

TESDA CIRCULAR

SUBJECT: Guidelines on the Implementation of the Regional Program on Industry Immersion of Trainers (RPIIT)

No. 50 Series 2017

Page 1 of 5 pages

Date Issued:
October 2, 2017

Effectivity:
As Indicated

Supersedes:

In view of the need to ensure that TVET trainers are abreast with the current technologies and practices in industry and with industry immersion as one of the modalities that will enable the trainers to achieve the industry work experience required under TESDA Circular No. 33 s. 2017 on "Institutionalizing a Credit Equivalency System for Industry Work Experience Required (IWER) of TVET Trainers" for the issuance of National TVET Trainer Certificate (NTTC), the following guidelines for the implementation of Regional Program on Industry Immersion for Trainers (RPIIT) are hereby issued:

A. Legal Basis:

As provided for in Section 12.c of the R.A. 7796, "TESDA shall develop and implement an integrated program for continuing development of trainers, teachers, and instructors within the technical education and skills development sector."

The Philippine TVET Trainers Qualification Framework (PTTQF) is a system that provides competency standards for TVET trainers and assessors involved in the training delivery, competency assessment, training design/development and training supervision. The framework also defines the competencies of TVET trainers at different roles and levels of technical training.

In support to PTTQF, Training Regulations (TRs) on Trainers Methodology Levels I and II were promulgated thru TESDA Board Resolution No. 2010-16 on November 25, 2010. The aforementioned TRs serve as bases for the registration and conduct of Trainers Methodology Levels I and II programs.

TESDA Circular No. 20 series of 2014 includes industry work experience as part of the requirements for National TVET Trainers Certificate (NTTC) issuance and renewal. The Circular states that, to attain the appropriate NTTC Level I, the following are required: a) NC Level of the qualification appropriate to the training program handled but not lower than NC II; b) Trainers Methodology Certificate (TMC) I; and c) Industry work experience as may be provided in Section 3 of the respective TR.

B. Objectives:

This Circular aims to:

1. Guide the TESDA Regional Offices in the implementation of Regional Program for Industry Immersion of Trainers;
2. Define the roles and responsibilities of Regional Offices, Provincial Offices, TVIs (public and private) and Industry Partners; and

TESDA CIRCULAR

SUBJECT: Guidelines on the Implementation of the Regional Program on Industry Immersion of Trainers (RPIIT)

No. 50 Series 2017

Page 2 of 5 pages

Date Issued:

October 2, 2017

Effectivity:

As Indicated

Supersedes:

3. Provide equivalent credits of teaching experience and industry immersion for industry work experience.

C. Definition of Terms:

1. **Industry Work Experience Required** – work experience gained by TVET trainer through different modalities as provided for under TESDA Circular No. 33 Series 2017.
2. **Industry Immersion** – the process of deploying TVET trainers to industries/companies to enhance their skills, knowledge and attitudes in their area of specialization to be applied in their training institutions for quality TVET training. (*TVET Glossary of Terms, 4th Edition*).
3. **Industry Partner** – a private company/industry that has an agreement with TESDA and is capable and willing to provide the required training of trainers in a unit of competency, cluster of units of competency or full qualification through industry immersion.
4. **Trainers' Record Book (TRB)** – a record of all accomplishments/ tasks/ activities of the trainers required per unit of competency while undergoing industry immersion.

D. Coverage:

1. RPIIT shall be implemented nationwide and shall cover all TVET trainers of public and private TVIs in Qualifications with training regulations.
2. It shall be regional in nature and scope.

E. General Policies:

1. All industry immersion programs for trainers shall be conducted for a duration of not less than one (1) week or forty (40) hours in duration.
2. An industry immersion program shall cover a unit of competency, cluster of units of competency or full qualification.
3. The equivalent industry work experience that can be credited for the awarding of NTTC shall be based on the accumulated credit units gained from the number of years of teaching experience and the duration of industry immersion

TESDA CIRCULAR

SUBJECT: Guidelines on the Implementation of the Regional Program on Industry Immersion of Trainers (RPIIT)		No. <u>50</u> Series 2017 Page <u>3</u> of <u>5</u> pages
Date Issued: October 2, 2017	Effectivity: As Indicated	Supersedes:

(Annex A- Equivalent Credits of Teaching Experience and Industry Immersion for Industry Work Experience).

4. The number of years of teaching experience could be an accumulation of all the TVET teaching experiences by the trainer in different capacities and in different institutions.
5. The duration of industry immersion could be an accumulation of all the industry immersion attended by the trainer.

F. Mechanics of Implementation:

1. Qualifications of Participants

- a. Current TVET trainers (NC II or III holder)
- b. Trainers who are NTTC holders but have not met the industry work experience required for renewal or whose NTTC was not renewed due to lack of industry work experience required
- c. Physically fit (Participants for Commercial Cooking must submit latest medical records and doctor's certification)
- d. Willing and committed to complete the program

2. Responsibilities of the Program Partners

- a. Regional Office (RO)
 - 1) Assign a focal person for Regional Trainers Development Program.
 - 2) Conduct profiling of TVET trainers within the region.
 - 3) Identify possible industry partners for the industry immersion.
 - 4) Prepare an annual industry immersion program for trainers.
 - 5) Develop industry immersion training plan in collaboration with industry partner; (*Annex B- Training Plan Template*).
 - 6) Prepare and sign Memorandum of Agreement (MOA) with industry partner; (*Annex C- Pro-Forma MOA*).
 - 7) Submit the profile of the participants in a form to be provided by NITESD-NTTA-ODDG-PP Cluster for database purposes.

TESDA CIRCULAR

SUBJECT: Guidelines on the Implementation of the Regional Program on Industry Immersion of Trainers (RPIIT)		No. <u>50</u> Series 2017 Page <u>4</u> of <u>5</u> pages
Date Issued: October 2, 2017	Effectivity: As Indicated	Supersedes:
<p>8) Provide Trainer's Record Book (TRB) to the trainer for each industry immersion program; (<i>Annex D- Trainer's Record Book Template</i>).</p> <p>9) Shoulder the training cost of the program including food and accommodation of the participants.</p> <p>10) The Regional Director shall sign the Industry Immersion Certificate together with the authorized industry partner representative.</p> <p>11) Evaluate the implementation of the program.</p> <p>12) Provide Certificate of Recognition to Industry Partner.</p> <p>b. Provincial Office (PO)</p> <p>1) Nominate participants to RO.</p> <p>2) Facilitate the conduct of the relevant National Competency Assessment to the graduates of industry immersion, as necessary, especially in higher level qualification.</p> <p>c. Public and Private TVIs</p> <p>1) Submit nominees to PO.</p> <p>2) Shoulder travelling expenses of the trainer participants.</p> <p>3) Provide substitute to trainers who are on industry immersion.</p> <p>d. Industry Partner</p> <p>1) Assist the Regional Office in developing the Industry Immersion Program for trainers.</p> <p>2) Provide industry trainer (resource person);</p> <p>3) Provide venue for industry immersion program;</p> <p>4) Implement the industry immersion program;</p> <p>5) Sign the Industry Immersion Certificate together with the Regional Director; and</p> <p>6) Submit a Terminal Report five (5) days after the completion of the training program.</p>		

TESDA CIRCULAR

SUBJECT: Guidelines on the Implementation of the Regional Program on Industry Immersion of Trainers (RPIIT)

No. 50 Series 2017

Page 5 of 5 pages

Date Issued:
October 2, 2017

Effectivity:
As Indicated

Supersedes:

3. Funding Support

- a. The ROPOTI shall allocate annual funds purposely for the conduct of industry immersion program.
- b. The TESDA Development Fund (TDF) may be tapped for industry immersion program.
- c. The Sariling Sikap Program/Income Generating Project (SSP/IGP) Fund of TTIs may be utilized for industry immersion program of their trainers.

G. Monitoring and Reporting

1. The ROs shall maintain a regional database for RPIIT.
2. The ROs shall submit quarterly reports on the implementation of RPIIT to NITESD-NTTA-ODDG-PP Cluster.
3. The NITESD-NTTA-ODDG-PP Cluster shall monitor and ensure attainment of each regional target for RPIIT.
4. The NITESD-NTTA-ODDG-PP Cluster shall also maintain the database for RPIIT.

H. Separability Clause

If any of the provisions of this Circular is declared invalid, the remaining parts not affected shall continue to be valid and operational.

I. Effectivity

This Circular takes effect as indicated and supersedes any other issuance/s inconsistent herewith.


GUIKING "GENE" A. MAMONDIONG
Director General/ Secretary

Annex A

Equivalent Credits of Teaching Experience and Industry Immersion for Industry Work Experience

Principles

1. The minimum three (3) years teaching experience is based on the assumption that a trainer has full knowledge of the industry he/she is teaching.
2. The trainers are competent in performing the units of competencies of the qualification he/she is certified.

Table 1 Credit Units for Teaching Experience and Industry Immersion			
Teaching Experience		Industry Immersion	
<i>No. of Yrs.</i>	<i>Credit Units</i>	<i>No. of Weeks (40 hrs.)</i>	<i>Credit Units</i>
3	1	1	1
4	2	2	2
5	3	3	3
6	4	4	4
7	5	5	5
8	6	6	6
9	7	7	7
10	8	8	8
11	9	9	9
12	10	10	10
13	11	11	11
14	12	12	12
15	13	13	13
16	14	14	14
17	15	15	15
18	16	16	16
19	17	17	17
20	18	18	18
21 and above	19	19	19

Table 2 Equivalent Industry Work Experience Per Total Credit Units		
Total Credit Units	Equivalent Industry Work Experience	
	<i>No. of Years</i>	<i>Conversion to Months</i>
2	0.5	6
3	0.75	9
4	1	12
5	1.25	15
6	1.5	18
7	1.75	21
8	2	24
9	2.25	27
10	2.5	30
11	2.75	33
12	3	36
13	3.25	39
14	3.5	42
15	3.75	45
16	4	48
17	4.25	51
18	4.5	54
19	4.75	57
20	5	60

Guidelines in Determining the Industry Work Experience

1. To gain an equivalent number of industry work experience, a trainer must have at least one (1) credit unit in teaching experience and the equivalent credit unit in industry immersion as shown in Table 1 and Table 2.
2. The credit unit are as follows:
 - **industry immersion** - 1 week (40Hrs.) = **1 unit**
 - **teaching experience** - 1 year = **1 unit** but a minimum of three (3) years to gain credit.
3. To determine the equivalent number of industry work experience of a trainer, the steps are as follows:
 - 3.1 Determine the credit unit in teaching experience based on the number of years of teaching (Table 1). Example: 3 years – 1 unit, 4 years – 2 units, etc.
 - 3.2 Determine the credit unit of industry immersion (Table 1): 1 week (40 Hrs.) – 1 unit, 2 weeks (80 Hrs.) – 2 units, etc.
 - 3.3 Get the total credit units of the teaching experience and the industry immersion.
 - 3.4 Get the equivalent industry work experience of the total credit units in Table 2.

Example: *Determine the equivalent industry work experience of a trainer who has 5 years of teaching experience and 3 weeks of industry immersion.*

Teaching Experience -----	5 years	-----	3 units (Table 1)
Industry Immersion -----	3 weeks	-----	3 units (Table 1)
Total Credit Units -----			6 units
Equivalent Industry Work Experience-----			1.5 years (Table 2)

Annex B

TRAINING PLAN FOR INDUSTRY IMMERSION

Company: _____

Unit/s of Competencies	Training Activity/Task	Date and Time	Venue	Assessment Method	Person-in-Charge
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Prepare by:

_____ RO Focal Person

_____ Industry Representative

Approved by:

_____ Regional Director

Annex C

SAMPLE MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is made and entered into by and between:

(**ESTABLISHMENT NAME**), a corporation (business establishment) duly organized and existing under and by virtue of the laws of the Philippines, with business office/office address located at

_____ hereinafter referred to as "**THE ESTABLISHMENT**", represented herein by its (DESIGNATION), (**NAME OF REPRESENTATIVE**).

-and-

The **TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY (TESDA)** is a government agency created under Republic Act No. 7796, with principal office address at TESDA Administration Building, TESDA Complex, East Service Road, South Superhighway, Taguig City, herein represented in this agreement by its Director General, **SEC.** _____ and hereinafter referred to as "**TESDA**".

-WITNESSETH-

WHEREAS, THE ESTABLISHMENT, in the exercise of its corporate social responsibility, promotes and supports technical vocational education and training (TVET) and finds TVET trainers development in line with such purpose;

WHEREAS, THE TESDA, the primary government agency on TESD, through the Trainers Development Division (TTDD) shall develop/implement/administer training programs and schemes for continuing enhancement of TVET trainers to provide quality and cost effective technical education and skills development program, aligned with industry requirements;

WHEREAS, pursuant to such objective of ensuring best fit between TVET and skills required by industry, the ESTABLISHMENT has expressed its willingness to partner with TESDA and accept trainers from TESDA Technology Institutions (TTIs) to undergo on-the-job training program which shall be implemented in accordance to the attached approved Terms of Reference (TOR) on TESD Trainers Industry Immersion Program.

NOW, THEREFORE, in consideration of the foregoing premises and of the terms hereinafter provided, the parties hereby agree to execute this Memorandum of Agreement under the following terms and conditions:

Related to this, the parties agree on the following responsibilities

A. The ESTABLISHMENT agrees to:

1. Provide an Industry Trainer/Supervisor who shall perform the following functions:
 - a. Validate the TTI Trainer's self assessment of competency;
 - b. Concur and approve the Training Plan initially prepared by the TTI trainer;
 - c. Serve as the trainer/mentor/coach of the TTI trainers while undergoing on-the-job training based on the approved Training Plan;
 - d. Using the TTDD's provided Trainer's Record Book (TRB), evaluate the performance of the TTI trainer based on the performance criteria prescribed in the concerned Training Regulations;
2. Provide the TTI trainer with access to the ESTABLISHMENT's facilities, equipment, tools and materials required for training purposes; and
3. Co-sign in the training certificate.

B. The TESDA agrees to:

1. Pre-qualify TTI trainer who will undergo the trainer's on-the-job training program;
2. Conduct the program orientation prior on-the-job training program;
3. Designate a staff who will undertake coordination, monitoring, evaluation and documentation of on-the-job training program;
4. Provide per diem to the TTI trainer for the total duration of the on-the-job training program, chargeable to the TTDD's 2014 regular budget;
5. Issue the Certificate of Training, co-signed by the company representative, to TTI Trainer upon completion of the on-the-job training program;
6. Provide the Industry Trainer/Supervisor with the required capability buildup program towards enhancing competency in training delivery.

C. Jointly, the ESTABLISHMENT and the TESDA shall:

1. Approve the Training Plan prior to the conduct of the on-the-job training program; and
2. Keep the confidentiality of the information (whether or not recorded in documentary form, or stored on any magnetic or optical disc or memory) relating to the business, product/process, affairs and finances; and trade secrets including technical data and know how relating to the parties.

IN WITNESS WHEREOF, the parties have signed these presents on this ____ day of _____, 20____ at TESDA Complex, East Service Road, South Superhighway, Taguig City

ESTABLISHMENT:

**TECHNICAL EDUCATION AND SKILLS
DEVELOPMENT AUTHORITY (TESDA):**

Chairman & President

Director General

SIGNED IN THE PRESENCE OF:

Designation

Designation
TESDA

ACKNOWLEDGMENT

Republic of the Philippines)
Ortigas Ave. Extension, Pasig City, M.M.) S.S.

BEFORE ME, A Notary Public for and in the above jurisdiction, personally appeared the following:

Name	Passport No.	Effectivity Date / Place of Issue
SEC. EMMANUEL JOEL J. VILLANUEVA		
JOSE S. SANDEJAS, JR.		

Known to me to be the same persons who executed the foregoing instrument and acknowledge is written, and is signed by the parties and their instrumental witnesses on each and every page thereof

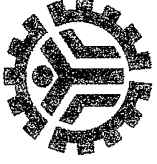
WITNESS MY HAND AND SEAL this ____ day of _____
2014 at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2014 _____

**Training on
GAS TUNGSTEN ARC WELDING (GTAW) w/PLASMA CUTTING, MAINTENANCE
OF MOBILES AND SMART CELLPHONES, REFRIGERATION &
AIRCONDITIONING CONTROLLING SYSTEMS, and OPTICAL FIBER
INSTALLATION FOR TVTC (KSA) INSTRUCTORS
Sept 8 to 19, 2014 and Oct 13 to 24, 2014**

COST

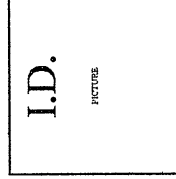
TRAINING PROGRAM				
	SKILLS UPGRADING IN Gas Tungsten Arc Welding (GTAW) w/Plasma Cutting	SKILLS UPGRADING IN Maintenance of Mobiles and Smart Cellphones	SKILLS UPGRADING on Refrigeration & Airconditionin g Controlling Systems	SKILLS UPGRADING on Optical Fiber Installation
No of Participants	10	22	10	30
Development / Writing Fee	30,000.00	30,000.00	30,000.00	30,000.00
Lecturer and Assistant's Fee	120,000.00	120,000.00	120,000.00	240,000.00
Training Consumable s/ materials	150,000.00	220,000.00	150,000.00	300,000.00
Food for participants	50,000.00	110,000.00	50,000.00	150,000.00
Use of Facilities				
Practical Training Commission				
TOTAL	Php350,000.00	Php480,000.00	Php350,000.00	Php720,000.00
	Php1,900,000.00			



TESDA

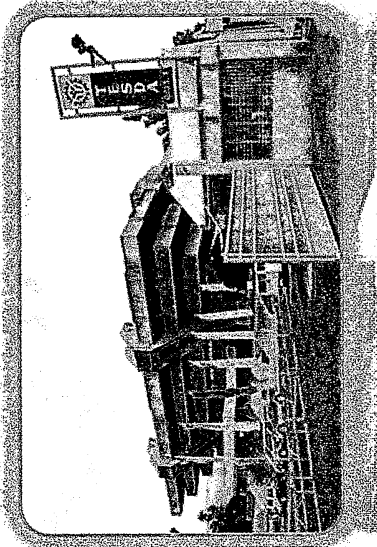
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
NATIONAL INSTITUTE OF TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
(NITESD)

TRAINEE'S RECORD BOOK
INDUSTRY IMMERSION



Trainee's No. _____

Name	:	_____
Qualification	:	Housekeeping NC III
Duration	:	_____
Company	:	_____
Industry Trainer	:	_____



Technical Education and Skills Development Authority

East Service Road, South Superhighway, Taguig City
E-mail Address: <https://www.tesda.gov.ph>
Tel No. (+632) 887-7777

Office of the Executive Director
(NITESD-OED)

E-mail Address: nitesd.oed@tesda.gov.ph
Tel No. (+632) 817-1999 / 836-8382

Office of the Assistant Executive Director
(NITESD-OAED)

E-mail Address: nitesd.1td@tesda.gov.ph
Tel No. (+632) 888-5651

Trainers Training Development Division
(NITESD-TTDD)

E-mail Address: nitesd.ftdd@tesda.gov.ph
Tel No. (+632) / 836-8382

The Industry Immersion is a joint program of TESDA and The Lancaster Hotel Manila that aims to enhance and upgrade the competencies of the Housekeeping Trainers by practicing in actual industry environment. The Trainers are expected to gain experiences in the latest techniques and practices of the industry.

Trainee's Reflection of the Program

The trainee's reflection of the session should be true and unbiased in expressing his/her learning experiences during industry immersion period.

Unit of Competency : Plan and Schedule Routine Maintenance,
Repairs and Modifications

Code No. : TRS512371

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks
Determine job requirements					
Allocate and order resource requirements					
Schedule work					
Document work order where required					

Unit of Competency :
Code No. :

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks

Unit of Competency : Escort, Carry and Store Valuable Items

Code No. : TRS512374

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks
Prepare for escort assignment					
Undertake escort					
Store valuables					

Unit of Competency : Contribute to the Implementation of Emergency Procedures

Code No. : TRS512372

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks
Identify potential emergencies					
Identify options for initial response					
Plan initial response procedures					

Unit of Competency : Contribute to the Implementation of
Emergency Procedures (continued)

Code No. : TRS512372

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks
Implement initial response procedures					
Contribute to post event activities					
Monitor emergency response					

Unit of Competency : Observe and Monitor People

Code No. : TRS512373

Learning Outcome	Task/Activity Required	Date Accomplished	Trainee's Signature	Trainer's Signature	Trainer's Remarks
Prepare to monitor/observe					
Monitor authorized access areas					
Monitor movement of people and materials					
Respond to unlawful or suspicious behavior					