COMPETENCY STANDARDS

WOOD CARVING LEVEL II

CREATIVE SECTOR

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

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Section 1   WOOD CARVING LEVEL II QUALIFICATION

The **WOOD CARVING LEVEL II** Qualification consists of competencies that a person must achieve to produce wood carved products. It consists of preparing materials,tools and equipment for wood carving, producing, photo-documenting, promoting and marketing wood carved products. The products specifically focus on wood carved elements for furniture with utilitarian functions, interior design components for decorative purposes and commercial items may include souvenirs, toys and functional or symbolic object sculptures.

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:

Code	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace
Code	**COMMON COMPETENCIES**
CRVXXXXX	Develop and update industry knowledge
CRVXXXXX	Develop creative and artistic skills and cultural awareness
CRVXXXXX	Observe procedures, specifications and manuals of instructions
CRVXXXXX	Operate equipment
CRVXXXXX	Manage own performance
CRVXXXXX	Maintain a safe, clean and efficient work environment
CRVXXXXX	Provide and maintain effective client relations
CRVXXXXX	Observe quality system
Code	**CORE COMPETENCIES**
CRVXXXXX	Prepare materials,tools and equipment for wood carving
CRVXXXXX	Produce wood carving products
CRVXXXXX	Promote and market wood products

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

- **Wood Carving Supplier**
- **Wood Carver**
- **Wood Product Trade and Exhibit Organizer**

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 **WOOD CARVING LEVEL II.**

BASIC COMPETENCIES

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

UNIT CODE **:** **400311210**

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 *Italicized* terms 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 *appropriate sources* 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate *medium* 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 *storage* of information are used	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	1.7 Personal interaction is carried out clearly and concisely		response to workplace requirements 1.8 Basic business writing skills 1.9 Interpersonal skills in the workplace 1.10 Active-listening skills
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written instruction are followed based on established procedures 2.3 Feedback is given to workplace supervisor based instructions/ information received 2.4 *Workplace interactions* are conducted in a courteous manner 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from *appropriate sources* 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ Workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work-related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Basic questioning/querying 2.9 Skills in reading for information 2.10 Skills in locating

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
3. Complete relevant work related documents	3.1 Range of **forms** relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Errors in recording information on forms/ documents are identified and acted upon 3.4 Reporting requirements to supervisor are completed according to organizational guidelines	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	3.1 Completing work-related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLES	RANGE
1. Appropriate sources	May include: 1.1. Team members 1.2. Supervisor/Department Head 1.3. Suppliers 1.4. Trade personnel 1.5. Local government 1.6. Industry bodies
2. Medium	May include: 2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information dissemination 2.5. Follow-up or verbal instructions 2.6. Face-to-face communication 2.7. Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1. Manual filing system 3.2. Computer-based filing system
4. Workplace interactions	May include: 4.1. Face-to-face 4.2. Telephone 4.3. Electronic and two-way radio 4.4. Written including electronic means, memos, instruction and forms 4.5. Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1. HR/Personnel forms, telephone message forms, safety reports

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 workplace communication equipment/systems 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting formal or informal communication
2.	Resource Implications	**The following resources should be provided:** 2.1. Fax machine 2.2. Telephone 2.3. Notebook 2.4. Writing materials 2.5. Computer with Internet connection
3.	Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Demonstration with oral questioning 3.2. Interview 3.3. Written test 3.4. Third-party report
4.	Context for Assessment	4.1. Competency may be assessed individually in the actual workplace or through an accredited institution

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

UNIT CODE **:** **400311211**

UNIT DESCRIPTOR **:** This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The ***role and objective of the team*** is identified from available ***sources of information*** 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one's role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified 2.2 Roles and objectives of the team is identified from available ***sources of information*** 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or organization
3. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices. 3.2 Effective and appropriate	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision making	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	contributions made to complement team activities and objectives, based on ***workplace context*** 3.3 Protocols in reporting are observed based on standard company practices. 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives	3.4 Team thinking 3.5 Team roles 3.6 Process of team development 3.7 Workplace context	individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include but not limited to: 1.1. Work activities in a team environment with enterprise or specific sector 1.2. Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	May include but not limited to: 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	May include but not limited to: 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

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Worked in a team to complete workplace activity 1.2 Worked effectively with others 1.3 Conveyed information in written or oral form 1.4 Selected and used appropriate workplace language 1.5 Followed designated work plan for the job
2. Resource Implications	**The following resources should be provided:** 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Role play involving the participation of individual member to the attainment of organizational goal 3.2 Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.3 Socio-drama and socio-metric methods 3.4 Sensitivity techniques 3.5 Written Test
4. Context for Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : **SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS**

UNIT COD : **400311212**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine **problems or procedural problem** areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction
2. Look for solutions to routine problems	2.1 Potential solutions to problem are identified 2.2 Recommendations about possible solutions are developed, **documented**, ranked and presented to *appropriate person* for decision	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures 2.3 Operating systems 2.4 Industry standard diagnostic tools	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures. 2.3 Identifying

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
		2.5 Malfunctions and resolutions. 2.6 Root cause analysis	operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction
3. Recommend solutions to problems	3.1 Implementation of solutions are **planned** 3.2 Evaluation of implemented solutions are planned 3.3 Recommended solutions are documented and submit to appropriate person for confirmation	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include but not limited to: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include but not limited to: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include but not limited to: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include but not limited to: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	2.1. Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY :   DEVELOP CAREER AND LIFE DECISIONS

UNIT CODE   :   400311213

UNIT DESCRIPTOR   :   This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Manage one's emotion	1.1 **Self-management strategies** are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed 1.3 Techniques for effectively handling negative emotions and **unpleasant situation i**n the workplace are examined	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one's emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated 2.2 Progress when seeking and responding to	2.1 Basic SWOT analysis 2.2 Strategies to improve one's attitude in the workplace 2.3 Gibbs' Reflective Cycle/Model (Description, Feelings,	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored 2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted	Evaluation, Analysis, Conclusion, and Action plan)	dislikes; through showing of self-confidence 2.3 Demonstrating self-acceptance and being able to accept challenges
3. Boost self-confidence and develop self-regulation	3.1 Efforts for continuous self-improvement are demonstrated 3.2 Counter-productive tendencies at work are eliminated 3.3 Positive outlook in life are maintained.	3.1 Four components of self-regulation based on Self-Regulation Theory (SRT) 3.2 Personality development concepts 3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	3.1 Performing effective communication skills – reading, writing, conversing skills 3.2 Showing affective skills – flexibility, adaptability, etc. 3.3 Self-assessment for determining one's strengths and weaknesses

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	**May include but not limited to:** 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	**May include but not limited to:** 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1.	Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2.	Resource Implications	**The following resources should be provided:** 2.1. Access to workplace and resource s 2.2. Case studies
3.	Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4.	Context for Assessment	4.1. Competency assessment may occur in workplace or any appropriately simulated environment

| | | UNIT OF COMPETENCY | : | CONTRIBUTE TO WORKPLACE INNOVATION |

UNIT OF COMPETENCY : **CONTRIBUTE TO WORKPLACE INNOVATION**

UNIT CODE : **400311214**

UNIT DESCRIPTOR : This unit covers the knowledge, skills and Attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better.	1.1 ***Opportunities for improvement*** are identified proactively in own area of work. 1.2 ***Information*** are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. Involvement. 1.2 Identifying the positive impacts and the challenges of change and innovation. 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 ***People who could provide input*** to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 ***Critical inquiry method*** is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people.	2.1 Identifying opportunities to improve and to do things better. Involvement. 2.2 Identifying the positive impacts and the challenges of change and innovation. 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small group discussions and meetings.
3. Integrate ideas for change in the workplace	3.1 Critical inquiry method is used to integrate different ideas for change of key people.	3.1 Roles of individuals in suggesting and making improvements.	3.1 Identifying opportunities to improve and to do things better. Involvement.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. 3.3 **Reporting skills** are likewise used to communicate results. 3.4 **Current Issues and concerns** on the systems, processes and procedures, as well as the need for simple innovative practices are identified.	3.2 Positive impacts and challenges in innovation. 3.3 Types of changes and responsibility. 3.4 Seven habits of highly effective people. 3.5 Basic research skills.	3.2 Identifying the positive impacts and the challenges of change and innovation. 3.3 Providing examples of the types of changes that are within and outside own scope of responsibility. 3.4 Communicating ideas for change through small group discussions and meetings. 3.5 Demonstrating skills in analysis and interpretation of data.

RANGE OF VARIABLES

VARIABLES	RANGE
1. Opportunities for improvement	May include: 1.1 Systems. 1.2 Processes. 1.3 Procedures. 1.4 Protocols. 1.5 Codes. 1.6 Practices.
2. Information	May include: 2.1 Workplace communication problems. 2.2 Performance evaluation results. 2.3 Team dynamics issues and concerns. 2.4 Challenges on return of investment 2.5 New tools, processes and procedures. 2.6 New people in the organization.
3. People who could provide input	May include: 3.1 Leaders. 3.2 Managers. 3.3 Specialists. 3.4 Associates. 3.5 Researchers. 3.6 Supervisors. 3.7 Staff. 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry. 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation. 4.2 Discussion. 4.3 Clarification of goals. 4.4 Negotiate towards a Win-Win outcome. 4.5 Agreement. 4.6 Implementation of a course of action. 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking. 4.8 Listening. 4.9 Reducing misunderstandings is a key part of effective negotiation. 4.10 Rapport Building. 4.11 Problem Solving. 4.12 Decision Making. 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

VARIABLES	RANGE
5. Reporting skills	May include: 5.1 Data management. 5.2 Coding. 5.3 Data analysis and interpretation. 5.4 Coherent writing. 5.5 Speaking.

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified opportunities to do things better. 1.2 Discussed and developed ideas with others on how to contribute to workplace innovation. 1.3 Integrated ideas for change in the workplace. 1.4 Analyzed and reported rooms for innovation and learning in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Pens, papers and writing implements. 2.2 Cartolina. 2.3 Manila papers.
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Psychological and behavioral Interviews. 3.2 Performance Evaluation. 3.3 Life Narrative Inquiry. 3.4 Review of portfolios of evidence and third-party workplace reports of on-the-job performance. 3.5 Sensitivity analysis. 3.6 Organizational analysis. 3.7 Standardized assessment of character strengths and virtues applied.
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE   : 400311215

UNIT DESCRIPTOR   : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/ information	1.1 Evidence, facts and information are collected 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	1.1 Organisational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organisational values, ethics and codes of conduct	1.1 Describing organisational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/ procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organisational values, ethics and codes of conduct
2. Assess gathered data/ information	2.1 Validity of data/ information is assessed 2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified 2.4 *Data analysis techniques* and	2.1 Business mathematics and statistics 2.2 Data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	procedures are documented 2.5 Recommendations are made on areas of possible improvement.	conduct of evaluations 2.5 Organisational values, ethics and codes of conduct	2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organisational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations are analysed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analysed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organisational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLES	RANGE
1. Data analysis techniques	May include but not limited to: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied studied data/information These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.
2. Resource Implications	**Specific resources for assessment** 2.1 Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Written Test 3.2 Interview 3.3 Portfolio The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1 In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

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

UNIT CODE   : 400311216

UNIT DESCRIPTOR   : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant *OSH requirements, regulations, policies and procedures* are identified in accordance with workplace policies and procedures 1.2 OSH activity non-conformities are conveyed to *appropriate personnel* 1.3 *OSH preventive and control requirements* are identified in accordance with OSH work policies and procedures	1.1. OSH preventive and control requirements 1.2. Hierarchy of Controls 1.3. Hazard Prevention and Control 1.4. General OSH principles 1.5. Work standards and procedures 1.6. Safe handling procedures of tools, equipment and materials 1.7. Standard emergency plan and procedures in the workplace	1.1. Communication skills 1.2. Interpersonal skills 1.3. Critical thinking skills 1.4. Observation skills
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures 2.2. Required OSH materials, tools and equipment are acquired in accordance with	2.1. Resources necessary to execute hierarchy of controls 2.2. General OSH principles 2.3. Work standards and procedures 2.4. Safe handling procedures of tools, equipment and materials 2.5. Different OSH	2.1. Communication skills 2.2. Estimation skills 2.3. Interpersonal skills 2.4. Critical thinking skills 2.5. Observation skills 2.6. Material, tool and equipment identification

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	workplace policies and procedures 2.3. Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards	control measures	skills
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures 3.2 Work Activities are executed in accordance with OSH work standards 3.3 *Non-compliance work activities* are reported to *appropriate personnel*	3.1. OSH work standards 3.2. Industry related work activities 3.3. General OSH principles 3.4. OSH Violations Non-compliance work activities	3.1 Communication skills 3.3 Interpersonal skills 3.4 Troubleshooting skills 3.5 Critical thinking skills 3.6 Observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 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 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE**

UNIT CODE : **400311217**

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques 1.2 Data are recorded in accordance with workplace protocol 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established ***environmental work procedures***	1.1. Importance of Environmental Literacy 1.2. Environmental Work Procedures 1.3. Waste Minimization 1.4. Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills
3. Convey inefficient and	3.1 Efficiency and effectiveness of	3.1 Appropriate Personnel to	3.1 Written and Oral Communication

ineffective environmental practices	resource utilization are reported to *appropriate personnel* 3.2 Concerns related resource utilization are discussed with appropriate personnel 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel	address the environmental hazards 3.2 Environmental corrective actions	Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

1.	Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Measured required resource utilization in the workplace using appropriate techniques 1.2 Recorded data in accordance with workplace protocol 1.3 Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4 Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5 Report efficiency and effectives of resource utilization to appropriate personnel 1.6 Clarify feedback on information/concerns raised with appropriate personnel
2.	Resource Implications	**The following resources should be provided:** 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
3.	Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
4.	Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : **PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE**

UNIT CODE : **400311218**

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 **Good practices** relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in **resource utilization** are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: 1.3.1 Patience 1.3.2 Honesty 1.3.3 Quality-consciousness 1.3.4 Safety-consciousness 1.3.5 Resourcefulness	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to **appropriate person**. 2.2 Observed quality procedures and practices are communicated to appropriate person 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: 2.3.1 Patience 2.3.2 Honesty 2.3.3 Quality-consciousness 2.3.4 Safety-consciousn	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

		ess 2.3.5 Resourcefulness	
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements. 3.3 Constructive contributions to office operations are made according to enterprise requirements. 3.4 Ability to work within one's allotted time and finances is sustained.	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness 3.4 Workplace productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: 3.6.1 Quality-consciousness 3.6.2 Safety-consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making constructive contributions to office operations 3.4 Sustaining ability to work within allotted time and finances

RANGE OF VARIABLES

VARIABLE	RANGE
1.Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2.Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

3.1 Critical aspects of competency	**Assessment requires evidence that the candidate:** 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.

3.2 Resource Implications	The following resources should be provided:
	2.1 Simulated or actual workplace
	2.2 Tools, materials and supplies needed to demonstrate the required tasks
	2.3 References and manuals
	    2.3.1 Enterprise procedures manuals
	    2.3.2 Company quality policy

3.3 Methods of Assessment	**Competency in this unit should be assessed through:** 3.1 Interview 3.2 Third-party report
4.Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : DEVELOP AND UPDATE INDUSTRY KNOWLEDGE

UNIT CODE   : XXXXXXXXX

UNIT DESCRIPTOR   : This unit of competency deals with the knowledge, skills required to access, increase and update industry knowledge

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Seek information on the industry	1.1 ***Sources of information*** on the industry are correctly identified and accessed 1.2 ***Information to assist effective work performance*** is obtained in line with job requirements 1.3 Specific information on sector of work is accessed and updated 1.4 Industry information is correctly applied to day-to-day work activities	1.1 Overview of quality assurance in the industry 1.2 Role of individual staff members 1.3 Industry information sources	1.1 Ready skills needed to access industry information 1.2 Basic competency skills needed to access the internet
2. Update industry knowledge	2.1 Informal and formal research is used to update general knowledge of the industry 2.2 Updated knowledge is shared with customers and colleagues as appropriate and incorporated into day-to-day working activities	2.1 Role of individual staff members 2.2 Industry information sources	2.1 Time management 2.2 Ready skills needed to access industry information

RANGE OF VARIABLES

VARIABLE	RANGE
1. Information sources	May include: 1.1 Media 1.2 Reference books 1.3 Libraries 1.4 Unions 1.5 Industry associations 1.6 Industry journals 1.7 Internet 1.8 Personal observation and experience

2. Information to assist effective work performance	May include:
	2.1 Different sectors of the industry and the services available in each sector
	2.2 Awareness on different culture
	2.3 Relationship between the industry and other industries
	2.4 Industry working conditions
	2.5 Legislation that affects the industry
	   2.5 Dangerous Drug Act (DDA)
	     3 Intellectual Property Ownership (IPO)
	     4 Health and safety
	     5 Hygiene
	     6 Labor work practices
	     7 Workers' rights and compensation
	     8 Viewer advisory
	     9 Building and other related regulations
	2.6 Guilds and associations
	2.7 Industrial relations issues and major organizations
	2.8 Career opportunities within the industry
	2.9 Work ethics
	2.10 Quality assurance

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Knew key sources of information on the industry 1.2 Updated industry knowledge 1.3 Accessed and used industry information
2. Resource implications	The following resources should be provided: 2.1 Sources of information on the industry 2.2 Industry knowledge
3. Methods of assessment	Competency in this unit may be assessed through: 3.1 Interview/questions 3.2 Portfolio of industry information related to trainee's work
4. Context for assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment. 4.2 Assessment may be performed on multiple occasions involving a combination of direct, indirect and supplementary forms of evidence.

UNIT OF COMPETENCY : DEVELOP CREATIVE AND ARTISTICS SKILLS AND CULTURAL AWARENESS

UNIT CODE   : VSA313201

UNIT DESCRIPTOR   : This unit covers the knowledge, skills and attitudes 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.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Acquire and develop creative skills	1.1 ***Strategies for developing self*** are identified and planned to ensure the development of creative skills 1.2 Relevant journals, magazines, catalogues and other media are used to stimulate creative and professional development 1.3 Capabilities of materials, tools and equipment are explored to enable creative outputs 1.4 Feedback, discussion and evaluation opportunities to continuously improve creative skills are identified and used	1.1 Theoretical and historical contexts relevant to the area(s) of specialization(s) 1.2 Awareness of copyright, moral rights and intellectual property issues related to the development of self as artist 1.3 Creative thinking theories, exercises and techniques	1.1 Literacy skills sufficient to interpret information and communicate ideas 1.2 Convergent thinking 1.3 Divergent thinking 1.4 Collaboration and brain storming
2. Develop artistic skills and ideas	2.1 Strategies for developing self are identified and planned to ensure the development of ***artistic skills*** 2.2 Relevant journals, magazines, catalogues and other media are used to stimulate artistic and	2.1 Theoretical and historical contexts relevant to the area(s) of specialization(s) 2.2 Elements of arts 2.3 Principles of composition 2.4 Physical properties and capabilities of material, tools and	2.1 Literacy skills sufficient to interpret information and communicate ideas 2.2 Basic artistic/visual communication skills 2.2.1 Drawing/

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	professional development 2.3 Capabilities of materials, tools and equipment are explored to enable artistic outputs 2.4 Feedback, discussion and evaluation opportunities to continuously improve artistic skills are identified and used 2.5 Work experiences and ideas are discussed with others to improve own practice 2.6 Work of others are studied to stimulate conceptual and artistic skills development	equipment and their application 2.5 Awareness of copyright, moral rights and intellectual property issues related to the development of self as artist 2.6 Creative thinking theories, exercises and techniques	Illustration 2.2.2 Coloring 2.2.3 Body movements 2.2.4 Words/text/ Graphics 2.2.5 Sound
3. Broaden exposure to culture and arts	3.1 *Studies on arts and culture* are generated based on required *learning objectives* 3.2 *Cultural immersion opportunities* that may helpful in developing career opportunities are experienced 3.3 Insights and experiences on arts and culture are shared, discussed and reflected upon	3.1 Theoretical and historical contexts relevant to the area(s) of specialization(s) 3.2 Elements of arts 3.3 Principles of composition 3.4 Physical properties and capabilities of material, tools and equipment and their application 3.5 Awareness of copyright, moral rights and intellectual property issues related to the development of self as artist 3.6 Creative thinking theories, exercises and techniques	3.1 Literacy skills sufficient to interpret information and communicate ideas 3.2 Basic artistic/visual communication skills 3.2.1 Drawing/ Illustration 3.2.2 Coloring 3.2.3 Body movements 3.2.4 Words/text/ 3.2.5 Graphics 3.2.6 Sound

RANGE OF VARIABLES

VARIABLE	RANGE
1. Strategies for developing self	Strategies for developing self may include: 1.1 Working effectively with Assessor / Trainor 1.2 Participating in professional development activities 1.3 Participating in relevant groups or associations 1.4 Experimenting 1.5 Communicating with peers 1.6 Being involved in a range of relevant creative activities
2. Artistic Skills	Artistic Skills may include: 2.1 Painting and drawing 2.2 Photography/videography/cinematography 2.3 Dance, body movements and body sculpture 2.4 Arts and crafts 2.5 Information technology, including relevant hardware and software 2.6 Creative interpretation/drama 2.7 Sound and music
3. Studies on arts and culture	May include: 3.1 Philippine arts and culture 3.2 Asian arts and culture 3.3 Western arts and culture 3.4 Philippine theater 3.5 Film history 3.6 Contemporary art and media
4. Learning objectives	May include: 4.1 Study guide 4.2 Discussion topic 4.3 Project brief 4.4 Research topic/agenda
5. Cultural immersion opportunities	May include: 5.1 Arts and cultural festivals 5.2 Exhibitions/screening/staging 5.3 Community events 5.4 Membership of specialization-specific organization 5.5 Cultural exchange programs 5.6 Workshop/Studio visitations

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Applied strategies to develop creative skills in art practice
	1.2 Developed artistic skills and ideas
	1.3 Generated studies on arts and culture
2. Resource implications	The following resources MUST be provided:
	2.1 Specialized materials, tools and equipment required for each area of specialization and used to develop technical and conceptual skills relevant to art making practice
	2.2 Information about relevant artist, their work, ideas and techniques
3. Method of assessment	Competency must be assessed through:
	3.1 Observation/Demonstration with oral questioning
	3.2 Portfolio
4. Context for assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting.

UNIT OF COMPETENCY : OBSERVE PROCEDURES, SPECIFICATIONS AND MANUALS OF INSTRUCTIONS

UNIT CODE   **: VSA313201**

UNIT DESCRIPTOR   **:** This unit covers the knowledge, skills and attitudes on identifying, interpreting, applying services to specifications and manuals and storing manuals.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Identify and access specification/ manuals	1.1 Manuals are identified and accessed as per job requirements 1.2 Version and date of manual are checked to ensure that correct specification and procedures are identified	1.1 Types of manuals used in plumbing 1.2 Identification of symbols used in the manuals	1.1 Identifying manuals and specifications 1.2 Accessing information and data
2. Interpret manuals	2.1 Relevant sections, chapters of specifications/ manuals are located in relation to the work to be conducted 2.2 Information and procedure in the manual are interpreted in accordance with industry practices	2.1 Types of manuals 2.2 Types of symbols used in manuals 2.3 Systems of measurements 2.4 Unit conversion	2.1 Interpreting symbols and specifications 2.2 Accessing information and data 2.3 Applying conversion of units of measurements
3. Apply information in manual	3.1 *Manual* is interpreted according to job requirements 3.2 Work steps are correctly identified in accordance with manufacturer's specification 3.3 Manual data are applied according to the given task 3.4 All correct sequencing and adjustments are interpreted in accordance with information contained on the manual or specifications	3.1 Types of manuals 3.2 Types and application of symbols in manuals 3.3 Unit conversion	3.1 Applying information from manuals

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
4. Store manuals	4.1 Manual of specification is stored to prevent damage and be readily accessible 4.2 Information is updated when required in accordance with company requirements	4.1 Types of manuals 4.2 Manual storing and maintaining procedures	4.1 Storing and maintaining manuals

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manual	May include: 1.1 Printed References (e.g. Books, Handbooks) 1.2 Manufacturer's Specification Manual 1.3 Maintenance Procedure Manual

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires that the candidate: 1.1 Identified and accessed specification/manuals as per job requirements 1.2 Interpreted manuals in accordance with industry practices 1.3 Applied information in manuals according to the given task 1.4 Stored manuals in accordance with company requirements
2. Resource implications	The following resources should be provided: 2.1 All manuals/catalogues relative to creative – film/ theatre industry
3. Methods of assessment	Competency must be assessed through: 3.1 Direct observation 3.2 Questions/interview Assessment of underpinning knowledge and practical skills may be combined
4. Context of assessment	4.1 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 4.2 Assessment may be conducted in the workplace or a simulated environment

UNIT OF COMPETENCY : OPERATE EQUIPMENT

UNIT CODE : TRS311203

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes and values needed to operate related equipment in connection to film/television/theatre/live performances.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Plan and prepare for task to be undertaken	1.1 Requirements of task are determined 1.2 *Equipment* is selected according to task assigned and required outcome 1.3 Task is planned to ensure Occupational Safety and Health Standards (OSHS) practices	1.1 Pre-production planning 1.2 Duties and responsibilities 1.3 Work schedules 1.4 OSHS principles and responsibilities	1.1 Reading skills required to interpret work instruction 1.2 Communication skills
2. Use equipment	2.1 Equipment is checked for operation in accordance manufacturer's specification 2.2 Test result of ***desired creative output*** is performed in accordance with aesthetic vision or job requirements 2.3 ***Personal Protective Equipment (PPE)*** is selected and used according to job requirements 2.4 Work is performed according to OSHS practices	2.1 Types and Uses of Equipment 2.2 Computer literacy 2.3 Related softwares 2.4 OSHS principles and responsibilities	2.1 Reading skills required to interpret work instruction 2.2 Interpreting Manufacturer's specifications 2.3 Communication skills
3. Maintain equipment	3.1 Systems for cleaning, minor ***maintenance*** and replacement of consumables are implemented 3.2 Equipment is checked for damages and reported to authorized personnel for repair 3.3 Equipment is stored in accordance with manufacturer's specifications and standard procedures	3.1 Maintenance procedures 3.2 OSHS principles and responsibilities 3.3 Safe & secure storage procedures	3.1 Applying maintenance procedures 3.2 Storing equipment

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include: 1.1 Personal computers 1.2 Communication equipment 1.3 Printers 1.4 Scanners NOTE: Additional equipment based on qualification
2. Desired creative output	May include: 2.1 Director's treatment 2.2 Visual output (e.g. Test shots, sample edited scenes, lights experimentation and color combination) NOTE: Additional equipment based on qualification
3. Protective Personal Equipment (PPE)	May include but are not limited to: 3.1 Safety gloves 3.2 Safety goggles 3.3 Safety harness 3.4 Safety shoes 3.5 Helmet 3.6 Mask

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Planned and prepared for task to be undertaken 1.2 Used equipment 1.3 Maintained equipment
2. Resource implications	The following resources should be provided: 2.1 Appropriate equipment related to tasks to be performed
3. Methods of assessment	Competency in this unit may be assessed through: 3.1 Direct Observation/Practical demonstration 3.2 With Oral Questioning
4. Context for assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment. 4.2 Assessment may be performed on multiple occasions involving a combination of direct, indirect and supplementary forms of evidence.

UNIT OF COMPETENCY : MANAGE OWN PERFORMANCE

UNIT CODE   : HCS516202

UNIT DESCRIPTOR   : This unit of competency covers the knowledge, skills and attitudes in effectively managing own workload and quality work.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Plan for completion of own workload	1.1 ***Tasks*** are identified according to job requirements 1.2 ***Work plans and schedules*** are designed and organized based on timelines/deadlines 1.3 Team coordination is applied when required in completion of workload 1.4 Financial plan is developed based on job requirements and/or budget allocation	1.1 Work and financial plan 1.2 Basic cash flow management and financial literacy 1.3 Teamwork	1.1 Planning and organizing work loads
2. Maintain quality of performance	2.1 Personal performance is monitored according to ***performance standards*** 2.2 Advice and guidance is obtained when necessary to achieve or maintain agreed standards 2.3 Guidance from management when necessary is applied to achieve or maintain agreed standards	2.1 Indicators of appropriate performance for each area of responsibility 2.2 Steps for improving or maintaining performance	2.1 Ability to observe and record performance-related concerns and information
3. Evaluate and assess own work	3.1 Actual work output is evaluated and assessed in relation to work plan 3.2 Work expenses are assessed in relation to financial plan/ budget 3.3 Feedback is obtained from clients/ audiences/critics/ similar persons	3.1 Financial Management 3.2 Project Management	3.1 Project management skills 3.2 Financial management skills 3.3 Networking and client relation

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tasks	May be identified through: 1.1 Assignment Instructions 1.2 Verbal Instructions 1.3 Policy Documents 1.4 Project brief including timelines and schedules 1.5 Stipulated budget
2. Work plans and schedules	May include: 2.1 Gantt charts 2.2 Production schedule 2.3 Milestone and delivery dates
3. Performance Standards	May include: 3.1

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Planned for completion of own workload 1.2 Maintained quality of performance 1.3 Evaluated and assessed own work
2. Resource implications	The following resources MUST be provided: 2.1 Access to relevant venue, equipment and materials 2.2 Assignment Instructions 2.3 Logbooks 2.4 Calendar of activities
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Written Test 3.2 Demonstration with questioning 3.3 Observation with questioning 3.4 Oral questioning/Interview
4. Context of assessment:	4.1 Assessment may be done in the workplace or in a simulated workplace setting.

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

UNIT CODE   : HCS515205

UNIT DESCRIPTOR   : This unit of competency covers the knowledge, skills and attitudes needed to maintain clean and safe working environment. The unit incorporates the work safety guidelines.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Comply with safety and health regulations	1.1 ***Safety and health regulations*** are identified and complied with 1.2 ***Policies and procedures*** are adapted and applied	1.1 OSHS 1.2 Fire code	1.1 Complying with health and safety regulations
2. Assess work area	2.1 Work areas and walkways are maintained in a safe and hazard free environment 2.2 All routines are carried out in accordance with Occupational Safety and Health Standards (OSHS) 2.3 Waste is stored and disposed of according to OSHS	2.1 Work Hazards Policies and Procedures 2.2 OSHS policies and procedures 2.3 Waste management	2.1 Complying with health and safety regulations
3. Check and maintain tools, equipment and resources	3.1 Tools, equipment and resources are stored according to safety regulations 3.2 Tools, equipment and resources are checked for maintenance requirements 3.3 Tools and equipment are referred for repair as required	3.1 Storing tools and equipment 3.2 Checking for maintenance requirements	3.1 Maintaining of tools and equipment

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety and Health Regulations	May include: 1.1 Clean Air Act 1.2 National Building Code 1.3 Philippine Electrical Code 1.4 Fire Code of the Philippines 1.5 Waste management statutes and rules 1.6 Philippine Occupational Safety and Health Standards 1.7 DOLE OSH related issuances 1.8 ECC regulations
2. Policies and procedures	May include: 2.1 Hazard Policies and Procedures 2.2 Emergency, Fire and Accident Procedures 2.3 Personal Safety Procedures 2.4 Procedures for the use of Personal protective Clothing and Equipment 2.5 Hazard Identification 2.6 Job Procedures

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Complied with health and safety requirements
	1.2 Assessed work area
	1.3 Checked and maintained tools, equipment and resources
2. Resource implications	The following resources MUST be provided:
	2.1 Client
	2.2 Relevant Information
	2.3 Appropriate Products
3. Method of assessment	Competency MUST be assessed through:
	3.1 Observation with questioning
	3.2 Demonstration with questioning
4. Context of assessment	4.1 Assessment may be conducted in the workplace or in a simulated environment.

UNIT OF COMPETENCY : PROVIDE AND MAINTAIN EFFECTIVE CLIENT RELATIONS

UNIT CODE   : TRS311205

UNIT DESCRIPTOR   : This unit of competency deals with the knowledge, skills and attitudes in providing effective client service. It includes personal presentation, addressing client's needs and strengthening client's relations.

ELEMENTS	PERFORMANCE CRITERIA *Bold and italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Maintain a professional image	1.1 *Personal presence* is maintained according to *employer standards* or venue requirements 1.2 *Interpersonal skills* are used to ensure that customer needs are accurately identified 1.3 Visible work area is kept tidy and uncluttered 1.4 Equipment and other resources are stored according to assignment requirements	1.1 Communication 1.1.1 Interactive communication with others 1.1.2 Interpersonal skills/ social graces with sincerity 1.2 Safety Practices 1.2.1 Safe work practices 1.2.2 Personal hygiene 1.3 Attitude 1.3.1 Attentive, patient and cordial 1.3.2 Eye-to-eye contact 1.4 Maintain teamwork and cooperation 1.4.1 Housekeeping 1.4.2 Time management	1.1 Effective communication skills 1.2 Non-verbal communication - body language 1.3 Good time management 1.4 Ability to work calmly and unobtrusively effectively
2. Identify and address client requirements	2.1 *Client requirements* are identified and addressed according to job assignments 2.2 Changes to client's needs and requirements are monitored and addressed appropriately 2.3 *Feedback mechanisms* are	2.1 Communication 2.1.1. Interactive communication with others Interpersonal skills/ social graces with sincerity 2.2 Safety Practices 2.2.1 Safe work	2.1 Effective communication skills 2.2 Non-verbal communication - body language 2.3 Good time management 2.4 Ability to work calmly and unobtrusively

ELEMENTS	PERFORMANCE CRITERIA *Bold and italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	used to ensure clients requirements are addressed	practices 2.2.2 Personal hygiene 2.3 Attitude 2.3.1 Attentive, patient and cordial 2.3.2 Eye-to-eye contact 2.4 Maintain teamwork and cooperation 2.5 Communication devices	effectively
3. Strengthen relations with clients	3.1 Client expectations on quality, efficiency, punctuality and appearance are met 3.2 Possible causes of client/customer dissatisfaction are identified, addressed and recorded according to employer policy 3.3 Client are fully informed of any relevant concerns in a timely manner and according to agreed reporting procedures	3.1 Communication 3.2 Interactive communication with others 3.3 Interpersonal skills/ social graces with sincerity 3.4 Safety Practices 3.5 Safe work practices 3.6 Personal hygiene 3.7 Attitude 3.8 Attentive, patient and cordial 3.9 Eye-to-eye contact 3.10 Maintain teamwork and cooperation 3.11 Communication devices	3.1 Effective communication skills 3.2 Non-verbal communication - body language 3.3 Good time management 3.4 Ability to work calmly and unobtrusively effectively

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 Dress code/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 Sincerity 3.5 Pleasant disposition 3.6 Effective communication skills 3.7 Team player
4. Client requirements	May include: 4.1 Client Needs Analysis 4.2 Scope to modify instructions/orders in light of changed situations 4.3 Project brief 4.4 Project script 4.5 Treatment and concept 4.6 Discussion with the client/customer
5. Feedback mechanism	May include: 5.1 Communication devices 5.1.1 Telephone 5.1.2 Fax machine 5.1.3 Internet (Email, skype, social media) 5.1.4 Mobile phone 5.2 Contact reports 5.3 Focus Group Discussion 5.4 Evaluation and Critiques 5.5 Punch List

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Complied with industry practices and procedures
	1.2 Used interactive communication with others
	1.3 Complied with occupational, health and safety practices
	1.4 Promoted public relation among others
	1.5 Complied with service manual standards
	1.6 Demonstrated familiarity with company facilities, products and services
	1.7 Applied company rules and standards
	1.8 Applied correct procedure in using telephone, fax machine, internet
2. Resource implications	The following resources should be provided:
	2.1 Availability of telephone, fax machine, internet, etc.
	2.2 Availability of data on projects and services; tariff and rates, promotional activities in place etc.
	2.3 Availability of office supplies
3. Methods of assessment	Competency in this unit may be assessed through:
	3.1 Interview/questions
	3.2 Practical demonstration
4. Context for assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment.
	4.2 Assessment may be performed on multiple occasions involving a combination of direct, indirect and supplementary forms of evidence.

UNIT OF COMPETENCY : OBSERVE QUALITY SYSTEM

UNIT CODE   **: ALT311208**

UNIT DESCRIPTOR   **:** This unit of competency covers the competence to conduct the final quality check on completed work or orders, report on the quality of processes and work outcomes, and implement improvements to work processes.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Conduct final quality check on completed work/ orders	1.1 Completed work/ orders are checked for compliance with supplier, company or customer specifications 1.2 Documentation is authorized in accordance with company requirements 1.3 Feedback is provided to staff on the quality of their work with equal emphasis on strengths and weaknesses and opportunities for development	**English/ Communication** 1.1 Work planning and organization processes 1.2 Enterprise quality systems and procedures 1.3 Quality systems and application techniques in a work environment 1.4 Typical loss and damage control systems 1.5 Worksite information management systems **Environmental Issues and Other Concerns** 1.6 Occupational health and safety regulations/ requirements	1.1 Checking completed work/ orders 1.2 Preparing documentation and feedback report
2. Report on the quality of processes and work outcomes	2.1 Documents are kept according to company *quality procedures* on outcomes of quality checks 2.2 *Quality problems* are identified according to company *performance*	**English/ Communication** 2.1 Work planning and organization processes 2.2 Enterprise quality systems and procedures 2.3 Quality systems and application	2.1 Communication (written, verbal) 2.2 Storing/ safe keeping of documents 2.3 Identifying problems 2.4 Using mathematical ideas and

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	indicators 2.3 *Information* relating to the quality of processes and work outcomes is provided to appropriate persons on a regular basis	techniques in a work environment 2.4 Typical loss and damage control systems 2.5 Worksite information management systems **Environmental Issues and Other Concerns** 2.6 Occupational health and safety regulations/ requirements	techniques to document quantities and company sampling procedures 2.5 Establishing diagnostic processes which analyze problems and recommend solutions
3. Implement improvements to work processes	3.1 Staff input is encouraged to generate possible solutions to quality problems 3.2 Options for solving quality problems are generated and the costs and benefits of each option are evaluated 3.3 Recommended solutions to quality problems are discussed with management 3.4 Improvements to work processes are implemented according to company policies and procedures	**English/ Communication** 3.1 Work planning and organization processes 3.2 Enterprise quality systems and procedures 3.3 Quality systems and application techniques in a work environment 3.4 Typical loss and damage control systems 3.5 Worksite information management systems **Environmental Issues and Other Concerns** 3.6 Occupational health and safety regulations/ requirements	3.1 Communication (Written, verbal) 3.2 Gathering options/ solutions for solving quality problems 3.3 Applying Interpretive and analytical diagnostic skills 3.4 Planning and organizing activities 3.5 Using mathematical ideas and techniques

RANGE OF VARIABLES

VARIABLE	RANGE
1. Quality procedures	May include: 1.1 Company quality system documentation 1.2 Work instructions/work productivity 1.3 Safe work procedures 1.4 Product specifications 1.5 Equipment maintenance schedules 1.6 Technical procedures and adopted or specifically prepared standards
2. Quality problems	May include: 2.1 Misdiagnosed faults 2.2 Jobs requiring rework 2.3 Jobs which do not meet customer requirements 2.4 Repairs which do not fix the problem within the allocated timeframe
3. Performance indicators	May include: 3.1 Account for issues of time, quantity, quality and cost factors and may include establishing time targets for own work, identifying reasonable criteria for evaluating own work outcomes, identifying measures to avoid wastage, identifying reasonable criteria to judge internal and/or external customer satisfaction
4. Information/ documents	May include: 4.1 Vehicle manufacturer practices 4.2 Company operating procedures 4.3 Supplier directories 4.4 Parts catalogues 4.5 Customer orders and industry/workplace codes of practice 4.6 Material safety data sheets (MSDS)

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Communicated effectively with others involved in or affected by the work 1.2 Identified quality system procedures and needs 1.3 Identified performance indicators 1.4 Conducted final quality checks on completed work orders 1.5 Reported on the quality of processes and work outcomes 1.6 Monitored and adjusted performance indicators to meet changing circumstances 1.7 Processed and implemented recommendations for change
2. Resource implications	The following resources <u>MUST</u> be provided: 2.1 A workplace or simulated workplace 2.2 Situations requiring worksite quality systems maintenance 2.3 Worksite quality policies and procedures 2.4 Worksite quality documents system 2.5 Materials, tooling and equipment
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Oral interview 3.3 Written Evaluation 3.4 Third Party Report
4. Context of assessment	4. Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

CORE COMPETENCY

UNIT OF COMPETENCY : PREPARE MATERIALS, TOOLS AND EQUIPMENT FOR WOOD CARVING PRODUCTS

UNIT CODE : CRVXXXXX

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to conduct pre-production activities and materials for wood carving, source wood, prepare the equipment and tools.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Source wood	**1.1** Consultations in acquiring wood are made based on DENR rules and regulations **1.2** Wood is purchased from ***reputable and ethical sources***. **1.3** Wood is foraged and gathered from natural sources and surroundings following established practices **1.4** ***Appropriate personnel*** are consulted in cutting wood for carving 1.5 Wood is selected according to ***agreed product specifications*** with client 1.6 Wood is hauled and transported following industry practices 1.7 Safety practices is applied following OSHS.	1.1 Procurement & sourcing raw materials 1.2 Business registration requirements 1.3 Environmental Awareness 1.4 Conservation and repurposing of resources 1.5 Information 1.6 Technology in sourcing wood 1.7 Knowledge of topography and physical resources in the locale 1.8 Geographical Location 1.9 Knowledge of wood type, property and usage 1.10 Hauling and transporting 1.11 Accomplishment of required documents 1.12 OSHS 1.13 Attitude: 1.13.1 Resourcefulness 1.13.2 Integrity 1.13.3 Perseverance	1.1 Replenishing resources 1.2 Basic IT operation 1.3 Contacting and communicating with DENR personnel 1.4 Gathering information from pamphlets or online sources on basic procedures for procurement 1.5 Conducting field survey 1.6 Foraging and gathering of wood 1.7 Negotiation skills 1.8 Applying OSHS
2. Prepare the wood	2.1 Drawing patterns are ***confirmed*** according to client's specification 2.2 Woodgrain pattern	2.1 Selection and application of the drawing patterns 2.2 Types of wood grain	2.1 Confirming drawing patterns 2.2 Matching woodgrain

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL

	matching is performed based on workplace practices
	2.3 Wood are inspected for *condition* and labeled in accordance with industry practice
	2.4 Wood are *treated* following industry practice
	2.5 *Dried* wood are determined based on *indicators*
	2.6 Wood are cut-to- size according to the approved design.
	2.7 *Wood cutting techniques* are applied according to approved design
	2.8 Safety practices is applied following OSHS.
		patterns
		2.3 Techniques on woodgrain pattern matching
		2.4 Inspection of wood condition
		2.5 Storage of wood
		  2.5.1 Proper placement
		  2.5.2 Proper stacking and piling
		2.6 Differences of soft and hard wood
		2.7 Procedures of labeling wood
		2.8 Types of treatment
		2.9 Dehumidification
		2.10 Cutting techniques
		2.11 Mensuration
		2.12 OSHS
		2.13 Waste Management
		  - 3Rs
		  - 5S
		2.14 Communication Skills
		2.15 Attitude:
		2.15.1 Perceptiveness
			pattern
			2.3 Inspecting wood condition
			2.4 Labeling wood
			2.5 Storing wood
			2.6 Treating and seasoning wood
			2.7 Conducting cut-to-size wood
			2.8 Applying wood cutting techniques
			2.9 Operating heavy duty equipment
			2.10 Applying safety practices
			2.11 Mensuration skills
			2.12 Communication skills

3.Prepare tools, materials and equipment	3.1 *Tools and equipment are* selected based on work requirements 3.2 Tools and equipment are checked for *serviceability* following manufacturer's manual 3.3 Defective tools are repaired and replaced according to workplace procedures 3.4 *Supplies and materials* are acquired based on work requirements 3.5 Workshop is managed following industry practices 3.6 Tools *honing and stropping* are conducted based on industry practices	3.1 Types and usage of tools, equipment and materials 3.2 Guidelines in inspection of tools serviceability 3.3 Selection of tools, equipment and materials 3.4 Acquisition of supplies and materials 3.5 Attitude: 3.5.1 Attention to details 3.5.2 Resourcefulness	3.1 Selecting tools, equipment and materials 3.2 Checking serviceability of carving tools and equipment 3.3 calibrating equipment 3.4 Acquiring supplies and materials 3.5 Conducting tool care Customizing tools 3.6 Managing workshop 3.7 Applying safety practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Reputable and ethical Sources	Reputable and ethical sources may include: 1.1 Loggers 1.2 LGU 1.3 Homegrown trees, 1.4 Demolished house 1.5 Wood scrap shops 1.6 Hardware stores 1.7 Saw mills
2. Appropriate personnel	Appropriate personnel may include: 2.1 Landowner 2.2 Responsible authorities 2.3 Intermediary

3. Agreed product specifications	Agreed product specifications may include:
	3.1 Kind of woods
	3.2 Kind of wood products
	3.3 Price of wood and products
	3.4 Wood specifications
	    3.4.1 Solid
	    3.4.2 Jointed
	3.5 Volume of woods

4. Confirmation of drawing pattern	Confirmation of drawing pattern may include: 4.1 Color 4.2 Line 4.3 Shape 4.4 Texture 4.5 Space 4.6 Measurement/Dimension (angular and cubic)
5. Condition of wood	Condition of wood may include: 5.1 Wood maturity 5.2 Wood health 5.3 Wood anatomy (G: refers to the parts of the tree) 5.4 Moisture content 5.5 Dryness 5.6 Natural state 5.7 Wood density
6. Wood Treatment	Wood Treatment may include: 6.1 Fumigation 6.2 Application of chemicals 6.3 Application of organic pesticide
7. Drying	Drying may include: 7.1 Sun dry 7.2 Air dry 7.3 Kiln dry
8. Indicators	Indicators may include: 8.1 Dehumidified 8.2 Weight consideration 8.3 Changes in color

VARIABLE	RANGE

9. Wood cutting techniques	Wood cutting techniques may include:
	9.1 Precision cutting
	    9.1.1 Plain sawn
	    9.1.2 Quarter sawn
	    9.1.3 Rift sawn
	9.2 Rough cutting

10. Tools	Tools may include: 10.1 Radius knife 10.2 Detailed skew knife 10.3 Macaroni carving tool 10.4 Wood Mallet 10.5 Tape measure 10.6 Caliper 10.7 Dusting brush
11. Carving equipment	May include: 11.1 Bench grinder 11.2 Bench vice 11.3 Sander 11.4 Hand drill with sanding disc 11.5 Angle grinder with sanding disc 11.6 Work table 11.7 Rotary tool 11.8 Portable Electric Chainsaw (12"-16") 11.9 Chain block
12. Serviceability	Serviceability may include: 12.1 Sharpness 12.2 Maintenance 12.3 Compliance to manual 12.4 Safety

13. Materials and supplies	Materials and supplies may include:
	Materials:
	13.1 Wood
	    13.1.1 Soft
	    13.1.2 Hard
	13.2 Supplies:
	    13.2.1 Adhesives
	    13.2.2 Sand paper
	    13.2.3 Sanding sealer
	    13.2.4 Nails
	    13.2.5 Stoppers
	    13.2.6 Cellulose filler
	    13.2.7 Shellac sticks
	    13.2.8 Wax sticks
	    13.2.9 Wood putty
	    13.2.10 Glue
	    13.2.11 Epoxy
	    13.2.12 Varnish
	    13.2.13 Sand paper
	      - 40-80 grit for rough sanding
	      - 100-220 grit for smooth sanding
	      - 400-1000 grit for fine sanding
	    13.2.14 Silicon -carbide paper

VARIABLE	RANGE
	13.2.15 Spray finish
	13.2.16 Air spray varnish with fine nozzle
	13.2.17 **PPEs**
	- Face shield
	- Safety shoes
	- Gloves
	- Safety goggles
	- Face mask
	- Wood working apron

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Source wood
	    1.1.1 Made consultations in acquiring woods
	    1.1.2 Purchased wood
	    1.1.3 Foraged wood
	    1.1.4 Consulted appropriate personnel in cutting wood
	    1.1.5 Selected wood
	    1.1.6 Hauled wood
	    1.1.7 Applied safety practices following OSHS.
	1.2 Prepare the wood
	    1.2.1 Confirmed drawing patterns
	    1.2.2 Performed woodgrain pattern
	    1.2.3 Inspected wood
	    1.2.4 Treated wood
	    1.2.5 Determined dried wood
	    1.2.6 Applied wood cutting techniques
	    1.2.7 Applied safety practices following OSHS
	1.3 Prepare tools, materials and equipment
	    1.3.1 Selected tools and equipment
	    1.3.2 Checked tools and equipment
	    1.3.3 Repaired and replaced defective tools
	    1.3.4 Acquired supplies and materials
	    1.3.5 Managed workshop
	    1.3.6 Conducted tools honing and stropping

2. Resource Implications	The following resources should be provided: 2.1 Actual or simulated workplace 2.2 Tools materials and equipment needed to perform the required tasks 2.3 References and manuals 2.4 PPE 2.5 First Aid Kit PPE
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Demonstration with oral questioning 3.2 Written Test/Examination 3.3 Direct Observation with oral questioning 3.4 Project type
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : PRODUCE WOOD CARVED PRODUCTS

UNIT CODE　　　　　**: CRVXXXXX**

UNIT DESCRIPTOR　　**:** This unit covers the knowledge, skills and attitudes required to hand carve wood product and objects.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Perform wood carving	1.1　Safety practices are applied following OSHS 1.2　Wood is **measured** according to approved **design** 1.3　**Wood carving techniques** are selected to meet the design requirements 1.4　**Drawing patterns** are **transferred** on the wood to guide the carving 1.5　**Blocking technique** is performed to conform with the wood grains following established industry practices 1.6　**Detailed carving techniques** are applied using **specialized tools** 1.7　Quality checks are carried out throughout the carving operation following design pattern. 1.8　Adjustments are carried out to ensure product quality	1.1 Types of wood carving techniques 1.2 Mensuration 1.3 Use and operation of specialized carving tools and equipment 1.4 Design Transfer techniques 1.5 Blocking technique 1.6 Precision carving and incision techniques 1.7 Use of caliper 1.8 OSHS 1.9　Quality Management Standards	1.1 Measuring wood 1.2 Selecting kind and style of wood 1.3 Transferring carving patterns on the wood 1.4 Performing bulk clearing 1.5 Applying precision requirements of product design 1.6 Performing general form and shape process 1.7 Carrying-out quality checks 1.8 Implementing adjustments 1.9 Applying safety practices 1.10　Using caliper 1.11　Operating of specialized carving tools and equipment
2. Conduct surfacing	2.1 **Materials** for surfacing are identified and selected based on the nature of wood and wood grain. 2.2 **Surfacing** is performed following standard procedure.	2.1 Wood surface quality 2.2 Surfacing technique 2.3 Nature of defects and damages 2.4 Materials for finishing	2.1 Applying safety practices 2.2 Identifying finishing materials 2.3 Preparing surfacing 2.4 Performing finishing

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL

	2.3 *Finishing* is performed following standard procedure
	2.4 Safety practices are applied following OSHS
		2.5 Finishing standard procedures
		2.6 OSHS
		2.7 Waste management
		  2.7.1 3Rs
		  2.7.2 5S of Good Housekeeping
		2.8 Work Hazards
			procedures

3. Conduct post - production activities	3.1 Tools and equipment are cleaned, maintained and stored in accordance with manufacturer's manual and industry standards.
	3.2 Work area is restored following 5S of Good Housekeeping
	3.3 Wastes are disposed following environmental rules
	3.4 *Workplace documentation* and reports are completed based on workplace requirement
		3.1 Maintenance and storage of tools and equipment
		3.2 Industry standards
		3.3 Manufacturer's manual
		3.4 Restoration of workplace
		3.5 Waste management
		  3.5.1 3Rs
		  3.5.2 5S of Good Housekeeping
		  3.5.3 Work hazards
		3.6 Workplace documentation
		  3.6.1 Reporting
			3.1 Cleaning, maintaining and storing carving tools and equipment
			3.2 Restoring workplace
			3.3 Disposing waste
			3.4 Conducting work documentation
			3.5 Communication skills
			3.6 Applying safety practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Measurement	Measurement may include: 1.1 Board Feet 1.2 Cubic Feet 1.3 Dimension
2. Wood carving technique	Wood carving technique may include: 2.1 Whittling 2.2 Chip carving 2.3 Rough type carving 2.4 Relief carving 2.5 Sculpture carving in the round
3. Drawing patterns	Drawing patters may include: 3.1 Ornamental Pattern 3.2 Traditional Motifs 3.3 Geometric pattern
4. Transferring of pattern	Transferring of pattern may include: 4.1 Tracing pattern 4.2 Outlining image 4.3 Image transfer
5. Blocking techniques	Blocking techniques may include: 5.1 Shaping 5.2 Forming
6. Detailed carving techniques	Detailed carving techniques may include: 6.1 Cuts 6.2 Incisions 6.3 Outlines 6.4 Contours 6.5 Boring
7. Specialized tools	Specialized tools may include: 7.1 Paet/ flat chisel (2",1",1/4") 7.2 Landay/concave chisel (2",1",1/4") 7.3 Lukob/ gouge/macaroni (2",1",1/4") 7.4 Trespikos/parting tool/v-tool (½",1/4",1/8")
8. Materials for surfacing	Materials for surfacing may include: 8.1 Wax/popsicle sticks 8.2 Wood putty 8.3 Wood glue 8.4 Marine epoxy 8.5 Sanding sealer 8.6 Lacquer varnish For sanding 8.7 Sand papers 8.7.1 40 - 80 grit for rough sanding 8.7.2 100-220 grit for smooth sanding 8.7.3 400-1000 grit for fine sanding
9. Surfacing	Surfacing may include: 9.1 Levelling 9.2 Smoothing/Sanding 9.3 Filling and patching

VARIABLE	RANGE
	9.4 Cleaning
10. Finishing	Finishing may include: 10.1 Application of Stains 10.2 Application of Varnishes 10.3 Application of Waxes
11. Workplace documentation	Workplace documentation includes: 11.1 Written Checklist 11.2 Summary of Accomplished Work 11.3 Inventory

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Performed wood cutting
	1.1.1 Applied safety practces following OSHS
	1.1.2 Selected wood carving techniques
	1.1.3 Transferred drawing pattern
	1.1.4 Performed blocking tecniques
	1.1.5 Applied detailed carving techniques
	1.1.6 Carried out quality checks
	1.1.7 Carried out adjustments
	1.2 Conduct surfacing
	1.2.1 Identified materials for surfacing
	1.2.2 Performed surfacing
	1.2.3 Performed finishing
	1.2.4 Applied safety practices following OSHS
	1.3 Conduct post – production activties
	1.3.1 Cleaned, maitained and stored tools and equipment
	1.3.2 Restored work area following 5S of Good Housekeeping
	1.3.3 Disposed wastes
	1.3.4 Completed workplace documentation and reports
2. Resource Implications	The following resources should be provided:
	2.3 Actual or simulated workplace
	2.4 Tools materials and equipment needed to perform the required tasks
	2.3 References and manuals
	2.4 PPE
	2.5 First Aid Kit PPE
3. Method of Assessment	Competency in this unit may be assessed through:
	3.1 Written examination
	3.2 Oral questioning / interview
	3.3 Hands-on demonstration with direct observation
	3.4 Checking of final outputs after hands-on demonstration
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY   **: PROMOTE AND MARKET WOOD CARVED PRODUCTS**

UNIT CODE   **: CRVXXXXX**

UNIT DESCRIPTOR   **:** This unit describes the knowledge, skills and attitudes required to select and prepare wood carved products for exhibition display, promotion and marketing.

UNIT OF COMPETENCY : **PROMOTE AND MARKET WOOD CARVED PRODUCTS**

UNIT CODE : **CRVXXXXX**

UNIT DESCRIPTOR : This unit describes the knowledge, skills and attitudes required to select and prepare wood carved products for exhibition display, promotion and marketing.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare wood carved products for display	1.1 Wood carved products are selected based on the *criteria* for **product display** 1.2 *Product Label* is prepared based on product display criteria 1.3 Wood carved products are submitted to display organizer in accordance with agreement	1.1 Exhibition criteria 1.2 Visual Organization & Display of wood carved products 1.3 Guidelines for Tradeshow/ Commercial space exhibits 1.4 Packaging & logistics 1.5 Communication 1.6 Product design for display	1.1 planning exhibits. 1.2 selecting and Organizing wood product display 1.3 clarifying information and details of the criteria for display 1.4 segregating disqualified products 1.5 communication skills
2. Organize display area	2.1 *Completeness* of product display area is determined 2.2 *Requirements for mounting and display* of selected product is determined based on display criteria 2.3 *Assistance for* installation of **product display** is obtained and coordinated from the organizer	2.1 Product display area layout 2.2 Completeness of product display area 2.3 Display criteria 2.4 Guidelines for ingress (mounting and display) 2.5 Coordination with organizer	2.1 Evaluating Quality and *completeness* of finished product 2.2 Framing, mounting and hanging works for display 2.3 Documenting and preparing Artisan's statements and info; Cataloguing and preparing info materials. 2.4 Planning and organizing work /product and materials 2.5 Striking and mounting products for exhibits 2.6 Coordinating with organizer

| 3.Conduct product promotion and marketing | 3.1 Wood carved products are promoted and *marketed* according to exhibit requirements
3.2 *Requirements for promotion and marketing* are determined in consultation with display organizers.
3.3 *Strategies* of promotion and marketing are implemented to optimize sales
3.4 Market trends are identified following industry practice
3.5 Packing and logistics are done following industry practice
3.6 Costing and pricing of wood carved product is conducted following industry procedure
3.7 Marketing transaction is completed with clients following industry procedures | 3.1 Promotion and marketing through social media
3.2 Exhibit design & management
3.3 Promotion & Marketing Strategies
3.4 Basic entrepreneurship
3.5 Communication
3.6 Costing and pricing schemes
3.7 Completion of marketing transaction | 3.1 Promoting and marketing products using web-based platforms or social media
 Organizing and optimizing space
3.2 Implementing strategies for selling products
3.3 Identifying market trends
3.4 Costing of products
3.5 Conducting packing and logistics
3.6 Communication skills |
| 4. Conduct photo-documentation | 4.1 Basic equipment for photo shoot is prepared following manufacturer's manual
4.2 Images are reviewed following standard procedures
4.3 Quality images are created based on industry practices | 4.1 Operation of basic camera in smartphones
4.2 Photo shoot techniques
4.3 Image review
4.4 Quality images
4.5 Catalogue documentation
4.6 Basic computer | 4.1 Preparing equipment for photo shoot
4.2 Reviewing images
4.3 Creating quality images
4.4 Performing catalogue documentation
4.5 Conduct digital archiving and back-up |

	4.4 Catalogue documentation is performed based on workplace procedures		
	4.5 Digital archiving and back-up is done following industry practice		

RANGE OF VARIABLES

VARIABLE	RANGE
1. Criteria	Criteria for selection of work for exhibition may include: 1.1 Criteria provided by organizer of exhibition 1.2 Criteria decided by artisan, organizer or designer 1.3 Size, dimension, theme, medium, number of pieces 1.4 Quality of completed work 1.5 Personal preferences 1.6. Physical characteristics of display area, e.g. light, ventilation and access
2. Product Display	Product Display of work occurs in a variety of contexts, may include: 2.1 Studio spaces 2.2 Local community spaces 2.3 Websites and social media 2.4 Artist- run spaces 2.5 Group exhibition at regional venues 2.6 Retail display 2.7 Contribution to an exhibition via submission to a competition 2.8 LGUs/Municipal museum
3. Product label	May include: 3.1 Name of Artist 3.2 Title of work 3.3 Date of work 3.4 Dimensions 3.5 Materials used 3.6 Price 3.7 Product description
4. Completeness of display area	Completeness of display area may involve: 4.1 Tidiness/cleanliness 4.2 Product space requirements 4.3 Display lighting
5. Requirements for mounting and display	Requirements for mounting and display may include: 5.1 Framing 5.2 Cleaning the work 5.3 Attaching fixtures for hanging or mounting 5.4 Selecting display pedestal 5.5 Accompanying documentation, e.g. consignment 5.6 notes, artist's or artisan's statement

6. Assistance for product display	Assistance for the exhibition may involve: 6.1 Planning the exhibition space 6.2 Ensuring coverage of insurance in case of damages 6.3 Planning the location of work within the space 6.4 Contributing to safely hanging, installing and dismantling work. 6.5 Labeling work 6.6 Wrapping/storage of works at the conclusion of the display or exhibition.

7. Marketing of wood carved products	Marketing of wood carved products may include:
	7.1 Web-based marketing and promotion
	7.2 Communication
	    7.2.1 Written
	    7.2.2 Verbal
	7.3 Standee Billboards
	7.4 Marquee

8. Requirements for promotion and marketing	Requirements for promotion and marketing may include: 8.1 Provision of booth space 8.2 Approval of issuing discounts from the organizer 8.3 Production of portfolio materials
9. Strategies	Strategies may include: 9.1 Wood carving process demo 9.2 Social Media 9.3 Product giveaways

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Prepare woo carved products for display
	    1.1.1 Selected wood carved products
	    1.1.2 Prepared product label
	    1.1.3 Submitted wood carved products
	1.2 Organized display area
	    1.2.1 Determined completeness of product display
	    1.2.2 Selected requirements for mounting and display
	    1.2.3 Obtained assistance for installation of product display
	1.3 Conduct product promotion and marketing
	    1.3.1 Determined requirements for promotion and marketing
	    1.3.2 Implemented strategies of promotion and marketing
	    1.3.3 Identified market trends
	    1.3.4 Performed packaging and logistics
	    1.3.5 Conducted costing and pricing
	    1.3.6 Completed marketing transaction
	1.4 Conduct phot-documentation
	    1.4.1 Prepared basic equipment for photo shoot
	    1.4.2 Reviewed images
	    1.4.3 Created quality image
	    1.4.4 Performed catalogue documentation
	    1.4.5 Conducted digital archiving and back-up

2. Resource Implications	The following resources should be provided: 2.5 Actual or simulated workplace 2.6 Tools materials and equipment needed to perform the required tasks 2.3 References and manuals 2.4 PPE 2.5 First Aid Kit PPE
3. Method of Assessment	Competency must be assessed through: 3.1 Demonstration with questioning 3.2 Portfolio 3.3 Third party report
4. Context for Assessment	4.1 Assessment may be done in the workplace or in a simulated workplace setting (assessment centers) 4.2 Assessment activities are carried out through TESDA's accredited assessment center

SECTION 3: TRAINING ARRANGEMENTS

TRAINEE ENTRY REQUIREMENTS

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

- Must have communication skills
- Must have basic arithmetic skills
- At least 15 years old
- Must be physically fit *

(Note: *Submission of Health Certificate relating to the use of small chainsaw, lifting of heavy wood and working on dusty workshop to trainees with physical and health condition must be required by the training institution.)

TRAINER'S QUALIFICATIONS FOR CREATIVE SECTOR

Trainers who will deliver the training on **WOOD CARVING 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 wood carving

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

LIST OF TOOLS, EQUIPMENT AND MATERIALS

WOOD CARVING LEVEL II

Recommended list of tools, equipment and materials for the training of 25 trainees for WOOD CARVING LEVEL II.

Tools		
Qty.	Unit	Description
5	pc	Radius knife
5	pc	Detailed skew knife

5	pc	Macaroni carving tool
25	pc	Wood mallet
5	pc	Tape measure
5	pc	Caliper (12")
5	pc	Dusting brush
5	pc	Bolo
5	pc	Knife cutter with disposable spare blades
5	pc	Ruler (stainless steel; 12")
25	set (per type and size)	**Carving tools** Paet/ Flat chisel (2",1",1/4") Landay/Concave chisel (2",1",1/4") Lukob/Gouge/Macaroni (2",1",1/4") Trespikos/Parting tool/V-tool (1/2", 1/1",1/8")
5	pc	General purpose hammer
5	pc	Pair of scissors
25	pc	Wood rasp file

Equipment		
Qty.	**Unit**	**Description**
2	unit	Bench grinder
5	unit	Fixed equipment (heavy duty bench vise)
5	unit	Hand drill with sanding disc (550w)
5	unit	Angle grinder with sanding disc
3	unit	Heavy duty electric drill (400 – 550watts,13mm) with 6 pc drill bit set, rotary rasp
5	unit	Retractable extension cord (1500 watts,10m)
6	unit	Heavy duty work tables and bench
5	unit	Rotary tool set
2	unit	Portable electric chainsaw (12"-16")
1	unit	Chain block (1.5 ton)
2	unit	Rachet tie
25	unit	Spoke shave with blade
25	pc	Smartphone
5	pc	Calculator
5	pc	Flash drive (1gb)
2	unit	Industrial ventilator (250w)

Materials		
Qty.	**Unit**	**Description**
25	pc	Wood (2x1x1 cubic ft.) - Hard - Soft
1	can	Adhesives (350ml)
3	pc	Sandpaper of different grit ▪ C-60 ▪ C-100 ▪ C-400 ▪ 40-80 grit for rough sanding

			▪ 100-220 grit for smooth sanding
			▪ 400- 1000 grit for fine sanding
5	pc	Sanding sealer	
5	pc	Spatula	
1/2	kg	Iron nails	
		PPEs	
25	pc	Face shield	
25	pc	Safety shoes	
25	pc	Gloves	
25	pc	Safety goggles	
25	pc	Face mask	
25	pc	Surgical glove (for chemical application)	
25	pc	Field notebook	
5	pc	Heavy duty rope for hauling (15m long, 1-ton capacity)	
5	pc	Chipboard or plastic folder	
10	pc	Permanent marker (fine point)	
10	pc	Pencil	
5	pc	Tailor's chalk	
1	can	Insect pesticide (350ml)	
1	bot.	Malathion (100ml)	
1	pc	Empty container (1-gallon capacity)	
5	pc	Paint brush (2", round)	
10	pc	Rags	
25	can	Wood stain (250ml)	
25	pc	Floor Wax (small box, clear and odorless)	
1	pack	Wax/popsicle sticks	
1	can	Wood Putty (1/4L)	
25	can	Wood Glue (100ml)	
1	set	Marine Epoxy (1/4L)	
5	pc	Sanding sealer	
5	can	Lacquer Varnish (100ml)	
2	pack (20 pcs)	Sticker Paper	
1	roll	Masking tape	
50	pc	Brass hook (25kg capacity)	
5	roll	Nylon fish line (25kg capacity)	

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