

# COMPETENCY STANDARDS



## BASKET WEAVING LEVEL II

**CREATIVE SECTOR**

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
East Service Road, South Superhighway, Taguig City, Metro Manila

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## CREATIVE SECTOR

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## COMPETENCY STANDARDS FOR BASKET WEAVING LEVEL II

### Section 1 BASKET WEAVING LEVEL II QUALIFICATION

The **BASKET WEAVING LEVEL II** Qualification consists of competencies that a person must achieve to weave basket. It consists of preparing harvesting and weaving tools, sourcing and preparing raw materials, weaving basket and attaching accessories, inspecting and re-inspecting products, applying remedial actions, and documenting products.

This Qualification is packaged from the competency map of the Creative Sector as shown in Annex A.

The units of competency comprising this qualification include the following:

<b>Code</b>	<b>BASIC COMPETENCIES</b>
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
<b>Code</b>	<b>COMMON COMPETENCIES</b>
CRVXXXX	Develop and update industry knowledge
CRVXXXX	Develop creative and artistic skills and cultural awareness
CRVXXXX	Observe procedures, specifications and manuals of instructions
CRVXXXX	Operate equipment
CRVXXXX	Manage own performance
CRVXXXX	Maintain a safe, clean and efficient work environment
CRVXXXX	Provide and maintain effective client relations
CRVXXXX	Observe quality system
<b>Code</b>	<b>CORE COMPETENCIES</b>
CRVXXXX	Perform preparatory activities for basket weaving
CRVXXXX	Weave basket
CRVXXXX	Conduct quality control activities

**A person who has achieved this Qualification is competent to be:**

- **Basket Weaver**
- **Quality Inspector**
- **Raw materials supplier**

## SECTION 2

## COMPETENCY STANDARDS

These guidelines are set to provide the Technical Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **BASKET WEAVING LEVEL II**.

### BASIC COMPETENCIES

**UNIT OF COMPETENCY :** PARTICIPATE IN WORKPLACE COMMUNICATION

**UNIT CODE :** 500311105

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from <b>appropriate sources</b> 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate <b>medium</b> is used to transfer information and ideas 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and <b>storage</b> of information are used 1.7 Personal interaction is carried out clearly and concisely	1.1 Procedure of gathering workplace information 1.2 Techniques in gathering information 1.3 Effective methods of conveying information 1.4 Written communication methods 1.5 Techniques in conveying communication 1.6 Different modes of communication 1.7 Organizational policies 1.8 Communication procedures and systems 1.9 Technology relevant to the enterprise and the individual's work responsibilities	1.1 Gathering of workplace information skills 1.2 Sourcing of information skills 1.3 Sorting of information skills 1.4 Obtaining workplace information skills 1.5 Conveying workplace information skills 1.6 Gathering and providing information in response to workplace Requirements
2. Participate in workplace	2.1 Team meetings are attended on time	2.1 Effective communication	3.1 Participating skills in workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
meetings and discussions	2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established <b>protocols</b> 2.4 <b>Workplace interactions</b> are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented	2.2 Different modes of communication 2.3 Written communication 2.4 Organizational policies 2.5 Communication procedures and systems 2.6 Decorum in participating workplace meetings and discussions	meetings and discussions 3.2 Following simple spoken language 3.3 Completing work related documents 3.4 Estimating, calculating and recording routine workplace measures 3.5 Relating to people of social range in the workplace 3.6 Gathering and providing information in response to workplace Requirements
3. Complete relevant work related documents	3.1 Range of <b>forms</b> relating to conditions of employment is completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	3.1 Methods of making/completing work related documents 3.2 Company standards and procedures in making work related documents 3.3 Effective communication 3.4 Different modes of communication 3.5 Written communication 3.6 Organizational policies 3.7 Communication procedures and systems 3.8 Technology relevant to the enterprise and the individual's work responsibilities	4.1 Documenting skills 4.2 Report writing skills 4.3 Making/developing work related documents 4.4 Perform routine workplace duties following simple written notices 4.5 Completing work related documents 4.6 Estimating, calculating and recording routine workplace measures 4.7 Ability to relate to people of social range in the workplace

## RANGE OF VARIABLES

<b>VARIABLE</b>	<b>RANGE</b>
1. Appropriate sources	1.1 Team members 1.2 Suppliers 1.3 Trade personnel 1.4 Local government 1.5 Industry bodies
2. Medium	2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information discussion 2.5 Follow-up or verbal instructions 2.6 Face to face communication
3. Storage	3.1 Manual filing system 3.2 Computer-based filing system
4. Forms	4.1 Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1 Face to face 5.2 Telephone 5.3 Electronic and two way radio 5.4 Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1 Observing meeting 6.2 Compliance with meeting decisions 6.3 Obeying meeting instructions

## EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Resource Implications	The following resources <u>MUST</u> be provided: 2.1 Fax machine 2.2 Telephone 2.3 Writing materials 2.4 Internet
3. Methods of Assessment	Competency in this unit must be assessed through: 3.1 Direct Observation 3.2 Oral interview and written test
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution

**UNIT OF COMPETENCY :** WORK IN A TEAM ENVIRONMENT

**UNIT CODE :** 500311106

**UNIT DESCRIPTOR :** This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Describe team role and scope	1.1 The <b>role and objective of the team</b> is identified from available <b>sources of information</b> 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Company vision/mission statements 1.2 Company policies and employee code of conduct 1.3 Communication process 1.4 Team structure 1.5 Team roles 1.6 Group planning and decision making	1.1 Communicating skills appropriately and consistent with the culture of the workplace 1.2 Adopting skills to team role and scope of responsibilities
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified	2.1 Company vision/mission statements 2.2 Company policies and employee code of conduct 2.3 Communication process 2.4 Team structure 2.5 Team roles 2.6 Group planning and decision making 2.7 Methods and techniques of role and responsibility identification with a team	2.1 Communicating skills appropriately and consistent with the culture of the workplace 2.2 Role and responsibility identification skills
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known	3.1 Approaches of interacting with team members 3.2 Types of communications used in effective interaction with team members	3.1 Team working skills 3.2 Communicating skills appropriately and consistent with the culture of the workplace 3.3 Skills in observing



ELEMENT	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
	<p>team activities and objectives</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and <b>workplace context</b></p> <p>3.3 Observed protocols in reporting using standard operating procedures</p> <p>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members</p>	<p>3.3 Methods of working as a team</p> <p>3.4 Techniques in working as a team</p>	<p>protocols when making reports</p> <p>3.4 Using standard procedures when making reports</p> <p>3.5 Developing teamwork plans based on team's role and objectives</p>

## RANGE OF VARIABLES

<b>VARIABLE</b>	<b>RANGE</b>
1. Role and objective of team	1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgment maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Operated in a team to complete workplace activity</li> <li>1.2 Worked effectively with others</li> <li>1.3 Conveyed information in written or oral form</li> <li>1.4 Selected and used appropriate workplace language</li> <li>1.5 Followed designated work plan for the job</li> <li>1.6 Reported outcomes</li> </ul>
<p>2. Resource implications</p>	<p>The following resources <u>MUST</u> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</li> <li>2.2 Materials relevant to the proposed activity or tasks</li> </ul>
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Observation of the individual member in relation to the work activities of the group</li> <li>3.2 Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal</li> <li>3.3 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork</li> </ul>
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed in workplace or in a simulated workplace setting</li> <li>4.2 Assessment shall be observed while task are being undertaken whether individually or in group</li> </ul>

**UNIT OF COMPETENCY** : **PRACTICE CAREER PROFESSIONALISM**

**UNIT CODE** : **500311107**

**UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra and interpersonal relationships are maintained in the course of managing oneself based on performance <b>evaluation</b> 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties	1.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 1.2 Company policies 1.3 Company operations, procedures and standards 1.4 Company mission/vision statements 1.5 Ways of integrating personal objectives with organizational goals	1.1 Integrating skills of personal objectives with organizational goals 1.2 Pursuing personal growth and work plans 1.3 Demonstrating commitment to the organization and its goals 1.4 Intra and Interpersonal skills
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives 2.2 <b>Resources</b> are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures	2.1 Company policies 2.2 procedures and standards 2.3 Company and departmental goals and priorities 2.4 Managing priorities and commitments 2.5 Economic use and maintenance of equipment and facilities 2.6 Ways and means of practicing economic use and maintenance of equipment and facilities	2.1 Setting skills of work priorities 2.2 Meeting with work priorities 2.3 Intra and Interpersonal skills 2.4 Communication skills
3. Maintain professional	3.1 <b>Trainings and career</b>	3.1 Ways of identifying trainings and	3.1 Identifying trainings and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
growth and development	<p><b>opportunities</b> are identified and availed of based on job requirements</p> <p>3.2 <b>Recognitions</b> are sought/received and demonstrated as proof of career advancement</p> <p>3.3 <b>Licenses and/or certifications</b> relevant to job and career are obtained and renewed</p>	<p>career opportunities</p> <p>3.2 Techniques of seeking and receiving recognitions</p> <p>3.3 Procedures of obtaining licenses and/or certifications relevant to the job</p>	<p>career opportunities</p> <p>3.2 Seeking recognitions are sought/received and demonstrated as proof of career advancement</p> <p>3.3 Obtaining and renewing Licenses and/or certifications relevant to job and career</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Attained job targets within key result areas (KRAs)</li> <li>1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation</li> <li>1.3 Completed trainings and career opportunities which are based on the requirements of the industries</li> <li>1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification</li> </ul>
<p>2. Resource implications</p>	<p>The following resources <b>MUST</b> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Workplace or assessment location</li> <li>2.2 Case studies/scenarios</li> </ul>
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Portfolio Assessment</li> <li>3.2 Interview</li> <li>3.3 Simulation/Role-plays</li> <li>3.4 Observation with questioning</li> <li>3.5 Third Party Reports</li> <li>3.6 Exams and Tests</li> </ul>
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>

**UNIT OF COMPETENCY** : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

**UNIT CODE** : **500311108**

**UNIT DESCRIPTOR** : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
1. Identify hazards and risks	<p>1.1 <b>Safety regulations</b> and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures</p> <p>1.2 <b>Hazards/risks</b> in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures</p> <p>1.3 <b>Contingency measures</b> during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures</p>	<p>1.1 Company workplace safety regulations</p> <p>1.2 Industry hazard control practices and procedures</p> <p>1.3 Internationally recognized OHS procedures and practices and regulations</p> <p>1.4 PPE types and uses</p> <p>1.5 Personal hygiene practices</p> <p>1.6 Hazards/risks identification and control</p> <p>1.7 Threshold Limit Value -TLV</p> <p>1.8 OHS indicators</p> <p>1.9 Organization safety and health protocol</p> <p>1.10 Safety consciousness</p> <p>1.11 Health consciousness</p>	<p>1.1 Clarifying and explaining safety regulations and workplace safety and hazard control</p> <p>1.2 Identifying hazards/risks in the workplace and their corresponding indicators</p> <p>1.3 Recognizing contingency measures during workplace accidents, fire and other emergencies</p> <p>1.4 Practice of personal hygiene</p> <p>1.5 Interpersonal skills</p> <p>1.6 Communication skills</p>
2. Evaluate hazards and risks	<p>2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit</p>	<p>2.1 Methods of identifying terms of maximum tolerable limits</p> <p>2.2 Hazard effects</p> <p>2.3 Reporting methods on OHS</p>	<p>2.1 Identifying terms of maximum tolerable limits</p> <p>2.2 Determining effects of hazards and risks</p> <p>2.3 Reporting OHS</p>



ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation	issues/concerns 2.4 OHS procedures and practices and regulations 2.5 PPE types and uses 2.6 Hazards/risks identification and control 2.7 Threshold Limit Value -TLV 2.8 OHS indicators 2.9 Organization safety and health protocol 2.10 Safety consciousness 2.11 Health consciousness	issues and/or concerns 2.4 Identifying safety hazards 2.5 Hazards/risks identification and control skills 2.6 Interpersonal skills 2.7 Communication skills
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 <b>Personal protective equipment (PPE)</b> is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with	3.1 Ways of following Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Ways of following procedures for dealing with workplace accidents, fire and emergencies 3.3 Types and use of personal protective equipment (PPE) 3.4 OHS procedures and practices and regulations 3.5 Methods and techniques in providing appropriate assistance in the event of a workplace emergency 3.6 Hazards/risks	4.1 Following occupational health and safety (OHS) procedures for controlling hazards/risks in workplace 4.2 Following procedures for dealing with workplace accidents, fire and emergencies 4.3 Using correctly personal protective equipment (PPE) 4.4 Providing assistance in the event of a workplace emergency in accordance with established organization protocol

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILLS</b>
	established organization protocol	identification and control	
4. Maintain OHS awareness	4.1 <b><i>Emergency-related drills and trainings</i></b> are participated in as per established organization guidelines and procedures 4.2 <b><i>OHS personal records</i></b> are completed and updated in accordance with workplace requirements	2.1 Participation procedures in emergency-related drills and trainings 2.2 Ways of completing and updating OHS personal records 2.3 OHS procedures and practices and regulations 2.4 OHS indicators	4.5 Participating in emergency-related drills and trainings 4.6 Completing and updating OHS personal records

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Explained clearly established workplace safety and hazard control practices and procedures</li> <li>1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures</li> <li>1.3 Recognized contingency measures during workplace accidents, fire and other emergencies</li> <li>1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV.</li> <li>1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace</li> <li>1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices</li> <li>1.7 Completed and updated OHS personal records in accordance with workplace requirements</li> </ul>
<p>2. Resource implications</p>	<p>The following resources <u>MUST</u> be provided:</p> <ul style="list-style-type: none"> <li>2.1 Workplace or assessment location</li> <li>2.2 OHS personal records</li> <li>2.3 PPE</li> <li>2.4 Health records</li> </ul>
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Portfolio Assessment</li> <li>3.2 Interview</li> <li>3.3 Case Study/Situation</li> </ul>
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed in the work place or in a simulated work place setting</li> </ul>

## COMMON COMPETENCIES

**UNIT OF COMPETENCY :** ENHANCE INDUSTRY KNOWLEDGE AND SKILLS

**UNIT CODE :** CRVXXX

**UNIT DESCRIPTOR :** This unit of competency deals with the knowledge, Skills required to source out information, update industry knowledge and prepare prototype.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Source out information	<p>1.1 <b>Sources of information</b> on the industry are identified and coordinated according to industry procedures.</p> <p>1.2 <b>Sources of information</b> are accessed based on industry procedures.</p> <p>1.3 Sourced information are <b>documented</b> based on industry procedures.</p> <p>1.4 <b>Documentation tools, materials, and equipment</b> are prepared and used based on industry procedures.</p>	<p>1.1.Sources of industry information</p> <p>1.2 Industry procedure</p> <p>1.2.1 FPIC (free prior inform consent)</p> <p>1.2.2 Documentary requirements in seeking information</p> <p>1.3 Documentation procedure</p> <p>1.4 Types and uses of documentation tools, materials, and equipment</p> <p>1.5 Capacity building on sourcing of information</p> <p>1.6 Safety measures</p> <p>1.7 Gender sensitivity</p> <p>1.8 Cultural sensitivity</p> <p>1.9 Attitude</p> <p>1.9.1 Patience</p> <p>1.9.2 Resourcefulness</p> <p>1.9.3 Organized</p> <p>1.9.4 Focus on details</p> <p>1.9.5 Polite</p>	<p>1.1 Sourcing out information</p> <p>1.2 Coordination skills</p> <p>1.3 Communication skills</p> <p>1.4 Research skills</p> <p>1.5 Documentation skills</p> <p>1.6 Use and operating tools, materials, and equipment</p> <p>1.7 Applying safety measures during documentation</p>
2. Update industry knowledge	<p>2.1 Sourced information are <b>used</b> based on industry procedures.</p> <p>2.2 Sourced information are shared to colleagues based on industry</p>	<p>2.1 Use of sourced information</p> <p>2.2 Documentation</p> <p>2.3 Copyright procedures</p> <p>2.4 Indigenous knowledge system and practices (IKSP)</p> <p>2.3.1 Rituals</p> <p>2.3.2 Chanting</p> <p>2.5 Gender sensitivity</p>	<p>2.1 Using and sharing sourced information</p> <p>2.2. Documentation skills</p> <p>2.3 Following copyright procedures</p> <p>2.4 Practicing IKSP</p> <p>2.5 Communication</p>

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	<p>procedures.</p> <p>2.3 <b>Documentation</b> is done based on industry procedures.</p>	<p>2.6 Cultural sensitivity</p> <p>2.7 OSHS</p> <p>2.8 Attitude</p> <p>2.8.1 Patience</p> <p>2.8.2 Resourcefulness</p> <p>2.8.3 Organized</p> <p>2.8.4 Focus on details</p> <p>2.8.5 Polite</p>	<p>skills</p>
<p>3. Prepare prototype</p>	<p>3.1 Experimentation is performed based on sourced information.</p> <p>3.2 Product is improved based on experimental findings.</p> <p>3.3 Improved product is checked for quality based on industry procedures.</p> <p>3.4 Safety practices are applied following OSHS</p>	<p>3.1 Prototyping</p> <p>3.2 Experimentation procedures</p> <p>3.3. Product improvement</p> <p>3.4 Quality checking</p> <p>3.5 OSHS</p> <p>3.6 Attitude</p> <p>3.6.1 Patience</p> <p>3.6.2 Resourcefulness</p> <p>3.6.3 Organized</p> <p>3.6.4 Focus on details</p> <p>3.6.5 Polite</p>	<p>3.1 Preparing prototype</p> <p>3.2 Conducting experimentation</p> <p>3.3 Improving product</p> <p>3.4 Quality checking</p> <p>3.5 Applying OSHS</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of information	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers 1.3 Manuals 1.4 Personal observation and experience 1.5 Training 1.6 Partners 1.6.1 Local Government Unit (LGU) 1.6.2 National Government Agencies 1.6.3 Civil Society Organizations (CSO) 1.6.4 Academic institutions
2. Documentation of sourced information	May include: 2.1 Photo documentation 2.2 Preparation of Write-ups 2.3 Videos documentation 2.4 Recordings 2.5 Documenting pattern thru drawing 2.6 Obtaining sample product
3. Documentation tools, materials, and equipment	May include: 3.1 Tools 3.1.1 Questionnaires 3.1.2 Survey 3.2 Materials 3.2.1 Record book 3.2.2 Ball pen 3.3 Equipment 3.3.1 Video camera 3.3.2 Mobile phone
4. Usage of sourced information	It includes: 4.1 Adaptation 4.2 Adoption

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1.1. Accessed sources of information.</li> <li>1.2. Documented sourced information.</li> <li>1.3. Used sourced information.</li> <li>1.4. Carried out documentation.</li> <li>1.5. Improved product.</li> <li>1.6. Checked quality of improved product.</li> <li>1.7. Applied safety practices.</li> </ol>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ol style="list-style-type: none"> <li>2.1. Actual and simulated workplace</li> <li>2.2. Materials, tools, and equipment needed to perform the required task</li> <li>2.3. References and manuals</li> <li>2.4. PPEs</li> <li>2.5. First aid kit</li> </ol>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> <li>3.1. Demonstration/ observation with oral questioning</li> <li>3.2. Written exam</li> <li>3.3. Oral questioning</li> <li>3.4. Direct observation</li> </ol>
4. Context for Assessment	<p>4.1. Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>



**Unit of Competency** : **ENHANCE CREATIVE AND ARTISTIC SKILLS AND CULTURAL AWARENESS**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes required to plan for the activities, conduct capacitation activity, conduct cultural awareness activity and perform benchmarking. It also includes competency required to exhibit professional practice that describes development of creative, artistic and conceptual skills required to work as a practicing artist. It also deals with communicating effectively and working strategically to achieve planned outcomes as an artist.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Plan for the activities	1.1 Information on cultural skills and practices is accessed and used. 1.2 Areas for improvement are identified based on gathered information. 1.3 Action plan is prepared based on consultation. 1.4 Consultation is made with <b>cultural authorities</b> . 1.5 Artistic skills group are formed.	1.1 Intervention procedures 1.2 Cultural skills and practices 1.3 Action plan 1.4 Consultation procedures 1.4.1 KSP 1.4.2 FPIC 1.5 Cultural authorities 1.6 Artistic skills group 1.7 Cultural mapping and profiling 1.8 Attitude 1.8.1 Patience 1.8.2 Organized 1.8.3 Time conscious 1.8.4 Resourcefulness 1.8.5 Focused	1.1 Accessing and using information on cultural skills 1.2 Identifying areas of improvement 1.3 Preparing action plan 1.4 Conducting consultation 1.5 Conducting cultural mapping and profiling
2. Conduct capacitation activity	2.1 Training and specialization is selected with reference to improvement area. 2.2 <b>Capacitation strategies</b> are applied based on industry procedures.	2.1 Types and procedures of capacitation strategies 2.2 Types of training and specialization 2.3 Administrative requirements 2.4 Preparation procedures 2.5 Community immersion procedures 2.6 Basic arithmetic operations	2.1 Selecting training and specialization 2.2 Applying capacitation strategies 2.3 Preparing and submitting administrative requirements 2.4 Preparing

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.3 Administrative requirements are prepared and submitted. 2.4 Learner is monitored and evaluated according to capacitation strategies.	2.7 Determination of areas for improvement 2.8 Monitoring and evaluation procedures of learner 2.9 Attitude 2.9.1 Organized 2.9.2 Honesty 2.9.3 Patience 2.9.4 Resourcefulness 2.9.5 Industriousness 2.9.6 Politeness	budgetary requirements 2.5 Communication skills 2.6 Determining improvement area 2.7 Monitoring and evaluating learner
3. Conduct cultural awareness activity	3.1 <b>Cultural events</b> are identified according to established industry procedures. 3.2 Cultural events are participated according to industry practices. 3.3 Coordination activities are performed following industry procedures. 3.4 <b>Promotional materials</b> are prepared according to established practices. 3.5 Cultural promotion is carried out based on established industry procedures.	3.1 Acculturation 3.2 Types of cultural events 3.3 Coordination procedures 3.4 Responding to invitation 3.5 Types of promotional materials 3.6 Cultural promotion procedures 3.7 Cultural sensitivity 3.8 Attitude 3.8.1 Awareness on details 3.8.2 Organized 3.8.3 Resourcefulness 3.8.4 Patience 3.8.5 Politeness 3.8.6 Industriousness	3.1 Identifying cultural events 3.2 Participating cultural events 3.3 Performing coordination procedures 3.4 Preparing promotional materials 3.5 Carrying out cultural promotion 3.6 Communication skills
4. Perform benchmarking	4.1 Community is identified and selected based on industry procedures. 4.2 Cultural exchange is facilitated	4.1 Cultural skilled-shared knowledge 4.2 Cultural authorities 4.3 Cultural sensitivity 4.4 Different community practices 4.5 Facilitation procedures	4.1 Identifying and selecting community 4.2 Facilitating cultural exchange 4.3 Identifying

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>according to industry procedure.</p> <p>4.3 Community practices are identified and selected following industry procedures.</p> <p>4.4 <b>Cultural authorities</b> are consulted for cultural skilled – shared knowledge based on established protocol.</p> <p>4.5 Best practice is applied based on approval of cultural authorities.</p> <p>4.6 Adjustments are applied based on consultation with the <b>cultural authorities</b>.</p> <p>4.7 Documentation is performed based on the result of consultation.</p>	<p>4.6 Types of cultural community</p> <p>4.7 Consultation and approval procedures</p> <p>4.8 Best cultural practices</p> <p>4.9 Documentation procedure</p> <p>4.10 Attitude</p> <p>4.10.1 Awareness on details</p> <p>4.10.2 Organized</p> <p>4.10.3 Resourcefulness</p> <p>4.10.4 Patience</p> <p>4.10.5 Politeness</p> <p>4.10.6 Industriousness</p> <p>4.10.7 Respectfulness</p>	<p>community practices</p> <p>4.4 Consulting cultural authorities</p> <p>4.5 Applying best practices</p> <p>4.6 Communication skills</p> <p>4.7 Documentation skills</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural authorities	May include: 1.1 Cultural masters/ bearers 1.2 Traditional leaders 1.3 Traditional elders 1.4 Cultural Elders 1.5 Cultural Master 1.6 Cultural Bearers
2. Capacitation strategies	May include: 2.1 Training 2.1.1 Mentoring 2.1.2 School-based 2.2 Community immersion
3. Cultural events	Cultural events may include: 3.1 Exhibits 3.2 Forum 3.3 Festival 3.4 Cultural exchange 3.5 Trade fair
4. Promotional materials	May include: 4.1 Fliers 4.2 Hand-outs 4.3 Media promotions 4.4 Pamphlets 4.5 Social media 4.6 Signages 4.7 Product labeling and packaging 4.8 Brochure

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1. Identified areas for improvement</li> <li>1.2 Prepared action plan</li> <li>1.3 Conduct capacitation activity               <ul style="list-style-type: none"> <li>1.3.1 Selected training and specialization</li> <li>1.3.2 Applied capacitation strategies</li> <li>1.3.3 Prepared and submitted administrative requirements</li> <li>1.3.4 Monitored and evaluated learner</li> </ul> </li> <li>1.4 Conduct cultural awareness activity               <ul style="list-style-type: none"> <li>1.4.1 Identified cultural events</li> <li>1.4.2 Participated cultural events</li> <li>1.4.3 Performed coordination activities</li> <li>1.4.4 Prepared promotional materials</li> <li>1.4.5 Carried out cultural promotion</li> </ul> </li> <li>1.5 Perform benchmarking               <ul style="list-style-type: none"> <li>1.5.1 Identified and selected community</li> <li>1.5.2 Facilitated cultural exchange</li> <li>1.5.3 Identified and selected community practices</li> <li>1.5.4 Consulted cultural authorities</li> <li>1.5.5 Applied best practice</li> <li>1.5.6 Applied adjustments</li> <li>1.5.7 Performed documentation</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**Unit of Competency** : **DEVELOP ARTISTIC SKILLS AND CULTURAL AWARENESS OF ONE-SELF**

**Unit Code** : **CRVXXX**

**Unit Descriptor** : This unit covers the knowledge, skills and attitudes to develop one-self as cultural bearer. It includes competency to identify individual improvement areas, immerse to culture and arts and enhance artistic skills.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Identify individual improvement areas	1.1 Improvement areas are listed and selected based on line of interest 1.2 Documentation is done based on community practices 1.3 <b>Sourced information</b> is verified from community <b>cultural authorities</b> . 1.4 Immersion is planned according to community procedure.	1.1 Indigenous Peoples Rights Act (IPRA) RA 8371 1.1.1 Free Prior Informed Consent (FPIC) 1.1.2 Indigenous Knowledge Skills and Practices (IKSP) Act 1.2 Intellectual Property Rights (IPR) 1.3 Cultural authorities 1.4 Community practices and procedures 1.5 Planning procedures 1.6 Documentation procedures 1.7 Coordination process 1.7.1 NCIP 1.7.2 Chieftain 1.7.3 LGUs 1.8 Attitude 1.8.1 Resourcefulness 1.8.2 Patience 1.8.3 Industrious 1.8.4 Politeness 1.8.5 Organized	1.1 Listing and selecting needs 1.2 Conducting documentation 1.3 Verifying sourced information 1.4 Planning immersion 1.5 Conducting coordination
2. Immerse to culture and arts	2.1 <b>Sources of culture and arts information</b> are obtained following community practices. 2.2 <b>Cultural immersion approaches</b> are	2.1 Sources of culture and arts information 2.2 Cultural immersion approaches 2.3 Indigenous Peoples Rights Act (IPRA) 2.4 Indigenous Knowledge Skills and Practices (IKSP)	2.1 Sourcing culture and arts information 2.2 Selecting and participating cultural immersion 2.3 Communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>selected and participated.</p> <p>2.3 Insights and experiences on arts and culture are discussed with community cultural authorities following community practices.</p>	<p>2.5 Intellectual Property Rights (IPR)</p> <p>2.6 Focused-group discussion (FGD) procedures</p> <p>2.7 Attitude</p> <p>2.7.1 Honesty</p> <p>2.7.2 Patience</p> <p>2.7.3 Politeness</p> <p>2.7.4 Resourcefulness</p>	<p>2.4 Performing focused-group discussion (FGD)</p> <p>2.5 Discussing insights and experiences arts and culture</p>
3. Enhance artistic skills	<p>3.1 Prototype is produced based on the collected best practices.</p> <p>3.2 Approval of the product is sought from community cultural authorities.</p> <p>3.3 <b>Tools, materials, and equipment</b> are utilized according to community practices.</p> <p>3.4 Safety practices are applied following OSHS.</p>	<p>3.1 Community practices</p> <p>3.2 Community cultural authorities</p> <p>3.3 Utilization of tools, materials, and equipment</p> <p>3.4 OSHS</p> <p>3.5 IKSP</p> <p>3.6 Cultural sensitivity</p> <p>3.7 Gender sensitivity</p> <p>3.8 Application of best practices</p> <p>3.9 Manufacturer's manual</p> <p>3.9 Attitude</p> <p>3.10.1 Attention to details</p> <p>3.10.2 Patience</p> <p>3.10.3 Organized</p> <p>3.10.4 Honesty</p> <p>3.10.5 Time consciousness</p> <p>3.10.6 Industrious</p> <p>3.10.7 Resourcefulness</p>	<p>3.1 Applying best practices</p> <p>3.2 Seeking approval of the product</p> <p>3.3 Utilizing tools, materials, and equipment</p> <p>3.4 Applying safety practices</p> <p>3.5 Communication skills</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural authorities	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers
2. Sourced information on culture and art form	May include information from: 2.1 Manuals 2.2 Personal observations and experience 2.3 Training 2.4 Drawn pattern 2.5 Sample product 2.6 Documented video 2.7 Documented photo 2.8 Write-ups 2.9 Recordings
3. Sources of culture and arts information	May include: 3.1 Cultural masters 3.2 Cultural bearers 3.3 Cultural elders 3.4 Traditional leaders 3.5 Traditional elders 3.6 Manuals 3.7 Personal observation and experience 3.8 Training 3.9 Partners 3.9.1 LGU 3.9.2 National Government Agencies 3.9.3 Civil Society Organizations (CSO) 3.9.4 Academic institutions
4. Cultural immersion approaches	May include: 4.1 Participate in community events 4.2 Community visitations 4.3 Practice traditional arts and culture 4.4 Cultural exchange programs 4.5 Participate in cultural activities
5. Tools, materials, and equipment	May include: A. For Documentation 5.1 Tools 5.1.1 Questionnaires 5.1.2 Survey 5.2 Materials 5.2.1 Record book 5.2.2 Ball pen 5.3 Equipment 5.3.1 Video camera 5.3.2 Mobile phone 5.3.3 Recorder B. For Product Development 5.1 Materials 5.1.1 bee wax 5.1.2 fiber



	<ul style="list-style-type: none"> <li>5.1.3 thread</li> <li>5.1.4 dye</li> <li>5.1.5 mud clay</li> <li>5.1.6 bronze</li> <li>5.1.7 cloth</li> <li>5.1.8 beads</li> <li>5.1.9 rattan</li> <li>5.1.10 bamboo</li> <li>5.1.11 wicker (nito)</li> <li>5.1.12 pandan leaves</li> <li>5.1.13 swamp grass</li> <li>5.1.14 tikog</li> <li>5.1.15 animal skin</li> <li>5.1.16 first aid kit</li> <li>5.1.17 PPEs</li> <li>5.2 Tools <ul style="list-style-type: none"> <li>5.2.1 needles</li> <li>5.2.2 knife</li> <li>5.2.3 bolo</li> <li>5.2.4 bamboo stripper</li> <li>5.2.5 wood tool</li> <li>5.2.6 carpentry tools</li> <li>5.2.7 curving tools</li> <li>5.2.8 measuring tools</li> </ul> </li> <li>5.3 Equipment <ul style="list-style-type: none"> <li>5.3.1 upright/standing loom</li> <li>5.3.2 backstrap loom</li> <li>5.3.3 sewing machine</li> <li>5.3.4 earthen pot</li> <li>5.3.5 splitter</li> <li>5.3.6 stripper</li> </ul> </li> </ul>
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## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Listed and selected improvement areas.</li> <li>1.2 Verified sourced information from cultural authorities.</li> <li>1.3 Selected and participated cultural immersion approaches.</li> <li>1.4 Discussed insights and experiences on arts and culture with community cultural authorities.</li> <li>1.5 Applied best community practices.</li> <li>1.6 Applied safety practices</li> </ul>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
4. Context for Assessment	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</li> </ul>

**UNIT OF COMPETENCY : WORK WITH TOOLS, MATERIALS AND EQUIPMENT**

**UNIT CODE : CRVXXX**

**UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitudes required to prepare, utilize, maintain and store tools, materials and equipment and operate equipment.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Prepare tools, materials and equipment	1.1 <b>Tools, materials and equipment</b> are selected according to work requirement. 1.2 Serviceability of <b>tools and equipment</b> are checked according to community and manufacturer's specification. 1.3 <b>Materials</b> are sourced out according to work requirement. 1.4 Availability and conformance of <b>materials</b> are checked according to community and manufacturer's specification. 1.5 Safety practices are applied following OSHS	1.1 Types, uses and functions of indigenous and industrial materials, tools and equipment 1.2 Sustainable sourcing of raw materials 1.3 Conformance and availability of indigenous raw materials 1.4 Inspection procedures 1.5 Mensuration 1.6 Ethno-mathematics 1.7 Arithmetic operation 1.8 Indigenous Knowledge System and Practices (IKSP) 1.9 Wildlife Resources Conservation and Protect Act (RA 9147) 1.10 Indigenous People's Rights Act (IPRA) 1.11 OSHS 1.12 PPEs 1.13 Serviceability of tools and equipment 1.14 Processes, Operations, Systems 1.14.1 Proper usage and care of hand tools 1.14.2 Types and uses of equipment 1.14.3 Common faults in tools and equipment 1.15 Attitude 1.15.1 Organized 1.15.2 Patience 1.15.3 Resourcefulness 1.16 Focus on details	1.1 Selecting materials and equipment 1.2 Checking tools and equipment 1.3 Sourcing and checking of materials 1.4 Applying safety practices 1.5 Mensuration and calculation skills 1.6 Ethno-mathematics skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Operate equipment	<p>2.1 <b>Work requirement</b> is determined following community practice.</p> <p>2.1 <b>Equipment</b> is set up following community practice and user's manual.</p> <p>2.2 <b>Equipment</b> is adjusted according to industry procedures and user's manual.</p> <p>2.3 Operation of <b>equipment</b> is conducted based on industry procedures and user's manual.</p> <p>2.4 Malfunctions and faulty equipment are <b>addressed</b> according to community practice and user's manual.</p> <p>2.5 Safety practices are applied following OSHS.</p>	<p>2.1 Set up and adjustment of equipment procedures</p> <p>2.2 Parts and uses of indigenous and modern equipment</p> <p>2.3 Startup and shutdown of equipment</p> <p>2.4 User's manual</p> <p>2.5 Irregularities and breakdown</p> <p>2.6 Community practices</p> <p>2.7 Reporting procedures</p> <p>2.7.1 Oral</p> <p>2.7.2 Written (listing only)</p> <p>2.8 Mensuration</p> <p>2.9 Ethno-mathematics</p> <p>2.10 Arithmetic operation</p> <p>2.11 OSHS</p> <p>2.11.1 PPEs</p> <p>2.12 Attitude</p> <p>2.12.1 Organized</p> <p>2.12.2 Patience</p> <p>2.12.3 Resourcefulness</p> <p>2.12.4 Focus on details</p>	<p>2.1 Following community practices and user's manual</p> <p>2.2 Setting up equipment</p> <p>2.3 Adjusting equipment</p> <p>2.4 Operating equipment</p> <p>2.5 Addressing malfunctioned and faulty equipment</p> <p>2.6 Applying safety practices</p> <p>2.7 Mensuration and calculation skills</p> <p>2.8 Ethno-mathematics skills</p>
3. Utilize tools and materials	<p>3.1 <b>Work requirement</b> is determined following community practice.</p> <p>3.2 <b>Tools and materials</b> are used according to work requirement.</p> <p>3.3 Faulty <b>tools</b> are <b>addressed</b> according to community practice and user's manual.</p> <p>3.4 Safety practices are applied following Occupational Safety and Health Standards (OSHS).</p>	<p>3.1 Types of work requirement</p> <p>3.2 Uses of indigenous tools and materials</p> <p>3.3 Malfunctions and faulty tools</p> <p>3.4 Mensuration</p> <p>3.5 Ethno-mathematics</p> <p>3.6 Arithmetic operation</p> <p>3.7 Reporting procedures</p> <p>3.8 OSHS</p> <p>3.8.1 Personal Protective Equipment (PPEs)</p> <p>3.9 Attitude</p> <p>3.9.1 Focus on details</p> <p>3.9.2 Patience</p> <p>3.9.3 Organized</p> <p>3.9.4 Systematized</p>	<p>3.1 Determining work requirement</p> <p>3.2 Addressing malfunctioned and faulty equipment</p> <p>3.3 Applying safety practices</p> <p>3.4 Mensuration and calculation skills</p> <p>3.5 Ethno-mathematics skills</p> <p>3.6 Using indigenous tools and materials</p> <p>3.7 Using measuring tools</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Tools, materials and equipment	May include: 1.1 Materials 1.1.1 bee wax 1.1.2 fiber 1.1.3 thread 1.1.4 dye 1.1.5 mud clay 1.1.6 bronze 1.1.7 cloth 1.1.8 beads 1.1.9 rattan 1.1.10 bamboo 1.1.11 wicker (nito) 1.1.12 pandan leaves 1.1.13 swamp grass 1.1.14 tikog 1.1.15 animal skin 1.1.16 first aid kit 1.1.17 PPEs 1.2 Tools 1.2.1 needles 1.2.2 knife 1.2.3 bolo 1.2.4 stripper 1.2.5 wood tool 1.2.6 carpentry tools 1.2.7 curving tools 1.2.8 measuring tools 1.2.9 nipper 1.2.10 earthen pot 1.2.11 splitter 1.2.12 Scissor 1.2.13 Sharpening stone 1.3 Equipment 1.3.1 upright/standing loom 1.3.2 backstrap loom 1.3.3 sewing machine 1.3.4 Electric grinder 1.3.5 Electric blower 1.3.6 Hand drill
2. Maintenance of tools and equipment	May include: 2.1 Cleaning 2.2 Lubricating 2.3 Tightening 2.4 Simple tool repairs 2.5 Adjustment using correct procedures 2.6 Sharpening
3. Addressing malfunctioned faulty equipment	May include: 3.1 Reporting 3.2 Replacement

4. Addressing faulty tools	May include: 4.1 Reporting 4.2 Fixing 4.3 Replacement
5. Work requirements	May include: 5.1 Weaving 5.2 Embroidery 5.3 Beadworks 5.4 Pottery 5.5 Brass casting 5.6 Wood carving 5.7 Paper products making 5.8 Shell craft making

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Checked serviceability of tools and equipment.</li> <li>1.2 Checked availability and conformance of materials.</li> <li>1.3 Applied safety practices.</li> <li>1.4 Set up equipment.</li> <li>1.5 Conducted operation of equipment</li> <li>1.6 Addressed malfunctions and faulty equipment</li> <li>1.7 Determined work requirement</li> <li>1.8 Tools and materials are used</li> <li>1.9 Addressed malfunctions, and faulty tools</li> <li>1.10 Determined work requirement</li> <li>1.11 Handled and maintained tools and equipment</li> <li>1.12 Stored tools, materials and equipment</li> <li>1.13 Conducted inventory of tools, equipment, and materials</li> <li>1.14 Undertaken routine maintenance of tools and equipment</li> </ul>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
3. Methods of Assessment	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Story-telling</li> </ul>
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE**

**UNIT CODE : CRVXXX**

**UNIT DESCRIPTOR :** This unit of competency covers the knowledge, skills and attitudes to perform planning activities, maintain quality of performance and improve own work. It includes also an effective management of own competency to produce quality work.

<b>REQUIRED SKILLS</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Perform planning activities	1.1 <b>Tasks</b> are listed according to job requirements. 1.2 <b>Work plans and schedules</b> are prepared based on <b>tasks</b> . 1.3 Coordination is applied based on industry practices. 1.4 Budgetary requirements are computed based on the <b>work plans and schedules</b> .	1.1 Different tasks 1.2 Work plan 1.3 Budgetary requirements 1.4 Arithmetic operation 1.5 Geographical indicator (GI) 1.6 IPR 1.7 Coordination procedure 1.8 Simple bookkeeping 1.9 Attitude: 1.9.1 Teamwork	1.1 Planning and organizing work loads 1.2 Listing of tasks 1.3 Preparing work plans schedules 1.4 Coordination skills 1.5 Computing budgetary requirements
2. Maintain quality of performance	2.1 Personal performance is monitored according to <b>industry standards</b> . 2.2 Advice and guidance is obtained to maintain <b>industry standards</b> . 2.3 Guidance from <b>community cultural authorities</b> is applied to maintain <b>industry standards</b> . 2.4 Specifications from <b>customers</b> are obtained based on <b>industry standards</b> .	2.1 Indicators of appropriate performance for each area of responsibility 2.2 Steps for improving or maintaining performance 2.3 Industry standards 2.4 IKSP 2.5 Community cultural authorities 2.6 Procedural checklist 2.7 Specifications from customers 2.8 Attitude: 2.8.1 Time consciousness 2.8.2 Attention to details 2.8.3 Resourcefulness	2.1 Monitoring personal performance 2.2 Obtaining advice and guidance 2.3 Following guidance of cultural authorities 2.4 Applying procedural checklist 2.5 Obtaining specifications



REQUIRED SKILLS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Improve own work	3.1 Actual work output is assessed in relation to <b><i>work plan and schedules</i></b> . 3.2 Work expenses are computed against budget. 3.3 Feedback is obtained from <b><i>customer</i></b> based on job requirements. 3.4 Improvement is done according to feedback.	3.1 Quality control 3.2 Work plan and schedules 3.3 Computation of work expenses 3.4 Customer feedback 3.5 Arithmetic operation 3.6 IKSP 3.7 Attitude 3.7.1 Time consciousness 3.7.2 Attention to details 3.7.3 Resourcefulness 3.7.4 Patience 3.7.5 Honesty	3.1 Assessing actual work output 3.2 Computation skills 3.3 Obtaining customer feedback 3.4 Applying improvements

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	May include: 1.1 Acquire tools, materials and equipment 1.2 Set-up equipment 1.3 Select basic designs 1.4 Prepare prototype 1.5 Identify production target 1.6 Identify timelines 1.7 Conduct mass production 1.8 Package products 1.9 Conduct quality control 1.10 Perform marketing 1.11 Prepare inventory
2. Work plans and schedules	May include 2.1 Production schedule 2.2 Milestone and delivery dates
3. Industry standards	May include: 3.1 Application of techniques 3.2 Choosing raw materials 3.3 Following the designs 3.4 Observation of product sizes 3.5 Durability of products 3.6 Costing
4. Community cultural authorities	May include: 4.1 Cultural Elders 4.2 Cultural Master 4.3 Cultural Bearers
5. Customer	May include: 5.1 Client 5.2 Peer 5.3 Team leader

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Perform planning activities               <ul style="list-style-type: none"> <li>1.1.1 Listed tasks of job requirements</li> <li>1.1.2 Prepared work plans and schedules</li> <li>1.1.3 Computed budgetary requirements</li> </ul> </li> <li>1.2 Maintain quality of performance.               <ul style="list-style-type: none"> <li>1.2.1 Monitored personal performance.</li> <li>1.2.2 Obtained advice and guidance.</li> <li>1.2.3 Applied guidance from community cultural authorities</li> </ul> </li> <li>1.3 Improve own work               <ul style="list-style-type: none"> <li>1.3.1 Assessed Actual work output in relation to work plan and schedules.</li> <li>1.3.2 Computed work expenses against budget.</li> <li>1.3.3 Carried-out improvement</li> </ul> </li> </ul>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio (work plan and schedules) with interview</li> </ul>
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**UNIT OF COMPETENCY : MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT**

**UNIT CODE : CRVXXX**

**UNIT DESCRIPTOR :** This unit of competency covers the knowledge, skills and attitudes to comply with safety and health regulations, maintain work area and maintain tools, equipment, materials and other resources. This includes competencies needed to maintain clean and safe working environment. The unit incorporates the work safety guidelines.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Comply with safety and health regulations	1.1 Safety and health measures are applied based on OSHS. 1.2 <b><i>Policies and procedures</i></b> are adapted and applied according to industry standards. 1.3 <b><i>Emergencies</i></b> are addressed following workplace procedures. 1.4 Work areas are set-up and secured following safety procedures.	1.1 Indigenous Knowledge System Practices (IKSP) on safety and health 1.1.1 Handling of chemicals 1.2 Geographical location 1.3 Traditional PPEs 1.4 Industrial PPEs 1.5 Community procedures 1.6 Workplace emergencies 1.7 Addressing workplace emergencies 1.8 Setting-up and securing of work areas 1.9 Alternative work areas 1.10 3Rs 1.11 5S of Good Housekeeping 1.12 OSHS 1.13 Attitude 1.13.1 Patience 1.13.2 Honesty 1.13.3 Focus on details	1.1 Complying with Indigenous Knowledge System Practices (IKSP) on safety and health 1.2 Handling of chemicals 1.3 Adapting and applying policies and procedures 1.4 Setting-up and securing work areas 1.5 Applying safety practices 1.6 Addressing emergencies 1.7 Identifying alternative work areas
2. Maintain work area	2.1 <b><i>Attributes of conducive working areas</i></b> are <b><i>checked</i></b> following safety procedures. 2.2 Repairs are identified and reported to <b><i>authorities</i></b> . 2.3 Work area maintenance schedule are	2.1 Work Hazards Policies and Procedures 2.1.1 Topographic location 2.2 OSHS policies and procedures 2.3 Waste management (5Rs) 2.3.1 Refuse 2.3.2 Reduce 2.3.3 Reuse 2.3.4 Recycle	2.1 Complying with health and safety regulations 2.2 Checking attributes of conducive working areas 2.3 Identifying and reporting repairs to authorities 2.4 Preparing work schedule and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>complied according to workplace procedure.</p> <p>2.4 Waste is stored and disposed of according to waste management.</p> <p>2.5 Safety practices are applied following OSHS</p>	<p>2.3.5 Rot</p> <p>2.4 Authorities</p> <p>2.5 Work schedule</p> <p>2.6 Attributes of conducive working areas</p> <p>2.7 5S of good housekeeping</p> <p>2.8 Environmental laws</p> <p>2.9 Attitude</p> <p>2.9.1 Orderliness</p> <p>2.9.2 Patience</p> <p>2.9.3 Resourcefulness</p>	<p>assignments</p> <p>2.5 Storing and disposing wastes</p> <p>2.6 Applying safety practices</p>
3. Maintain tools, equipment, materials and other resources	<p>3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices.</p> <p>3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices.</p> <p>3.3 <b>Resources</b> are monitored and maintained following workplace procedure.</p> <p>3.4 Tools and equipment are referred for repair according to industry procedure.</p> <p>3.5 Safety practices are applied following OSHS.</p>	<p>3.1 Storing tools and equipment</p> <p>3.2 Checking for maintenance requirements</p> <p>3.3 OSHS</p> <p>3.4 Manufacturer's manual and industry practice</p> <p>3.5 Maintenance of tools and equipment</p> <p>3.6 Reporting tools and equipment for major repairs</p> <p>3.7 IKSP</p> <p>3.8 Cultural sensitivity</p> <p>3.9 Different resources</p> <p>3.10 Forecasting/ projection of resources</p> <p>3.11 Monitoring guidelines</p> <p>3.12 Attitude</p> <p>3.12.1 Patience</p> <p>3.12.2 Orderliness</p> <p>3.12.3 Organized</p> <p>3.12.4 Resourcefulness</p>	<p>3.1 Maintaining of tools and equipment</p> <p>3.2 Storing tools, equipment and resources</p> <p>3.3 Checking tools, and equipment</p> <p>3.4 Communication skills</p> <p>3.5 Monitoring and maintaining resources</p> <p>3.6 Performing forecasting/ projection of resources</p> <p>3.7 Following monitoring guidelines</p> <p>3.8 Applying OSHS</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Policies and procedures	May include: 1.1 Industrial Safety Procedures 1.2 Industrial use of Protective Clothing and Equipment 1.3 Hazard Identification 1.4 Job Procedures
2. Emergencies	May include: 2.1 Workplace 2.1.1 Fire 2.1.2 Natural calamities 2.1.3 Electrical faults 2.1.4 Gas leak 2.2 Worker 2.2.1 Burns 2.2.2 Poisoning 2.2.3 Cuts and Wounds
3. Attributes of conducive work areas	May include: 3.1 Properly ventilated 3.2 Organized tools, materials, and equipment 3.3 Proper lightings 3.4 Not prone to calamities 3.5 Sturdy physical structure
4. Checking of attributes of conducive working areas	May include: 4.1 Ocular inspection 4.2 Consultation with authorities
5. Resources	May include: 5.1 Time 5.2 Manpower 5.3 Budgetary requirements 5.4 Sources of raw materials
6. Authorities	May include: 6.1 Cultural elders 6.2 Cultural masters 6.3 Cultural leaders 6.4 LGUs

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Comply with safety and health regulations               <ul style="list-style-type: none"> <li>1.1.1 Applied community procedures on safety and health</li> <li>1.1.2 Adapted and applied policies and procedures</li> <li>1.1.3 Addressed emergencies</li> <li>1.1.4 Set-up and secured work areas</li> </ul> </li> <li>1.2 Maintain work area               <ul style="list-style-type: none"> <li>1.2.1 Checked attributes of conducive working areas</li> <li>1.2.2 Identified and reported repairs</li> <li>1.2.3 Stored and disposed waste</li> <li>1.2.4 Applied safety practices</li> </ul> </li> <li>1.3 Check and maintain tools, equipment and resources               <ul style="list-style-type: none"> <li>1.3.1 Stored tools, equipment and materials</li> <li>1.3.2 Checked tools, and equipment for maintenance</li> <li>1.3.3 Monitored and maintained resources</li> <li>1.3.4 Referred tools and equipment for repair</li> <li>1.3.5 Applied safety practices</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2. Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Oral questioning</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

**UNIT OF COMPETENCY : PROVIDE AND MAINTAIN EFFECTIVE CUSTOMER SERVICE**

**UNIT CODE : CRVXXX**

**UNIT DESCRIPTOR :** This unit of competency deals with the knowledge, skills and attitudes to maintain a good business image, respond to customer needs and strengthen relations with customers. The unit focuses on personal presentations and providing effective client service.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Maintain a good business image	1.1 <b>Personal presence</b> is maintained according to <b>employer standards</b> . 1.2 <b>Interpersonal skills</b> are used to identify customer needs following workplace standards. 1.3 Work area is kept tidy and uncluttered according to workplace procedure. 1.4 Equipment and other resources are stored and organized according to workplace procedures. 1.5 Product orientation is conducted according to industry practices.	1.1 Communication 1.1.1 Interactive communication with others 1.1.2 Interpersonal skills/ social graces with sincerity 1.1.3 Personal presence 1.2 Safety Practices 1.2.1 Safe work practices 1.2.2 Personal hygiene 1.3 Maintain teamwork and cooperation 1.4 5S of Good housekeeping 1.5 Time management 1.6 IKSP 1.7 OSHS 1.8 5Rs 1.9 Product orientation 1.9.1 Heritage values 1.10 Attitude 1.10.1 Attentive, patient and cordial 1.10.2 Honest 1.10.3 Punctual	1.1 Communication skills 1.2 Maintaining personal presence 1.3 Using interpersonal skills 1.4 Tidying and uncluttering work area 1.5 Organizing equipment and other resources 1.6 Applying 5S of Good Housekeeping 1.7 Applying 5Rs 1.8 Conducting product orientation
2. Respond to customer needs	2.1 <b>Customer needs</b> are identified according to industry procedures. 2.2 Prototype is	2.1 Feedback mechanisms 2.2 Customer needs 2.3 Customer specifications 2.4 Preparation of prototype 2.5 Procedure in	2.1 Communication skills 2.2 Identifying customer needs 2.3 Preparing prototype 2.4 Addressing changes to customer needs



ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>prepared according to <b>customer</b> specifications.</p> <p>2.3 Changes to <b>customer needs</b> are addressed according to workplace procedure.</p> <p>2.4 <b>Feedback mechanisms</b> are used to meet customer needs following industry procedure.</p>	<p>addressing customer needs</p> <p>2.6 Attitude</p> <p>2.6.1 Attentiveness</p> <p>2.6.2 Patience</p> <p>2.6.3 Cordiality</p>	<p>2.5 Using feedback mechanisms</p> <p>2.6 Applying IKSP</p>
3. Strengthen relations with customer	<p>3.1 <b>Customer expectations</b> are met according to industry procedure.</p> <p>3.2 Repeat orders are secured based on industry procedure.</p> <p>3.3 Written contract is prepared based on agreements.</p>	<p>3.1 Customer expectations</p> <p>3.2 Customer satisfaction</p> <p>3.3 Establishing good rapport with customer</p> <p>3.4 Preparation of written contract</p> <p>3.5 Quality Control</p> <p>3.6 Procedure of repeat orders</p> <p>3.8 Attitude:</p> <p>3.8.1 Attentiveness</p> <p>3.8.2 Patience</p> <p>3.8.3 Cordiality</p> <p>3.8.4 Honesty</p>	<p>3.1 Communication skills</p> <p>3.2 Meeting customer expectations</p> <p>3.3 Maintaining customer satisfaction</p> <p>3.4 Preparing written contract</p> <p>3.5 Securing repeat orders</p> <p>3.6 Negotiation skills</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming 1.6 traditional attire
2. Employer standards	May include: 2.1 Organizational Policy and Procedures 2.2 Common and accepted practices in the industry
3. Interpersonal skills	May include: 3.1 Interactive communication 3.2 Public relation 3.3 Good working attitude 3.4 Passion 3.5 Pleasant disposition 3.6 Effective communication skills 3.7 Team player
4. Customer needs	May include: 4.1 Number of orders 4.2 Basic designs 4.3 Quality of product 4.4 Aesthetics 4.5 Delivery time 4.6 Pricing and costing
5. Feedback mechanisms	May include: 5.1 Contact reports 5.2 Focus Group Discussion 5.3 Punch List 5.4 Face-to-face 5.5 Suggestion box 5.6 Survey

## EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Maintain a good business image. <ul style="list-style-type: none"> <li>1.1.1 Maintained personal presence is according to employer standards.</li> <li>1.1.2 Used interpersonal skills</li> <li>1.1.3 Kept work area tidy and unclutter</li> <li>1.1.4 Organized equipment and other resources</li> </ul> </li> <li>1.2 Determine customer needs. <ul style="list-style-type: none"> <li>1.2.1 Identified customer needs</li> <li>1.2.2 Prepared prototype</li> <li>1.2.3 Addressed changes to customer needs</li> <li>1.2.4 Used feedback mechanisms</li> </ul> </li> <li>1.3 Strengthen relations with customer. <ul style="list-style-type: none"> <li>1.3.1 Met customer expectations</li> <li>1.3.2 Maintained customer satisfaction</li> <li>1.3.3 Prepared written contract</li> </ul> </li> </ul>
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> <li>3.3 Portfolio with interview</li> </ul>
4. Context for Assessment	<ul style="list-style-type: none"> <li>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</li> </ul>

**UNIT OF COMPETENCY** : **PERFORM MENSURATION AND CALCULATION**

**UNIT CODE** : **CRVXXX**

**UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes to prepare for mensuration and calculation, carry out mensuration and calculation and maintain measuring instruments. The unit includes identifying, caring, handling and using of measuring instrument.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms</i> are elaborated in the Range of Variables	<b>REQUIRED KNOWLEDGE</b>	<b>REQUIRED SKILLS</b>
1. Prepare for mensuration and calculation	1.1 Component to be measured is identified according <b>work requirements</b> . 1.2 Product specifications are obtained from <b>relevant sources</b> . 1.3 <b>Measuring instrument</b> is selected according to job requirements.	1.1 Product components 1.2 Relevant sources of specifications 1.3 Types and functions of measuring instrument 1.4 Awareness on ethno-mathematics measuring instrument 1.5 Work requirements 1.6 Product specifications 1.17 Attitude: 1.17.1 Attention to details 1.17.2 Patience	1.1 Identifying components to be measured 1.2 Obtaining product specification 1.3 Identifying relevant sources of specification 1.5 Identifying and selecting measuring instrument 1.6 Identifying work requirements
2. Carry out mensuration and calculation	2.1 Mensuration is performed accordance with the work requirements. 2.2 Ethno-measurement is converted according to International System (SI) unit. 2.3 <b>Calculations</b> needed to complete work tasks are performed using the four fundamental mathematical operation. 2.4 Counter-checking is performed based on	2.1 Ethno-measurement 2.2 Conversion of measurement 2.3 Basic International System (SI) unit 2.4 Ratio and proportion 2.5 Fractions, percentages, mixed numbers 2.6 Arithmetic operation 2.7 Documentation of calculation 2.8 Calculation counter-checking 2.9 Attitude: 2.9.1 Patience 2.9.2 Attention to details	2.1 Obtaining measurements 2.2 Converting ethno-measurement and International System (SI) unit 2.3 Performing calculation 2.4 Documenting calculation 2.5 Performing counter-checking

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>the result of the computation.</p> <p>2.5 <b>Calculations</b> are documented following workplace procedure.</p>	<p>2.9.3 Resourcefulness</p> <p>2.9.4 Honesty</p>	
3. Maintain measuring instruments	<p>3.1 Measuring instruments are cleaned and stored following 5S of good housekeeping.</p> <p>3.2 Measuring instruments are checked for serviceability.</p> <p>3.3 Defective and damaged measuring instruments are reported and addressed.</p> <p>3.4 Wastes are disposed following proper waste management.</p> <p>3.5 Safety practices are applied</p>	<p>3.1 Measuring instruments</p> <p>3.2 Maintenance of measuring instruments</p> <p>3.2.1 Cleaning</p> <p>3.2.2 Storing</p> <p>3.2.3 Checking/ inspection of serviceability</p> <p>3.3 5S of Good Housekeeping</p> <p>3.4 Accomplishment of checklist</p> <p>3.5 Waste management</p> <p>3.6 Reporting procedure</p> <p>3.7 OSHS</p> <p>3.9 Attitude:</p> <p>3.9.1 Patience</p> <p>3.9.2 Attention to Details</p> <p>3.9.3 Resourcefulness</p>	<p>3.1 Cleaning and storing measuring instruments</p> <p>3.2 Applying 5S of good housekeeping</p> <p>3.3 Disposing wastes</p> <p>3.4 Reporting and addressing defective and damaged measuring instruments</p> <p>3.5 Applying safety practices</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant sources	May include: 1.1 Customer 1.2 Basic design 1.3 Cultural masters
2. Measuring instrument	May include: 2.1 Tape measure 2.2 Ruler 2.3 Meter stick 2.4 Weighing scale 2.5 Measuring spoons and cups 2.6 Tape roll
3. Calculation	May include: 3.1 Volume 3.2 Area 3.3 Length 3.4 Thickness 3.5 Width 3.6 Taper 3.7 Diameter 3.8 Height 3.9 Weight
4. Work requirements	May include: 4.1 Beadworks 4.2 Handloom Weaving 4.3 Embroidery 4.4 Pottery 4.5 Paper mache 4.6 Basket weaving 4.7 Mat weaving 4.8 Wood carving

## EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Select measuring instruments.               <ul style="list-style-type: none"> <li>1.1.1 Identified component to be measured</li> <li>1.1.2 Obtained correct specifications</li> <li>1.1.3 Selected measuring instrument</li> </ul> </li> <li>1.2 Carry out measurements and calculation.               <ul style="list-style-type: none"> <li>1.2.1 Performed mensuration</li> <li>1.2.2 Converted ethno-measurement according to international system (SI) unit</li> <li>1.2.3 Performed calculation needed to complete work tasks</li> <li>1.2.4 Performed counter-checking</li> <li>1.2.5 Documented calculations</li> </ul> </li> <li>1.3 Maintain measuring instruments.               <ul style="list-style-type: none"> <li>1.3.1 Cleaned and stored measuring instruments</li> <li>1.3.2 Reported and addressed defective and damaged measuring instruments</li> <li>1.3.3 Disposed wastes</li> <li>1.3.4 Applied safety practices</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Demonstration/ observation with oral questioning</li> <li>3.2 Written exam</li> </ul>
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

## CORE COMPETENCY

**UNIT OF COMPETENCY** : **PERFORM PREPARATORY ACTIVITIES FOR BASKET WEAVING**

**UNIT CODE** : **CRVXXXXX**

**UNIT DESCRIPTOR** : The unit deals with the knowledge, skills and attitudes required to prepare, clean and maintain harvesting and weaving tools, and workplace. It also includes sourcing out, documenting, and preparing the raw materials.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Prepare tools and workplace	1.1 <b><i>Harvesting and weaving tools</i></b> are prepared following established practices. 1.2 <b><i>Safety and protective gadgets</i></b> are prepared according to OSHS. 1.3 Workplace is prepared compliant with OSHS and 5S of Good Housekeeping principles. 1.4 Harvesting and weaving tools are <b><i>cleaned and maintained</i></b> following the principles of 5S of Good Housekeeping. 1.5 Tools are checked for defects following workplace procedures. 1.6 Minor repair and maintenance are performed according to industry procedure 1.7 Safety practices are applied following OSHS	1.1 Different types of harvesting and weaving tools 1.2 Defects and minor repair of tools 1.3 OSHS 1.4 Description of safety and protective gadgets and their uses 1.5 5S of Good Housekeeping 1.6 Procedures in handling and using tools 1.7 Procedures of cleaning and maintaining workplace 1.8 Procedures of cleaning and maintaining of tools 1.9 Indigenous Knowledge Systems and Practices (IKSP) 1.10 Attitude: 1.10.1 Resourcefulness 1.10.2 Self-preparation 1.10.3 Safety conscious 1.10.4 Time conscious 1.10.5 Respect for tradition	1.1 Handling of harvesting and weaving tools 1.2 Cleaning and maintaining of harvesting and weaving tools 1.3 Using of tools 1.4 Checking defective tools 1.5 Sharpening skills 1.6 Using protective gadgets 1.7 Following OSHS procedures 1.8 Following 5S of Good Housekeeping procedures 1.9 Cleaning the workplace 1.10 Maintaining the workplace 1.11 Organizing the workplace for efficient process flow 1.12 Cleaning the tools 1.13 Maintaining the tools 1.14 Conducting minor repairs



ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
2. Source raw materials	2.1 Quantity of <b>raw materials</b> to be gathered is computed based on <b>product specifications</b> 2.2 Raw materials are harvested based on <b>sustainable harvesting practices</b> . 2.3 Raw materials are gathered following prescribed <b>criteria on harvestable materials</b> . 2.4 Raw materials are procured from reliable suppliers based on <b>quality requirements</b> 2.5 Harvested raw materials are <b>recorded</b> following industry practices. 2.6 Safety practices are observed following OSHS.	2.1 Indigenous Knowledge Systems and Practices (IKSP) 2.2 Product specifications 2.3 Basic forest navigation and survival skills 2.4 National Greening Program (NGP) 2.4.1 Ancestral Domains 2.5 Different types of raw materials 2.6 Basic mathematical computations 2.7 Criteria for choosing raw materials 2.8 Basic Ecology 2.9 Kinds of endangered flora and fauna and their profile 2.10 Best practices in sustainable harvesting 2.11 Criteria for harvestable materials 2.12 Environmental laws and permit for harvesting 2.13 Negotiation procedures 2.14 Documentation procedures (Participatory Resource Monitoring) 2.15 OSHS 2.16 Attitude: 2.16.1 Patience 2.16.2 Resourcefulness 2.16.3 Attention to details	2.1 Identifying various raw materials and their profiles 2.2 Computing the quantity of raw materials versus quantity of products to be made 2.3 Sustainable Harvesting skills 2.4 Applying forest navigating and survival skills 2.5 Identifying indicators of mature and harvestable raw materials 2.6 Procuring raw materials 2.7 Negotiation skills 2.8 Communication skills 2.9 Identifying indicators of quality raw materials 2.10 Documentation skills 2.11 Accomplishing forms 2.12 Following instructions 2.13 Applying safety practices
3. Prepare raw materials	3.1 Harvested raw materials are segregated and classified according to product specifications 3.2 Raw materials are <b>processed</b> and	3.1 Basic math computations 3.2 Procedures in computing and measuring raw materials 3.3 Procedures in segregating and	3.1 Shaving of raw materials 3.2 Measuring of raw materials 3.3 Stripping of raw materials 3.4 Classifying and organizing raw

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
	<p>organized according to established procedures.</p> <p>3.3 Safety practices are observed following OSHS.</p>	<p>classifying raw materials</p> <p>3.4 Procedures in processing and organizing raw materials</p> <p>3.5 Mensuration</p> <p>3.6 Indigenous Knowledge Systems and Practices (IKSP)</p> <p>3.8 OSHS</p> <p>3.9 Treatment of raw materials</p> <p>3.10 Handling of chemicals</p> <p>3.11 Chemical properties</p> <p>3.12 Attitude:</p> <p>3.13 Patience</p> <p>3.14 Keen to details</p> <p>3.15 Attention to details</p> <p>3.16 Safety conscious</p>	<p>materials</p> <p>3.5 Applying safety practices</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Harvesting and weaving tools	Harvesting and weaving tools include but not limited to: <b>Harvesting:</b> 1.1 Bolo 1.2 Sharpening stone 1.3 Hack saw 1.4 File tools 1.5 Hand saw <b>Weaving:</b> 1.1 Ice pick 1.2 Tape measure 1.3 Scissor 1.4 Knife 1.5 Ruler 1.6 Steel tape 1.7 Nipper
2. Safety and protective gadgets	Safety and protective gadgets include: 2.1 Hat or bonnet 2.2 Rubber boots 2.3 Industrial gloves 2.4 Long sleeved top and long pants 2.5 Face mask 2.6 Goggles 2.7 Canvass cloth (in replacement of thimble)
3. Cleaning and maintaining harvesting and weaving tools	Cleaning and maintaining of harvesting and weaving tools may include: 3.1 Wiping 3.2 Drying 3.3 Sharpening 3.4 Safekeeping
4. Raw Materials	Raw Materials include: <i>(Note: Basket output is 8"x10", 1 output/trainee)</i> 4.1 Bamboo (pole) 4.2 Leaf material 4.3 Wild vines 4.4 Bush/shrub (use for base of basket)
5. Product specifications	Product specifications may include: 5.1 Type and use of basket 5.2 Size of basket 5.3 Quantity of-basket to be produced
6. Sustainable harvesting practices	Sustainable harvesting practices may include: 6.1 No cutting of dipterocarp trees 6.2 Avoid killing /hunting and harvesting of endangered flora and fauna 6.3 No over harvesting 6.4 Observance proper practices of harvesting for raw materials
7. Criteria for harvestable raw materials	Criteria for harvestable raw materials include: 7.1 Free from stains, scratches, cuts, holes and other damage 7.2 No pest infestation inside and outside of the plant part used in production

<b>VARIABLE</b>	<b>RANGE</b>
	7.3 No defective parts and deformities 7.4 No bites from wild animals in plant parts to be gathered 7.5 Of optimum age: 7.5.1 Color of body and leaves of body parts are dark green 7.5.2 Pliability 7.5.3 Sound created when tapped is loud 7.5.4 Please note that the criteria for optimum age for each raw material vary per community
8. Quality requirements of raw materials	Quality requirements of raw materials include but not limited to: 8.1 Size of rattan splits and poles 8.2 Maturity 8.2.1 Physical appearance 8.2.2 Absence of defects and pests 8.2.3 Shape 8.2.4 Size 8.2.5 Skin texture 8.2.6 Color 8.3 Quantity 8.4 Durability
9. Harvest record	Harvest records include: 9.1 Date of harvest 9.2 Volume of harvest 9.3 Location 9.4 Time of harvest 9.5 Harvester's name
10. Processing of raw materials	Processing of raw materials may include: 10.1 Shaving 10.2 Cleaning 10.3 Measuring 10.4 Stripping 10.5 Slicing 10.6 Treatment 10.6.1 Sun drying 10.6.2 Smoking 10.6.3 Boiling 10.6.4 Dyeing 10.6.5 Chemical application

## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> <li>1. Prepare tools and workplace               <ol style="list-style-type: none"> <li>1.1 Prepared harvesting and weaving tools baskets</li> <li>1.2 Applied safety practices</li> </ol> </li> <li>2. Sourced raw materials               <ol style="list-style-type: none"> <li>2.1 Computed quantity raw materials to be gathered</li> <li>2.2 Harvested of raw materials</li> <li>2.3 Gathered raw materials following prescribed criteria on harvestable materials.</li> <li>2.4 Procured raw materials</li> <li>2.5 Conducted documentation of raw materials</li> <li>2.6 Applied safety practices</li> </ol> </li> <li>3. Prepare raw materials               <ol style="list-style-type: none"> <li>3.1 Segregated harvested raw materials</li> <li>3.2 Processed and organized raw materials</li> <li>3.3 Observed safety practices</li> </ol> </li> </ol>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ol>
<p>3. Method of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ol style="list-style-type: none"> <li>3.1 Written test</li> <li>3.2 Demonstration/Direct observation with Oral questioning</li> </ol>
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

**UNIT OF COMPETENCY** : **WEAVE BASKET**

**UNIT CODE** : **CRVXXXXX**

**UNIT DESCRIPTOR** : The unit deals with the knowledge, skills and attitudes required to weave basket, attach basket accessories, label basket, pack and store finished products, perform inventory, and prepare and maintain storage facility.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
1. Perform weaving	1.1 Base is woven based on selected <b>product specifications</b> 1.2 Body of the basket is woven based on selected product specifications 1.3 <b>Basket accessories</b> are added based on selected product specifications 1.4 Prototype is prepared following product specifications 1.5 <b>Safety and protective gadgets</b> are worn in weaving following OSHS.	1.1 Procedures of Prototyping 1.2 Product specifications 1.3 Procedures in weaving 1.4 Proper use of weaving tools 1.5 Procedures in wearing and using safety and protective gadgets 1.6 Indigenous Knowledge System and Practices (IKSP) 1.7 Basket accessories 1.8 OSHS 1.9 Attitude: 1.9.1 Patience 1.9.2 Eagerness 1.9.3 With initiative 1.9.4 Detail oriented 1.9.5 Creative	1.1 Weaving skills 1.2 Using and handling weaving tools 1.3 Organizing skills 1.4 Using safety and protective gadgets 1.5 Applying safety practices 1.6 Communication skills 1.7 Preparing prototype
2. Perform finishing activities	2.1 <b>Edging</b> is performed following the standard steps in basic basket production. 2.2 Weaving gaps are eliminated following the standard steps in basic basket production. 2.3 <b>Treatment</b> and curing of baskets is conducted following the standard steps in basic basket production.	2.1 Basic computation 2.2 Coating techniques 2.3 Treatment/curing techniques 2.4 Procedures in coat application 2.5 Procedures of treatment/curing techniques 2.6 Procedures in handling chemicals used in coating and curing 2.7 OSHS 2.8 Waste management	2.1 Applying varnish and other coating techniques 2.2 Applying treatment 2.3 Applying safety practices 2.4 Applying waste management 2.5 Performing edging 2.6 Eliminating weaving gaps 2.7 Mensuration skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	2.5 Safety and protective gadgets are worn in weaving following OSHS.	2.9 Elimination of weaving gaps 2.10 Mensuration 2.11 Edging procedures 2.12 Attitude: 2.12.1 Patience 2.12.2 Keen to details 2.12.3 Safety conscious	
3. Perform post-production activities	3.1 Storage facility is <b>prepared and maintained</b> following the principles of OSHS, 5S of Good Housekeeping. 3.2 Finished products are packed and stored according to product and buyers' requirements. 3.3 <b>Labels</b> are attached to each basket following established market requirements. 3.4 Proper disposal of wastes is conducted in compliance with environmental management standards. 3.5 Inventory of products is kept and maintained based on industry procedure. 3.6 Safety practices are applied following OSHS.	3.1 Indigenous Knowledge System and Practices (IKSP) 3.2 Storage facility preparation and maintenance procedures 3.3 Record keeping 3.4 Geographical Indicator 3.5 Labeling procedure 3.6 5S of Good Housekeeping 3.7 Inventory management 3.8 Mensuration 3.9 Procedures in organizing and storing products 3.10 Documentation Procedures 3.11 OSHS 3.12 Waste Management 3.12.1 5Rs 3.13 Attitude: 3.13.1 Meticulous 3.13.2 Attention to details Flexible	3.1 Organizing skills 3.2 Record keeping 3.3 Inventory management skills 3.4 Packing skills 3.5 Proper labeling skills 3.6 Applying safety practices 3.7 Communication skills 3.8 Applying waste management

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Product specifications	Product specifications may include: 1.1 Type and use of basket 1.2 Size of basket 1.3 Type of materials used 1.4 Color 1.5 Shape
2. Basket accessories	Basket accessories may include: 2.1 Rim 2.2 Cover 2.3 Handle
3. Safety and protective safety gadgets	Protective and safety gadgets include: 3.1 Hand gloves 3.2 Face mask 3.3 Eye goggles
3. Edging	Edging may include: 4.1 Cutting excess strips 4.2 Folding, locking and inserting excess strips
5. Treatment of baskets	Treatment of baskets may include: 4.1 Traditional 4.1.1 Air drying 4.1.2 Smoking 4.1.3 Soaking in salted water 4.1.4 Sun drying 4.1.5 Boiling 4.2 Modern 4.2.1 Coating using varnish or wood stain 4.2.2 Painting
6. Preparation and maintenance of storage facility	Preparation and maintenance of storage facility may include: 6.1 Storage is free from insects and other pests that may damage the products 6.2 Storage is free from moisture to protect the products from molds and deterioration 6.3 Storage is free from clutter and solid wastes 6.4 Storage area should be properly ventilated
7. Labels	Labels may include: 7.1 Product name 7.2 Information about the weaver 7.3 Raw materials 7.4 Production date 7.5 Product story (e.g. traditional use) 7.6 Geographical indicator (GI)



## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Performed weaving               <ul style="list-style-type: none"> <li>1.1.1 Woven base</li> <li>1.1.2 Woven body of the basket</li> <li>1.1.3 Worn safety and protective gadgets</li> <li>1.1.4 Perform prototyping</li> </ul> </li> <li>1.2 Performed finishing activities               <ul style="list-style-type: none"> <li>1.2.1 Performed edging</li> <li>1.2.2 Eliminated weaving gaps</li> <li>1.2.3 Conducted treatment and curing of baskets</li> </ul> </li> <li>1.3 Performed post-production activities               <ul style="list-style-type: none"> <li>1.3.1 Prepared and maintained storage facility</li> <li>1.3.2 Packed and stored finished products</li> <li>1.3.3 Attached labels</li> <li>1.3.4 Conducted proper disposal of wastes</li> <li>1.3.5 Kept and maintained inventory of products</li> <li>1.3.6 Worn safety and protective gadgets</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Written test</li> <li>3.2 Demonstration/Direct observation with Oral questioning</li> <li>3.3 Portfolio with interview</li> <li>3.4 Project based</li> </ul>
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

**UNIT OF COMPETENCY : CONDUCT QUALITY CONTROL ACTIVITIES**

**UNIT CODE : CRVXXXXX**

**UNIT DESCRIPTOR :** The unit deals with the knowledge, skills and attitudes required to inspect products, perform remedial actions on defective products, re-inspect products, and document products.

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
1. Conduct quality checking	1.1 Products are checked following <b>inspection methods</b> . 1.2 Product sizes and dimensions are checked using <b>standard measuring tools</b> . 1.3 Fittings knots and ties are checked following <b>quality requirements criteria</b> 1.4 Base and vertical stands are checked following quality requirements criteria 1.5 Presence of spaces between strips are checked for proper spacing 1.6 <b>Indicators of treatment</b> are inspected following industry criteria 1.7 Inspection report is prepared and reported following industry procedure 1.8 Safety practices are applied following OSHS	1.1 Indigenous Knowledge System and Practices (IKSP) 1.2 Checking procedures 1.3 Inspection methods 1.4 Ethno-mathematics 1.5 Conversion to international metric system 1.6 Quality requirements criteria 1.7 Reporting procedures 1.8 Use of measuring tools 1.9 Procedure in preparing inspection report 1.10 Indicators for treatment 1.11 Product durability 1.11 Attitude: 1.12.1 Attention to details 1.12.2 Patience 1.12.3 Keen to details	1.1 Quality checking skills 1.2 Monitoring skills 1.3 Communication skills 1.4 Mensuration skills 1.5 Reporting skills 1.6 Applying OSHS inspecting indicators of treatment
2. Apply remedial actions	2.1 Materials to be used is obtained based on remedial requirements 2.2 <b>Remedial actions</b>	2.1 Materials requirement for remedial action 2.2 Types of remedial actions	2.1 Obtaining materials to be used 2.2 Carrying out remedial actions

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Italicized terms are elaborated in the Range Statement</i>	<b>REQUIRED KNOWLEDGE AND ATTITUDE</b>	<b>REQUIRED SKILL</b>
	<p>are carried out following findings of the evaluation</p> <p>2.3 Record keeping is done following industry standards</p> <p>2.4 Counter checking of repaired products is conducted based on the agreed product design</p> <p>2.5 Safety measures are applied following OSHS</p>	<p>2.3 Record Keeping</p> <p>2.4 Counter checking</p> <p>2.5 OSHS</p> <p>2.6 Attitude:</p> <p>2.6.1 Innovative</p> <p>2.6.2 Creative</p> <p>2.6.3 Patient</p>	<p>2.3 Keeping records</p> <p>2.4 Conducting counter checking</p> <p>2.5 Practicing OSHS</p> <p>2.6 communication skills</p>
3. Perform end-product quality control	<p>3.1 Documents are checked for completeness and in compliance with established enterprise practices</p> <p>3.2 End-products are segregated according to classification.</p> <p>3.3 Re-inspection of end-products is carried-out following industry practices.</p> <p>3.4 Safety practices are applied following OSHS.</p>	<p>3.1 Documents related to products from raw materials to end-products</p> <p>3.2 Segregation of end-products</p> <p>3.3 Re-inspection procedure</p> <p>3.4 Classification of end- products based on quality, sizes and prices</p> <p>3.5 Legal and extra-legal tools on safeguarding and protection of IKSP</p> <p>3.6 Attitude</p> <p>3.6.1 Innovative</p> <p>3.6.2 Creative</p> <p>3.6.3 Patient</p> <p>3.6.4 Attention to details</p>	<p>3.1 Checking of documents</p> <p>3.2 Segregating end-products</p> <p>3.3 Classifying end-products Re-inspecting end-products</p> <p>3.4 Applying safety practices</p>

## RANGE OF VARIABLES

VARIABLE	RANGE
1. Inspection methods	Inspection methods may include but not limited to: 1.1 Visual 1.2 Touch
2. Standard Measuring tools	Standard Measuring tools may include: 2.1 Steel tape 2.2 Tape measure 2.3 Ruler
3. Quality requirements criteria	Quality requirements criteria may include: 3.1 Tightness 3.2 Alignment 3.3 Spacing and placement of knots and tie 3.4 Knots and tie procedure 3.5 Stability of base 3.6 Proper spacing of strips
4. Indicators of treatment	Indicator of treatment may include: 4.1 Change of color 4.2 Texture of surfaces
5. Remedial actions	Remedial actions may include: 5.1 Repair product 5.1.1 Adjustment of weave gaps 5.1.2 Tightening of knots and twines 5.1.3 Cutting of excess and protruding strips 5.1.4 Replacement of base and stand 5.2 Sell product in low price (sale)

## EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Conducted quality checking               <ul style="list-style-type: none"> <li>1.1.1 Checked products</li> <li>1.1.2 Checked product sizes and dimensions</li> <li>1.1.3 Checked fittings knots and ties</li> <li>1.1.4 Checked base and vertical stands</li> <li>1.1.5 Checked presence of spaces between strips</li> <li>1.1.6 Applied safety practices</li> </ul> </li> <li>1.2 Apply remedial actions               <ul style="list-style-type: none"> <li>1.2.1 Obtained materials to be used</li> <li>1.2.2 Carried out remedial actions</li> <li>1.2.3 Conducted counter checking of repaired products</li> <li>1.2.4 Applied safety measures</li> </ul> </li> <li>1.3 Performed end-product quality control               <ul style="list-style-type: none"> <li>1.3.1 Checked documents</li> <li>1.3.2 Segregated end-products</li> <li>1.3.3 Carried-out re-inspection of end-products</li> <li>1.3.4 Applied safety practices</li> </ul> </li> </ul>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>2.1 Actual and simulated workplace</li> <li>2.2 Materials, supplies, tools, and equipment needed to perform the required task</li> <li>2.3 References and manuals</li> <li>2.4 PPEs</li> <li>2.5 First aid kit</li> </ul>
<p>3. Method of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Written test</li> <li>3.2 Demonstration/Direct observation with Oral questioning</li> </ul>
<p>4. Context of Assessment</p>	<ul style="list-style-type: none"> <li>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center</li> </ul>

## SECTION 3 TRAINING ARRANGEMENTS

### TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into this course should possess the following requirements:

- Able to read and write;
- Able to communicate, verbal or non-verbal; and
- Basic skills in computation and mensuration

### TRAINER'S QUALIFICATIONS FOR CREATIVE SECTOR

Trainers who will deliver the training on **BASKET WEAVING LEVEL II** should have the following:

1. Must be TESDA recognized Cultural Master as endorsed by NCCA

**OR**

2. Must have the following:

- Any individual trained and certified by TESDA recognized Cultural Master;
- Holder of certificate on any trainers training and;
- Must have at least two (2) years industry experience\* within the last ten (10) years on any areas relevant to basket weaving

*\*Note: Consider iWER guidelines (apprenticeship) in converting training/seminar to industry experiences*

### LIST OF TOOLS, EQUIPMENT AND MATERIALS

#### BASKET WEAVING LEVEL II

Recommended list of tools, equipment and materials for the training of 25 trainees for **BASKET WEAVING LEVEL II**

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY.			QTY.
6 pcs	Bolo	2 units	Blue torch	<b>Any of the following raw materials:</b>	
6 pcs	Sharpening stone			5 pcs/basket (Boho variety)	Bamboo (pole)

6 pcs	Hack saw			10 bundles/basket	Leaf material
6 pcs	File tool			10m/basket	Wild vines
6 pcs	Hand saw			1 pc(5x2")/basket	Bush/shrub (use for base of basket)
26pcs	Knife			<b>Processed raw materials</b>	
6 pcs	Nipper			Based on 5 poles	Bamboo strips
13 pcs	Ruler			Based on 10 bundles	Leaf materials
13 pcs	Tape measure			10m	Wild vines
6 pcs	Steel tape			Size may vary on identified product specifications	Bush/shrub (use for base of basket)
6 pcs	Stripping blade			2 pcs	Vat
26 pcs	Ice pick (fabricated)			2 pcs	Basin
13 pcs	Scissor			2 sets	kalan
				26 pcs	Rags
				6 pcs	Paint brush, (2")
				3 bots.	Thinner, (350ml)
				2 pcs	Vat
				2 pcs	Basin
				2 sets	kalan
				25 pcs	Specialty paper
				3 pcs	Marker
				1 roll	Twine, (1" thick)
				3 pcs	Broom stick
				3 pcs	Dust pan
				3 pcs	Dust bin
				3 pcs	Soft broom
				5pcs	Record book, 50pp
				25pcs	Ball pen
				5sets	Finished products
				5sets	Defective baskets
				<b>PPEs</b>	
				26 pcs	Gloves
				26 pcs	Face mask
				26 pcs	Goggles
				26 pcs	Hat or bonnet
				26 pcs	Rubber boots
				26 pcs	Long sleeved top and long pants
				1 pc (1mx60)	Canvass cloth (in replacement of thimble)

## ACKNOWLEDGEMENTS

The Technical Education and Skills Development Authority (TESDA) would like to acknowledge the commitment and contribution of the various industry stakeholders in the development of this Competency Standards.

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- TESDA-Region XI
- TESDA-Davao City/Del Sur
- TESDA-Region VI
- TESDA-Iloilo

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#### **The MANAGEMENT and STAFF of the TESDA Secretariat**

- **Qualifications and Standards Office (QSO)**

#### **TESDA – QSO Technical Facilitators**

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