET trainers/assessors</p>		
<p>III. OBJECTIVES</p>		
<p>a. Program Objectives</p>		
<ol style="list-style-type: none"> 1. Create a registry of potential trainers who are IWER-compliant on specified Qualifications and are currently unemployed workers, permanently returning OFWs, career changers from companies/enterprises, retired company technicians, individuals with at least 72 units in college, DTS/DTP graduates, or as stipulated in the TESDA Board Resolution on the Revised Trainee Entry Requirements for TM-I; 2. Create a registry of TVIs willing to employ IWER-compliant trainers in specified qualifications (e.g. TVIs with programs closed/ closing due to the non-renewal of trainers' NTTCs as a result of insufficient IWER, etc.); 3. Create a ready pool of employable IWER-compliant accredited TVET trainers to address the prevailing demand of the providers; 4. Create a registry of IWER-compliant industry workers willing to be TESDA-accredited CAs; 5. Create a registry of enterprises that are willing to commit their experienced technicians as potential accredited CAs; and 6. Create a ready pool of industry-based CAs to augment the existing number of CAs for national assessment and certification. 		
<p>b. Developmental Objectives</p>		
<ol style="list-style-type: none"> 1. Abate the steady decline of TVET training capacity; 2. Reduce the training downtime of TVET trainers; and 3. Conduct timely assessment of learners. 		
<p>IV. PROPOSED PROGRAM</p>		
<p>A. Specific to actual and foreseeable needs in terms of the number of Qualifications offered per region, <u>TESDA shall</u> COMPLEMENT the EXISTING human infrastructure of trainers and assessors with readily EMPLOYABLE qualified trainers, and competency assessors who are, in the first place, IWER-COMPLIANT.</p>		
<p>B. Indicatives of incidence of expiration of NTTCs per region from 2015 to 2017 shall be used as bases by the NITESD at the national and regional levels. Per latest figures from NITESD, there are about 4,735 NTTCs affected by the IWER from 2015 to 2017.²</p>		

² ATTACHMENT A – Number and Names of TVET trainers with expired NTTCs (2015-2017) by Region, province and qualification

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The Regional Offices (ROs) shall determine the identity of the TVI employing the TVET trainer in the list from NITESD.

C. Likewise, the **technical audit** 2016-2017, spearheaded by the Certification Office (CO), produced indications of voluntary program closures by some TVET providers on account to trainers' NTTCs not renewed due to IWER non-compliance. Such data should be available from the CO. Together with the data from NITESD, this information should serve as a reference for the ROs as prospective demand.

D. The Regional and Provincial Office (PO) shall establish the NEEDS and COMMITMENT TO EMPLOY trained and certified trainers in public and private TVIs (permanent or contractual basis). This information shall be shared with the Association of TVIs and the Public Employment Service Office (PESO) as a reference for recruitment and employment.

The recruitment and employment of trainers in private TVIs shall be facilitated/ coordinated by the ROs and POs for implementation by the concerned **Regional/ Provincial Association of TVIs** and/or PESO.

E. For the accredited Competency Assessors (CA), TESDA can use this opportunity to improve the human infrastructure of the assessment and certification program by expanding the cadre of industry-based CAs at the regional level. An ADDITIONAL of **at least one (1) CA from the industry** for every four (4) providers in the region per Qualification could easily equate to an ADDITIONAL of about 4,294 CAs—all coming from the companies/ enterprises and NOT from the TVET providers.

F. The PO shall identify at least one (1) training provider and assessment center for TM-I that will potentially cater the needs of its respective province.

VI. MECHANICS OF IMPLEMENTATION

Potential Demand identified:

- a. Accredited Trainers - The NITESD shall provide a list of trainers with expired NTTCs covering the period of 2015-2017 per Qualification and region to the RO/PO.
- b. TVET Providers – Using the NITESD's list of trainers with expired NTTCs (2015-2017), the RO shall identify the **employer TVIs** where the trainers with expired NTTCs (2015-2017) come from, and get their commitment to employ readily available accredited TVET trainers.
- c. The Certification Office, using the results of the concluded **Technical Audit**, in coordination with the ROs, shall identify the TVIs that **voluntarily closed programs** on the account of non-renewal of trainers' NTTCs due to insufficient IWER. This information shall be provided to NITESD, ROs and POs.

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- d. CAs – NITESD shall provide to each TESDA RO the POTENTIAL DEMAND FOR CAs,³ which is a tabular presentation of the number of registered TVET programs across Qualifications. The entries in these tables are then divided by 4 with the objective that each region will have a cadre of at least 4 additional CAs from the industry for each WTR registered TVET program in the region.
- e. Potential Supply identified – The Regional and Provincial Office, based on the information from the Central Office as defined above, shall be responsible in identifying and recruiting the supply accordingly.

Demand-Supply Fit:

- a. Most specifically for the TVET trainers, this program should be guided by a DEMAND-SUPPLY FIT. Development of trainers shall be dependent on the commitment to employ coming from the legitimate TVET providers. The 100% employment rate and skills utilization rate is expected. Unless there is a commitment to employ specific to a qualification, no training program should ensue.

SUMMARY OF PROSPECTIVE DEMAND FOR ASSESSORS and TRAINERS			
REGIONS	Number of TVET Programs Registered WTR (Compendium AO March 2017)	Estimated Number of Prospective Demand for CAs from Industry⁴	Estimated Number of Prospective Demand for TVET Trainers with IWER
	A	B	C
TOTALS	14,183	4,294	4,735
CAR	288	108	116
I	686	209	254
II	283	99	254
III	1,818	499	659
IV-A	1,323	383	483
IV-B	384	133	156
NCR	2,539	701	324
V	1,006	296	363
VI	353	123	82
VII	775	252	72
NIR	295	106	67
VIII	413	133	236
IX	941	288	296
X	1,056	309	241
XI	700	213	545
XII	711	215	262
CARAGA	330	128	122

³ ATTACHMENT B - Table on Prospective Demands for CAs per TESDA RO per Qualification

⁴ Based on the Number of Expired NTTCs (2015-2017)

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ARMM	282	99
		43

VII. PROGRAM COVERAGE

The potential TVET Trainers and TESDA Assessors shall be provided with an array of appropriate TVET services, such as Competency Assessment and Certification, Trainers' Methodology Level I, Trainers Certification, Trainers Accreditation, or Assessors Accreditation. All these services shall be for FREE and be covered by the TWSP 2017.

The following table presents the program interventions for prospective TVET trainers and TESDA assessors.

SUMMARY PROGRAM COST TABLE				
	Per Capita Cost (est.)	For Trainers ⁵	For CAs	TOTAL
		A	B	A+B
		3,004	2,725	5,729
PROGRAM INTERVENTIONS				
CCAW	1,000	3,004,000	2,725,000	5,729,000
TM-I	8,300	24,933,200		24,933,200
TSF TM-I (22 days x P100)	2,200	6,608,800		6,608,800
TM-I CoC2	2,000		5,450,000	5,450,000
TSF TM-I CoC2 (5 days x P100)	500		1,362,500	1,362,500
Assessment for TMC	1,400	4,205,600		4,205,600
Assessment for TM-I COC2	700		1,907,500	1,907,500
TOTAL		38,751,600	11,445,000	50,196,600
<i>The array of program interventions above entails TWSP 2017 support. Corresponding Qualification Maps (QMs) and costing shall be expected from the ROs submitted to the Scholarship Management Office (SMO) on or before July 6, 2017⁶.</i>				

This program shall be implemented consistent with the Guidelines on Emergency Programs supported by TWSP 2017. In relation to the table above, the program implementation, consistent with the Qualification Maps (QMs) submitted by ROs and approved by SMO, shall commence as appropriate and should be finished before October 2017.

⁵ Technically, they are not eligible for CACW. A special provision should be made available.

⁶ Same issue as the first one

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VIII. SPECIAL PROVISIONS

- A. As of March 2017, there are about 178 registered **training providers for TM-I**. For this program, the identified TM-I providers shall be **EXEMPTED FROM THE TENDERING PROCEDURES** stipulated in the existing TWSP 2017 guidelines.
- B. A Capability Building Program for ROD Chiefs shall be organized and facilitated by key officials of NITESD, CO, FMS, and SMO to capacitate the participants in the implementation of these guidelines.

IX. WORKFLOW

PROGRAM WORKFLOW for TVET TRAINERS		
CENTRAL OFFICE	REGIONAL OFFICE	PROVINCIAL OFFICE
NITESD establishes indicative DEMAND by region per qualification for TVET Trainers . (Numbers and Names of TVET trainers with expired NTTCS 2015-2017 per region, province, and qualification) ATTACHMENT A	Facilitates identification of the TVIs based on the indicative DEMAND from the NITESD list. (Numbers and Names of TVIs employing the trainers with expired NTTCS 2015-2017)	Advocates, facilitates, and receives the REGISTRATION of DEMAND (TVIs with commitment to employ)
Certification Office (CO) establishes indicative DEMAND for TVET trainers. (Per results of the 2016-2017 technical audit, the number and names of the TVIs whose programs were temporarily closed from the <u>technical audit</u> due to the non-renewal of NTTCS caused by IWER insufficiency	Validates the potential DEMAND from the CO list Provides to Provincial Offices the consolidated names and numbers of TVIs based on the lists from NITESD and CO	Advocates, facilitates, and receives the REGISTRATION of SUPPLY of potential TVET trainers who are IWER-compliant. It should be noted that AS MUCH AS POSSIBLE, the SUPPLY should be location-specific proximate to the DEMAND.
Consolidates Regional Registries and QMs for TVET Trainers on or before July 7 SMO evaluates the regional QMs for TVET Trainers on or before July 7, 2017 for approval	Consolidates Provincial Registries and QMs for TVET Trainers and submits to SMO on or before July 6, 2017 for approval; (cc. NITESD, Certification Office)	Prepares Provincial Registries of TVET Trainers' DEMAND and SUPPLY and submits to the RO Packages a provincial QM for TVET Trainers and submits to RO before July 5
Notification of ROs on approval Releases to ROs the corresponding vouchers	Manages and monitors the implementation of the program by the POs Regional program monitoring	Implementation and reporting of the program for the TVET trainers

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National program monitoring		
PROGRAM WORKFLOW for TESDA ASSESSORS		
CENTRAL OFFICE	REGIONAL OFFICE	PROVINCIAL OFFICE
Based on Compendium of Registered Programs AO March 2017, NITESD establishes indicative DEMAND for TESDA CAs from the industry by region per qualification (ATTACHMENT B)	Validates the indicative DEMAND at the provincial level	Advocates, facilitates, and receives the REGISTRATION of SUPPLY (IWER-compliant industry workers willing to become TESDA CAs) Advocates and facilitates the REGISTRATION of SUPPLY (company owners endorsing their IWER-compliant industry workers willing to become TESDA CAs)
Consolidates Regional Registries and QMs for TESDA Assessors on or before July 7 Evaluates for approval Regional QMs for TESDA Assessors on or before July 7, 2017	Consolidates Provincial Registries and QMs for TESDA Assessors and submits to SMO on or before July 6, 2017 for approval; (cc. NITESD, Certification Office)	Prepares Provincial registries of TESDA Assessors' DEMAND and SUPPLY and submits to the RO Packages a provincial Qualification Map (QM) for TESDA Assessors and submits to RO before July 5
Notification of ROs on approval Releases to ROs the corresponding Vouchers National Program monitoring	Manages and monitors the implementation of the program by the POs Regional Program monitoring	Implementation and reporting of the program for the TVET Assessors

X. MONITORING AND REPORTING

- A. By **July 7, 2017**, all registries are expected to be sent to and received by the National Institute for TESD (NITESD) either through fax: 818-1999 or email: nitesd.tddd@tesda.gov.ph.
- B. All Provincial Offices (POs) shall submit their monthly (periodic) reports to their respective Regional Offices (ROs), which in turn, will endorse the same to TESDA-NITESD.
- C. The ROs shall prepare and submit a Terminal (End-of-Program) Report based on the provincial registries **not later than November 15, 2017**.
- D. NITESD shall prepare and submit a consolidated monitoring report based on the reports submitted by the ROs.

XI. ATTACHMENTS

- Attachment A – NUMBER OF TVET TRAINERS WITH EXPIRED NTTCS (2015-2017)
- Attachment B – PROSPECTIVE DEMANDS FOR CAs PER REGION AND QUALIFICATION
- Attachment C – LIST OF 93 OUT OF THE 264 TRs REQUIRING INDUSTRY WORK EXPERIENCE

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<p>Attachment D – REGISTRATION FORMS D.1. SUPPLY for TVET Trainers D.2. DEMAND for TVET trainers D.3. SUPPLY for TESDA Assessors – Individual D.4. SUPPLY for TESDA Assessor – Company</p> <p>Attachment E – NUMBER OF PROGRAMS REGISTERED (WTR) ON ACCOUNT OF TECHNICAL AUDIT (PER COMPENDIUM, MARCH 2017)</p> <p>Attachment F – ESTIMATED NEED FOR COMPETENCY ASSESSORS</p> <p>Attachment G – INVESTMENTS AND BENEFITS OF REGISTRANTS</p> <p>Attachment H – TESDA BOARD RESOLUTION NO. 2017-13 (Adoption of the Revised Trainee Entry Requirements for Trainers Methodology Level I)</p> <p>Attachment I – LIST OF TRAINING METHODOLOGY I PROVIDERS</p>		
XII. EFFECTIVITY		
This Circular takes effect as indicated.		
 GUILING "GENE" A. MAMONDIONG Director General/Secretary		