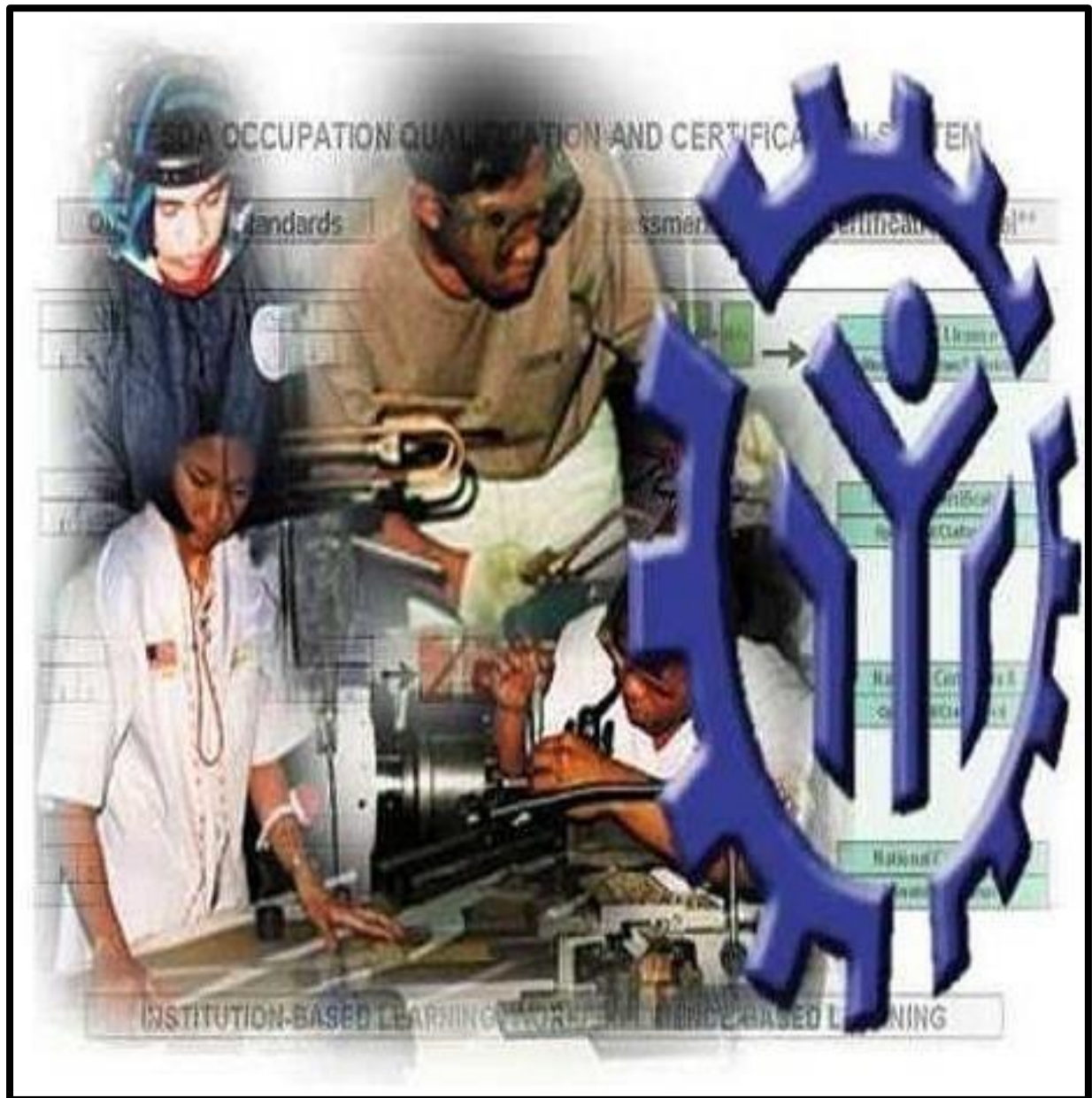


TRAINING REGULATIONS

ARTISANAL WEAVING Level NC II



CREATIVE SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY

*Technical Education and Skills Development
Act of 1994 (Republic Act No. 7796)*

Section 22, “Establishment and Administration of the National Trade Skills Standards” of RA 7796 known as the TESDA Act of 1994 mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry groups and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

The Competency Standards (CS) serve as basis for the:

- 1 Institutional Competency assessment and training certification;
- 2 Registration and delivery of training programs; and
- 3 Development of curriculum and assessment instruments.

Each CS has two sections:

Section 1 Definition of **Competency Standards** - refers to the group of competencies that describes the different functions of the qualification.

Section 2 The Competency Standards - gives the specifications of competencies required for effective work performance.

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COMPETENCY STANDARD FOR ARTISANAL WEAVING Level II

SECTION 1 ARTISANAL WEAVING Level II

The **ARTISANAL WEAVING Level II** Qualification consists of competencies that a artisanal weaver must achieve to be able to conduct preparatory activities prior to artisanal weaving; perform artisanal weaving; recognize and check product quality; complete the whole weaving process including finishing and final quality assessment of finished product.

The units of competency comprising this qualification include the following:

Code	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in a 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
CRE731201	Enhance industry knowledge and skills
CRE731202	Enhance creative and artistic skills and cultural awareness
CRE731203	Observe procedures, specifications and manuals of instructions
CRE731204	Operate equipment
CRE731205	Manage own performance
CRE731206	Maintain a safe, clean and efficient work environment
CRE731207	Provide and maintain effective customer service
CRE731208	Observe quality system
Code	CORE COMPETENCIES
AB-CRE1804528265301	Conduct pre- weaving activities
AB-CRE1804528265302	Perform artisanal weaving
AB-CRE1804528265303	Conduct post-weaving activities

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

- ☐ Artisanal Weaver
- ☐ Artisanal Weaving Specialist

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common, and core units of competency required in **ARTISANAL WEAVING 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 <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	<p>1.1 Specific and relevant information is accessed from appropriate sources.</p> <p>1.2 Effective questioning, active listening and speaking skills are used to gather and convey information.</p> <p>1.3 Appropriate medium is used to transfer information and ideas.</p> <p>1.4 Appropriate non-verbal communication is used.</p> <p>1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed.</p> <p>1.6 Defined workplace procedures for the location and storage of information are used.</p> <p>1.7 Personal interaction is carried out clearly and concisely.</p>	<p>1.1 Effective verbal and nonverbal communication</p> <p>1.2 Different modes of communication</p> <p>1.3 Medium of communication in the workplace</p> <p>1.4 Organizational policies</p> <p>1.5 Communication procedures and systems</p> <p>1.6 Lines of Communication</p> <p>1.7 Technology relevant to the enterprise and the individual's work responsibilities</p> <p>1.8 Workplace etiquette</p>	<p>1.1 Following simple spoken language</p> <p>1.2 Performing routine workplace duties following simple written notices</p> <p>1.3 Participating in workplace meetings and discussions</p> <p>1.4 Preparing work-related documents</p> <p>1.5 Estimating, calculating and recording routine workplace measures</p> <p>1.6 Relating/ Interacting with people of various levels in the workplace</p> <p>1.7 Gathering and providing basic information in response to workplace requirements</p> <p>1.8 Basic business writing skills</p> <p>1.9 Interpersonal skills in the</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			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
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	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	3.1 Completing work-related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	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.	procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLE	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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Interview 3.3 Written test 3.4 Third-party report
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY : WORK IN 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 <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>based on company practices.</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context.</p> <p>3.3 Protocols in reporting are observed based on standard company practices.</p> <p>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives.</p>	<p>making</p> <p>3.4 Team thinking</p> <p>3.5 Team roles</p> <p>3.6 Process of team development</p> <p>3.7 Workplace context</p>	<p>others</p> <p>3.3 Deciding as an individual and as a group using group think strategies and techniques</p> <p>3.4 Contributing to Resolution of issues and concerns</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: 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: 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: 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 CODE : 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 <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	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	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	decision.	diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	2.3 Identifying 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: 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: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 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 <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one's emotion	1.1 <i>Self-management strategies</i> 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 in 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 feedback from	2.1 Basic SWOT analysis 2.2 Strategies to improve one's attitude in the workplace 2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation,	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/dislikes; through

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	May include: 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: 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 resources 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 CODE : 400311214

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 <i>Opportunities for improvement</i> are identified proactively in own area of work. 1.2 <i>Information</i> 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 <i>People who could provide input</i> 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 <i>Critical inquiry method</i> 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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Integrate ideas for change in the workplace	<p>3.1 Critical inquiry method is used to integrate different ideas for change of key people.</p> <p>3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas.</p> <p>3.3 Reporting skills are likewise used to communicate results.</p> <p>3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified.</p>	<p>3.1 Roles of individuals in suggesting and making improvements</p> <p>3.2 Positive impacts and challenges in innovation</p> <p>3.3 Types of changes and responsibility</p> <p>3.4 Seven habits of highly effective people</p> <p>3.5 Basic research skills</p>	<p>3.1 Identifying opportunities to improve and to do things better. Involvement</p> <p>3.2 Identifying the positive impacts and the challenges of change and innovation</p> <p>3.3 Providing examples of the types of changes that are within and outside own scope of responsibility</p> <p>3.4 Communicating ideas for change through small group discussions and meetings</p> <p>3.5 Demonstrating skills in analysis and interpretation of data</p>

RANGE OF VARIABLES

VARIABLE	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
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.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> 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 Organizational 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 Organizational values, ethics and codes of conduct	1.1 Describing organizational 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 organizational 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	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	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/procedures 2.3 Reporting requirements to a range of

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data analysis techniques	May include: 1.1 Domain analysis 1.2 Content analysis 1.3 Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information</p> <p>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.</p>
2. Resource Implications	<p>Specific resources for assessment</p> <p>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.</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written Test 3.2 Interview 3.3 Portfolio</p> <p>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.</p>
4. Context for Assessment	<p>4.1 In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.</p>

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.

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

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

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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	<ul style="list-style-type: none"> 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.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> 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 ineffective-ness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to <i>appropriate personnel</i> . 3.2 Concerns related resource utilization are discussed with appropriate personnel. 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel.	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication 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: <ul style="list-style-type: none"> 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 effectiveness 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
4. Context for Assessment	<ul style="list-style-type: none"> 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.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> 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: <ul style="list-style-type: none"> • Patience • Honesty • Quality-consciousness • Safety-consciousness • 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: <ul style="list-style-type: none"> • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness 	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is	3.1 Optimization of workplace resources 3.2 5S procedures	3.1 Implementing preservation and optimizing workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>implemented in accordance with enterprise policy.</p> <p>3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements.</p> <p>3.3 Constructive contributions to office operations are made according to enterprise requirements.</p> <p>3.4 Ability to work within one's allotted time and finances is sustained.</p>	<p>and concepts</p> <p>3.3 Criteria for cost-effectiveness</p> <p>3.4 Workplace productivity</p> <p>3.5 Impact of entrepreneurial mindset to workplace productivity</p> <p>3.6 Ways in fostering entrepreneurial attitudes:</p> <ul style="list-style-type: none"> • Quality-consciousness • Safety-consciousness 	<p>resources</p> <p>3.2 Observing judicious use of workplace tools, equipment and materials</p> <p>3.3 Making constructive contributions to office operations</p> <p>3.4 Sustaining ability to work within allotted time and finances</p>

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

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.
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. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Interview 3.2 Third-party report
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 tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : ENHANCE INDUSTRY KNOWLEDGE AND SKILLS

UNIT CODE : CRE731201

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.2 Sourced information are shared to colleagues based on industry procedures. 2.3 Documentation is done based on industry procedures.	2.4 Indigenous knowledge system and practices (IKSP) 2.4.1 Rituals 2.4.2 Chanting 2.5 Gender sensitivity 2.6 Cultural sensitivity 2.7 OSHS 2.8 Attitude 2.8.1 Patience 2.8.2 Resourcefulness 2.8.3 Organized 2.8.4 Focus on details 2.8.5 Polite	2.3 Following copyright procedures 2.4 Practicing IKSP 2.5 Communication skills
3. Prepare prototype	3.1 Experimentation is performed based on sourced information. 3.2 Product is improved based on experimental findings. 3.3 Improved product is checked for quality based on industry procedures. 3.4 Safety practices are applied following OSHS	3.1 Prototyping 3.2 Experimentation procedures 3.3 Product improvement 3.4 Quality checking 3.5 OSHS 3.6 Attitude 3.6.1 Patience 3.6.2 Resourcefulness 3.6.3 Organized 3.6.4 Focus on details 3.6.5 Polite	3.1 Preparing prototype 3.2 Conducting experimentation 3.3 Improving product 3.4 Quality checking 3.5 Applying OSHS

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of information	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers 1.4 Manuals 1.5 Personal observation and experience 1.6 Training 1.7 Partners 1.7.1 Local Government Unit (LGU) 1.7.2 National Government Agencies 1.7.3 Civil Society Organizations (CSO) 1.7.4 Academic institutions
2. Documentation of sourced information	May include: 2.1 Photo documentation 2.2 Preparation of Write-ups 2.3 Videos documentation 2.4 Recordings 2.5 Documenting pattern thru drawing 2.6 Obtaining sample product
3. Documentation tools, materials, and equipment	May include: 3.1 Tools 3.1.1 Questionnaires 3.1.2 Survey 3.2 Materials 3.2.1 Record book 3.2.2 Ball pen 3.3 Equipment 3.3.1 Video camera 3.3.2 Mobile phone
4. Usage of sourced information	It includes: 4.1 Adaptation 4.2 Adoption

EVIDENCE GUIDE

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

UNIT OF COMPETENCY : ENHANCE CREATIVE AND ARTISTIC SKILLS AND CULTURAL AWARENESS

UNIT CODE : CRE731202

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

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>4.2 Cultural exchange is facilitated according to industry procedure.</p> <p>4.3 Community practices are identified and selected following industry procedures.</p> <p>4.4 Cultural authorities are consulted for cultural skilled – shared knowledge based on established protocol.</p> <p>4.5 Best practice is applied based on approval of cultural authorities.</p> <p>4.6 Adjustments are applied based on consultation with the cultural authorities.</p> <p>4.7 Documentation is performed based on the result of consultation.</p>	<p>4.3 Cultural sensitivity</p> <p>4.4 Different community practices</p> <p>4.5 Facilitation procedures</p> <p>4.6 Types of cultural community</p> <p>4.7 Consultation and approval procedures</p> <p>4.8 Best cultural practices</p> <p>4.9 Documentation procedure</p> <p>4.10 Attitude</p> <p>4.10.1 Awareness on details</p> <p>4.10.2 Organized</p> <p>4.10.3 Resourcefulness</p> <p>4.10.4 Patience</p> <p>4.10.5 Politeness</p> <p>4.10.6 Industriousness</p> <p>4.10.7 Respectfulness</p>	<p>exchange</p> <p>4.3 Identifying community practices</p> <p>4.4 Consulting cultural authorities</p> <p>4.5 Applying best practices</p> <p>4.6 Communication skills</p> <p>4.7 Documentation skills</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

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

UNIT CODE : CRE731203

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	3.1 Types of manuals 3.2 Types and application of symbols in manuals 3.3 Unit conversion	3.1 Applying information from manuals

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	accordance with information contained on the manual or specifications.		
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 evidence 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 MUST be provided: 2.1 All manuals/catalogues relative to creative – film/ theatre industry
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Direct observation
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 : OPERATE EQUIPMENT

UNIT CODE : CRE731204

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.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	3.1 Maintenance procedures 3.2 OSHS principles and	3.1 Applying maintenance procedures 3.2 Storing

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	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.	responsibilities 3.3 Safe & secure storage procedures	equipment

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include: 1.1 Personal computers 1.2 Communication equipment 1.3 Printers 1.4 Scanners
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)
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 aspects 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 MUST 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 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Direct observation
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 : MANAGE OWN PERFORMANCE

UNIT CODE : CRE731205

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		details 2.8.3 Resource-fulness	
3. Improve own work	3.1 Actual work output is assessed in relation to <i>work plan and schedules</i> . 3.2 Work expenses are computed against budget. 3.3 Feedback is obtained from customer based on job requirements. 3.4 Improvement is done according to feedback.	3.1 Quality control 3.2 Work plan and schedules 3.3 Computation of work expenses 3.4 Customer feedback 3.5 Arithmetic operation 3.6 IKSP 3.7 Attitude 3.7.1 Time consciousness 3.7.2 Attention to details 3.7.3 Resource-fulness 3.7.4 Patience 3.7.5 Honesty	3.1 Assessing actual work output 3.2 Computation skills 3.3 Obtaining customer feedback 3.4 Applying improvements

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

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

UNIT CODE : CRE731206

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>safety procedures.</p> <p>2.2 Repairs are identified and reported to authorities.</p> <p>2.3 Work area maintenance schedule are complied according to workplace procedure.</p> <p>2.4 Waste is stored and disposed of according to waste management.</p> <p>2.5 Safety practices are applied following OSHS.</p>	<p>phic location</p> <p>2.2 OSHS policies and procedures</p> <p>2.3 Waste management (5Rs)</p> <p>2.3.1 Refuse</p> <p>2.3.2 Reduce</p> <p>2.3.3 Reuse</p> <p>2.3.4 Recycle</p> <p>2.3.5 Rot</p> <p>2.4 Authorities</p> <p>2.5 Work schedule</p> <p>2.6 Attributes of conducive working areas</p> <p>2.7 5S of good housekeeping</p> <p>2.8 Environmental laws</p> <p>2.9 Attitude</p> <p>2.9.1 Orderliness</p> <p>2.9.2 Patience</p> <p>2.9.3 Resourcefulness</p>	<p>attributes of conducive working areas</p> <p>2.3 Identifying and reporting repairs to authorities</p> <p>2.4 Preparing work schedule and assignments</p> <p>2.5 Storing and disposing wastes</p> <p>2.6 Applying safety practices</p>
3. Maintain tools, equipment, materials and other resources	<p>3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices.</p> <p>3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices.</p> <p>3.3 Resources are monitored and maintained following workplace procedure.</p> <p>3.4 Tools and equipment are referred for repair according to</p>	<p>3.1 Storing tools and equipment</p> <p>3.2 Checking for maintenance requirements</p> <p>3.3 OSHS</p> <p>3.4 Manufacturer's manual and industry practice</p> <p>3.5 Maintenance of tools and equipment</p> <p>3.6 Reporting tools and equipment for major repairs</p> <p>3.7 IKSP</p> <p>3.8 Cultural sensitivity</p> <p>3.9 Different resources</p> <p>3.10 Forecasting/projection of resources</p> <p>3.11 Monitoring guidelines</p>	<p>3.1 Maintaining of tools and equipment</p> <p>3.2 Storing tools, equipment and resources</p> <p>3.3 Checking tools, and equipment</p> <p>3.4 Communication skills</p> <p>3.5 Monitoring and maintaining resources</p> <p>3.6 Performing forecasting/projection of resources</p> <p>3.7 Following monitoring guidelines</p> <p>3.8 Applying OSHS</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	industry procedure. 3.5 Safety practices are applied following OSHS.	3.12 Attitude 3.12.1 Patience 3.12.2 Orderliness 3.12.3 Organized 3.12.4 Resourcefulness	

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

UNIT OF COMPETENCY : PROVIDE AND MAINTAIN EFFECTIVE CUSTOMER SERVICE

UNIT CODE : CRE731207

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Respond to customer needs	2.1 Customer needs are identified according to industry procedures. 2.2 Prototype is prepared according to customer specifications. 2.3 Changes to customer needs are addressed according to workplace procedure. 2.4 Feedback mechanisms are used to meet customer needs following industry procedure.	2.1 Feedback mechanisms 2.2 Customer needs 2.3 Customer specifications 2.4 Preparation of prototype 2.5 Procedure in addressing customer needs 2.6 Attitude 2.6.1 Attentiveness 2.6.2 Patience 2.6.3 Cordiality	2.1 Communication skills 2.2 Identifying customer needs 2.3 Preparing prototype 2.4 Addressing changes to customer needs 2.5 Using feedback mechanisms 2.6 Applying IKSP
3. Strengthen relations with customer	3.1 Customer expectations are met according to industry procedure. 3.2 Repeat orders are secured based on industry procedure. 3.3 Written contract is prepared based on agreements.	3.1 Customer expectations 3.2 Customer satisfaction 3.3 Establishing good rapport with customer 3.4 Preparation of written contract 3.5 Quality Control 3.6 Procedure of repeat orders 3.7 Attitude 3.7.1 Attentiveness 3.7.2 Patience 3.7.3 Cordiality 3.7.4 Honesty	3.1 Communication skills 3.2 Meeting customer expectations 3.3 Maintaining customer satisfaction 3.4 Preparing written contract 3.5 Securing repeat orders 3.6 Negotiation skills

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

UNIT OF COMPETENCY : OBSERVE QUALITY SYSTEM

UNIT CODE : CRE731208

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 <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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.	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 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 indicators . 2.3 Information relating to the quality of processes and work outcomes is provided to appropriate persons	2.1 Work planning and organization processes 2.2 Enterprise quality systems and procedures 2.3 Quality systems and application techniques in a work environment 2.4 Typical loss and damage control systems 2.5 Worksite information management systems 2.6 Occupational	2.1 Communication (written, verbal) 2.2 Storing/ safe keeping of documents 2.3 Identifying problems 2.4 Using mathematical ideas and techniques to document quantities and company sampling procedures 2.5 Establishing diagnostic

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	on a regular basis.	health and safety regulations/ requirements	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.	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 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	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 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	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 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. Methods of Assessment	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Third Party Report
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

CORE COMPETENCY

UNIT OF COMPETENCY	:	CONDUCT PRE- WEAVING ACTIVITIES
UNIT CODE	:	AB-CRE1804528265301
UNIT DESCRIPTOR	:	This unit covers the knowledge, skills and attitudes required to confirm job requirement, prepare raw materials and prepare tools, materials and accessories.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify job requirement	1.1 Product specification is clarified based on industry practice. 1.2 Weaving design is interpreted according to design requirements and established industry practices 1.3 Materials requirements are checked and prepared based on the work requirement. 1.4 Required output is completed as specified by the immediate supervisor based on pre-work. 1.5 Documentation of information is done according to industry practice.	1.1 Basic weaving pattern 1.2 Types of basic structure 1.3 Calculation of needed materials 1.4 Interpretation of design 1.5 Product specifications 1.6 Types of materials 1.7 Color combination 1.8 Factors affecting productivity 1.9 Productivity work measurements 1.10 Ways of improving productivity 1.1 Adherence to work requirements 1.2 Material characteristic	1.1 Communication skills 1.2 Selecting design 1.3 Interpreting design 1.4 Clarifying product specifications 1.5 Clarifying material specification 1.6 Mathematical skills
2. Prepare tools, equipment and materials	2.1 Safety practices are applied following OSHS. 2.2 Quality materials are acquired from reliable sources. 2.3 Quality materials are cleaned and prepared based on industry practices 2.4 Tools and equipment are selected and	2.1 Quality materials 2.2 Types of tools and accessories 2.3 Proper usage of tools 2.4 Occupational Safety and Health Standard 2.5 Factors affecting productivity 2.6 Productivity work measurements 2.7 Ways of improving	2.1 Acquiring quality materials 2.2 Selecting tools, equipment and material 2.3 Reporting defective material 2.4 Conducting minor troubleshooting and repair 2.5 Performing routine maintenance

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>checked according to work requirements.</p> <p>2.5 Minor troubleshooting and repair are conducted following established industry procedures.</p> <p>2.6 Routine maintenance is performed based on Industry standard</p> <p>Required output is completed as specified by the immediate supervisor based on work</p>	<p>productivity</p> <p>2.8 Adherence to work requirements</p> <p>2.9 Industry standard in preparation of tools, equipment and materials</p>	<p>2.1 Applying OSHS</p> <p>2.2 Apply environmental sustainability in preparing materials</p>
3. Perform structure forming activity	<p>3.1 Tools and materials are prepared based on industry practices</p> <p>3.2 Structure is inspected based on industry practices</p> <p>3.3 Corrective action is done based in industry practices</p> <p>3.4 Structure is assembled according to design/prototype</p> <p>3.5 Safety practices are applied following OSHS.</p> <p>3.6 Required output is completed as specified by the immediate supervisor based on work.</p> <p>3.7 Housekeeping procedures are performed based on industry practices</p>	<p>3.1 Types of structure</p> <p>3.2 Structure forming procedure</p> <p>3.3 OSHS</p> <p>3.4 Reliable sources of materials</p> <p>3.5 Structure forming problems</p> <p>3.6 Factors affecting productivity</p> <p>3.7 Productivity work measurements</p> <p>3.8 Ways of improving productivity</p> <p>3.9 Adherence to work requirements</p> <p>3.10 Housekeeping procedures</p>	<p>3.1 Performing Structure forming procedure</p> <p>3.2 Preparing tools and materials</p> <p>3.3 Inspecting structure</p> <p>3.4 Applying safety practices</p> <p>3.5 Communication skills</p> <p>3.6 Applying corrective actions</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Product Specification	May include: 1.1 Color 1.2 Costing 1.3 Lead time 1.4 Quantity 1.5 Weaving Design 1.6 Measurement 1.5.1 Width 1.5.2 Length 1.5.3 Height 1.5.4 Weight
2. Weaving Design	May include: 2.1 Cultural reference 2.2 Client specification
3. Material	May include: Structure: 3.1 Wood 3.2 Metal 3.3 Plastic 3.4 Styrofoam 3.5 Natural fibers 3.6 Clay 3.7 Fiberglass Weaving Materials: 3.8 Plant-based Fibers 3.9 Animal Fibers 3.10 Synthetic 3.11 Seashells
4. Information	May include: 4.1 Type of structure 4.2 Type of weave material used 4.3 Identity of the weaver 4.4 Handling of materials 4.5 Origin of materials 4.6 Time/duration
5. Tools and equipment	May include: 5.1 Measuring tools 5.2 Hand tools 5.3 Electric tools 5.4 Weaving equipment

6. PPE	May include: 6.1 Face mask 6.2 Gloves 6.3 Apron 6.4 Goggles 6.5 Closed shoes
7. Structure	May include: 7.1 types of structure 7.2 Design of Structure

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified job requirement 1.2 Prepared tools, equipment and materials 1.3 Performed structure forming activities
2. Resource Implications	The following resources should be provided: 2.1 Tools, materials, and equipment in conducting pre-weaving activities 2.2 Manuals and references 2.3 Sample product design specification 2.4 Actual or simulated workplace 2.5 PPEs
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/Direct Observation with Oral questioning 3.2 Written test
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace/simulated area

UNIT OF COMPETENCY : PERFORM ARTISANAL WEAVING

UNIT CODE : AB-CRE1804528265302

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to perform artisanal weaving.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Set up materials and structure for weaving	1.1 Workplace is prepared according to industry practices. 1.2 Set up materials based on design specification and industry practices 1.3 Structure is inspected and cleaned based on industry practices 1.4 Defective materials and structure are reported based on industry practices 1.5 Safety measure is applied based on OSHS. 1.6 Required output is completed as specified by the immediate supervisor based on work.	1.1 Systems of measurements 1.2 Unit conversion 1.3 Standard operating procedures prior to weaving 1.4 OSHS principles and responsibilities 1.5 Adjustment /replacement of structure and materials 1.6 Minor troubleshooting and repair of structure 1.7 Factors affecting productivity 1.8 Productivity work measurements 1.9 Ways of improving productivity 1.10 Adherence to work requirements	1.1 Preparing workplace 1.2 Setting up weaving materials 1.3 Inspecting and cleaning structure 1.4 Reporting defective materials and structure 1.5 Applying safety measures 1.6 Following workplace instructions

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Perform artisanal Weaving	2.1 Weaving is performed based on prototype and/or design specification 2.2 Weaving quality and specification are observed and followed based on prototype and/or design specification 2.3 Rectification of weaving is applied, when necessary, following industry standards and procedures. 2.4 Required output is completed as specified by the immediate supervisor based on work. 2.5 Safety practices is applied following OSHS	2.1 Standard operating procedures for artisanal weaving 2.2 Weaving quality 2.3 Corrective techniques 2.4 OSHS principles and responsibilities 2.5 Factors affecting productivity 2.6 Productivity work measurements 2.7 Ways of improving productivity 2.8 Adherence to work requirement 2.9 Waste Management principles 2.10 Good housekeeping practices	2.1 Performing artisanal weaving operations 2.2 Observing and following weaving quality and specification 2.3 Applying rectification 2.4 Maintaining OSHS all throughout the weaving process 2.5 Maintaining own work-quality 2.6 Applying Good housekeeping
3. Apply finishing Techniques to Woven Product	3.1 Finishing activity is performed based on prototype and/or design specification 3.2 Final product inspection is performed following Industry standard and procedure 3.3 Required output is completed as specified by the immediate supervisor based on work.	3.1 Finishing activities 3.2 Characteristic of quality product 3.3 Productivity work measurements 3.4 Factors affecting productivity 3.5 Ways of improving productivity 3.6 Adherence to work requirements	3.1 Performing finishing activity 3.2 Inspecting final product 3.3 Applying Good housekeeping 3.4 Observing Time Management

RANGE OF VARIABLES

VARIABLE	RANGE
1. Material	<p>May include:</p> <p>Structure:</p> <ul style="list-style-type: none">1.1 Wood1.2 Metal1.3 Plastic1.4 Styrofoam1.5 Natural fibers1.6 Clay1.7 Fiberglass <p>Weaving Materials:</p> <ul style="list-style-type: none">1.8 Plant-based Fibers1.9 Animal Fibers1.10 Synthetic1.11 Seashells
2. Finishing Activity	<p>May include:</p> <ul style="list-style-type: none">2.1 Application of preservative2.2 Application Sealant2.3 Application of Top Coat

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Set up materials and structure for weaving 1.2 Performed artisanal weaving 1.3 Applied finishing techniques to woven products
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Tools, materials, and equipment in conducting pre-weaving activities. 2.2 Manuals and references 2.3 Prototype/Product design and specification 2.4 Actual or simulated workplace. 2.5 PPEs.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Interview
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulation environment in accredited institutions

UNIT OF COMPETENCY : CONDUCT POST-WEAVING ACTIVITIES

UNIT CODE : AB-CRE1804528265303

UNIT DESCRIPTOR : This unit describes the skills and knowledge required for artisanal weaving.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Package and label woven products	1.1 Packaging tools and materials and supplies are selected and prepared based on product requirements. 1.2 Woven products are packed following standard packing procedures. 1.3 Woven products are labeled according to the industry requirements. 1.4 Label is prepared based on required labeling information 1.5 Required output is completed as specified by the immediate supervisor based on work. 1.6 Safety practices are applied following OSHS.	1.1 Types, characteristic and usage of packaging tools and materials 1.2 Packaging procedures 1.3 Labeling Procedures 1.4 OSHS 1.5 Use of recycled materials/biodegradable 1.6 Social compliance 1.7 Environmental Management 1.8 Traceability	1.1 Selecting of packaging tools and materials 1.2 Packaging woven products 1.3 Labeling woven products 1.4 Applying safety practices
2. Store woven products	2.1 Storage facilities are prepared and maintained according to standard procedures. 2.2 Storage condition is observed based material used 2.3 Woven product is stored according to industry procedure	2.1 Preparation and maintenance of storage facilities 2.2 Types and condition of storage facilities 2.3 OSHS 2.4 Factors affecting quality of product 2.5 Productivity work measurements 2.6 Ways of	2.1 Preparing storage facilities 2.2 Checking storage condition 2.3 Arranging/storing woven products 2.4 Applying safety procedures

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.4 Required output is completed as specified by the immediate supervisor based on work.	improving productivity Adherence to work requirements	
3. Perform record keeping	3.1 Report on work process and progress is prepared following industry procedures. 3.2 Forms are accomplished according to industry procedures. 3.3 Production yield is recorded based on work outputs. 3.4 Inventory activities is done according to industry practices. 3.5 Required output is completed as specified by the immediate supervisor based on work.	3.1 Report preparation on work process and work progress 3.2 Types and parts of forms 3.3 Record keeping 3.4 Inventory activities 3.5 Computation of production yield 3.6 Factors affecting productivity 3.7 Productivity work measurements 3.8 Ways of improving productivity Adherence to work requirements	3.1 Preparing report 3.2 Accomplishing forms 3.3 Recording production yield 3.4 Performing inventory activities 3.5 Mathematical skills 3.6 Observing time management

RANGE OF VARIABLES

VARIABLE	RANGE
1. Packaging tools, materials and supplies	<p>Packaging materials may include:</p> <ol style="list-style-type: none"> 1. Inner Packaging 2. Outer 3. Shelf Ready <p>Packaging tools may include:</p> <ol style="list-style-type: none"> 1. Scissors 2. Cutter 3. measuring tools <p>Materials:</p> <ol style="list-style-type: none"> 1. Packing tape 2. Plastic twine
2. Labelling Information	<p>May include:</p> <ol style="list-style-type: none"> 2.1 Product Description 2.2 Material s used 2.3 Company Name 2.4 Care instructions 2.5 Storyline 2.6 Weaver' s name' 2.7 Origin of the material 2.8 Advocacies
3. Storage Facility	<p>May include:</p> <ol style="list-style-type: none"> 3.1 Open shelving 3.2 Modular racks 3.3 Sealed storage 3.4 Small-scale storage room 3.5 Community weaving hub storage 3.6 Warehouse storage
4. Storage Condition	<p>May include:</p> <ol style="list-style-type: none"> 4.1 Temperature 4.2 Humidity 4.3 Ventilation 4.4 Light exposure 4.5 Floor load capacity 4.6 Aisle Space 4.7 Accessibility 4.8 Fire Safety
5. Forms	<p>May include:</p> <ol style="list-style-type: none"> 5.1 Record or Job Order form 5.2 Material Inventory Form 5.3 Production Report Form 5.4 Storage Inventory Form

6. Inventory	<p>May include:</p> <ul style="list-style-type: none"> 6.1 Materials 6.2 Tools 6.3 Equipment 6.4 Products
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EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Packaged and labelled woven products 1.2 Stored woven products 1.3 Performed record keeping
2. Resource Implications	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location or simulated workplace 2.2 Materials, Supplies, Tools and Equipment relevant to the unit of competency <ul style="list-style-type: none"> 2.2.1 Framing materials 2.2.2 A range of quality weaving tools and equipment 2.3 Technical plans, drawings and specifications relevant to the activities 2.4 Computer hardware and internet
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Oral questioning 3.4 Direct observation
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

GLOSSARY OF TERMS

1. Artisanal Weaving	refers to the process of weaving materials like fibers, reeds, rattan, bamboo, or other natural elements into structural forms
2. Artisanal Weaving Design	refers to the creative and technical process of planning and creating patterns, structures, and forms used in the production of woven products. Unlike traditional fabric weaving, which focuses on producing textiles, non-textile weaving focuses on structural and aesthetic applications, such as furniture, lampshades, baskets, and decorative items.
3. Artisanal Woven Products	refer to items made using weaving techniques, but instead of being created from threads or fibers intended for fabric, they are constructed from materials like rattan, bamboo, reeds, or other natural or synthetic elements. These woven items are not intended to be used as clothing or textiles but are functional or decorative products for various uses, such as furniture, lampshades, baskets, and home décor.
4. Design Specification	detailed set of requirements and guidelines that outline the structure, materials, dimensions, and features of woven products
5. Structure	weaving process provides the framework for the product, with materials forming a strong, yet flexible structure that can be manipulated for various designs

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