Republic of the Philippines
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**
East Service Road, South Luzon Expressway, Taguig City

**121st TESDA BOARD MEETING**
09 June 2020, Tuesday, 10:00 a.m.
**Through Teleconference Via Zoom Platform**

**Resolution No. 2020 - 21**
(Page 1 of 4 pages)

## APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR CAREGIVING (ELDERLY) NC II

**WHEREAS,** TESDA Board Resolution No. 2007-01 was issued "Approving and Promulgating the Training Regulations for Caregiving NC II" last 16 January 2007 during the 54th TESDA Board Meeting;

**WHEREAS,** it is the policy of TESDA to review after three (3) years any Training Regulations (TRs) promulgated by the TESDA Board;

**WHEREAS,** there is a need to review the existing Training Regulations in view of the developments in technology, current trends and practices, and to professionalize the health workers in caregiving in the industry;

**WHEREAS,** the Caregiver of the Philippines Association, Inc. (CPAI) and the Philippine Association of Service Exporters, Inc. (PASEI) with the assistance of Qualifications and Standards Office (QSO) of TESDA have reviewed the existing Training Regulations in Caregiving NC II to professionalize the caregiver workforce and to respond to the rapid changes in healthcare technology and service delivery in other countries, and recommended amendments;

**WHEREAS,** industry experts and partners, headed by their respective Presidents, the Caregiver of the Philippines Association, Inc. (CPAI) and the Philippine Association of Service Exporters, Inc. (PASEI), with the technical assistance of the Qualifications and Standards Office (QSO) of TESDA endorsed the proposed revisions of the Training Regulation. The existing Training Regulation shall be replaced with four (4) different Training Regulations, based on the age group of the clientele;

**WHEREAS,** during the 120th and 121st Standards-Setting and Systems Development (SSSD) Committee Meetings held on 07 May 2020 and 14 May 2020, respectively, the Committee deliberated upon and agreed to favorably recommend the approval and promulgation of the Training Regulations for Caregiving (Elderly) NC II as attached in Annex "A" and made an integral part of this Resolution;

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**Resolution No. 2020 - 21**
(Page 2 of 4 pages)

## APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR CAREGIVING (ELDERLY) NC II

**WHEREAS**, during the 121st TESDA Board Meeting on 09 June 2020 at 10:00 a.m., the TESDA Board considered and approved the promulgation of the Training Regulations for Caregiving (Elderly) NC II;

**NOW, THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED,** that the TESDA Board in its meeting today, 09 June 2020 at 10:00 a.m., has approved and promulgated the aforementioned Training Regulations for Caregiving (Elderly) NC II as herein appended;

**BE IT RESOLVED, FINALLY,** that:

(1) Copies of this Resolution and the abovementioned Training Regulations be published in the Official Gazette or in a newspaper of general circulation, and disseminated to all concerned, and the same shall be effective fifteen (15) days upon publication;

(2) All programs registered under the current Caregiving NC II must comply with the requirements of the abovementioned Training Regulation. The one-year period of re-registration under this Training Regulations shall commence on the date of effectivity as indicated in the Implementing Guidelines/ TESDA Circular for the deployment of the Training Regulations to be issued by the TESDA Secretariat; and

(3) Graduates of TVET programs covered by the aforementioned Training Regulations shall be required to undergo mandatory assessment under the national assessment and certification program.

Republic of the Philippines
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**
East Service Road, South Luzon Expressway, Taguig City

**121ˢᵗ TESDA BOARD MEETING**
09 June 2020, Tuesday, 10:00 a.m.
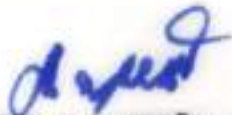**Through Teleconference Via Zoom Platform**

**Resolution No. 2020 - 21**
(Page 3 of 4 pages)

**APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR
CAREGIVING (ELDERLY) NC II**

Adopted this 9ᵗʰ day of June 2020.

**ATTY. MARICHELLE D. DE GUZMAN**
Board Secretary VI

Attested by:

**SEC. ISIDRO S LAPEÑA, PhD, CSEE**
Designated Chairperson, TESDA Board
Director General, TESDA

*(Original Signed)*
**USEC. RENATO L. EBARLE**
Department of Labor and Employment

*(Original Signed)*
**USEC. DIOSDADO M. SAN ANTONIO**
Department of Education

*(Original Signed)*
**USEC. RAFAELITA M. ALDABA**
Department of Trade and Industry

*(Original Signed)*
**USEC. BRENDA L. NAZARETH-MANZANO**
Department of Science & Technology

Republic of the Philippines
**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**
East Service Road, South Luzon Expressway, Taguig City

**121ˢᵗ TESDA BOARD MEETING**
09 June 2020, Tuesday, 10:00 a.m.
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**Resolution No. 2020 - 21**
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**APPROVING AND PROMULGATING THE TRAINING REGULATIONS FOR CAREGIVING (ELDERLY) NC II**

*(Original Signed)*
**MR. ISIDRO ANTONIO C. ASPER**
Board Member, Labor Sector

*(Original Signed)*
**ATTY. BAYANI G. DIWA**
Board Member, Labor Sector

*(Original Signed)*
**MR. RENE LUIS M TADLE**
Board Member, Labor Sector

*(Original Signed)*
**MR. RAMON R. DE LEON**
Board Member, Labor Sector

*(Original Signed)*
**MR. ROGELIO J. CHAVEZ, JR.**
Board Member, Labor Sector

*(Original Signed)*
**DR. LEONIDA BAYANI-ORTIZ**
Board Member, Employer Sector

*(Original Signed)*
**PROF. RANDOLPH I. NONATO**
Board Member, Employer Sector

# AMENDMENTS ON TRAINING REGULATIONS FOR
# CAREGIVING (ELDERLY) NC II

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| **Qualification Title** | |
| Caregiving NC II | Caregiving (Elderly) NC II |
| **SECTION 1 – Definition of the Qualification** | |
| The **CAREGIVING NC II** Qualification consists of competencies that a person must achieve to provide care and support to infants/toddlers, provide care and support to children, foster social, intellectual, creative and emotional development of children, foster the physical development of children, provide care and support to elderly, provide care and support to people with special needs, maintain healthy and safe environment, respond to emergency, clean living room, dining room, bedrooms, toilet and bathroom, wash and iron clothes, linen, fabric, prepare hot and cold meals. | The **CAREGIVING (ELDERLY) NC II** Qualification consists of competencies that a person must achieve to develop the ability to recognize aging process, participate in the implementation and monitoring of client's care plan, perform caring skills, perform specialty care procedures and assist client in administering prescribed medication. |
| **Job Title** | |
| • Caregiver of an infant / toddler<br>• Caregiver of a child<br>• Caregiver of an elderly<br>• Caregiver of people with special needs | • Caregiver for elderly |
| **SECTION 2: Competency Standards** | |
| **Basic Competencies**<br>• Participate in workplace communication<br>• Work in a team environment<br>• Practice career professionalism<br>• Practice occupational health and safety procedures | **Basic Competencies**<br>• Participate in workplace communication<br>• Work in a team environment<br>• Solve/address general workplace problems<br>• Develop career and life decision<br>• Contribute to workplace innovation<br>• Present relevant information<br>• Practice occupational safety and health policies and procedures<br>• Exercise efficient and effective sustainable practices in the workplace<br>• Practice entrepreneurial skills in the workplace |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| **Common Competencies** <br> • Implement and monitor infection control policies and procedures <br> • Respond effectively to difficult/challenging behavior <br> • Apply basic first aid <br> • Maintain high standard of patient services | **No Amendments** |
| **Core Competencies** <br> • Provide care and support to infants/toddlers <br> • Provide care and support to children <br> • Foster social, intellectual, creative and emotional development of children <br> • Foster the physical development of children <br> • Provide care and support to elderly <br> • Provide care and support to people with special needs <br> • Maintain healthy and safe environment <br> • Respond to emergency <br> • Clean living room, dining room, bedrooms, toilet and bathroom <br> • Wash and iron clothes, linen and fabric <br> • Prepare hot and cold meals | **Core Competencies** <br> • Develop the ability to recognize aging process <br> • Participate in the implementation and monitoring of client's care plan <br> • Perform caring skills <br> • Perform specialty care procedures <br> • Assist in client in administering prescribed medication |

**SECTION 3: Training Arrangements**

**3.1 Curriculum Design:**

| | |
|---|---|
| Nominal Training Hours: <br> 18 Hours (Basic Competencies) <br> 18 Hours (Common Competencies) <br> 750 Hours (Core Competencies) <br> ———————————— <br> **786 Hours - TOTAL** | Nominal Training Hours: <br> 37 Hours (Basic Competencies) <br> 112 Hours (Common Competencies) <br> 252 Hours (Core Competencies) <br> ———————————— <br> 401 Hours <br> + 160 Hours - Supervised Industry Learning (SIL) <br> ———————————— <br> **561 Hours TOTAL** |

**Course Description**

| | |
|---|---|
| This course is designed to enhance the knowledge, skills and attitudes of Caregivers in accordance with industry standards. It covers basic, common and core competencies in NC II. | This course is designed to provide the learner with knowledge, skills and attitude, applicable in performing work activities involve in developing the ability to recognize aging process, participating in the implementation and monitoring of client's care plan, performing caring skills, performing specialty care procedures, and assisting in administering prescribed medication. <br><br> Upon completion of the program, the learners are expected to demonstrate the above-mentioned competencies to be employed. To obtain this, all units prescribed for this qualification must be achieved. |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| **3.2 Training Delivery** | |
| The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of the competency-based TVET. | *AS PER NEW TR FRAMEWORK (TESDA BR 2014-04)* |
| <ul><li>The training is based on curriculum developed from the competency standards;</li><li>Learning is modular in its structure;</li><li>Training delivery is individualized and self-paced;</li><li>Training is based on work that must be performed;</li><li>Training materials are directly related to the competency standards and the curriculum modules;</li><li>Assessment is based in the collection of evidence of the performance of work to the industry required standard;</li><li>Training is based both on and off-the-job components;</li><li>Allows for recognition of prior learning (RPL) or current competencies;</li><li>Training allows for multiple entry and exit; and</li><li>Approved training programs are nationally accredited.</li></ul> | 1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.<br>a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)<br>b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;<br>c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology.<br>d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;<br>e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence.<br>f. Training program allows for recognition of prior learning (RPL) or current competencies;<br>g. Training completion is based on satisfactory performance of all specified competencies. |
| The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:<br><br><ul><li>The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.</li><li>Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer only facilitates the training delivery.</li><li>Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.</li></ul> | 2. The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/components may be adopted singly or in combination with other modalities when designing and delivering training programs: |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| • Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire a specific competencies prescribed in the training regulations.<br><br>• Distance learning is a formal education process in which majority of the instruction occurs when the students and instructors are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies. | **2.1 Institution- Based:**<br><br>• Dual Training System (DTS)/Dualized Training Program (DTP) which contain both in-school and in-industry training or fieldwork components. Details can be referred to the Implementing Rules and Regulations of the DTS Law and the TESDA Guidelines on the DTP;<br><br>• Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, audio, video, computer technologies or other modern technology that can be used to facilitate learning and formal and non-formal training. Specific guidelines on this mode shall be issued by the TESDA Secretariat.<br><br>• Supervised Industry Training (SIT) or on-the-job training (OJT) is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies as prescribed in the training regulations. It is imperative that the deployment of trainees in the workplace is adhered to training programs agreed by the institution and enterprise and status and progress of trainees are closely monitored by the training institutions to prevent opportunity for work exploitation.<br><br>• The classroom-based or in-center instruction uses of learner-centered methods as well as laboratory or field-work components.<br><br>**2.2 Enterprise-Based:**<br><br>• Formal Apprenticeship – Training within employment involving a contract between an apprentice and an enterprise on an approved apprenticeable occupation.<br><br>• Informal Apprenticeship - is based on a training (and working) agreement between an apprentice and a master craftsperson wherein the agreement may be written or oral and the master craftsperson commits to training the apprentice in all the skills relevant to his or her trade over a significant period of time, usually between one and four years, while the apprentice commits to contributing productively to the work of the business. Training is integrated into the production process and apprentices learn |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| | by working alongside the experienced craftsperson. |
| | • Enterprise-based Training- where training is implemented within the company in accordance with the requirements of the specific company. Specific guidelines on this mode shall be issued by the TESDA Secretariat. |
| | **2.3 Community-Based:** |
| | • Community-Based Training – short term programs conducted by non-government organizations (NGOs), LGUs, training centers and other TVET providers which are intended to address the specific needs of a community. Such programs can be conducted in informal settings such as barangay hall, basketball courts, etc. These programs can also be mobile training program (MTP). |
| **3.3 Trainee Entry Requirements** | |
| Trainees or students should possess the following requirements: <br>• can communicate both in oral and written; <br>• physically and mentally fit; <br>• with good moral character; and <br>• can perform basic mathematical computation <br><br>This list does not include specific institutional requirements such as educational attainment, appropriate work experience, and others that may be required of the trainees by the school or training center delivering the TVET program. | Trainees or students wishing to enroll in this program should possess the following requirements: <br><br>• Have completed at least 10 years basic education or an alternative learning systems (ALS) certificate of completion with grade 10 equivalent holder <br>• Basic communication skills |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|

## 3.4 List of Tools, Equipment and Materials

Recommended list of tools, equipment and materials for the training of 25 trainees for Caregiving NC II are as follows:

Recommended list of tools, equipment and materials for the training of 25 trainees for CAREGIVING (ELDERLY) NC II.

### Left column table

| TOOLS | | EQUIPMENT | | MATERIALS | |
|---|---|---|---|---|---|
| Qty | Description | Qty | Description | Qty | Description |
| 2 pcs. | Airpot (Hot Water) | 1 pc | Bed Ordinary | 2 btls | Alcohol |
| 1 pc | Skillet | 1 pc. | Bed surgical | 2 packs | All purpose detergent soap |
| 5 sets | Garbage bin (biodegradable and non-biodegradable) | 2 units | Blender / juicer | 2 pcs | Baby oil |
| 2 pcs | Urinal | 2 pcs | Bp apparatus, aneroid | 10 pcs | Soap |
| 12 pcs | Basin (small) | 2 pcs | Bp apparatus, mercurial | 5 pcs | Feeding bottles w/ cover and nipples |
| 1 pc | Baby bath tub | 1 unit | Coffee maker | 4 pcs | Bib and baby layettes |
| 12 pcs | Flat sheet | 1 pc | Cots | 1 gal | Bleaching solution |
| 12 pcs | Gloves - household | 1 unit | Dish washer w/ drier | 1 pack/ each | Coffee, Cream and sugar |
| 1 box | Gloves - surgical | 1 unit | Food processor | 1 packs | Cotton buds |
| 12 pcs | Face towel/ towelette | 2 pcs | Flat iron with ironing board | 1 set | Condiments |
| 12 pcs | Bath towel/ towelette | 1 unit | Microwave oven - digital | 1 gal | Fabrics softener |
| 4 pcs | Blanket | 1 units | Oven (electric, gas) | | Food items use for preparing meals |
| 4 pcs | Comforter | 25 pcs | Chairs with arm | 1 pack | Diaper (child and adult) |
| 2 pcs | Bedpan | 1 unit | Dining set | 1 gal | Liquid soap (cleaning bottles) |
| 2 pcs | Bottle brush (cleaning feeding bottles) | 2 pcs | White board | 1 kilo | Infant formula |
| 2 pcs | Burping cloth | 1 unit | OHP/LCD* | 6 packs | Table napkins |
| 5 pcs | Baby clothes | 1 unit | Computer w/ printer | 2 pcs | Table cloth |
| 5 pcs | Baby blanket | 1 unit | Refrigerator | 1 pack | Garbage bags |
| 1 pc | Carpet 4 ft. x 8 ft. | 1 pc | Sphygmomanometer | 2 sets/ each | Bathing paraphernalia (adult and child) |
| 1 pc | Clothes brush | 1 pc | Bottle Sterilizer, electric | | TRAINING MATERIALS/ REFERENCES |
| 1 pc | Clothes hamper | 1 pc | Stethoscope | | 1. Mother and Care Baby |
| 1 pc | Clothes rack | 1 unit | Stove | | 2. Infant Care Feeding |
| 2 each | Clothes, linen and fabrics for laundry | 1 unit | Operational telephone unit | | 3. Story books e.g. Cinderella, snow white, etc. |
| 1 set | China ware | 10 sets | Thermometer (Oral, rectal, Axilla, Tympanic) | | 4. Geriatrics A Study of Maturity |
| 1 set | Cooking utensils | 1 unit | Bread toaster | | 5. Complete Early Childhood |
| 5 pcs | Cutting board | 1 unit | Washing machine - Heavy Duty | | 6. Baby Play |
| 1 set | Cutlery | 1 unit | Drier | | 7. Fundamentals of Nursing |
| 1 pc | Electric knife | 1 pc | Weighing scale | | 8. Cookbook |
| 1 pc | Electric opener | 1 pc | Wheel chair | | 9. Toddler Play |
| 10 pcs | Gown (hospital) | 1 unit | Vacuum cleaner - Heavy Duty | | 10. Care of the Adult |
| 1 pc | Hot water bag | 1 pc | Commode | | 11. First Aid Book |
| 1 pc | Ice cap | 1 pc | Cane or walker | | 12. Cleaning of Different Areas of the house |
| 1 pc | Kettle | 1 pc | High chair/ booster seat/ portable seat | | |
| 1 set | Pots and pan | 1 unit | Dressing trolley w/ | 1 set/ each | TOYS |
| 10 pcs | Pot holder | | • cotton balls • medicine glass • thermometer • wound dressing set | | 13. Crayons 14. Play Dough 15. Shape sorter 16. Coloring Book |
| 2 pcs | Apron | 1 set | First aid kit | | 17. Musical Mobile |
| 1 set | Crutches (adjustable) | 1 each | Dummy (baby and adult) ** - use for bathing | | 18. Push & pull toys |
| 1 set | Grooming kit (hairbrush, comb, nail cutter, nail brush) | 1 each | Dummy for CPR (infant, child and adult) ** | | 19. Toys (assorted), games and accessories |
| 5 pcs | Hand towel | | OFFICE EQUIPMENT/ FURNITURE | | TAPES/DISC |
| 1 set | Feeding utensils (Child and adult) | 1 unit | Fax machine | | 20. CPR (infant, Child and Adult) |
| 1 set | Measuring cup | 1 unit | Television | | 21. Artificial Resp. (Infant, Child and ... |

### Right column (Amendments)

TRAINING CENTER OFFICE

| EQUIPMENT | | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 1 | PC | Computer table |
| 3 | SETS | Office table (regular size) with chairs |
| 2 | PC | Steel cabinet |
| 1 | SET | Computer with complete accessories and applications |
| 1 | UNIT | Telephone with internet |
| 1 | SET | Printer |
| 1 | UNIT | Air conditioning unit |
| 1 | PC | Wall clock |
| 2 | SET | First Aid Kit |
| 1 | PC | Rechargeable Emergency Lamp |
| 2 | PC | Fire Extinguisher |
| 1 | PC | Bulletin board |

| TOOLS | | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 2 | PCS | Scissors |
| 1 | PCS | Stapler |
| 1 | PCS | Puncher |
| 1 | PC | White board eraser |

| MATERIALS | | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 1 | REAM | A4, letter, legal bond paper (each) |
| 25 | PCS | Long, short Folder each |
| 25 | PCS | Long, short Envelop each |
| 1 | REAM | A4, letter, legal bond paper (each) |
| 1 | BOX | Fastener |
| 1 | BOX | Staple wire |
| 3 | PCS | Ballpen / ink correction tape / fluid |
| 1 | BOX | Paper clip |
| 2 | PCS | White board markers (RED, BLUE, BLACK (each) |
| 3 | PCS | Pencil eraser |

| INSTRUCTIONAL MATERIALS and LEARNING GUIDES | | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 1 | COPY | Session plans per unit of competency |
| 1 | COPY | On the Job Training (OJT) program |
| 25 | COPIES | Trainees Record Books |
| 1 | COPY | Summative assessment tools per unit /cluster of units of |

CONTEXTUAL LEARNING AREA

| TOOLS and EQUIPMENT | | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 1 | POSTER | Progress chart for 25 trainees for the qualification |
| 1 | POSTER | List of competency standards for the qualification |
| 1 | PC | Wall clock |
| 25 | PC | Arm chairs |
| 2 | PC | Long Table |
| 1 | UNIT | LCD projector |
| 1 | PC | White board (big) |
| 5 | PC | White board marker |
| 2 | PC | White board eraser |
| 1 | PC | Trainer Chair |
| 1 | PC | Trainer Table with drawer |
| 1 | UNIT | Airconditioning unit |

| TOOLS | | EQUIPMENT | | MATERIALS | |
|---|---|---|---|---|---|
| Qty | Description | Qty | Description | Qty | Description |
| 1 unit | Medical tray | 1 unit | VHS/CD/DVD Player | | 22. Fracture (Adult) |
| 1 set | Mixing bowl | 1 set | Sofa set | | 23. Sprained Ankle |
| 4 pcs | Pail | | | | 24. Burns |
| 5 pcs | Peeler | | | | 25. Child safety films about playing and safe |
| 1 pc | Pick up forcep | | | | 26. Multiple Casualty Management |
| 12 pcs | Pillow case | | | | |
| 8 pcs | Pillow | | | | |
| 1 unit | Portable mixer | | | | |
| 1 unit | Potato masher | | | | |
| 2 pcs | Record book | | | | |
| 6 pcs | Rubber sheets | | | | |
| 1 set | Silver ware | | | | |
| 10 pcs | Soap dish | | | | |
| 1 pc | Tong (plastic/ rubber) | | | | |

## LEARNING RESOURCE AREA

| | TOOLS and EQUIPMENT | |
|---|---|---|
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 2 | SETS | Desktop computer with internet access |
| 2 | SET | Long table with 4 chairs |
| 2 | UNITS | Bookshelves |
| 1 | COPY | Relevant Training Regulation for the qualification |
| 2 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Outcome-based Training Curriculum for the qualification |
| 2 | COPIES EACH | Relevant Philippine laws and regulations-<br>• RA 11058 OSH Law<br>• RA 10173 Data Privacy law<br>• RA 9803 Ecological Solid Waste Management Act of 2000<br>• RA 6969 Toxic Substances & Hazardous & Nuclear Wastes Control Act of 1990<br>• PD 856 Code on Sanitation of the Philippines<br>• Senate Bill 2261 Caregivers Welfare Act<br>• RA 7164 Philippine Nursing Act<br>• RA 10918 New Pharmacy Law |
| 2 | COPIES | WHO Guidelines on infection prevention and control |
| 2 | COPIES EACH | Text reference or book reference<br><br>• Fundamentals of Caregiving |
| | | • Fundamental of Nursing<br>• Caregiving for Elderly or Geriatric<br>• Nurses Pocket Guide<br>• Medical dictionary<br>• MIMs / PPD<br>• Principles and practice of therapeutic communication<br>• Principles and practice of ergonomics<br>• Basic human anatomy<br>• Basic human physiology<br>• Principle of Caring for Elderly<br>• Principles in hygiene practices and techniques<br>• Principles in therapeutic techniques<br>• Caregivers Care plan or Nursing Care plan<br>• Ethical and legal standard of care (local and abroad )<br>• Principles of Infection Control<br>• Medical Surgical<br>• Geriatric Illness and Management<br>• Dealing with People with Special Needs<br>• Geriatric Psychiatric Disorder and its management |
| 5 | COPIES | The alphabet book |
| 5 | COPIES | Puzzle books |
| 5 | COPIES | Coloring books |
| 2 | COPIES | Go, GROW, GLOW poster |
| 2 | COPIES | Text reference on |
| 2 | COPIES EACH | Audiovisual Video presentation<br>• Handwashing techniques<br>• Gloving technique<br>• Wearing of Personal protective equipment<br>• Bathing of the Elderly<br>• Bathing of the Ambulatory and Non-Ambulatory Patient<br>• Hair, foot and nail care<br>• Pulse oximeter<br>• Vital sign Taking for adult<br>• Occupied and Non-Occupied Bed Making<br>• How to use glucometer<br>• Assist client in eating and drinking<br>• Assist the client in toileting and elimination<br>• Assist the client with dressing and undressing<br>• Oral care for elderly<br>• Changing diaper and diapering elderly or person with special needs<br>• Assist the client with ambulation and transfer<br>• Assistive devices and how to use it |

| | | |
|---|---|---|
| | | • Medication preparation |
| | | • Medication administration |
| | | • Assist in simple wound care |
| | | • Assist in catheter care and incontinence management |
| | | • Applying hot and cold therapy |
| | | • Assisting in nebulization |
| | | • Pain Management |
| | | • Feeding the Elderly |
| | | • Muscle strain and muscle spasm management |
| | | • Fracture and dislocation and its management |
| | | • Different Geriatric Medical condition in all system (at least 5 diseases) |
| | | • Head to toe assessment |
| | | • Carrying Techniques for elderly |
| | | • Putting elderly into care seat |
| | | • Common injuries and Accident among elderly |
| | | • Basic First aid and Basic Life Support with AED for Adult |

## WORKSHOP / PRACTICAL WORK AREA

### UC 1: Develop the Ability to Recognize Aging Process

#### EQUIPMENT

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | PC | Automatic Hand dryer (*RPM: 2800, Drying Time: 21 sec, Air Speed: 14m/sec, Dimension 240x240x230MM) |
| 1 | PC | Portable Lavatory (Sink Size (s or l x h): 390 mm, Depth sink (h): 150 mm, Flow rate: 15l/min) |
| 1 | PC | Hand Sanitizer Dispenser (Power Supplier: 4pcs C size batteries or AC adapter, N.W: 0.8/1.0kg, Pump mode: Liquid foam spray and installation mode: wall mounted) |
| 1 | UNIT | LCD projector |
| 1 | SET | Audio-video equipment |

#### TOOLS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | PCS | Trash bin (Color coded for Solid Bio-Medical Waste: Black, Red, Yellow, Blue and White) |
| 1 | PC | Whiteboard |
| 1 | PC | Clip Chart (Client's Care plan made by the Doctor or Nurses) |

#### MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | SETS | Liquid soap (Net Weight: 1000 ml, Intended for Handwashing) |
| 5 | PCS | Bar soap (Net weight: 100g, Intended for Handwashing) |
| 5 | PCS | Hand towel (Size: 20" x 28", Color: Different Color) |
| 5 | PCS | All Purpose Cleaner (Net Weight: 500ml, Intended for cleaning floor) |
| 5 | PCS | Chamois (Types: Cotton) |
| 2 | BOX | Disposable Tissues (Type: Facial Tissues) |
| 25 | PCS | Surgical face mask (Mask type: 3 Ply Earloop, Bidirectional, 3 Ply Tien On, Duck Bill) |
| 2 | BOXES | Clean Gloves (Type: Latex, 100pcs per box) |
| 5 | PCS | Face shield (to protect the face particularly the eye from transmission of microbes) |
| 25 | PC | Sample nursing care plan template |
| 25 | PC | Sample client clip chart |
| 25 | PC | Personal care support plan |
| 25 | PC | Endorsement report |
| 1 | REAM | Bond Paper |
| 1 | BOX | Ballpoint Pen (Color: Red, Blue, Black. Quantity: 1 box per color) |

#### INSTRUCTIONAL MATERIALS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Module of Instruction: Recognizing Aging Process |

**UC 2: Participate in the Implementation and Monitoring of Client's Care Plan**

**EQUIPMENT**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | UNIT | LCD projector |
| 1 | SET | Audio-video equipment |

**TOOLS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | PC | Whiteboard |
| 1 | PC | Clip Chart (Client's Care plan made by the Doctor or Nurses) |

**MATERIALS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 25 | PC | Sample nursing care plan template |
| 25 | PC | Sample client clip chart |
| 25 | PC | Personal care support plan |
| 25 | PC | Endorsement report |
| 1 | REAM | Bond Paper |
| 1 | BOX | Ballpoint Pen ( Color: Red, Blue, Black, Quantity: 1 box per color ) |

**INSTRUCTIONAL MATERIALS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Module of Instruction: Participating in the Implementation and Monitoring of Client's Care Plan |

**UC 3: Perform Caring Skills**

**EQUIPMENT**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | UNIT | LCD projector |
| 1 | SET | Audio-video equipment |
| 5 | PCS | Aneroid Type Blood Pressure Monitor |
| 1 | PC | Digital Blood Pressure Monitor ( Measurement System, Oscillometric method, Power source AA size x4 , Rated Voltage DG6V=3W) |
| 2 | PCS | Pulse oximeter |
| 1 | UNIT | Overbed Bedside table Wheels for hospital and home ( Height Adjustable: 28" – 40" , DIMENSIONS: 19"(D) x 30"(W) x 28-40"(H): Base Dimensions: 15.5"(D) x 26.5"(W); Table Top Dimensions: 30"(L) x 15"(W) x 0.75"(D)) |
| 1 | PC | Hospital Bed (Dimension: 79" x 38" x 22" Backrest Lifting Angle: 80°+5°,Kneerest Lifting Angle: 40° + 5°, With controller brake to allow caregiver to set preferred parameter , Bed Framework made from mild steel ERW rectangular tubes , Aluminum alloy side rail, collapsed type with safe lock. |
| 1 | PC | Single Bed Frame ( Materials : Wood or Steel , Size : 36" (W)x 75" (L) ) |
| 1 | PC | Single bed mattress ( Type: Foam: Size: 36" (W)x 75" (L), 20 cm thick) |
| 1 | UNIT | Hospital emergency button with Signal Cord ( This is to emergency button or cord that signal emergency to call the attention of health care provider ) |
| 2 | UNITS | WheelChair ( Feature: 24"x 1" Solid Tire Flat free Wheels, 8" x1" front caster flat free, Seat Width: 18" x 16", Weight Capacity: 250lbs) |
| 2 | UNITS | Walking cane (36" – 37", aluminum, adjustable, non-skid rubber tip, foamed handle) |
| 2 | UNITS | Adult axillary crutches (aluminum, adjustable push-button, for 5'6" – 5'7" height patient) |
| 2 | UNITS | Standard 2-button walker without wheels (aluminum) |
| 1 | PC | Electric air pot ( 3 ways of dispense: electric cup touch, air pump, over heating protection. Capacity: 4.0L/5.0L |
| 1 | PC | Water Dispenser ( With Hot and Cold Dispenser, With cup holder and indicator lamp, Size: 27 (L) X 28 (W) x 96 ( H) ) |
| 1 | PC | Induction Cooker ( Type: Single, Temperature: 150 F – 450 F , Voltage: 220 V) |
| 1 | PC | Electric Kettle ( Capacity: 2.0 L, With Water level Indicator, |

| | | 220-240 Volt. Net Weight: 3.5-4.0 lb) |
|---|---|---|
| 1 | PC | Refrigerator (Small) (Capacity: 40 L, Temperature 0 to 8 degree, Size: 440Lx400x550 mm, Net weight (16.5 kg) |
| 1 | PC | Linen Hamper (Size: L: 20" x W: 20" x H: 36", Made of heavy tubular steel mounted on 75mm 4 pieces swivel casters & with cover manual operate, Provided with Canvass bag) |
| 1 | PC | Bedside Table (Material: Wood) |
| 1 | PC | Bedside chair (Material: Wood) |

TOOLS

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | PC | Whiteboard |
| 1 | PC | Clip Chart (Client's Care plan made by the Doctor or Nurses) |
| 5 | PC | Stethoscope (Chest piece : surgical stainless steel, Size: 45 mm, Dual Heads – Diaphragm and bell) |
| 1 | PC | Wall Clock (Type: Quartz Analog, Size: 30.5 * 30.5* 4.3 cm, Material: Plastic) |
| 1 | PC | Wrist watch with second hand |
| 5 | PCS | Digital Thermometer (Type: Oral, Anal, Axilla, Tympianic, Forehead, Quantity: 1pc/type ) |
| 6 | PCS | Kidney basin (size : 6" ( 2pcs), 10 " ( 2pcs), 12 " ( 2pcs), Stainless and plastic ) |
| 1 | BOX | Tongue depressor |
| 2 | PCS | Denture container |
| 2 | PCS | Denture |
| 2 | PCS | Bedpan with cover ( Material: Plastic : stainless, Quantity 1pc /type ) |
| 2 | PCS | Urinal (Material: Plastic , stainless, Quantity : 1pc /type ) |
| 2 | PCS | Eyeglasses |
| 2 | PAIR | Contact Lenses |
| 2 | PCS | Contact lenses case |
| 1 | PAIR | Hearing aid with brush and earplugs (Strengthen the against external noise and make the sound output to the ear canal smooth ) |
| 2 | PCS | Ovum Forceps |
| 2 | SETS | Minor surgical instrument (Thumb forcep, Tooth Forcep, Surgical scissors, bandage scissors, needle holder) |
| 2 | SETS | Clean Bed Linen/ Flat sheet, Bottom Sheet, Rubber Sheet, Draw Sheet and Top Sheet ) |
| 2 | PCS | Belt grip Transfer Belt |
| 2 | PCS | Gait belt |
| 2 | PCS | Slippers ( non-skid soles ) |
| 2 | PCS | Shoes ( non-skid soles ) |
| 2 | PCS | Robe |
| 2 | PCS | Stockings |
| 2 | PCS | Pillow ( Size: 30x40 cm, Color: Any Color) |
| 2 | PCS | Moisture-proof Pillow case ( Size: 30x40 cm, Color: Any Color) |
| 2 | SET | Dinnerware ( Dinner plate, appetizer plate, under liner plate, soup bowl ) |
| 2 | SET | Flatware ( Dinner knife, spoon and fork, Salad spoon and fork, fish knife, soup spoon) |
| 2 | SET | Glassware ( Water goblet, white and red white glass) |
| 6 | PCS | Food Storage ( Type: Tupperware container, Glass Container and Plastic (ziplock) bag Quantity: 2pcs / type ) |
| 6 | PCS | Dish rag dryer |
| 2 | PCS | Tablecloth |
| 2 | PCS | Placemat |
| 2 | PCS | Rectangular tray |
| 2 | PCS | Round Tray ( for glassware) |
| 2 | PCS | Center piece flower |
| 1 | PC | Peeler ( For fruits and Vegetables |
| 1 | PC | Mixing bowl ( Type: Steel, Capacity: 2000ml) |
| 1 | PC | Potato masher |
| 1 | PC | Pot |
| 1 | PC | Ladle Variety of ladle intended for preparation of foods |
| 2 | SETS | Silveneare (Contain of teaspoon, tablespoon, fork, knife) |
| 5 | PCS | Trash bin ( Color coded for Solid Bio-Medical Waste: Black, Red, Yellow, Blue and White) |
| 5 | PCS | laundry hamper |
| 6 | PCS | Pets ( Category: Bird, Dog, Cat, Fish, White Rat Quantity: 1 pc/ category) |
| 8 | PCS | Bed linen( Material: Cotton, Color: White, Size: 60" x 90" |
| 5 | PCS | Pillow (Material: Foam, Color: White, Size: 16" x 24") |
| 4 | PCS | Pillow case (Material: Cotton, Color: White, Size: 16" x 24") |
| 2 | PCS | Hospital Draw Sheet ( Material: Cotton, Color: Green, Size: 90 x 180 cm) |
| 2 | PCS | Hospital Rubber Sheet ( Material: Rubber, Color: Multicolor Size: 80 x 180 cm ) |
| 5 | PCS EACH | Disposable Bed Underpad S, M, L, XL sizes |
| 2 | PCS | Bed Blanket ( Size: 200x 240 cm, Material: Cotton |

| | MATERIALS | |
|---|---|---|
| **QTY** | **UNIT** | **DESCRIPTION/SPECIFICATION** |
| 3 | PCS | Trash Bin ( Color Coded: Yellow, Green and Black) |
| 5 | PACKS | Cotton Balls( 100pcs) |
| 3 | PCS | Cotton Balls canister ( Type: Stainless Steel, Size: Small, Medium, Large) |
| 5 | PCS | 70 % Alcohol ( Net Weight: 500 ml) |
| 2 | BOXES | Disposal Clean Gloves ( Type: Latex; 100pcs per box) |
| 2 | PCS | Water Soluble lubricant for lips |
| 20 | PCS | Sponge toothette |
| 4 | PCS | Toothbrush ( For adult and children ) |
| 2 | BOXES | Toothpaste ( For adult and children ) |
| 5 | PCS | Hand towel ( Size 20 "x 28" , Color: White) ) |
| 2 | PCS | Medicine Cup ( Type: Plastic) |
| 1 | BOX | Gauze (Size: 10 cm x 10 cm ) |
| 2 | PCS | Mouthwash ( 500ml) |
| 1 | PACK | Dental floss ( 100 pcs) |
| 2 | PCS | Air freshener ( 500 ml) |
| 5 | PCS | Bath towels ( Size: 27 x 53 inches, Color: Different Colors, Type: Cotton ) |
| 12 | PCS | Toilet Rolled Tissue-2 ply |
| 2 | PCS | Urine bag |
| 2 | PCS | Foley Catheter for Adults |
| 1 | PC | Flexible measuring cup for urine ( Size: 0.25L, 0.50L, 1 L Quantity: 1 pc / size ) |
| 5 | PCS | Povidone Iodine Solution |
| 2 | BOXES | Alcohol swab |
| 2 | BOXES | Micropore tape or plaster tape ( Size : 1 inch, 3 inches Quantity: 1 box per size) |
| 2 | PCS | Urinary Foley Catheter for Adult |
| 1 | PC | Drapes ( Plain and fenestrated, containing an opening or window) |
| 28 | PCS | Surgical Gloves ( Type: Latex, Sizes : 5 - 8 ) |
| 2 | SETS | Upper and lower garments ( Type: Blouse, Shirt, and pants For male and female) |
| 2 | PCS | Hospital gown |
| 2 | PCS | Bath Blanket |
| 8 | PCS | Bath towels ( Size: 27 x 53 inches, Color: Different Colors, Type: Cotton ) |
| 8 | PCS | Hand towel ( Size 20 "x 28" , Color: Different Color ) |
| 8 | PCS | Face towels ( Size 12 x 12 inches ,Color: Different Color) |
| 3 | PCS | Basin ( Size: small, Medium, Large) |
| 5 | PCS | Adult Soap ( Form: Liquid Soap - Net Weight: 1L and Bar Soap -Net weight: 200g, Hypoallergenic) |
| 5 | PCS | Adult Shampoo (Form: Liquid, Net Weight: 300 ML) |
| 5 | PCS | Adult Conditioner (Form: Liquid, Net Weight: 300 ML) |
| 3 | PCS | Adult Lotion ( Net Weight: 800ml, Hypoallergenic) |
| 5 | PCS | Adult Cologne ( Ne Weight: 6.80 oz ) |
| 2 | PCS | Linen bag |
| 2 | SETS | Clean Bed Linen( Flat sheet, Bottom Sheet, Rubber Sheet, Draw Sheet and Top Sheet ) |
| 2 | PCS | Shampoo Trough ( Type: Plastic and inflatable Quantity: 1pc/ type ) |
| 2 | PCS | Pail ( Size: Small, Medium, Large) |
| 2 | PCS | Nail cutter ( Intended for adult ) |
| 2 | PCS | Comb or hair pick and brush |
| 2 | PCS | Pitcher ( small) |
| 2 | PCS | Waterproof pad |
| 2 | PCS | Roller toilet tissue |
| 5 | PCS | Personal Protective Equipment: Disposable Gown |
| 2 | PCS | Body lotion or moisturizer or protective cream |
| 1 | BOX | Sterile gauze ( Size: 4 x 4 inches ) |
| 1 | BOX | Antibiotic cream or ointment as prescribed by the doctor |
| 1 | BOTTLE | Sterile water ( 1000ml) |
| 3 | PCS | 10 cc Syringe |
| 6 | PCS | Table napkin |
| 2 | SET | Condiments |
| 2 | PC | Liquid dishwashing detergent ( 500ml) |
| 5 | PC | Cleaning sponge pad net cloth |

| | PCS | Chamois |
|---|---|---|
| 25 | PC | Sample nursing care plan template |
| 25 | PC | Sample client clip chart |
| 25 | PC | Personal care support plan |
| 25 | PC | Endorsement report |
| 1 | REAM | Bond Paper |
| 1 | BOX | Ballpoint Pen ( Color: Red, Blue, Black, Quantity: 1 box per color ) |

**INSTRUCTIONAL MATERIALS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Module of Instruction: Performing caring skills |

## UC 4: Perform Specialty Care Procedures

**EQUIPMENT**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | UNIT | LCD projector |
| 1 | SET | Audio-video equipment |

**TOOLS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 1 | PC | Whiteboard |
| 1 | PC | Clip Chart (Client's Care plan made by the Doctor or Nurses) |
| 6 | PCS | Cotton Balls canister ( Type: Stainless Steel, Size :Small, Medium, Large Quantity: 2 pcs per size ) |
| 2 | PCS | Ovum forceps |
| 2 | SETS | Minor surgical instrument ( Thumb forcep, Tooth forcep, Surgical scissors, bandage scissors, needle holder) |
| 6 | PCS | Kidney basin ( size : 6" ( 2pcs), 10 " ( 2pcs) 12 " ( 2pcs) Stainless and plastic ) |
| 2 | PCS | Hot compress bag |
| 2 | PCS | Cold compress bag |
| 2 | PCS | Hot compress pack |
| 2 | PCS | Cold compress pack |

**MATERIALS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | PACKS | Cotton Balls, 100pcs) |
| 5 | PCS | 70 % Alcohol ( Net Weight: 500 ml) |
| 2 | BOXES | Alcohol swab |
| 2 | BOXES | Clean Gloves ( Type: Latex, 100pcs per box) |
| 2 | BOXES | Micropore tape or plaster tape ( size : 1 inch, 3 inches Quantity: 1 box per size) |
| 5 | PCS | Trash bin ( Color coded for Solid Bio Medical Waste: Black, Red, Yellow, Blue and White) |
| 1 | BOX | Sterile gauze ( Size: 4 x 4 inches ) |
| 1 | BOX | Antibiotic cream or ointment as prescribed by the doctor |
| 1 | BOTTLE | Sterile water ( 1000ml) |
| 3 | PCS | 10 cc Syringe |
| 25 | PC | Sample nursing care plan template |
| 25 | PC | Sample client clip chart |
| 25 | PC | Personal care support plan |
| 25 | PC | Endorsement report |
| 1 | REAM | Bond Paper |
| 1 | BOX | Ballpoint Pen ( Color: Red, Blue, Black, Quantity: 1 box per color ) |

**INSTRUCTIONAL MATERIALS**

| QTY | UNIT | DESCRIPTION/SPECIFICATION |
|---|---|---|
| 5 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Module of Instruction: Performing Specialty care procedures |

| UC 5: Assist Client in Administering Prescribed Medications | | |
|---|---|---|
| **EQUIPMENT** | | |
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 1 | PC | Medicine Cabinet ( Double Door 85 x 100 x 30 cm with Eight shelves and Eight door trays |
| 1 | PC | Refrigerator (Small) ( Capacity: 40 L, Temperature 0 to 8 degree. Size: 440Lx400x550 mm. Net weight (18.5 kg) |
| **TOOLS** | | |
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 2 | SETS | Dispensing aids-<br>• Dosettes<br>• Dispensing spoons, dispensing cups<br>• Pre-filled syringes<br>• Pill pots<br>• Pill cutter |
| 2 | PCS | Adult nebulizing kit |
| 2 | PCS | Children's nebulizing kit |
| 2 | PCS | Tumbler |
| 1 | PACK | Paracetamol 500mg tablet |
| 1 | PACK | Mefenamic acid scored tablet |
| 1 | PACK | Antacid chewable tablet |
| 1 | PACK | Sublingual tablet |
| 1 | PACK | Antidiabetic drugs |
| 1 | PACK | Antihypertensive drugs |
| 1 | PACK | Cholesterol lowering drugs |
| 1 | PACK | Diuretic drugs |
| 1 | BOTTLE | Antacid suspension 60ml |
| 1 | BOTTLE | Multivitamin syrup 60ml |
| 1 | BOTTLE | Paracetamol drops 15ml |
| 1 | TUBE | Analgesic Ointment |
| **MATERIALS** | | |
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 25 | COPIES | Sample medication chart / record |
| 25 | PCS | Sample medication prescription |
| **INSTRUCTIONAL MATERIALS** | | |
| QTY | UNIT | DESCRIPTION/SPECIFICATION |
| 5 | COPIES | Competency-Based Learning Module (CBLM) |
| 1 | COPY | Module of Instruction: Assisting client in administering medications |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | | | | | Amendments | | | |
|---|---|---|---|---|---|---|---|---|

### 3.5  Training Facilities

| The Caregiving Learning Facility must be of concrete structure. Based on class intake of 25 students/trainees, the space requirements for the teaching/learning and curriculum areas are as follows: | | | | | Based on a class intake of 25 learners/trainees. | | | |
|---|---|---|---|---|---|---|---|---|

| Space Requirement | Size in Meters | Area in Sq. Meters | Total Area in Sq. Meters | | Space Requirement | Size in Meters | Area in Sq. Meters | Total Area in Sq. Meters |
|---|---|---|---|---|---|---|---|---|
| Administration Office | | | | | Administrative/Office Area | | 15 sq.m. | 15 sq.m. |
| Demonstration Room | | | | | Training Resource Area | | 10 sq.m. | 10 sq.m. |
| - Child Care | | 30 sq.m | 30 sq.m | | Practical Work Area - Elderly | | 35 sq.m. | 35 sq.m. |
| - Home Management | | 60 sq.m | 60 sq.m. | | Contextual Learning Area | | 30 sq.m. | 30 sq.m. |
| - Elderly Care | | 30 sq.m. | 30 sq.m. | | Learning Resource Area | | 15 sq.m. | 15 sq.m. |
| - Care for People with Special Needs | | 30 sq.m. | 30 sq.m. | | Computer Laboratory | | 10 sq.m. | 10 sq.m. |
| Academic Room | | 30 sq.m. | 30 sq.m. | | Circulation Area | | 30 sq.m. | 30 sq.m. |
| Study Room/ Learning Resource Center | | | | | Career Counseling Area | | 5 sq.m. | 5 sq.m. |
| Clinic | | | | | Clinic/Lactating Room | | 5 sq.m. | 5 sq.m. |
| Separate Restrooms for Female and Male | | | | | Comfort Room for Special Child and Elderly | | 10 sq.m. | 10 sq.m. |
| Library holdings must be less than five (5) titles related and for each title at least 3 copies each | | | | | Separate restrooms for female and male | | 10 sq.m. | 10 sq.m. |
| Total workshop area: | | | 180 sq. m. | | Total workshop area: | | | 175 sq. m. |
| Working Field | 0.25 hectare (MOA/Rental) | | | | | | | |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| **3.6 Trainer's Qualifications** | |
| • Must be a holder of NC III<br>• Must have undergone training on Training Methodology II (TM II)<br>• Must be physically and mentally fit<br>• *Must have at least 2-3 years job/industry experience on supervisory/managerial level<br>• Must possess good communication skills<br>*Optional. Only when required by the hiring institution | • Must be a holder of National TVET Trainer Certificate (NTTC) Level I in Caregiving (Elderly) NC II<br>• Must be a graduate of any allied health courses or Bachelor's Degree<br>• Must possess good communication skills<br>• Must have at least two (2) years industry experience for the last five (5) years |
| **3.7 Institutional Assessment** | |
| Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency. | Institutional Assessment is gathering of evidences to determine the achievements of the requirements of the qualification to enable the trainer make judgement whether the trainee is competent or not competent. |
| **SECTION 4 Assessment and Certification Arrangements** | |
| 4.1 To attain the National Qualification of Caregiving NC II, the candidate must demonstrate competence through project-type assessment covering all units listed in Section 1. The successful candidate shall be awarded a National Certificate signed by the TESDA Director General.<br><br>4.2 The qualification of Caregiving NC II may be attained through -<br>  4.2.1 Accumulation of Certificates of Competency (COCs) in the following areas -<br>  4.2.1.1 Providing care and support for infants, toddlers and children<br>    • Provide care and support to infants/ toddlers<br>    • Provide care and support to children<br>    • Foster social, intellectual, creative and emotional development of children<br>    • Foster the physical development of children<br>    • Maintain healthy and safe environment<br>    • Respond to emergency<br>    • Clean living room, dining room, bedrooms, toilet and bathroom<br>    • Wash and iron clothes, linen and fabric | Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.<br><br>The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to a full qualification or employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.<br><br>**4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS**<br>4.1.1 To attain the National Qualification of CAREGIVING (ELDERLY) NC II the candidate must demonstrate competence in all unit/s of competency listed in Section 1. Successful candidates shall be awarded a National Certificate (NC) signed by the TESDA Director General.<br>4.1.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.<br>4.1.3 Any of the following are qualified to undergo assessment and certification:<br>  4.1.3.1 Graduates of WTR-registered program, NTR-registered programs or formal/non-formal/informal including enterprise-based |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| • Prepare hot and cold meals<br><br>4.2.1.2 Providing care and support for the elderly and people with special needs<br>• Provide care and support to elderly<br>• Provide care and support to people with special needs<br>• Maintain healthy and safe environment<br>• Respond to emergency<br>• Clean living room, dining room, bedrooms, toilet and bathroom<br>• Wash and iron clothes, linen and fabric<br>• Prepare hot and cold meals<br><br>4.2.2 Demonstration of competency through project-type assessment covering all required units of qualification<br>4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.<br>4.4 The following are qualified to apply for assessment and certification:<br>  4.4.1 Graduates of formal, non-formal and informal institutions including enterprise-based training programs<br>  4.4.2 Experienced workers (wage employed or self employed)<br>4.5 Reassessment is allowed only after one month from the date of assessment. Reassessment for a National Certificate shall be done only on the task/s that the candidate did not successfully achieve.<br>4.6 A candidate who fails the assessment for two (2) consecutive times will be required to go through a refresher course before taking another assessment.<br>4.7 Only certified individuals in this Qualification may be nominated by the industry sector for accreditation as competency assessor.<br>4.8 Only accredited competency assessors are allowed to conduct competency assessment, however trainers who are accredited competency assessors are not allowed to assess their trainees. | training related to Caregiving (Elderly) NC II<br>4.1.3.2 Experienced workers (wage employed or self-employed) who gained competencies in providing caregiving services for at least two (2) years within the last five (5) years.<br><br>4.1.4 **Recognition of Prior Learning (RPL).** Candidates who have gained competencies through education, informal training, previous work or life experiences with at least three (3) years of caregiving experience within the last five (5) years may apply for recognition in this Qualification through Portfolio Assessment.<br><br>Requirements and implementation procedure of Portfolio Assessment must be consistent with TESDA Circular No. 47 series of 2018 on *"Implementing Guidelines on the Implementation of Portfolio Assessment Leading to Recognition of Prior Learning (RPL) within the TESDA Assessment and Certification System"*, and with TESDA Circular No. 118 series of 2019 on *"Addendum to the Implementing Guidelines on the Implementation of Portfolio Assessment Leading to Recognition of Prior Learning (RPL) within the TESDA Assessment and Certification System."*<br><br>4.1.5 Holders of National Certificate (NC) or Certificates of Competency (COC) in Caregiving Services NC II are required to undergo re-assessment under the amended Training Regulations (TRs), upon expiration of their Certificates.<br><br>4.1.6 The guidelines on assessment and certification are discussed in detail in the "Procedures Manual on Assessment and Certification" and "Guidelines on the Implementation of the "Philippine TVET |

| Existing Promulgated Training Regulations (Board Resolution No. 2007-01) | Amendments |
|---|---|
| 4.9 Assessment of competence must be undertaken only in the TESDA accredited assessment center. The performance of assessment (demonstration of competence), however, may be done in any venue or workplace duly designated by an accredited assessment center.<br><br>4.10 The guidelines on assessment and certification are discussed in detail in the Procedures Manual on Assessment and Certification. | Competency Assessment and Certification System (PTCACS)".<br><br>**4.2 COMPETENCY ASSESSMENT REQUISITE**<br><br>4.2.1 Self-Assessment Guide. The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.<br><br>This document can:<br>a. Identify the candidate's skills and Knowledge<br>b. Highlight gaps in candidate's skills and knowledge<br>c. Provide critical guidance to the assessor and candidate on the evidence that need to be presented<br>d. Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior<br><br>4.2.2 **Accredited Assessment Center.** Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.<br><br>4.2.3 **Accredited Competency Assessor.** Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification. |