

## SELF ASSESSMENT GUIDE

<b>Qualification :</b>	<b>CAREGIVING NC II</b>	
<b>Projects: for Full Qualification</b>	<ul style="list-style-type: none"> <li>• Provide Care and Support to Infants/Toddlers and Children</li> <li>• Provide Care and Support to Elderly and People with Special Needs</li> <li>• Perform Housekeeping Activities</li> </ul>	
<b>Units of Competency :</b>	<ul style="list-style-type: none"> <li>• Provide care and support to infants/toddlers</li> <li>• Provide care and support to children</li> <li>• Foster social, intellectual, creative and emotional development of children</li> <li>• Foster the physical development of children</li> <li>• Provide care and support to elderly</li> <li>• Provide care and support to people with special needs</li> <li>• Maintain healthy and safe environment</li> <li>• Respond to emergency</li> <li>• Clean living room, dining room, bedrooms, toilet and bathroom</li> <li>• Wash and iron clothes, linens and fabrics</li> <li>• Prepare hot and cold meals</li> <li>• Practice career professionalism in the workplace</li> </ul>	
<b>Instruction:</b> a. Read each of the questions in the left-hand column of the chart. b. Place a check in the appropriate box opposite each question to indicate your answers.		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<b>Project 1: PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN</b>  <b>Provide care and support to infants/toddlers and children</b>		
• Understand the characteristics of infants/toddlers		
• Identify signs of hunger, distress and pain demonstrated by infants		
• Establish bonding with infants and toddlers		
• Perform proper hand washing techniques and procedures		
• Perform procedures in bathing and dressing infants and toddlers		
• Change infant diapers appropriately		
• Prepare milk formula as prescribed		
• Perform procedures in feeding and burping		
• Provide activities to put infants and toddlers to rest and sleep		
• Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers		

<b>Provide care and support to children</b>		
• Teach hygiene practices to children		
• Deal with bathroom/comfort room accidents in a manner that provide protection to the child's esteem and privacy		
• Dress up children according to weather condition and /or child's culture/preferences		
• Follow safe handling and maintenance of child's school paraphernalia, toys and other personal things		
• Perform the procedures in taking vital signs		
<b>Foster physical development of children</b>		
• Explain the physical growth and development of infant/toddler		
• Determine types of activities that will foster physical development		
• Organize indoor and outdoor recreational activities that enhance growth and motor skills development		
• Understand the importance of rest and sleep for child's growth		
• Understand the social, intellectual, creative and emotional development of children		
<b>Foster social, intellectual, creative and emotional development of children</b>		
• Provide activities that will develop self-help skills and independence		
• Provide opportunities for children to express their feelings, ideas and needs		
• Enhance children's awareness and creativity		
• Foster positive discipline		
• Respect individual differences of children		
<b>Respond to emergencies</b>		
• Perform CPR to infant/toddler		
• Handle properly infant milk choking		
• Respond to convulsion due to high fever		
<b>Prepare hot and cold meals</b>		
• Prepare foods suited to child's age, health and cultural requirements		
• Ensure freshness/quality of food serving		

<b>Maintain healthy and safe environment</b>		
• Determine environmental, health and safety standards		
• Identify potential hazards indoor and outdoor		
• Follow safety procedures and regulations		
<b>Establish Professionalism at The Workplace</b>		
• Observe and maintain personal hygiene and good grooming at all times		
• Maintain cleanliness and orderliness of workplace		
• Consider culture, customs and traditions of client		
Project 2: <b>PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS</b>		
<b>Provide care and services to elderly</b>		
• Understand the characteristics of general aging process*		
• Identify the physical and psychological needs of elderly*		
• Use effective communication skills*		
• Assist elderly in their personal needs*		
• Assist elderly in performing daily activities*		
• Maintain respect on right and preferences of the elderly client*		
• Provide safety precautions in the environment*		
<b>Provide care and services to people with special needs</b>		
• Establish appropriate relationship to people with special needs*		
• Understand the requirements of people with special needs*		
• Assist people with special needs in meeting their requirements*		
• Assist in maintaining an environment that enables people with special need to have maximum independent living*		

<b>Maintain healthy and safe environment</b>		
• Determine environmental, health and safe hazards*		
• Maintain proper lighting, heating and cooling ventilation*		
• Observe organizational policies and procedures for safety and environmental protection*		
• Recognize symbols of hazardous materials ex. Flammable*		
<b>Respond to emergencies</b>		
• Observe universal rules of precaution for infection control*		
• Use appropriate protection device for infection control*		
• Recognize emergency sign and symptoms of illness (heart disease CVA, diabetes, etc)*		
• Seek for medical assistance as necessary according to policies and procedure*		
• Provide comfort and assurance*		
• Identify first aid procedures*		
• Perform adult CPR*		
<b>Prepare hot and cold meals</b>		
• Plan meals according to health and cultural preferences*		
• Prepare and cooks ingredients according to recipe*		
• Identify the uses and specifications of cooking tools and equipment*		
• Perform basic table setting and servicing*		
• Ensure freshness/quality of food served*		
• Observe safety and maintenance of cooking tools and equipment*		
• Observe personal hygiene and sanitation while cooking *		
<b>Establish professionalism in the workplace</b>		
• Exhibit willingness, enthusiasm and commitment to do the job*		
• Assume full responsibility of work*		
• Consider culture, customs and traditions of client*		
• Observe positive work values and ethics*		
• Maintain personal hygiene and good grooming at all times*		
• Maintain professional relationship with client*		

Project 3: **PERFORM HOUSEKEEPING ACTIVITIES**

**Maintain healthy and safe environment**

• Use the appropriate cleaning tools and equipment*		
• Determine environmental, health and safe hazard*		
• Recognize symbols of hazardous materials (flammable, toxic)*		
• Follow safety procedures and regulations*		

**Clean living, dining and bedroom, toilet and bathroom**

• Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*		
• Operate and maintains cleaning tools and equipment*		
• Utilize appropriate cleaning materials and supplies*		
• Dispose garbage and contaminated waste properly*		
• Utilize proper sanitation techniques for infection control*		
• Observe safety rules in cleaning*		
• Arrange furnishings and fixtures for comfort, convenience and safety*		
• Observe safety rules to prevent injury and damage to property*		

**Wash and iron clothes, linens and fabrics**

• Perform techniques in sorting soiled clothes, linen and fabrics*		
• Mend torn clothing, linen and fabric*		
• Use appropriate chemical agents to remove stains*		
• Observe safety precautions in the use of chemical agents*		
• Perform laundry techniques and procedures*		
• Operate clothes dryer according to manufacturer's instructions*		
• Provide maintenance for washing machine and clothes dryer*		
• Perform the proper procedure and techniques in ironing*		

<b>Establish professionalism at the workplace</b>		
• Exhibit willingness and enthusiasm and commitment to do the job*		
• Observe positive work values and ethics*		
• Maintain integrity and high degree of proficiency in the work place*		
• Observe and maintains personal hygiene and good grooming at all times*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>	<b>Date:</b>	

**SELF ASSESSMENT GUIDE  
(COC)**

<b>Qualification :</b>	<b>CAREGIVING NC II</b>
<b>Certificate of Competency:</b>	<ul style="list-style-type: none"> <li>• <b>PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN</b></li> </ul>
<b>Units of Competency :</b>	<ul style="list-style-type: none"> <li>• Provide care and support to infants/toddlers</li> <li>• Provide care and support to children</li> <li>• Foster social, intellectual, creative and emotional development of children</li> <li>• Foster the physical development of children</li> <li>• Provide care and support to elderly</li> <li>• Provide care and support to people with special needs</li> <li>• Maintain healthy and safe environment</li> <li>• Respond to emergency</li> <li>• Clean living room, dining room, bedrooms, toilet and bathroom</li> <li>• Wash and iron clothes, linens and fabrics</li> <li>• Prepare hot and cold meals</li> <li>• Practice career professionalism in the workplace</li> </ul>

**Instruction:**

- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answers.

<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<b>Provide care and support to infants/toddlers and children</b>		
• Understand the characteristics of infants/toddlers		
• Identify signs of hunger, distress and pain demonstrated by infants		
• Establish bonding with infants and toddlers		
• Perform proper hand washing techniques and procedures		
• Perform procedures in bathing and dressing infants and toddlers		
• Change infant diapers appropriately		
• Prepare milk formula as prescribed		
• Perform procedures in feeding and burping		
• Provide activities to put infants and toddlers to rest and sleep		
• Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers		

<b>Provide care and support to children</b>		
• Teach hygiene practices to children		
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• Dress up children according to weather condition and /or child's culture/preferences		
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• Perform the procedures in taking vital signs		
<b>Foster physical development of children</b>		
• Explain the physical growth and development of infant/toddler		
• Determine types of activities that will foster physical development		
• Organize indoor and outdoor recreational activities that enhance growth and motor skills development		
• Understand the importance of rest and sleep for child's growth		
• Understand the social, intellectual, creative and emotional development of children		
<b>Foster social, intellectual, creative and emotional development of children</b>		
• Provide activities that will develop self-help skills and independence		
• Provide opportunities for children to express their feelings, ideas and needs		
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• Foster positive discipline		
• Respect individual differences of children		
<b>Respond to emergencies</b>		
• Perform CPR to infant/toddler		
• Handle properly infant milk choking		
• Respond to convulsion due to high fever		
<b>Prepare hot and cold meals</b>		
• Prepare foods suited to child's age, health and cultural requirements		
• Ensure freshness/quality of food serving		

<b>Maintain healthy and safe environment</b>		
• Determine environmental, health and safety standards		
• Identify potential hazards indoor and outdoor		
• Follow safety procedures and regulations		
<b>Establish Professionalism at The Workplace</b>		
• Observe and maintain personal hygiene and good grooming at all times		
• Maintain cleanliness and orderliness of workplace		
• Consider culture, customs and traditions of client		
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<b>Certificate of Competency:</b>	<b>PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS</b>	
<b>Units of Competency :</b>	<ul style="list-style-type: none"> <li>• <b>PROVIDE CARE AND SUPPORT TO ELDERLY</b></li> <li>• <b>PROVIDE CARE AND SUPPORT TO PEOPLE WITH SPECIAL NEEDS</b></li> <li>• <b>MAINTAIN HEALTHY AND SAFE ENVIRONMENT</b></li> <li>• <b>RESPOND TO EMERGENCIES</b></li> <li>• <b>PREPARE HOT AND COLD MEALS</b></li> <li>• <b>ESTABLISH PROFESSIONALISM AT WORKPLACE</b></li> </ul>	
<p><b>Instruction:</b></p> <p>a. Read each of the questions in the left-hand column of the chart.</p> <p>b. Place a check in the appropriate box opposite each question to indicate your answers.</p>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
<b>Provide care and services to elderly</b>		
• Understand the characteristics of general aging process*	<input type="checkbox"/>	<input type="checkbox"/>
• Identify the physical and psychological needs of elderly*	<input type="checkbox"/>	<input type="checkbox"/>
• Use effective communication skills*	<input type="checkbox"/>	<input type="checkbox"/>
• Assist elderly in their personal needs*	<input type="checkbox"/>	<input type="checkbox"/>
• Assist elderly in performing daily activities*	<input type="checkbox"/>	<input type="checkbox"/>
• Maintain respect on right and preferences of the elderly client*	<input type="checkbox"/>	<input type="checkbox"/>
• Provide safety precautions in the environment*	<input type="checkbox"/>	<input type="checkbox"/>
<b>Provide care and services to people with special needs</b>		
• Establish appropriate relationship to people with special needs*	<input type="checkbox"/>	<input type="checkbox"/>
• Understand the requirements of people with special needs*	<input type="checkbox"/>	<input type="checkbox"/>
• Assist people with special needs in meeting their requirements*	<input type="checkbox"/>	<input type="checkbox"/>
• Assist in maintaining an environment that enables people with special need to have maximum independent living*	<input type="checkbox"/>	<input type="checkbox"/>

<b>Maintain healthy and safe environment</b>		
• Determine environmental, health and safe hazards*		
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• Perform basic table setting and servicing*		
• Ensure freshness/quality of food served*		
• Observe safety and maintenance of cooking tools and equipment*		
• Observe personal hygiene and sanitation while cooking *		
<b>Establish professionalism in the workplace</b>		
• Exhibit willingness, enthusiasm and commitment to do the job*		
• Assume full responsibility of work*		
• Consider culture, customs and traditions of client*		
• Observe positive work values and ethics*		
• Maintain personal hygiene and good grooming at all times*		
• Maintain professional relationship with client*		

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<b>Candidate's Signature:</b>	<b>Date:</b>
<b>Assessor's Signature:</b>	<b>Date:</b>

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<b>Qualification :</b>	<b>CAREGIVING NC II</b>	
<b>Certificate of Competency:</b>	<b>PERFORM HOUSEKEEPING ACTIVITIES</b>	
<b>Units of Competency :</b>	<ul style="list-style-type: none"> <li>• <b>MAINTAIN HEALTHY AND SAFE ENVIRONMENT</b></li> <li>• <b>CLEAN LIVING, DINING AND BEDROOM, TOILET AND BATHROOM</b></li> <li>• <b>WASH AND IRON CLOTHES, LINEN AND FABRICS</b></li> <li>• <b>ESTABLISH PROFESSIONALISM AT THE WORKPLACE</b></li> </ul>	
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<b>Clean living, dining and bedroom, toilet and bathroom</b>		
• Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*	<input type="checkbox"/>	<input type="checkbox"/>
• Operate and maintains cleaning tools and equipment*	<input type="checkbox"/>	<input type="checkbox"/>
• Utilize appropriate cleaning materials and supplies*	<input type="checkbox"/>	<input type="checkbox"/>
• Dispose garbage and contaminated waste properly*	<input type="checkbox"/>	<input type="checkbox"/>
• Utilize proper sanitation techniques for infection control*	<input type="checkbox"/>	<input type="checkbox"/>
• Observe safety rules in cleaning*	<input type="checkbox"/>	<input type="checkbox"/>
• Arrange furnishings and fixtures for comfort, convenience and safety*	<input type="checkbox"/>	<input type="checkbox"/>
• Observe safety rules to prevent injury and damage to property*	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wash and iron clothes, linens and fabrics</b>		

• Perform techniques in sorting soiled clothes, linen and fabrics*		
• Mend torn clothing, linen and fabric*		
• Use appropriate chemical agents to remove stains*		
• Observe safety precautions in the use of chemical agents*		
• Perform laundry techniques and procedures*		
• Operate clothes dryer according to manufacturer's instructions*		
• Provide maintenance for washing machine and clothes dryer*		
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<b>Candidate's Signature:</b>	<b>Date:</b>	
<b>Assessor's Signature:</b>	<b>Date:</b>	