TRAINING REGULATIONS

DRIVING NC II

AUTOMOTIVE AND LAND TRANSPORT SECTOR

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

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AUTOMOTIVE/LAND TRANSPORT SECTOR

DRIVING NC II

TRAINING REGULATIONS FOR
DRIVING NC II

SECTION 1 DRIVING NC II QUALIFICATION

The DRIVING NC II Qualification consists of competencies that a person must achieve to operate light motor vehicles classified under LTO Restriction code 1 and 2; transport passengers and loads over specified routes to local or district location and collect fare duly authorized by the relevant government agency; comply with local traffic rules and regulations and perform minor vehicle repairs and other minor servicing.

This Qualification is packaged from the competency map of the Automotive/Land Transport sector as shown in Annex A.

The Units of Competency comprising this Qualification include the following:

CODE NO.	BASIC COMPETENCIES
500311105	Participate in Workplace Communication
500311106	Work in Team Environment
500311107	Practice Career Professionalism
500311108	Practice Occupational Health and Safety Procedures

CODE NO.	COMMON COMPETENCIES
ALT723201	Apply Appropriate Sealant/Adhesive
ALT723202	Move and Position Vehicle
ALT311202	Perform Mensuration and Calculation
ALT723203	Read, Interpret and Apply Specifications and Manuals
ALT723204	Use and Apply Lubricant/Coolant
ALT723205	Perform Shop Maintenance

CODE NO.	CORE COMPETENCIES
ALT723348	Carry Out Minor Vehicle Maintenance and Servicing
ALT832302	Drive Light Vehicle
ALT832303	Obey and Observe Traffic Rules and Regulations
ALT832304	Implement and Coordinate Accident-Emergency Procedures

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

- Professional Driver
- Light Vehicle Drive

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the basic, common and core units of competency required in DRIVING NC II.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 500311105

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from ***appropriate sources*** 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate ***medium*** is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and ***storage*** of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established ***protocols*** 2.4 ***Workplace interactions*** are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and maters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented
3. Complete relevant work related documents	3.1 Range of ***forms*** relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

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

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1. Prepared written communication following standard format of the organization 1.2. Accessed information using communication equipment 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting the formal or informal communication
2. Underpinning Knowledge and Attitudes	2.1. Effective communication 2.2. Different modes of communication 2.3. Written communication 2.4. Organizational policies 2.5. Communication procedures and systems 2.6. Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning Skills	3.1. Follow simple spoken language 3.2. Perform routine workplace duties following simple written notices 3.3. Participate in workplace meetings and discussions 3.4. Complete work related documents 3.5. Estimate, calculate and record routine workplace measures 3.6. Basic mathematical processes of addition, subtraction, division and multiplication 3.7. Ability to relate to people of social range in the workplace 3.8. Gather and provide information in response to workplace Requirements
4. Resource Implications	4.1. Fax machine 4.2. Telephone 4.3. Writing materials 4.4. Internet
5. Methods of Assessment	5.1. Direct Observation 5.2. Oral interview and written test
6. Context for Assessment	6.1. Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY: WORK IN TEAM ENVIRONMENT

UNIT CODE : 500311106

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
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
2. Identify own role and responsibility within team	2.1. Individual role and responsibilities within the team environment are identified
	2.2. Roles and responsibility of other team members are identified and recognized
	2.3. Reporting relationships within team and external to team are identified
3. Work as a team member	3.1. Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives
	3.2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and ***workplace context***
	3.3. Observed protocols in reporting using standard operating procedures
	3.4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

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

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1. Operated 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 1.6. Reported outcomes
2. Underpinning Knowledge and Attitude	2.1. Communication process 2.2. Team structure 2.3. Team roles 2.4. Group planning and decision making
3. Underpinning Skills	3.1. Communicate appropriately, consistent with the culture of the workplace
4. Resource Implications	The following resources **MUST** be provided: 4.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2. Materials relevant to the proposed activity or tasks
5. Methods of Assessment	Competency may be assessed through: 5.1. Observation of the individual member in relation to the work activities of the group 5.2. Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
6. Context for Assessment	6.1. Competency may be assessed in workplace or in a simulated workplace setting 6.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY: PRACTICE CAREER PROFESSIONALISM

UNIT CODE : 500311107

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships ~~is~~ are maintained in the course of managing oneself based on performance ***evaluation*** 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
1. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 ***Resources*** are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
2. Maintain professional growth and development	3.1 ***Trainings and career opportunities*** are identified and availed of based on job requirements 3.2 ***Recognitions*** are sought/received and demonstrated as proof of career advancement 3.3 ***Licenses and/or certifications*** relevant to job and career are obtained and renewed

RANGE OF VARIABLES

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

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed training and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning Knowledge	2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.5 Personal hygiene practices
3. Underpinning Skills	3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource Implications	The following resources **MUST** be provided: 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

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

UNIT CODE : **500311108**

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 ***Safety regulations*** and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 ***Hazards/risks*** in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 ***Contingency measures*** during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 ***Personal protective equipment (PPE)*** is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol
4. Maintain OHS awareness	4.1 ***Emergency-related drills and trainings*** are participated in as per established organization guidelines and procedures 4.2 ***OHS personal records*** are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics • Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits

VARIABLE	RANGE
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Underpinning Knowledge and Attitude	2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value -TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
3. Underpinning Skills	3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
3. Resource Implications	The following resources must be provided: 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records
4. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
5. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES
AUTOMOTIVE

UNIT OF COMPETENCY: PERFORM MENSURATION AND CALCULATION

UNIT CODE: ALT311202

UNIT DESCRIPTOR: This unit includes identifying caring, handling and use of measuring instruments.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Select measuring instruments	1.1 Object or component to be measured is identified 1.2 Correct specifications are obtained from relevant source 1.3 Appropriate ***measuring instrument*** is selected according to job requirements
2. Carry out measurements and calculation	2.1 Measuring tools are selected in line with job requirements 2.2 Accurate measurements are obtained to job 2.3 ***Calculation*** needed to complete work tasks are performed using the four basic process of addition (+), subtraction (-), multiplication (x) and division (/). 2.4 Calculations involving fractions, percentages and mixed numbers are used to complete workplace tasks. 2.5 Numerical computation is self-checked and corrected for accuracy 2.6 Instruments are read to the limit of accuracy of the tool.
3. Maintain measuring instruments	3.1 Measuring instruments must kept free from corrosion 3.2 Measuring instruments not dropped to avoid damage 3.3 Measuring instruments cleaned before and after using.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Measuring instruments	Measuring instruments includes: 1.1 Multitester 1.2 Micrometer (In-out, depth) 1.3 Vernier caliper (Out, inside) 1.4 Dial Gauge with Mag. Std. 1.5 Plastigauge 1.6 Straight Edge 1.7 Thickness gauge 1.8 Torque Gauge 1.9 Small Hole gauge 1.10 Telescopic Gauge 1.11 Try square 1.12 Protractor 1.13 Combination gauge 1.14 Steel rule
2. Calculation	Kinds of Part Mensuration include: 2.1 Volume 2.2 Area 2.3 Displacement 2.4 Inside diameter 2.5 Circumference 2.6 Length 2.7 Thickness 2.8 Outside diameter 2.9 Taper 2. 10 Out of roundness 2.11Oil clearance 2.12 End play/thrust clearance

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Selected measuring instruments 1.2 Carried-out measurements and calculations. 1.3 Maintained measuring instruments
2. Underpinning knowledge and attitudes	2.1 Types of Measuring instruments and its uses 2.2 Safe handling procedures in using measuring instruments 2.3 Four fundamental operation of mathematics 2.2 Formula for Volume, Area, Perimeter and other geometric figures
3. Underpinning skills	3.1 Caring and Handling measuring instruments 3.2 Calibrating and using measuring instruments 3.1 Performing calculation by Addition, Subtraction, Multiplication and Division 3.2 Visualizing objects and shapes 3.3 Interpreting formula for volume, area, perimeter and other geometric figures
4. Resource implication	The following resources must be provided: 4.1 Workplace location 4.2 Measuring instrument appropriate to servicing processes 4.3 Instructional materials relevant to the propose activity
5. Methods of assessment	Competency must be assessed through: 5.1 Observation with questioning 5.2 Written or oral examination 5.3 Interview 5.4 Demonstration with questioning
6. Context for assessment	6.1 Competency elements must be assessed in a safe working environment 1.1 Assessment may be conducted in a workplace or simulated environment

UNIT TITLE: **READ, INTERPRET AND APPLY SPECIFICATION AND MANUALS**.

UNIT CODE: ALT723203

UNIT DESCRIPTOR: This unit deals with identifying, interpreting and applying service specification manuals, maintenance procedure manuals and periodic maintenance manual.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify and access manual/ specification	1.1 Appropriate ***manuals*** are identified and accessed as per job requirements. 1.2 Version and date of manual is checked to ensure correct specification and procedure are identified.
2. Interpret manuals	2.1 Relevant sections, chapters of manuals/specifications are located in relations to the work to be conducted 2.2 Information and procedure in the manual are interpreted in accordance to industry practices
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 specification 3.3 Manual data is applied according to the given task 3.4 All correct sequencing and adjustments are interpreted in accordance with information contained on the manual or specifications
4. Store manuals	4.1 Manual or specification are stored appropriately to ensure prevention of damage, ready access and updating of information when required in accordance with company requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manuals	Kinds of manuals: 1.1 Manufacturer's specification manual 1.2 Repair manual 1.3 Maintenance Procedure Manual 1.4 Periodic Maintenance Manual

EVIDENCE GUIDE

1.Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Identified and accessed manual/specification 1.2 Interpreted manuals 1.3 Applied information in manuals 1.4 Stored manuals
2. Underpinning knowledge and attitudes	2.1 Types of manuals used in automotive industry 2.2 Identification of symbols used in the manuals 3.1 Identification of units of measurements 3.2 Unit conversion
3. Underpinning skills	3.1 Reading and comprehension skills required to identify and interpret automotive manuals and specifications 3.2 Accessing information and data
4. Resource Implication	The following resources must be provided: 4.1 All manuals/catalogues relative to Automotive 4.2 Job order, requisitions 4.3 Actual vehicle or simulator
5. Methods of assessment	Competency must be assessed through: 5.1 Observation with questioning 5.2 Interview
6. Context for assessment	6.1 Assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 6.2 Assessment may be conducted in the workplace or a simulated environment.

UNIT OF COMPETENCY: MOVE AND POSITION VEHICLE

UNIT CODE: ALT723202

UNIT DESCRIPTOR: This competency unit covers the knowledge, skills and attitude needed to move and position vehicle in a workshop.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Prepare vehicle for driving	1.1 Correct ***check-up procedures*** performed based on vehicle manufacturer standard
2. Move and position vehicle	2.1 Select vehicle to be moved or re-position. *2.2* Drive the vehicle to appropriate location *2.3* Park vehicle following ***parking safety techniques*** and procedure
3. Check the vehicle	3.1 ***Vehicle*** position is checked as per required 3.2 Vehicle is checked for external damages

RANGE OF VARIABLE

VARIABLE	RANGE
1. Check up procedure	Check up procedures include the following: 1.1 Oil level 1.2 Brake fluid 1.3 Clutch fluid 1.4 Coolant level 1.5 Battery (electrolyte) 1.6 Tire pressure 1.7 Position of driving gear 1.8 Lighting and warning devices
2. Vehicles	2.1 Vehicles with automatic transmission 2.2 Vehicles with manual transmission
3.Parking safety techniques	3.1 Engaging of Park brake 3.2 Vehicle parking position 3.3 Front wheel position

EVIDENCE GUIDE

1.Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Prepared vehicle for driving. 1.2 Moved and positioned vehicle 1.3 Checked the vehicle.
2. Underpinning knowledge and attitudes	2.1 Driver's Code of conduct 2.2 Workshop signs and symbols 2.3 Driving skills 2.4 Vehicle accessories for safe driving and parking
3. Underpinning skills	3.1 Ability to handle vehicle/maneuver vehicle the easiest way 3.2 Immediate response to accident 3.3 Preparing vehicle for driving 3.4 Parking Downhill, Uphill, Parallel 3.5 Shifting Gears 3.6 Maneuvering
4. Resource implication	The following resources must be provided: 4.1 Driving range/area 4.2 Appropriate vehicle for driving 4.3 Vehicle accessories
5. Method of assessment	Competency must be assessed through: 5.1 Observation with questioning 5.2 Written or oral examination
6. Context for assessment	6.1 Assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 1.2 Assessment of practical skills must be done in a workplace or simulated environment.

UNIT OF COMPETENCY: APPLY APPROPRIATE SEALANT/ADHESIVE

UNIT CODE: ALT723201

UNIT DESCRIPTOR: This competency unit covers the selection and application of sealant/adhesives.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify appropriate Sealant/adhesive	1.1 ***Sealant/adhesive*** selected in line with job requirements and manufacturer's specification 1.2 ***Sealant/adhesive checking*** is performed to ensure that product is fit for use.
2. Prepare surface for Sealant/adhesive	2.1 Surface materials are identified as per construction 2.2 Surface is cleaned and free of moisture, dust and other foreign matters to ensure maximum adhesion or seal.
3. Apply sealant/adhesive evenly	3.1 Sealant/adhesive is applied evenly on the surface in line with manufacturer's specification 3.2 Excess sealant/adhesive is removed by sanding or scrapping 3.3 ***Tools and equipment*** used to apply sealant/adhesive are appropriate to job requirements 3.4 ***Safety*** are observed and PPE are worn in accordance with industry SOP 3.5 ***Hazards*** associated with the use of sealant and adhesives are identified.
4. Store/Dispose of sealant/adhesive	4.1 Sealant/adhesive are stored as per prescribed procedure 4.2 Waste are disposed as per workshop SOP

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sealant/Adhesive	Sealant/adhesive includes: 1.1Form in Place Gasket (FIPG) 1.2 Ribbon Sealer 1.3Hametite 1.4Silicon Body sealer 1.5 Prestite for Auto and Auto Aircon
2. Tools and equipment	Tools and equipment include: 2.1 Putty knife 2.2 Scraper 2.3 Compressor 2.4 Steel brush 2.5 Paint brush 2.6 Rubber hammer 2.7 Hand tools Personal protective equipment include: 2.8 Gloves 2.9 Apron 2.10 Safety shoes 2.11Goggles 2.12Gas mask
3. Safety	Safety includes: 3.1 Ventilation 3.2 Handling of Flammable/Irritating substances 3.3 Use of Personal Protective Equipment
4. Hazards	Hazard includes: 4.1 Fumes 4.2 Skin irritation 4.3 Burns
5. Adhesive/Sealant checking	Adhesive/Sealant checking includes: 5.1 Expiry date 5.2 Free of contamination 5.3 Cap/Covers 5.4 Tightly closed 5.5 Concentration

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Identified appropriate sealant/adhesives 1.2 Prepared surface for sealant/adhesive 1.3 Applied sealant/adhesive 1.4 Stored unused or dispose of used sealant/adhesive
2. Underpinning knowledge and attitude	2.1 OH & S regulations 2.2 Safe handling of sealant/adhesive 2.3 Industry code of practice 2.3 Procedures in sealant/adhesive application 2.4 Procedures in interpreting manuals
3. Underpinning skills	3.1 Handling sealant/adhesive 3.2 Applying sealant/adhesive 3.3.Sanding the surface 3.4 Use of tools, equipment 3.5 Mixing of body filler and epoxy base and hardener
4. Resource implication	The following resources must be provided: 4.1 Materials relevant to the activity 4.2 Appropriate tools and equipment 4.3 Real or simulated workplace
5. Methods of assessment	Competency must be assessed through 5.1 Observation with questioning 5.2 Interview related to: • Safe and correct use of tools and equipment • Application of adhesive/sealant
6.Context for assessment	6.1 Competency elements must be assessed in a safe working environment 6.2 Assessment may be done in a workplace or simulated environment

UNIT OF COMPETENCY: USE AND APPLY LUBRICANTS/COOLANT

UNIT CODE: ALT723204

UNIT DESCRIPTOR: This unit identifies the competencies required to select and apply different types of lubricants.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify types of lubricants/ coolant	1.1 Correct information on ***lubrication schedule*** is accessed and interpreted from appropriate manufacturers specifications ***manuals*** 1.2 Type and quantity of ***lubricants/coolant*** is identified as per job requirements
2. Use and apply lubricants/coolant	2.1 Correct procedure for change of lubricant is identified following manufacturer's specification or manual 2.1 Correct tools and equipment are selected and used in line with job requirements 2.3 Existing lubricants is removed and replaced with specified types and quantity of new materials in line with manufacturer's specification 2.4 Safe procedure and use of ***PPE*** is observed when removing or replacing lubricant 2.5 Used lubricants are disposed in accordance with environmental guidelines 2. 6 Work is checked in line with company SOP.
3. Perform housekeeping activities	3.1. ***Tools, equipment*** and materials are properly stored as per company SOP 3.2 Workplace is free from waste materials

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manuals	1.1 Manufacturer's specification manual 1.2 Periodic Maintenance manual 1.3 Service Manual
2.Lubricants/ Coolant	Kinds of lubricants include: 2.1 Engine oil: • Diesel engine oil • Gasoline engine oil 2.2 Automatic Transmission Fluid • Destro II • T4 2.3 Gear oil lubricants: • Oil #90 • Oil #140 • Oil #30 • Oil #40 2.4 Grease • Special (velocity joint) Molybdenum disolfate) • Ordinary • Multi-purpose oil • Contact point lubricant (grease) 2.5 Brake/Clutch System • Brake fluid • DOT3 2.6 Power Steering Fluid • Hydraulic Fluid 2.7 Radiator Coolant • Long last coolant 2.8 A/C Compressor Oil • Pag oil
3. Lubricant Schedule	Schedule for changing oil: 3.1 Kilometers traveled used 3.2 No. of Hours used 3.3 Monthly
4. Tool and equipment	Tools used includes: 4.1 Hand tools 4.2 Oiler 4.3 Oil Dispenser 4.4 Grease gun
5. Personal Protective Equipment (PPE)	PPE include: 5.1 Apron 5.2 Gloves 5.3 Goggles 5.4 Safety shoes

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment requires evidence that the candidate: 1.1 Identified types of lubricants and lubrication schedule. 1.2 Used and applied lubricants. 1.3 Performed housekeeping
2. Underpinning knowledge and attitudes	2.1 Types/Classification of Lubricants 2.2 Identifying lubrication schedule 2.3 Cause and Effects of Gear Oil Dilution 2.4 Purpose of Lubrication (Problem and effects) 2.5 Hazard associated with lubrication
3. Underpinning skills	3.1 Handling of oils (Gear, oil, engine oil) 3.2 Familiarization/Classification of Lubricants 3.3 Lubrication Procedure
4. Resource implication	The following resources must be provided: 4.1 Workplace: Real or simulated work area 4.2 Appropriate tools and equipment 4.3 Materials relevant to activity
5. Methods of assessment	Competency must be assessed through 5.1 Demonstration with questioning 5.2 Written/Oral examination
6. Context for assessment	6.1 Competency elements must be assessed in a safe working environment 6.2 Assessment must be undertaken in accordance with the endorsed industry assessment guidelines 6.3 Assessment of underpinning knowledge and skills may be assessed on or off the job

UNIT OF COMPETENCY: PERFORM SHOP MAINTENANCE

UNIT CODE: ALT723307

UNIT DESCRIPTOR: This unit deals with inspecting and cleaning of work area including tools, equipment and facilities. Storage and checking of tools/ equipment and disposal of used materials are also incorporated in this competency

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Inspect/clean tools and work area	. 1.1 Cleaning solvent used as per workshop/tools ***cleaning requirement*** 1.2 **W*ork area*** is checked and cleaned 1.3 Wet surface/spot in work area is wiped and dried
2. Store/arrange tools and shop equipment	2.1 Tools/equipment are checked and stored in their respective shelves/location 2.2 Corresponding labels are posted and visible 2.3 Tools are safely secured and logged in the records
3. Dispose wastes/used lubricants	3.1 Containers for used lubricants are visibly labeled 3.2 Wastes/used lubricants are disposed as per workshop SOP
4. Report damaged tools/equipment	4.1 Complete inventory of tools/equipment is maintained 4.2 Damaged tools/equipment/facilities are identified and repair recommendation is given 4.3 Reports prepared has no error/discrepancy

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work Area	Work areas include: 1.1 Workshop areas for servicing/repairing light and/or heavy vehicle and/or plant transmissions and/or outdoor power equipment 1.2 Open workshop/garage and enclosed, ventilated office area 1.3 Other variables may include workshop with: • Mess hall • Wash room • Comfort room
2. Cleaning requirement	2.1 Cleaning solvent 2.2 Inventory of supplies, tools, equipment, facilities 2.3 List of mechanics/technicians 2.4 Rags 2.5 Broom 2.6 Map 2.7 Pail 2.8 Used oil container 2.9 Oiler 2.10 Dust/waste bin
3. Manuals	3.1 Vehicle/plant manufacturer specifications 3.2 Company operating procedures 3.3 Industry/Workplace Codes of Practice 3.4 Product manufacturer specifications 3.5 Customer requirements 3.6 Industry Occupational Health &Safety
4. Company standard operating procedure	Wearing of Personal protective equipment include: 4.1 Gloves 4.2 Apron 4.3 Goggles 4.4 Safety shoes

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1Cleaned workshop tools/facilities 1.2Maintained equipment, tools and facilities 1.3Disposed wastes and used lubricants/fluid as per required procedure
2. Underpinning knowledge and attitudes	2.1 5S or TQM 2.2 Service procedures 2.3 Relevant technical information 2.4 Safe handling of Equipment and tools 2.5 Vehicle safety requirements 2.6 Workshop policies 2.7 Personal safety procedures 2.8 Fire Extinguishers and prevention 2.9 Storage/Disposal of Hazardous/flammable materials 2.10 Positive Work Values (Perseverance, Honesty, Patience, Attention to Details)
3. Underpinning skills	3.1 Handling/Storing of tools/equipment/supplies and material 3.2 Cleaning grease/lubricants 3.3 Disposing of wastes and fluid 3.4 Preparing inventory of s/m and tools and equipment 3.5 Monitoring of s/m and tools/equipment
4. Resource implications	The following resources must be provided: 4.1 Workplace: Real or simulated work area 4.2 Appropriate Tools & equipment 4.3 Materials relevant to the activity
5. Method of assessment	Competency must be assessed through: 5.1 Written/Oral Questioning 5.2 Demonstration
6. Context for assessment	6.1 Competency must be assessed on the job or simulated environment. 6.2 The assessment of practical skills must take place after a period of supervised practice and repetitive experience.

CORE COMPETENCIES

UNIT OF COMPETENCY: CARRY OUT MINOR VEHICLE MAINTENANCE AND SERVICING

CODE NO.: ALT723348

UNIT DESCRIPTOR: This unit involves the skills and knowledge and attitudes required to carry out basic servicing and maintenance of a light vehicle such as cleaning the vehicle. It also includes the action to implement the vehicle manufacturer's specifications for routine checks and maintenance and that the vehicle is operational to the requirements of both the workplace and the relevant road and traffic authority.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Clean vehicle unit	1.1 Vehicle is cleaned as per prescribed procedures using appropriate ***cleaning supplies, tools/ equipment*** and according to ***occupational health and safety*** (***OHS***). 1.2 Wastes are disposed of as per relevant ordinance, rules or law.
2. Maintain and service the vehicle system	2.1 ***Minor routine checks*** are undertaken based on manufacturer's manual. 2.2 ***Minor routine repair and servicing*** are undertaken in accordance with occupational health and safety procedures and manufacturer's manual. 2.3 Brakes are inspected and appropriate action is undertaken in accordance with manufacturer's specifications. 2.4 Complex repair and service requirements are identified and referred following workplace procedures. 2.5 Records of routine servicing, maintenance and repairs are kept and updated in accordance with workplace procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Cleaning supplies	Cleaning supplies may include but not limited to: 1.1 Soap 1.2 Shampoo 1.3 Rags 1.4 Oil 1.5 Air freshener 1.6 Polish 1.7 Water
2. Cleaning Tools and Equipment	2.1 Vacuum cleaner 2.2 Steam cleaner 2.3 Mop and basket 2.4 Pail 2.5 Polisher 2.6 Broom 2.7 Hose 2.8 Pressure Washer
3. Routine Check	Routine checks on vehicle components are done on the following but not limited to: 3.1 Battery 3.2 Tire air pressure 3.3 Water level 3.4 Lights 3.5 Horn 3.6 Mirrors 3.7 Propeller 3.8 Bolts and nuts tightness 3.9 Brake fluid 3.10 Oil level 3.11 Fan belt 3.12 Wheel bearing
4. Minor routine repairs	Minor routine repairs include the following but not limited to the replacement of : 4.1 blown bulbs in vehicle lights 4.2 broken fan belt 4.3 blown fuse 4.4 broken side mirrors 4.5 rear tail-light lens 4.6 tires 4.7 broken coolant hose 4.8 worn out wheel caps 4.9 brake shoe/pad

5. Minor routine servicing	Minor routine servicing may include the following but not limited to: 5.1 Topping up of water/coolant levels and brake fluid 5.2 Change/topping of engine oils 5.3 Air pressure set of tires 5.4 Addition of gear oil 5.5 Repacking/greasing of bearing ball joints, tie rod end 5.6 Tire rotation 5.7 Cleaning of battery terminals
6. Occupational Health and Safety	6.1 Use of personal protective equipment such as: • Gloves • Gas mask • Apron • Eye goggles 6.2 Open space ventilation for work area 6.3 Provision of fire extinguisher in work area

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate 1.1 Diagnosed basic vehicle faults and undertake adjustment/repairs 1.2 Carried out routine servicing and maintenance of vehicle system 1.3 Identified complex servicing and maintenance problems 1.4 Demonstrated safety, environmental and hazard control precautions and procedures during routine maintenance operations 1.5 Communicated effectively with others in carrying out vehicle maintenance
2 Underpinning knowledge and attitudes	2.1 Relevant OHS and pollution control procedures 2.2 Procedure for checking and routine service and maintenance of a vehicle 2.3 Problems that may occur during routine servicing and maintenance of a vehicle and appropriate actions and solutions 2.4 Faults and irregularities that may occur in vehicles. 2.5 Principles of operation of vehicle system such as electrical system, fuel system, cooling system, steering system, exhaust system, tires, brakes 2.6 Basic fault finding procedures required during routine servicing and maintenance of vehicles 2.7 Uses of tools materials, and parts for routine servicing and maintenance 2.8 Positive Work Values (Honesty, Quality, Common Sense Patience Concern for Safety) 2.9 5 S
3 Underpinning skills	3.1 Recognizing and diagnosing vehicle faults and irregularities 3.2 Performing housekeeping 3.3 Writing and documenting simple report 3.4 Communicating skills 3.5 Handling tools and materials
4 Resource implications	The following resources must be provided: 4.1 Light vehicle 4.2 Supplies and materials relevant to the task 4.3 Workplace for conducting routine servicing and maintenance 4.4 A small room for written examination
5 Method of assessment	Competency must be assessed through 5.1 Observation or Demonstration of skills 5.2 Interview 5.3 Written or Oral test for the assessment of underpinning knowledge
6 Context for assessment	6.1 Practical assessment must be conducted at TESDA accredited assessment centers and/or in an appropriate work situation

UNIT OF COMPETENCY: DRIVE LIGHT VEHICLE

CODE NO.: ALT832302

UNIT DESCRIPTOR*:* This unit involves the skills and knowledge and attitudes required to drive a light vehicle safely including handling of passengers, systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Perform light vehicle pre-starting and warm-up	1.1 ***Vehicle inspection*** is performed as per manufacturer's specification 1.2 ***Safety harness/devices*** and ***tools*** are checked according to LTO/LTFRB requirements 1.3 Warm up of ***light vehicle*** is performed as per manufacturer's manual
2. Drive light vehicle	2.1 Light vehicle is driven in accordance with ***traffic rules and regulations*** and manufacturer's instruction 2.2 ***Driving hazards*** are identified and/or anticipated and avoided or controlled through defensive driving as per standard operating procedures. 2.3 The Light vehicle is parked, shut down and secured in accordance with manufacturer's specifications, traffic regulations and workplace procedures 2.3 Passengers and loads are transported up to the route assigned and ***fares*** are collected as per LTFRB regulations 2.5 Driving is performed according to the restriction and condition stated in the official receipt license and within the ***occupational health and safety standards*** (OHS). 2.7 Out-of line/anti carnapping clearance permit is secured as per traffic rules and regulations
3. Monitor and maintain vehicle performance	3.1 Defective or irregular performance or malfunctions are monitored and reported to the appropriate person/authority. 3.2 Minor vehicle maintenance is performed in accordance with manufacturer's instruction 3.3 Vehicle records are maintained/updated in accordance with workplace procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Vehicle inspection	1.1 Lights (head light, park light, signal lights, hazard, etc.) 1.2 Mirrors (rear view, side view, windshields, etc.) 1.3 Under hood 1.4 Underchassis 1.5 Passenger seats
2. Light Vehicle	2.1 Private car 2.2 Owner type jeepney 2.3 Taxicab 2.4 Public utility jeepney
3. Fares	3.1 Taximeter 3.2 Fare matrix
4. Safety harness/devices & tools	4.1 Seat belt 4.2 Early Warning Device 4.3 Handtools (Wrench, pliers, screwdriver, early warning device, jack, spare tires) 4.4 Flashlights or emergency lighting device 4.5 Consumable materials and spare parts such as • Rags • Fan belt • Wheel cap • Fuse • Electrical tapes • Brake fluid • Motor oil
5. Traffic regulations	5.1 Registration, driving license and other relevant permits 5.2 Use of seat belt 5.3 Availability of EWD 5.4 Observance of franchise route 5.5 Use of uniform 5.6 Compliance with vehicle emission standards

6. Driving hazards	6.1 Stalled vehicles and other road obstruction 6.2 Excavation and road repairs 6.3 Flood 6.4 Heavy traffic volume 6.5 Accidents 6.6 Heavy rains and typhoons 6.7 Fog/smog 6.8 Uncentered force of gravity or inertia 6.9 Slippery roads 6.10 Winding and zigzag road 6.11 Blind corners 6.12 Humps 6.13 Unattended children along streets 6.14 Stray animals 6.15 Open manhole 6.16 Reckless and uncooperative drivers 6.17 Loose stones 6.18 Mental and physical fatigue
7. Occupational Health & Safety	7.1 Safety in handling vehicle and passengers while driving 7.2 Safety on road and traffic management including management of pedestrians 7.3 Use of personal protective equipment and devices such as uniform, gas mask, gloves , sunglasses, shoes, cap 7.4 Use of seat belt and early warning devices

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate 1.1 Performed pre-operational and warm up 1.2 Drove light vehicle 1.3Transported passengers and other loads to destination safely. 1.4 Monitored and maintained vehicle performance 1.5 Followed OHS and environmental protection procedures and regulations 1.6 Followed emergency procedures
2 Underpinning knowledge and attitudes	2.1 Relevant OHS and environmental procedures and regulations 2.2 Parts of light vehicle and its functions 2.3 Knowledge on passenger behavior/customer relation 2.4 Types of load or cargo 2.5 Procedure on how to drive the light vehicle 2.6 Procedure to be followed in the event of emergency and road related crimes 2.7 Engine power management and safe driving strategies 2.8 Fatigue management techniques 2.9 Principle of stress management when driving a vehicle 2.10 Traffic rules and regulations 2.11 Kinds of traffic violations 2.12 Positive work values (Honesty, Patience, Perseverance, Courtesy, etc.)
3 Underpinning skills	3.1 Computing fares and distances 3.2 Managing fatigue while driving 3.3 Reading/Interpreting traffic signs and symbols and road advisory 3.4 Maintaining proper distance and speed 3.5 Responding to road-related accidents and crimes
4 Resource implications	The following resources must be provided: 4.1 Light vehicle with appropriate tools/instruments for actual performance of works 4.2 Driver's Manual 4.3 Ample space for driving including traffic signs and symbols for driving and maneuvering the light vehicle, assistance of other persons to act as passengers and traffic enforcer
5 Method of assessment	Competency must be assessed through 5.1 Direct observation/Demonstration with Questioning 5.2 Interview 5.2 Written/Oral test
6 Context for assessment	6.1 Competency may be assessed in actual workplace or simulated environment 6.2 Assessment of competence must comply with the assessment requirements of the relevant Road and traffic control Authority

UNIT OF COMPETENCY: OBEY AND OBSERVE TRAFFIC RULES AND REGULATIONS

CODE: ALT832303

UNIT DESCRIPTOR: This unit involves the skills and knowledge and attitudes required in obeying and observing traffic rules and regulations while driving light vehicle.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Observe traffic signs and road markers	1.1 ***Traffic signs*** and ***road markers*** are identified and followed in accordance with concerned ***traffic authorities***.
2. Obey traffic rules and regulations	2.1 ***Traffic rules and regulations*** are identified and followed in accordance with concerned traffic authorities. 2.2 License and registrations are maintained as prescribed by law. 2.3 Driver ***outfit/attire*** is worn as prescribed by law.
3. Practice courtesy	3.1 Positive work values are demonstrated as per code of ethics of drivers 3.2 Complaints are responded and handled with respect based on driver's code of ethics 3.3 Reminders are conveyed to passengers politely.
4. Respect traffic enforcers and other traffic management unit	4.1 Traffic authority instructions are complied as prescribed by law. 4.2 Traffic violation tickets/receipts issued by Traffic enforcers are accepted and appropriate action is taken.

RANGE OF VARIABLES

VARIABLE	RANGE
1 Traffic signs	Traffic signs include but not limited to: 1.1.1 No blowing of horns 1.1.1 Yield 1.1.1 No Parking 1.1.1 One way 1.1.1 No U-turn
2 Road Markers	2.1.1 Merging traffic 2.1.1 No overtaking 2.1.1 Pedestrian lane 2.1.1 Total stop
3 Traffic rules and regulations	Traffic rules and regulations include: 3.1.1 Road obstruction 3.1.1 Illegal terminal 3.1.1 Wearing of safety belts 3.1.1 Observing the Unified Vehicle Volume Reduction Scheme 3.1.1 Driving license/registration/franchise/Official receipt and certificate of registration (ORCR) 3.1.1 No using of cellphone while driving 3.1.1 Avoiding driving under the influence of drugs or alcohol
4 Prescribed Attire/Outfit	Proper attire or outfit prescribed by law include but not limited to: 4.1.1 Blue polo for PUJ drivers 4.1.1 White polo for taxicab drivers 4.1.1 Shoes 4.1.1 Long pants

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate 1.1 Followed traffic signs and road markers 1.2 Obeyed traffic rules and regulations 1.3 Practiced courtesy and good communication 1.4 Respected traffic enforcers and other traffic management units.
2. Underpinning knowledge and attitude	2.1 Traffic signs and symbols 2.2 Road markers 2.3 Traffic rules and regulations 2.4 Defensive driving techniques 2.5 Positive work values 2.6 Driver's Code of ethics 2.7 Different Traffic Enforcers 2.8 Traffic violations and penalties 2.9 Good grooming
3. Underpinning skills	3.1 Communication skills 3.2 Interpersonal skills 3.3 Managing conflict
4. Resource implications	The following resources MUST be provided: 4.1 Light Vehicle 4.2 Ample space with traffic signs and symbols for driving and maneuvering the vehicle, persons to act as passengers and traffic enforcer 4.2 Well lighted and ventilated room with table and chairs for written/oral assessment
5. Method of assessment	Competency must be assessed through: 5.1 Direct observation 5.2 Demonstration 5.3 Interview 5.4 Written or Oral test/interview for the assessment of underpinning knowledge
6. Context for assessment	6.1 Competency must be assessed in actual workplace or simulated environment 6.2 Assessment of competence must comply with the assessment requirements of the relevant Road and traffic control Authority

UNIT OF COMPETENCY: IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES

UNIT CODE: ALT832304

UNIT DESCRIPTOR: This unit involves the skills, knowledge and attitudes required in responding to emergency incidents, follow-up support and assistance and communicate to concerned individual during emergency.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Respond to emergencies	1.1 ***Emergency*** and potential emergency situations are identified and assessed based on emergency procedure. 1.2 ***Actions*** are prioritized and provided based on the criticality of the emergency situation. 1.3 Incident reports are prepared in accordance with regulatory and workplace procedures 1.4 ***Responsibilities*** are fulfilled in accordance with emergency procedures and/or regulatory requirements
2. Arrange follow-up support and assistance	2.1 Medical assistance and support is arranged in accordance with workplace procedures 2.2 First aid is applied in accordance with medical procedure 2.3 Passenger needs are identified and provided based on emergency situation.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Emergency	Emergency situation and incidents may include the following but not limited to: 1.1 Vehicle collision 1.2 Crime incidents (hold-up, kidnapping and related crimes) 1.3 Hit and run 1.4 Fire resulted from engine overheating or faulty electric wiring
2. Responsibilities	2.1 Reporting to police authority 2.2 Facilitate Insurance claim 2.3 Informing victim's relatives 2.4 Respond to investigation and authority inquiry
3. Action	3.1 Facilitating medical assistance 3.2 Transporting of injured passenger to the nearest medical facility 3.3 Transporting of road crime victim to police station 3.4 Giving reminders to passengers while on board the public transport vehicle 3.5 Providing assistance in controlling the site both prior to and following arrival of emergency services

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate 1.1 Responded to emergency situations 1.2 Arranged follow-up support and assistance
2. Underpinning knowledge and attitudes	2.1 Relevant OHS and environmental procedures and regulations 2.2 Kinds of emergency situations 2.3 Procedure to be followed in the event of emergency 2.4 Problem that may arise during emergency situations 2.5 First aid practices 2.6 Kinds of body injury and how to deal with them 2.7 Positive work values (Honesty, Presence of mind, Compassion, etc.)
3 Underpinning skills	3.1 Appropriate reporting and preparing of necessary documentation to authority and medical personnel 3.2 Handling injured person 3.3 Transporting injured persons 3.4 Handling and use of fire extinguishers 3.5 Following emergency procedures 3.6 Handling crime situations
4 Resource implications	The following resources MUST be provided: 4.1 Simulation equipment and materials used for demonstrating emergency situation 4.2 Vehicle unit 4.3 A well-ventilated and lighted room with table and chairs for written/oral examination
5 Method of assessment	Competency must be assessed through: 5.1 Demonstration of the task in implementing and coordinating accident-emergency procedures 5.2 Interview 5.3 Written/oral exam
6 Context for assessment	6.1 Competency must be assessed in actual workplace or simulated environment 6.2 Assessment of competence must comply with the assessment requirements of the relevant Road and traffic control Authority

SECTION 3 TRAINING STANDARDS

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

3.1 CURRICULUM DESIGN

Course Title: **LIGHT VEHICLE DRIVING** NC LEVEL: **NC II**

Training Nominal Hours: **18 Hours** (Basic Competencies)
20 Hours (Common Competencies)
80 Hours (Core Competencies)

Course Description:

This course is designed to equip the individual the desirable attitudes and skills of the land transport light vehicle driver in accordance with industry standards, including the regulatory requirements issued by appropriate regulatory bodies, government and/or private. It covers the following four core competencies: Carry Out Vehicle Maintenance and Servicing, Drive Light Vehicles, Obey and Observe Traffic Rules and Regulations and Implement and Coordinate Accident/Emergency Procedures. It covers the basic, common and core competencies.

This course is also designed to equip the individual the basic and common knowledge , skills and attitudes of the land transport light vehicle driver in accordance with industry standards.

To obtain this, all units prescribed for this qualification must be achieved.

BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information. 1.2 Complete relevant work related documents. 1.3 Participate in workplace meeting and discussion.	• Group discussion • Interaction	• Demonstration • Observation • Interviews/ questioning
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	• Discussion • Interaction	• Demonstration • Observation • Interviews/ questioning
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development.	• Discussion • Interaction	• Demonstration • Observation • Interviews/ questioning

4. Practice occupational health and safety	4.1Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	• Discussion • Plant tour • Symposium	• Observation • Interview

COMMON COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Apply Appropriate Sealant/ Adhesive	1.1. Identify appropriate sealant/ adhesive 1.2. Prepare surface for sealant/ adhesive application 1.3. Store unused and dispose used sealant/adhesive	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview
2. Move and Position Vehicle	2.1. Prepare vehicle for driving 2.2. Move and position vehicle 2.3. Check the vehicle	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview
3. Perform Mensuration and Calculation	3.1. Select measuring instrument and carry out measurement and calculations. 3.2. Maintain measuring instruments	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview
4. Read, Interpret and Apply Specifications and Manual	4.1. Identify/accessed manuals and interpret data and specification 4.2 Apply information accessed in manual 4.3 Store manual	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview
5. Use and Apply Lubricant/ Coolant	5.1. Identify type of lubricant/coolant 5.2 Use and apply lubricant	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview
6. Perform Shop Maintenance	6.1 Inspect/clean tools and work area 6.2 Store/arrange tools and shop equipment 6.3 Dispose wastes/used lubricants 6.4 Report damaged tools/equipment	• Lecture/ Demonstration • Dual training • Self paced (modular) • Distance Learning	• Written test • Oral questioning • Direct observation • Project method • Interview

CORE COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Carry out minor vehicle maintenance and servicing	1.1Clean vehicle unit 1.2 Maintain and service the vehicle system	• Demonstration • Discussion • Dual Training • Distance Learning • Computer based learning	• Interview • Direct observation • Demonstration of practical skills
2. Drive light vehicles	2.1 Perform light vehicle pre-starting and warm-up 2.2 Drive light vehicles 2.3 Monitor and maintain vehicle performance	• Demonstration • Discussion • Dual Training • Distance Learning • Computer based learning	• Interview • Direct • observation • Demonstration • of practical • skills • Portfolio
3. Observe traffic rules and regulations	3.1 Observe traffic signs and road markers 3.2 Obey traffic rules and regulations 3.3 Respect traffic enforcers and other traffic management unit	• Role play • Simulation • Discussion • Demonstration	• Interview • Direct observation • Written Exam
4. Implement and coordinate accident/emergency procedures	4.1Respond to emergencies 4.2 Arrange follow-up support and assistance	• Role play • Simulation • Discussion • Demonstration	• Interview • Direct observation • Written Exam

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off the-job components;
- Training program allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Training programs are registered with UTPRAS.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer facilitates the training delivery
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same

place. Distance learning may employ correspondence study, or audio, video or computer technologies.

- Project-Based Instruction is an authentic instructional model or strategy in which students plan, implement and evaluate projects that have real world applications.

3.3 TRAINEE ENTRY REQUIREMENTS

This section specifies the qualifications of trainees and educational experience. Other requirements like health and physical requirements are also stated. Passing entry written examinations may also be indicated if necessary.

- With good moral character;
- Able to communicate both orally and in writing
- Physically fit and mentally healthy as certified by a Public Health Officer

3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of 25 trainees for Driving NC II

TOOLS		EQUIPMENT		MATERIALS	
Quantity	Item	Quantity	Item	Quantity	Item
4 pcs.	Mop		Car	5 boxes	Soap
4 pcs.	Basket		Jeepney	5 ltrs.	Shampoo
4 pcs.	Pail				
4 pcs.	Polisher				
4 pcs.	Broom				
4 pcs.	Hose		Vacuum Pump	10 ltrs.	Gear Oil
4 pcs.	Cross wrench		Steam Cleaner	20 pcs.	Air Freshener
4 pcs.	Mechanical pliers		Air Compressor	10 pcs.	Polish
4 pcs.	Long nose pliers			10 ltrs.	Distilled water
25 pairs	Glove			4 pcs.	Fan belt
25 pcs.	Apron			8 pcs.	Wheel cap
25 pairs	Goggles			10 pcs.	Fuse
25 pairs	Plastic boots			4 rolls	Electrical tape
4 sets	Combination wrench			2 ltrs.	Brake fluid
				4 pcs.	A/C belt
4 pcs.	Screwdriver (flat & Phillips)			4 pcs.	P/S belt

4 pcs.	Early Warning Device			10 ltrs.	Coolant
4 pcs.	Jack			10 ltrs.	Additives
4 pcs.	Spare tire			4 pcs.	Relay
4 pcs.	Flashlight			4 pcs.	Fender cover
4 pcs.	Emergency lighting device/ trouble light			Training Materials:	
					• Reference Books
4 pcs.	Dunce Pin				• Manuals
4 pcs.	Tire Gauge				• Brochures
4 pcs.	Creeper				• Catalogs
					• CDs/Video tapes
					• Learning Modules

3.5 TRAINING FACILITIES

DRIVING - NC II

Based on a class size of 25 students/trainees

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQUARE METERS	TOTAL AREA IN SQUARE METERS
Building (Permanent)	20.00 X 30.00	600.00	600.00
Student/Trainee working space			
Lecture Room	9.00 X 6.00	54.00	54.00
Learning Resource Center	6.00 X 4.00	24.00	24.00
Facilities/Equipment/Circulation Area			
Driving lane			

3.6 TRAINERS' QUALIFICATION FOR AUTOMOTIVE/LAND TRANSPORT SECTOR

DRIVER NC II (CLASSIFIED UNDER THE LTO RESTRICTION CODE 1 AND 2)

- Must be a holder of a Land Transport Light Vehicle NC II certificate
- Must be a holder of a Trainer Qualification Level II (TQ II) certificate
- Must be computer literate
- Must be able to communicate, both orally and in writing
- Must be physically and mentally fit
- Must have a minimum of one-year industry experience in driving light vehicles
- Must possess a current professional driver's license issued by the Land Transportation Office.

3.7 INSTITUTIONAL ASSESSMENT

Institutional assessment is undertaken by trainees to determine their achievement of units of competency. A certificate of achievement is issued for each unit of competency.

SECTION 4 NATIONAL ASSESSSMENT AND CERTIFICATION ARRANGEMENTS

4.1. To attain the National Qualification of Driving NC II, the candidate must demonstrate competence in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.

4.2 The qualification of Driving NC II may be attained through demonstration of competence through a single comprehensive project-type assessment covering all required units of competency of the qualification.

4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

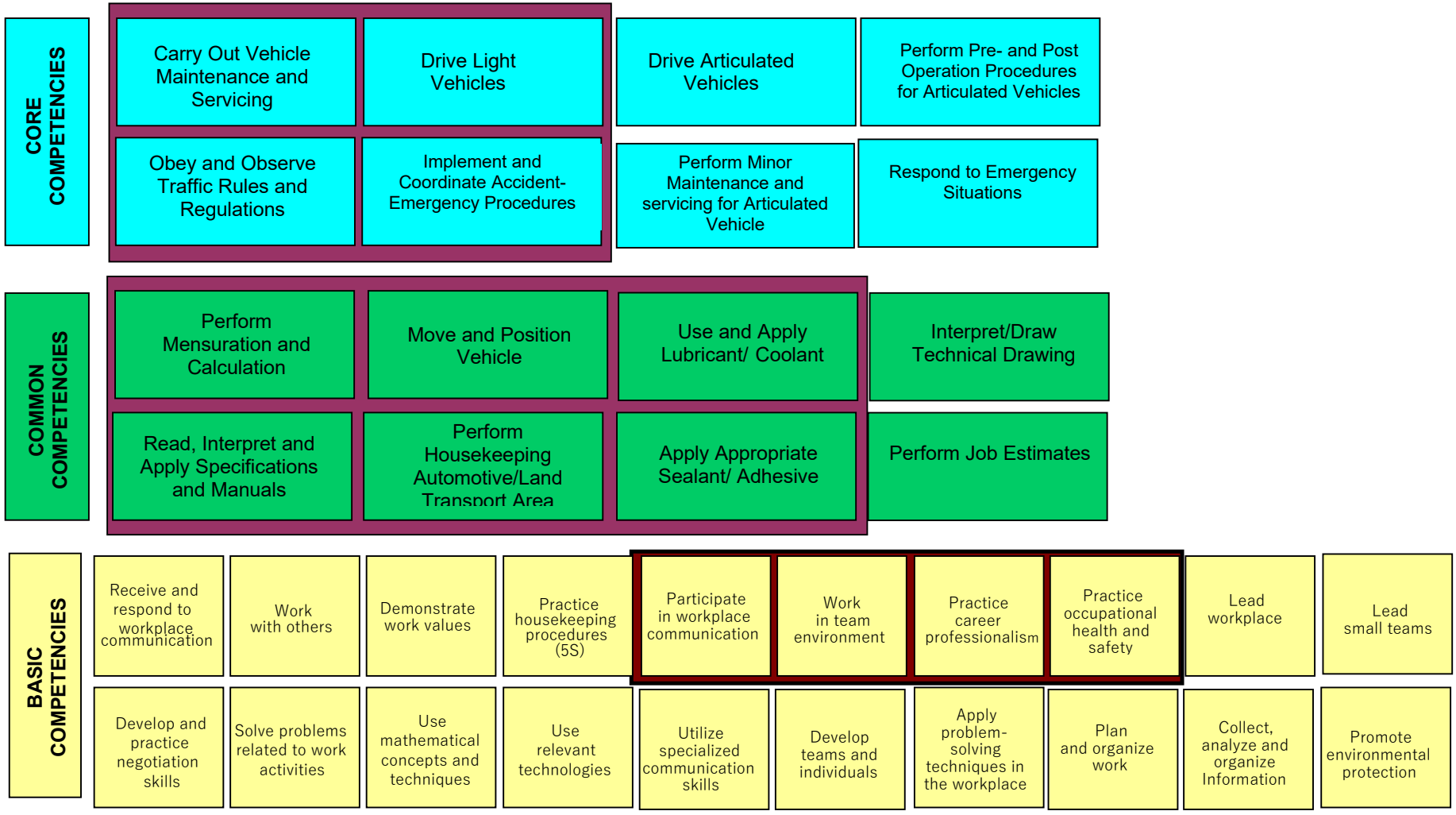
4.4 The following are qualified to apply for assessment and certification:

4.4.1 Graduates of formal, non-formal and informal including enterprise-based training programs.

4.4.2 Experienced workers (wage employed or self-employed)

4.5 The guidelines on assessment and certification are discussed in detail in the Procedures Manual on Assessment and Certification and Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS).

COMPETENCY MAP
DRIVING



DEFINITION OF TERMS

1.	**Absolute speed limit**	-	The maximum or minimum legal speed at which one may drive. This speed limit may or may not be posted.
2.	**Accident, motor vehicle**	-	Any mishap involving a moving vehicle and resulting in death, injury or property damage.
3.	**Basic speed limit**	-	Any speed below the absolute limit that is safe for existing road, weather or traffic conditions.
4.	**Collision**	-	Any crash between motor vehicles or between a motor vehicle and another object.
5.	**Driving license**	-	A legal document in the form of plastic identification card and official receipt issued by LTO authorizing a person to drive and operate a specified type of motor vehicle after satisfactorily completing and passing the standard requirement as categorized either non-professional or professional proficiency level.
6.	**Defensive driving**	-	Being prepared to handle through any hazardous situation caused by other users of the road.
7.	**Directional signals**	-	Lights on motor vehicle or hand signals used to indicate left and right turns and stops.
8.	**Driver**	-	A person who drives motor vehicle and transport passengers and loads over specified routes or destination for a fee.
9.	**Fare**	-	Refers to the price charged to transport a passenger
10.	**Franchised route**	-	Refers to the designated travel route assigned by LTFRB (DOTC) to a specific public passenger motor vehicle indicating the particular main streets, roads and avenues to ply including its limitations and boundaries.
11.	**Periodic Maintenance Service**	-	The regular servicing prescribed by manufacturer to maintain the vehicle's top performance.
12.	**Motorcycle**	-	Refers to a single passenger vehicle for operation on ordinary and typically having two wheels and a gasoline internal combustion engine.

13. Public Utility Jeepney (PUJ)	-	Refers to a locally manufactured and modified jeepney-type vehicle intended to carry as much passengers as prescribed and authorized by Land Transportation Franchise Regulatory Board (LTFRB) as approved by the Department of Transportation and Communication (DOTC).
14. Regulatory signs	-	Traffic signs that tell what a driver must or must not do under penalty of the law.
15. Road Related Accident and Emergency	-	Refers to unforeseen and unanticipated road happenings usually resulted from by driver's negligence/error, abnormal road condition and motor vehicle mechanical safety breakdown resulting to grave vehicular accident, passenger body injury and damage to property.
16. Roadway markings	-	Markings on a pavement separating lanes of travel or indicating what a driver may do.
17. Seat belt	-	A belt anchored to the vehicle frame. It prevents the passengers from being thrown against parts of the interior of the vehicle or from the vehicle in the event of a collision.
18. Taxicab	-	Refers to a public utility car that transport passenger to a designated location and collect fare recorded on taximeter based on mileage or time factors specified by the LTFRB.
19. Traffic	-	The flow of all motor vehicles and pedestrians along the street and the highway
20. Traffic signal lights	-	Traffic controls which usually located at intersections to regulate traffic flow
21. Tricycle Unit	-	Refers to a 3-wheeled motor vehicle consisting of a motorcycle and a modified passenger sidecar with a seating capacity prescribed and authorized. It is franchised by LTFRB to operate and transport passengers within a specified area of operation with a pre-set and fixed fare.
22. Warning signs	-	Traffic signs that alert drivers to potential hazards ahead

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