

TRAINING REGULATIONS

GARBAGE COLLECTION NC I



Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig, MetroManila

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

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry group 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 Training Regulations (TR) serve as basis for the:

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

Each TR has four sections:

- Section 1 Definition of Qualification - refers to the group of competencies that describes the different functions of the qualification.
- Section 2 Competency Standards - gives the specifications of competencies required for effective work performance.
- Section 3 Training Arrangements - contains information and requirements in designing training program for certain Qualification. It includes curriculum design, training delivery; trainee entry requirements; tools and requirements; tools and equipment; training facilities and trainer's qualification.
- Section 4 Assessment and Certification Arrangements - describes the policies governing assessment and certification procedure

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TRAINING REGULATIONS FOR GARBAGE COLLECTION NC I

SECTION 1 GARBAGE COLLECTION NC I QUALIFICATION

The **GARBAGE COLLECTION NC I** Qualification covers competencies relating to the collection, transport and dumping of garbage particularly municipal/city waste covered by RA 9003.

The Units of Competency comprising this Qualification include the following:

Unit Code

BASIC COMPETENCIES

- 500311101 Receive and respond to workplace communication
- 500311102 Work with others
- 500311103 Demonstrate work values
- 500311104 Practice basic housekeeping procedures

UNIT CODE

COMMON COMPETENCIES

- UTL9611201 Develop and update industry knowledge
- UTL9611202 Perform workplace security and safety practices
- UTL9611203 Maintain environmental health and awareness in the workplace

UNIT CODE

CORE COMPETENCIES

- UTL961301 Prepare for garbage collection activities
- UTL961302 Collect garbage

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

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SECTION 2 COMPETENCY STANDARDS

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

BASIC COMPETENCIES

UNIT OF COMPETENCY : RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION (*Communicate clearly*)

UNIT CODE : 500311101

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Follow routine spoken messages	1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 1.2 Instructions/information are properly recorded 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear	1.1 Knowledge of organizational policies/guidelines with regards to processing internal/external information 1.2 Ethical work practices in handling communications 1.3 Communication process	1.1 Conciseness in receiving and clarifying messages/information/communication 1.2 Accuracy in recording messages/information 1.3 Communication skills
2. Perform workplace duties following written notices	2.1 <i>Written notices and instructions</i> are read and interpreted correctly in accordance with <i>organizational guidelines</i> 2.2 Routine written instruction are followed in sequence 2.3 Feedback is given to workplace supervisor based on the instructions/information received	2.1 Knowledge of organizational policies/guidelines in regard to processing internal/external information 2.2 Ethical work practices in handling communications 2.3 Communication process	2.1 Conciseness in receiving and clarifying messages/information/communication 2.2 Accuracy in recording messages/information

RANGE OF VARIABLES

VARIABLE	RANGE
1. Written notices and instructions	May include: <ol style="list-style-type: none"> 1.1. Handwritten and printed material 1.2. Internal memos 1.3. External communications 1.4. Electronic mail 1.5. Briefing notes 1.6. General correspondence 1.7. Marketing materials 1.8. Journal articles
2. Organizational Guidelines	May include: <ol style="list-style-type: none"> 2.1. Information documentation procedures 2.2. Company policies and procedures 2.3. Organization manuals 2.4. Service manual

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Demonstrated knowledge of organizational procedures for handling verbal and written communications</p> <p>1.2 Received and acted on verbal messages and instructions</p> <p>1.3 Demonstrated competency in recording instructions/information</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Pens</p> <p>2.2 Note pads</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Direct Observation</p> <p>3.2 Oral interview</p> <p>3.3 Written Evaluation</p> <p>3.4 Third Party Report</p>
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

UNIT OF COMPETENCY : **WORK WITH OTHERS (Collaborate with others in work group activities)**

UNIT CODE : **500311102**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes required to develop workplace relationship and contribute in workplace activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Develop effective workplace relationship	1.1 <i>Duties and responsibilities</i> are done in a positive manner to promote cooperation and good relationship 1.2 Assistance is sought from <i>workgroup</i> when difficulties arise and addressed through discussions 1.3 <i>Feedback</i> provided by others in the team is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and acknowledged in the development	1.1 Reasons why cooperation and good relationships are important 1.2 Knowledge of the organization's policies, plans and procedures 1.3 Understanding how to elicit and interpret feedback 1.4 Knowledge of workgroup member's responsibilities and duties 1.5 Importance of demonstrating respect and empathy in dealings with colleagues 1.6 Understanding of how to identify and prioritize personal development opportunities and options	1.1 Ability to read and understand the organization's policies and work procedures 1.2 Write simple instructions for particular routine tasks 1.3 Interpret information gained from correspondence 1.4 Communication skills to request advice, receive feedback and work with a team 1.5 Planning skills to organized work priorities and arrangement 1.6 Technology skills including the ability to select and use technology appropriate to a task 1.7 Ability to relate to people from a range of social, cultural and ethnic backgrounds.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Contribute to work group activities	2.1 <i>Support is provided to team members</i> to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to <i>organizational requirements</i> 2.3 Information relevant to work is shared with team members to ensure designated goals are met	2.1 Reasons why cooperation and good relationships are important 2.2 Knowledge of the organization's policies, plans and procedures 2.3 Understanding how to elicit and interpret feedback 2.4 Knowledge of workgroup member's responsibilities and duties 2.5 Importance of demonstrating respect and empathy in dealings with colleagues 2.6 Understanding of how to identify and prioritize personal development opportunities and options	2.1 Ability to read and understand the organization's policies and work procedures 2.2 Write simple instructions for particular routine tasks 2.3 Interpret information gained from correspondence 2.4 Communication skills to request advice, receive feedback and work with a team 2.5 Planning skills to organized work priorities and arrangement 2.6 Technology skills including the ability to select and use technology appropriate to a task 2.7 Ability to relate to people from a range of social, cultural and ethnic backgrounds.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Duties and responsibilities	1.1 Job description and employment arrangements 1.2 Organization's policy relevant to work role 1.3 Organizational structures 1.4 Supervision and accountability requirements including OHS 1.5 Code of conduct
2. Work group	2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Feedback on performance	3.1 Formal/Informal performance appraisal 3.2 Obtaining feedback from supervisors and colleagues and clients 3.3 Personal, reflective behavior strategies 3.4 Routine organizational methods for monitoring service delivery
4. Providing support to team members	4.1 Explaining/clarifying 4.2 Helping colleagues 4.3 Providing encouragement 4.4 Providing feedback to another team member 4.5 Undertaking extra tasks if necessary
5. Organizational requirements	5.1 Goals, objectives, plans, system and processes 5.2 Legal and organization policy/guidelines 5.3 OHS policies, procedures and programs 5.4 Ethical standards 5.5 Defined resources parameters 5.6 Quality and continuous improvement processes and standards

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1. Provided support to team members to ensure goals are met 1.2. Acted on feedback from clients and colleagues 1.3. Accessed learning opportunities to extend own personal work competencies to enhance team goals and outcomes
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or task
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Direct observations of work activities of the individual member in relation to the work activities of the group 3.2. Observation of simulation and/or role play involving the participation of individual member to the attainment of organizational goal 3.3. Case studies and scenarios as a basis for discussion of issues and strategies
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 : DEMONSTRATE WORK VALUES

UNIT CODE : 500311103

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitude in demonstrating proper work values.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Define the purpose of work	1.1 One's unique sense of purpose for working and the why's of work are identified, reflected on and clearly defined for one's development as a person and as a member of society 1.2 Personal mission is in harmony with company's values	1.1 Work values and ethics 1.2 Company performance and ethical standards 1.3 Company policies and guidelines 1.4 Fundamental rights at work including gender sensitivity 1.5 Work responsibilities/job functions 1.6 Corporate social responsibilities 1.7 Company code of conduct/values 1.8 Balancing work and family responsibilities	1.1 Interpersonal skills 1.2 Communication skills 1.3 Self-awareness, understanding and acceptance 1.4 Application of good manners and right conduct
2. Apply work values/ethics	2.1 Work values/ethics/concepts are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines.	2.1 Work values and ethics 2.2 Company performance and ethical standards 2.3 Company policies and guidelines	2.1 Interpersonal skills 2.2 Communication skills 2.3 Self-awareness, understanding and acceptance 2.4 Application of good manners and right conduct

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>2.2 Work practices are undertaken in compliance with industry work ethical standards, organizational policy and guidelines</p> <p>2.3 Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines.</p> <p>2.4 Company resources are used in accordance with transparent company ethical standard, policies and guidelines</p>	<p>2.4 Fundamental rights at work including gender sensitivity</p> <p>2.5 Work responsibilities/job functions</p> <p>2.6 Corporate social responsibilities</p> <p>2.7 Company code of conduct/values</p> <p>2.8 Balancing work and family responsibilities</p>	
3. Deal with ethical problems	<p>3.1 Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct are accessed and applied in accordance with transparent company ethical standard, policies and guidelines.</p> <p>3.2 Work incidents/situations are reported and/or resolved in accordance with company protocol/guidelines.</p> <p>3.3 Resolution and/or referral of ethical problems identified are used as learning opportunities.</p>	<p>3.1 Work values and ethics</p> <p>3.2 Company performance and ethical standards</p> <p>3.3 Company policies and guidelines</p> <p>3.4 Fundamental rights at work including gender sensitivity</p> <p>3.5 Work responsibilities/job functions</p> <p>3.6 Corporate social responsibilities</p> <p>3.7 Company code of conduct/values</p> <p>3.8 Balancing work and family responsibilities</p>	<p>3.1 Interpersonal skills</p> <p>3.2 Communication skills</p> <p>3.3 Self- awareness, understanding and acceptance</p> <p>3.4 Application of good manners and right conduct</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Maintain integrity of conduct in the workplace	<p>4.1 Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values.</p> <p>4.2 Instructions to co-workers are provided based on ethical, lawful and reasonable directives.</p> <p>4.3 Company values/practices are shared with co-workers using appropriate behavior and language.</p>	<p>4.1 Work values and ethics</p> <p>4.2 Company performance and ethical standards</p> <p>4.3 Company policies and guidelines</p> <p>4.4 Fundamental rights at work including gender sensitivity</p> <p>4.5 Work responsibilities/job functions</p> <p>4.6 Corporate social responsibilities</p> <p>4.7 Company code of conduct/values</p> <p>4.8 Balancing work and family responsibilities</p>	<p>4.1 Interpersonal skills</p> <p>4.2 Communication skills</p> <p>4.3 Self-awareness, understanding and acceptance</p> <p>4.4 Application of good manners and right conduct</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work values/ethics/concepts	May include: 1.1 Commitment/ Dedication 1.2 Sense of urgency 1.3 Sense of purpose 1.4 Love for work 1.5 High motivation 1.6 Orderliness 1.7 Reliability 1.8 Competence 1.9 Dependability 1.10 Goal-oriented 1.11 Sense of responsibility 1.12 Being knowledgeable 1.13 Loyalty to work/company 1.14 Sensitivity to others 1.15 Compassion/Caring attitude 1.16 Balancing between family and work 1.17 Pakikisama 1.18 Bayanihan spirit/teamwork 1.19 Sense of nationalism
2. Work practices	May include: 2.1 Quality of work 2.2 Punctuality 2.3 Efficiency 2.4 Effectiveness 2.5 Productivity 2.6 Resourcefulness 2.7 Innovativeness/Creativity 2.8 Cost consciousness 2.9 5S 2.10 Attention to details
3. Incidents/situations	May include: 3.1 Violent/intense dispute or argument 3.2 Gambling 3.3 Use of prohibited substances 3.4 Pilferages 3.5 Damage to person or property 3.6 Vandalism 3.7 Falsification 3.8 Bribery 3.9 Sexual Harassment 3.10 Blackmail
4. Company resources	May include: 4.1 Consumable materials 4.2 Equipment/Machineries 4.3 Human 4.4 Time 4.5 Financial resources
5. Instructions	May include: 5.1 Verbal 5.2 Written

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Defined one's unique sense of purpose for working 1.2 Clarified and affirmed work values/ethics/concepts consistently in the workplace 1.3 Demonstrated work practices satisfactorily and consistently in compliance with industry work ethical standards, organizational policy and guidelines 1.4 Demonstrated personal behavior and relationships with co-workers and/or clients consistent with ethical standards, policy and guidelines 1.5 Used company resources in accordance with company ethical standard, policies and guidelines. 1.6 Followed company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behavior
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 Case studies/Scenarios
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Portfolio Assessment 3.2 Interview 3.3 Third Party Reports
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 : PRACTICE HOUSEKEEPING PROCEDURES**UNIT CODE : 500311104****UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in applying the basic housekeeping procedures.**

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 Unnecessary items are removed and disposed of in accordance with company or office procedures	1.1 Principles of 5S 1.2 Work process and procedures 1.3 Safety signs and symbols 1.4 General OSH principles and legislation 1.5 Environmental requirements relative to work safety	1.1 Basic communication skills 1.2 Interpersonal skills 1.3 Reading skills required to interpret instructions
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions. 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions	2.1 Principles of 5S 2.2 Work process and procedures 2.3 Safety signs and symbols 2.4 General OSH principles and legislation 2.5 Environmental requirements relative to work safety	2.1 Basic communication skills 2.2 Interpersonal skills 2.3 Reading skills required to interpret instructions

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor	3.1 Principles of 5S 3.2 Work process and procedures 3.3 Safety signs and symbols 3.4 General OSH principles and legislation 3.5 Environmental requirements relative to work safety	3.1 Basic communication skills 3.2 Interpersonal skills 3.3 Reading skills required to interpret instructions
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor	4.1 Principles of 5S 4.2 Work process and procedures 4.3 Safety signs and symbols 4.4 General OSH principles and legislation 4.5 Environmental requirements relative to work safety 4.6 Accident/Hazard reporting procedures	4.1 Basic communication skills 4.2 Interpersonal skills 4.3 Reading skills required to interpret instructions 4.4 Reporting/recording accidents and potential hazards
5. Perform work spontaneously	5.1 Work is performed as per instruction 5.2 Company and office decorum are followed and complied with 5.3 Work is performed in accordance with Occupational Safety and Health Standards (OSHS)	5.1 Principles of 5S 5.2 Work process and procedures 5.3 Safety signs and symbols 5.4 General OSH principles and legislation 5.5 Environmental requirements relative to work safety 5.6 Accident/Hazard reporting procedures	5.1. Basic communication skills 5.2. Interpersonal skills 5.3. Reading skills required to interpret instructions 5.4. Reporting/recording accidents and potential hazards

RANGE OF VARIABLES

VARIABLE	RANGE
1. Unnecessary items	May include: 1.1 Non-recyclable materials 1.2 Unserviceable tools and equipment 1.3 Pictures, posters and other materials not related to work activity 1.4 Waste materials
2. Identification marks	May include: 2.1 Labels 2.2 Tags 2.3 Color coding
3. Decorum	May include: 3.1 Company/ office rules and regulations 3.2 Company/ office uniform 3.3 Behavior
4. Minor repair	May include: 4.1 Replacement of parts 4.2 Application of lubricants 4.3 Sharpening of tools 4.4 Tightening of nuts, bolts and screws

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Practiced the basic procedures of 5S
2. Resource Implications	The following resources should be provided: 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Third party report 3.2 Interview 3.3 Demonstration with questioning
4. Context for Assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

UNIT OF COMPETENCY : DEVELOP AND UPDATE INDUSTRY KNOWLEDGE

UNIT CODE : UTL9611201

UNIT DESCRIPTOR : This unit covers skills and attitude required to develop and update industry knowledge.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Seek information on the industry	1.1 Sources of information on the industry are correctly identified and accessed. 1.2 Information to assist effective work performance is obtained in line with job requirements. 1.3 Specific information on sector of work is accessed and updated. 1.4 Industry information is correctly applied to day-to-day work activities.	1.1 Sources of information for industry updates 1.2 Information to assist effective work performance 1.3 Verbal and written communication 1.4 Interaction with co-workers 1.5 Company Policy 1.6 Safety and health consciousness 1.7 Resourcefulness 1.8 Diligence 1.9 Time consciousness 1.10 Cost consciousness 1.11 Personal integrity in doing routine practices 1.12 Perseverance in routine works 1.13 Ability to work with others harmoniously	1.1 Knowing the sources of information on the industry 1.2 Assessing and updating industry information to effect improved work performance 1.3 Applying industry information to day-to-day work activities 1.4 Practicing communication skills
2. Update industry knowledge	2.1 Informal and/or formal research is used to update general knowledge of the industry. 2.2 Updated knowledge is shared with customers and colleagues as appropriate and	2.1 Updated researches in industry/sector information 2.2 Verbal and written communication 2.3 Interaction with co-workers 2.4 Sharing with customers and	2.1 Updating knowledge on industry through research 2.2 Sharing updated knowledge with colleagues and customers as appropriate

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	incorporated into day-to-day working activities.	co-workers the updated industry/sector information 2.5 Company policy 2.6 Safety and health consciousness 2.7 Resourcefulness 2.8 Diligence 2.9 Time consciousness 2.10 Cost consciousness 2.11 Personal integrity in doing routine practices 2.12 Perseverance in routine works 2.13 Ability to work with others harmoniously	2.3 Practicing communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1.Sources of Information	Information sources may include but are not limited to: <ul style="list-style-type: none"> 1.1 Media 1.2 Reference books 1.3 Libraries 1.4 Industry association 1.5 Industry journals 1.6 Internet 1.7 Seminars 1.8 Forum 1.9 Personal observation and experience
2. Information to assist effective work performance	<ul style="list-style-type: none"> 2.1 Different sectors of the industry and the services available in each sector 2.2 Relationship between the customer representatives and other personnel 2.3 Relationship between the industry and other industries 2.4 Industry working conditions 2.5 Legislation that affects the industry <ul style="list-style-type: none"> 2.5.1 Drugs and liquor 2.5.2 Health and safety 2.5.3 Hygiene 2.5.4 Workers compensation 2.5.5 Consumer protection 2.5.6 Building regulations 2.6 Industrial relations issues and major organizations 2.7 Career opportunities within the industry 2.8 Work ethic required to work in the industry and industry expectations of staff quality assurance

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Knew key sources of information on the industry 1.2 Updated industry knowledge 1.3 Accessed and used industry information
2. Resource implications	The following resources should be provided: 2.1 Sources of information on the industry 2.2 Industry knowledge
3. Methods of assessment	Competency may be assessed through: 3.1 Interview/questions 3.2 Practical demonstration 3.3 Portfolio of industry information related to trainee's work
4. Context of assessment	4.1 Competency may be assessed individually in the workplace or in a simulated workplace setting.

UNIT OF COMPETENCY : PERFORM WORKPLACE SECURITY AND SAFETY PRACTICES

UNIT CODE : UTL9611202

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in following health, safety and security practices. It includes dealing with emergency situations and maintaining safe personal standards.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Follow workplace procedures for health, safety and security practices	1.1 <i>Correct health, safety and security procedures</i> are followed in line with legislation and enterprise procedures 1.2 <i>Breaches</i> of health, safety and security procedures are identified and reported in line with enterprise procedure. 1.3 Suspicious behavior or unusual occurrences are reported in line with enterprise procedure.	1.1 Correct health, safety and security procedures 1.2 Breaches of health, safety and security procedures 1.3 Different types of suspicions procedures 1.4 Verbal and written communication 1.5 Interaction with co-workers 1.6 Work hazards 1.7 Company policies 1.8 Safety and health consciousness 1.9 Resourcefulness 1.10 Diligence 1.11 Time consciousness 1.12 Cost consciousness 1.13 Personal integrity in doing routine practices 1.14 Perseverance in routine works 1.15 Ability to work with others harmoniously	

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Deal with emergency situations	2.1 Emergency and potential emergency situations are recognized and appropriate actions are taken within individual's scope of responsibility. 2.2 Emergency procedures are followed in line with enterprise procedures. 2.3 Assistance is sought from colleagues to resolve or respond to emergency situation. 2.4 Details of emergency situations are reported in line with enterprise procedures.	2.1 Emergency and potential emergency situation 2.2 Emergency procedures 2.3 Verbal and written Communication 2.4 Interaction with co-workers 2.5 Reporting details of emergency situations 2.6 Personal Safety Equipment 2.7 Work hazards 2.8 Characteristics of garbage 2.9 Collection and handling procedures 2.10 Company policy 2.11 Safety and health Consciousness 2.12 Resourcefulness 2.13 Diligence 2.14 Time consciousness 2.15 Cost consciousness 2.16 Personal integrity in doing routine practices 2.17 Perseverance in routine works 2.18 Ability to work with others harmoniously	2.1 Recognizing and taking appropriate actions on emergency and potential emergency situations 2.2 Following emergency procedures 2.3 Reporting of details of emergency situations 2.4 Practicing communication skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Maintain safe personal standards	3.1 Safe personal standards are identified and followed in line with enterprise requirements.	3.1 Safe personal standards 3.2 Appropriate procedures 3.3 Verbal and written communication 3.4 Interaction with co-workers 3.5 Company Policy 3.6 Safety and health consciousness 3.7 Resourcefulness 3.8 Diligence 3.9 Time consciousness 3.10 Cost consciousness 3.11 Personal integrity in doing routine practices 3.12 Perseverance in routine works 3.13 Ability to work with others harmoniously	3.1 Identifying and following safe personal standards 3.2 Practicing communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Health, Safety and Security Procedures	May include but are not limited to: <ol style="list-style-type: none"> 1.1 Use of personal protective clothing and equipment 1.2 Safe posture including sitting, standing, bending 1.3 Manual handling including lifting, transferring 1.4 Safe handling of chemicals, poisons and dangerous materials 1.5 Ergonomically sound furniture and work stations 1.6 Emergency fire and accident 1.7 Hazard identification and control 1.8 Security of documents, cash, equipment, people 1.9 Key control systems
2. Breaches of Procedure	May include but are not limited to: <ol style="list-style-type: none"> 2.1 Loss of keys 2.2 Strange or suspicious persons 2.3 Broken or malfunctioning equipment 2.4 Loss of property, goods or materials 2.5 Damaged property or fittings 2.6 Lack of suitable signage when required 2.7 Lack of training on health and safety issues 2.8 Unsafe work practices
3, Emergency	May include but is not limited to: <ol style="list-style-type: none"> 3.1 Personal injuries 3.2 Fire 3.3 Electrocution 3.4 Natural calamity i.e. earthquake/flood 3.1 Criminal acts i.e. robbery 3.2 Bomb

EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Complied with industry practices and procedures 1.2 Used interactive communication with others 1.3 Complied with workplace safety, security and hygiene practices 1.4 Identified faults and problems and the necessary corrective action 1.5 Promoted public relation among others 1.6 Complied with quality standards 1.7 Responded to emergency situations in line with enterprise guidelines 1.8 Complied with proper dress code
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Procedures manual on safety, security, health and emergency 2.2 Availability of tools, equipment, supplies and materials
3. Methods of assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written examination 3.2 Practical demonstration 3.3 Interview
4. Context of 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 : MAINTAIN ENVIRONMENTAL HEALTH AND AWARENESS IN THE WORKPLACE

UNIT CODE : UTL9611203

UNIT DESCRIPTOR : This unit of competency deals with the knowledge, skills and attitudes in maintaining environmental health and awareness in the workplace. It includes dealing with environmental risks and hazards, emergency situations and maintaining self-personal living standards.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify environmental risks and hazards in the work place	1.1 Proper procedures are followed in line with company and enterprise procedures 1.2 Breaches of environmental safety and security procedures are identified and reported in line with enterprise procedure. 1.3 Suspicious workplace conditions or unusual occurrences that are potential environmental risks or hazards are reported in line with enterprise procedure.	1.1 Correct waste collection and hauling procedures to assure environmental health and safety 1.2 Identification of types of breaches of health, safety and operational procedures that endanger environmental health 1.3 Types of wastes and their characteristics and effects on the environment 1.4 Ways that different waste affect the environment 1.5 Reasons for correct/proper use of PPEs. 1.6 Verbal and written communication 1.7 Interaction with clients 1.8 Personal Safety Equipment 1.9 Work hazards 1.10 Occupational safety and health standards	1.1 Identifying environmental risks and hazards in the work place 1.2 Following the proper procedures 1.3 Identifying and reporting breaches of environmental safety and security procedures 1.4 Reporting suspicious workplace conditions or unusual occurrences that are potential risks of hazards 1.5 Practicing communication skills 1.6 Writing report

		<p>1.11 RA 9003 1.12 RA 6969 1.13 Clean Air Act 1.14 Clean Water Act 1.15 Other Laws 1.16 Local ordinances 1.17 Safety- and - health consciousness 1.18 Resourcefulness 1.19 Diligence 1.20 Time-consciousness 1.21 Cost – consciousness 1.22 Personal integrity in doing routine management practices 1.23 Perseverance in executive routine works 1.24 Ability to work with others harmoniously</p>	
<p>2. Formulate mitigation measures to eliminate the environmental risks and hazards in the work place</p>	<p>2.1. Existing and potential environmental risks and hazards are identified from trends through inspections and records according to job requirements 2.2. Assessment and treatment of risks are confirmed according to workplace procedures 2.3. Procedures and practices relevant for the application of the environmental health and awareness are developed and documented 2.4. Information sources and</p>	<p>2.1 Correct waste collection and hauling procedures to assure environmental health and safety 2.2 Types of breaches of health, safety and operational procedures that endanger environmental health 2.3 Types of wastes and their characteristics and effects on the environment 2.4 Ways that different waste affect the environment. 2.5 Reasons for correct/proper use of PPEs. 2.6 Verbal and written communication 2.7 Interaction with</p>	<p>2.1 Formulating mitigation measures to eliminate environmental risks and hazards in the work place 2.2 Following the proper procedures 2.3 Identifying and reporting breaches of environmental safety and security procedures 2.4 Reporting suspicious workplace conditions or unusual occurrences that are potential risks or hazards 2.5 Practicing communication</p>

	<p>expert advice required to support environmental health and awareness measures are identified, obtained and maintained according to job requirements</p>	<p>clients</p> <p>2.8 Personal Safety Equipment</p> <p>2.9 Work hazards</p> <p>2.10 Occupational safety and health standards</p> <p>2.11 RA 9003</p> <p>2.12 RA 6969</p> <p>2.13 Clean Air Act</p> <p>2.14 Clean Water Act</p> <p>2.15 Other Laws</p> <p>2.16 Local ordinances</p> <p>2.17 Safety- and - health consciousness</p> <p>2.18 Resourcefulness</p> <p>2.19 Diligence</p> <p>2.20 Time consciousness</p> <p>2.21 Cost - consciousness</p> <p>2.22 Personal integrity in doing routine management practices</p> <p>2.23 Perseverance in executive routine works</p> <p>2.24 Ability to work with others harmoniously</p>	<p>skills</p> <p>2.6 Writing reports</p> <p>2.7 Documentation skills</p>
<p>3. Implement mitigation measures to eliminate the environmental risks and hazards in the work place</p>	<p>3.1. Resources for the operation of the environmental health and awareness are identified, seek and provided, in a timely and consistent manner according to workplace procedures</p> <p>3.2. Environmental health and awareness measures are communicated to relevant personnel as required</p> <p>3.3. Appropriate development and training on the</p>	<p>3.1 Correct waste collection and hauling procedures to assure environmental health and safety</p> <p>3.2 Types of breaches of health, safety and operational procedures that endanger environmental health</p> <p>3.3 Types of wastes and their characteristics and effects on the environment</p> <p>3.4 Ways that different waste affect the environment.</p> <p>3.5 Reasons for</p>	<p>3.1 Implementing mitigation measures to eliminate environmental risks and hazards in the work place</p> <p>3.2 Following the proper procedures</p> <p>3.3 Identifying and reporting breaches of environmental safety and security procedures</p> <p>3.4 Reporting suspicious workplace conditions or unusual</p>

	<p>environmental health and awareness are provided or arranged for relevant personnel as required</p> <p>3.4. Known and intended process changes and enhancements to the environmental health management plan are communicated to relevant personnel</p> <p>3.5. All environmental health and awareness records are confirmed and reports are produced, processed and maintained</p>	<p>correct/proper use of PPEs.</p> <p>3.6 Verbal and written communication</p> <p>3.7 Interaction with clients</p> <p>3.8 Personal Safety Equipment</p> <p>3.9 Work hazards</p> <p>3.10 Occupational safety and health standards</p> <p>3.11 RA 9003</p> <p>3.12 RA 6969</p> <p>3.13 Clean Air Act</p> <p>3.14 Clean Water Act</p> <p>3.15 Other Laws</p> <p>3.16 Local ordinances</p> <p>3.17 Safety- and - health consciousness</p> <p>3.18 Resourcefulness</p> <p>3.19 Diligence</p> <p>3.20 Time-consciousness</p> <p>3.21 Cost – consciousness</p> <p>3.22 Personal integrity in doing routine management practices</p> <p>3.23 Perseverance in executive routine works</p> <p>3.24 Ability to work with others harmoniously</p>	<p>occurrences that are potential risks of hazards</p> <p>3.5 Practicing communication skills</p> <p>3.6 Writing reports</p> <p>3.7 Documentation skills</p>
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RANGE OF VARIABLES

VARIABLE	RANGE
2.1.1.1 Environmental risks and hazards	May include but are not limited to: <ul style="list-style-type: none"> 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, gases, vapors 2.4 Ergonomics <ul style="list-style-type: none"> 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle 2.5 Presence of un-qualified and/or untrained persons in the workplace
3 Proper procedures	May include but are not limited to: <ul style="list-style-type: none"> 2.1 The operational activity flows used in the job. 2.2. Use of personal protective clothing and equipment 2.3 The proper checking of equipment and tools before use 2.4 Safe posture including sitting, standing, bending 2.5 Manual handling of waste including lifting, transferring and stowing the waste in proper order 2.6 Emergency fire and accident 2.7 Hazard identification and control 2.8 Proper procedures in handling waste accidents and/or spillage
4 Breaches	May include but is not limited to: <ul style="list-style-type: none"> 3.1 Continued use and/or operation of wrong and/or malfunctioning tools and equipment 3.2 Presence of un-qualified and/or untrained persons within the work area 3.3 Unsafe containment of waste. 3.4 Improper system of operations in collection and hauling of waste 3.5 Lack of suitable signage when required 3.6 Lack of training on health and safety issues 3.7 Unsafe work practices

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Complied with industry and company practices and procedures 1.2 Used interactive communication with others 1.3 Complied with workplace safety, security and hygiene practices 1.4 Identified faults and problems and the necessary corrective action 1.5 Maintained environmental health in the workplace
2. Resource Implications	The following resources should be provided: 2.1 Procedures manual on safety, security, health and emergency 2.2 Availability of tools, equipment, supplies and materials 2.3 Availability of PPEs
3. Methods of assessment	Competency may be assessed through: 3.1 Written examination 3.2 Practical demonstration 3.3 Interview
4. Context of assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting.

CORE COMPETENCIES

UNIT OF COMPETENCY : PREPARE FOR GARBAGE COLLECTION ACTIVITIES

UNIT CODE : UTL961301

UNIT DESCRIPTOR : This unit covers the knowledge, skills, attitudes required for activities to be undertaken before the collection of garbage.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Acquire area assignment and schedule	1.1 Garbage collection routes and schedules are secured from the supervisor in accordance with the ordinance/s of the local government unit (LGU) or collection/hauling contracts with private entities. 1.2 Work hazards in the collection area are determined as per instructions from the supervisor and information provided by the LGU or private entity. 1.3 New area for garbage collection is ascertained and familiarized	1.1 Garbage collection routes and schedules 1.2 Collection and hauling contracts 1.3 Work hazards in the collection area 1.4 Work schedule 1.5 Collection route protocol in area 1.6 Accomplishing report forms 1.7 Verbal and written communication 1.8 Personal Safety Equipment 1.9 Work hazards 1.10 Characteristics of garbage 1.11 Collection and Handling procedures 1.12 Occupational safety and health standards relating to solid-waste management 1.13 RA 9003 1.14 RA 6969 1.15 Local ordinances on solid waste management 1.16 Safety-and-Health consciousness	1.2 Following garbage collection routes and schedules 1.3 Time management skills 1.4 Determining and following LGU ordinances 1.5 Identifying hazards and its location 1.6 Interpreting and following written and verbal instructions 1.7 Accomplishing report forms

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.17 Resourcefulness 1.18 Diligence 1.19 Time-consciousness 1.20 Cost – consciousness 1.21 Personal integrity in doing routine practices 1.22 Perseverance in routine work	
2. Receive instructions and determine tools for waste collection	1.1 Types of garbage to be collected are determined in accordance with instructions from the Supervisor. 1.2 Entry point of garbage in the truck is ensured to be free of obstructions or obstacles. 1.3 Space allocation is provided in accordance with the expected type of garbage to be collected. 1.4 Locking mechanism of tailgates is checked and properly secured in accordance with established safety procedures. 2.5 Accessories to be used for garbage collection are checked before departure from the motor pool.	2.1 Types of garbage to be collected 2.2 Entry points of garbage truck 2.3 Space allocation versus expected type of garbage to be collected 2.4 Type of truck to be used for collection 2.5 Accessories to be used for garbage collection 2.6 Report forms 2.7 Job Order 2.8 Schedule of collection route 2.9 Work load schedules 2.10 Truck assignment 2.11 Written and verbal communications 2.12 Personal Safety Equipment 2.13 Work hazards 2.14 Characteristics of garbage 2.15 Garbage collection and handling	2.1 Classifying garbage 2.2 Familiarizing the different types of accessories and using these accessories 2.3 Familiarizing the different of trucks used and operating its locking mechanism 2.4 Proper handling, storage and upkeep of the accessories 2.5 Following written and verbal instructions

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		procedure 2.16 Different types of tools and accessories and their uses 2.17 Safety-and-health consciousness 2.18 Resourcefulness 2.19 Diligence 2.20 Time-consciousness 2.21 Cost – consciousness 2.22 Personal integrity in doing routine practices 2.23 Perseverance in routine works	
3. Prepare personal protective equipment to be used	3.1 Appropriate personal protective equipment (PPE) to be used is identified in accordance with OSH standards. 3.2 PPE is checked in accordance with work instructions and/or manufacturer's specifications. 3.3 Defective or inadequate PPE are returned/replaced in accordance with enterprise procedures	3.1 Types and uses of PPEs 3.2 Request forms 3.3 Proper use of PPEs in accordance with manufacturers specifications 3.4 OSHC guidelines on PPEs 3.5 Handling, storage and maintenance of PPEs 3.6 Safety-and-health consciousness 3.7 Resourcefulness 3.8 Diligence 3.9 Time consciousness 3.10 Cost consciousness 3.11 Personal integrity in doing routine practices 3.12 Perseverance in routine works	3.1 Using PPEs based on manufacturer's specifications. 3.1 Proper handling, storage and upkeep of PPEs 3.3 Following written and verbal instructions

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hazards	May include: 1.1 Flood prone area 1.2 Stray animals 1.3 Road improvement activities 1.4 Slippery areas or soft soil 1.5 Areas prone to landslides or cave-ins
2. Types of garbage	May include: 2.1 Recyclable 2.2 Biodegradable 2.3 Residual 2.4 Special Wastes
3. Accessories	May include: 3.1 Tarp or similar material for cover while traveling 3.2 Receptacle for wet wastes 3.3 Shovel 3.4 Broom 3.5 Heavy duty dust pan 3.6 Working clothes/uniforms
4. Personal Protective Equipment	May include: 4.1 Gloves 4.2 Masks 4.3 Safety shoes/boots 4.4 Raincoats 4.5 Safety goggles 4.6 Reflectorized vests

EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated knowledge of assigned collection area and schedules 1.2 Prepared for garbage collection and determined tools and accessories for garbage collection 1.3 Prepared PPE to be used
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 1.1 Workplace or assessment location 1.2 Personal Protective Equipment 1.3 Sample route and schedule 1.4 Garbage truck 1.5 Garbage materials 1.6 Garbage collection tools/accessories
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Direct Observation with questioning 3.2 Demonstration with oral questioning 3.3 Interview 3.4 Third party report
4. Context of Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the workplace or in a simulated workplace setting environment.

UNIT OF COMPETENCY : COLLECT GARBAGE

UNIT CODE : UTL961302

UNIT DESCRIPTOR : This unit covers skills and attitude required collect garbage, particularly municipal/city wastes covered by RA 9003. It does not include wastes and special/toxic wastes covered under the Sanitation Code and RA 6969.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1 Collect garbage at designated area	1.1 Work Assignment Form (WAF) is secured in accordance with established procedures 1.2 Garbage collection is performed in accordance with <i>specified procedures and guidelines.</i> 1.3 Appropriate PPE is worn and in accordance with established procedures. 1.4 Occupational health and safety (OHS) practices are observed based on specified procedures and guidelines.	1.1 Company regulations in using garbage truck, PPE and accessories 1.2 Procedure and guidelines in garbage collection and handling wastes 1.3 OHS procedures and guidelines 1.4 Work schedule 1.5 Collection route 1.6 Protocol in area 1.7 Accomplishing report forms 1.8 Incident reporting 1.9 Verbal and written communication 1.10 Interaction with clients 1.11 Personal Protective Equipment 1.12 Work hazards 1.13 Characteristics of garbage 1.14 Collection and handling procedures 1.15 Occupational safety and health standards 1.16 RA 9003 1.17 RA 6969 1.18 Local ordinances 1.19 Different tools	1.1 Securing job order 1.2 Following procedures in collection of garbage 1.3 Following written and verbal instructions 1.4 Communication skills 1.5 Following the OHS procedure and guidelines 1.6 Writing reports

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		and accessories 1.20 Safety-and-health consciousness 1.21 Resourcefulness 1.22 Diligence 1.23 Time-consciousness 1.24 Cost-consciousness 1.25 Personal integrity in doing routine practices 1.26 Perseverance in routine work	
2. Place garbage inside truck	2.1 Garbage is placed inside truck following established procedures. 2.2 Waste segregation is performed according to waste classification and collection schedule. 2.3 The individual waste bins are handled with care and returned promptly to owners or households.	2.1 Procedure in garbage collection and handling 2.2 OHS procedures and guidelines 2.3 Types of covering materials 2.4 Procedures in using covering materials 2.5 Types of unexpected situations 2.6 Procedures in handling and disposal of hazardous wastes 2.7 Accomplishing report forms 2.8 Verbal and written communication 2.9 Personal Protective Equipment 2.10 Work hazards 2.11 Characteristics of garbage 2.12 Collection and Handling procedures	2.1 Following procedures in collection and handling of garbage 2.2 Identifying special and hazardous waste 2.3 Following procedure in handling and disposal of special and hazardous waste 2.4 Following written and verbal instructions 2.5 Writing reports

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		2.13 Occupational safety and health standards 2.14 RA 9003 2.15 RA 6969 2.16 Local ordinances 2.17 Proper storage, handling and maintenance of tools and equipment 2.18 Safety-and-health consciousness 2.19 Resourcefulness 2.20 Diligence 2.21 Time-consciousness 2.22 Cost-consciousness 2.23 Personal integrity in doing routine practices 2.24 Perseverance in routine works	
3 Transport garbage to final disposal	3.1 Tools are returned in their storage following established procedures. 3.2 Tailgate is secured and locked. 3.3 Garbage is covered with covering materials in accordance with established procedure. 3.4 Unexpected situations are responded to in accordance with established procedures.	3.1 Procedure in covering garbage using appropriate covering materials 3.2 Procedure in transporting garbage 3.3 OHS procedures and guidelines 3.4 Types of unexpected situation 3.5 Accomplishing report forms 3.6 Verbal and written communication 3.7 OSH procedure in use of covering materials 3.8 Occupational safety and health standards on solid waste	3.1 Following proper handling, storage and upkeep of tools and accessories 3.2 Following procedure for covering garbage using appropriate covering materials 3.3 Following procedure for transporting garbage 3.4 Written and oral communications 3.5 Writing incident reports 3.2 Following written and verbal instructions

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		management 3.9 RA 9003 3.10 Local ordinances on solid waste management 3.11 Proper handling, storage and upkeep of tools 3.12 Safety-and-health consciousness 3.13 Resourcefulness 3.14 Diligence 3.15 Time-consciousness 3.16 Cost - consciousness 3.17 Personal integrity in doing routine practices 3.18 Perseverance in routine works	
4. Dump collected garbage in designated area	4.1 Trip ticket is accomplished and submitted to dispatch station for proper recording and volume checking in accordance with established procedures. 4.2 Covering materials are removed and tailgate is opened in accordance with established disposal procedures. 4.3 Where necessary, garbage is shoveled or pushed from truck and heaped/dumped/ compacted in specified location in landfill or disposal area 4.4 Garbage truck is	4.1 Dumping procedure 4.2 Post dumping procedures 4.3 Overview of dumpsites and landfills 4.4 Unexpected situations 4.5 Incidence reporting 4.6 Verbal and written communication 4.7 Accomplishing report form 4.8 OSH standards 4.9 Occupational safety and health standards 4.10 Proper handling, storage and upkeep 4.11 Safety- and health consciousness 4.12 Resourcefulness	4.1 Interpreting and following procedure for dumping garbage 4.2 Interpreting and following post-dumping procedure 4.3 Interpreting and following written and verbal instructions 4.4 Reading skills 4.5 Following OHS procedure and guidelines

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	washed and fumigated in accordance with established procedures.	4.13 Diligence 4.14 Time-consciousness 4.15 Cost-consciousness 4.16 Personal integrity in doing routine practices 4.17 Perseverance in routine works	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Specified Procedures and guidelines	May include: 1.1 Organization's manual of operations for garbage collection 1.2 RA 9003 and IRR 1.3 LGU ordinances on garbage collection 1.4 Private entities policies and procedures on garbage collection
2. Special/Hazardous wastes	May include: 2.1 Paints/Chemicals 2.2 Electronic/electrical wastes 2.3 Kitchen special wastes e.g. cleaners (zonrox, etc) 2.4 Bathroom special wastes e.g. liquid sosa, cleaners 2.5 Medicines, syringe, used cottons, medical paraphernalia (for home treatments) 2.6 Diapers 2.7 Sharp or skin-abrasive wastes
3. Covering materials	May include: 3.1 Tarps 3.2 Nets 3.3 Sakolin
4. Unexpected situations	4.1 Spillage of garbage from truck 4.2 Vehicle breakdown

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Collected garbage at designated area 1.2 Placed garbage inside truck 1.3 Assisted in the transport of garbage to final disposal 1.4 Assisted in dumping operation
2. Resource implications	The following resources should be provided: 2.2 Workplace or assessment location 2.3 Personal Protective Equipment 2.4 Sample route and schedule 2.5 Garbage truck 2.6 Garbage materials 2.7 Garbage collection tools/accessories
3. Methods of assessment	Competency may be assessed through: 3.1 Direct Observation with questioning 3.2 Demonstration with Oral questioning 3.3 Interview 3.4 Third Party Report from a Supervisor
4. Context of assessment	4.1 Competency may be assessed in the workplace or in a simulated workplace setting.

SECTION 3 TRAINING ARRANGEMENTS

This set of standards provides Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **GARBAGE COLLECTION NC I**.

This includes information on curriculum design; training delivery; trainee entry requirements; tools and equipment; training facilities; and trainer's qualification and institutional assessment.

3.1 CURRICULUM DESIGN

Course Title: **GARBAGE COLLECTION**

NC Level: **NC I**

Nominal Training Duration: 28 Hours (Basic Competencies)
16 Hours (Common Competencies)
60 Hours (Core Competencies)

104 Hours

Course Description:

This course is designed to enhance the knowledge, skills and attitude of Palero in accordance to industry standards. It covers the basic, common, and core competencies on preparing the activities before garbage collection and actual garbage collection.

The training center has the option to partner with an existing waste haulers or solid waste contractors for facilities and equipment to be used in training and assessment.

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

**BASIC COMPETENCIES
(28 HRS.)**

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
1. Receive and respond to workplace communication	1.1 Follow routinely speaking & message	<ul style="list-style-type: none"> • Parts of a speech • Parts of a sentence • Kinds of sentence 	<ul style="list-style-type: none"> • Exercise Conciseness in receiving and clarifying messages/ information/ communication 	<ul style="list-style-type: none"> • Group discussion • Interaction • Reportorial • Modular 	<ul style="list-style-type: none"> • Interviews/ • Questioning • Practical/ • Performance Test • Observation 	4 Hours
	1.2 Perform work duties following written notices	<ul style="list-style-type: none"> • Knowledge of organizational policies/guidelines in regard to processing internal/external information. • Work practices in handling communications • Communication processes • Receiving and clarifying communications, messages and information. • Recording messages 	<ul style="list-style-type: none"> • Practice Accuracy in following written/ oral instruction/ information • Practice written and oral communication skills • Case Study in handling written communication • Practice relaying/ disseminating messages/ information • Analyze different messages 	<ul style="list-style-type: none"> • Lecture/ • Discussion • Demonstration • Case Study 	<ul style="list-style-type: none"> • Written • Practical • Written • Demonstration 	4 Hours

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
2. Work with others	2.1 Develop effective workplace relationship	<ul style="list-style-type: none"> • Job description and employment arrangement. • Organization's policy relevant to work role • Team structure • Supervision and accountability requirements including OHS • Code of conduct • Assisting a colleague • Open communication channels • Acknowledging satisfactory/unsatisfactory performance • Formal/informal performance appraisal • Obtaining feedback from supervisor and colleagues and clients • Personal reflective behavior strategies • Routine organization methods for monitoring service delivery • Ethical sentences 	<ul style="list-style-type: none"> • Practice cooperation and good relationship • Team structuring • Practice OHS Code • Routine task analysis • Practice communication skills in requesting advice, receiving feedback • Work effectively with team • Apply personal decision and organized work priorities • Apply appropriate technology for a given task. • Practice monitoring of service delivery 	<ul style="list-style-type: none"> • Group discussion • Role play • Interaction 	<ul style="list-style-type: none"> • Interviews/ • Oral Questioning • Written Test • Demonstration • Observation 	4 Hours

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
	2.2 Contribute to work group activities	<ul style="list-style-type: none"> • Explaining /clarifying. • Helping colleagues • Providing encouragement • Undertaking extra task if necessary • Goals, objectives, plans system and process • Legal and organizational policy/guidelines and requirements • Define resources parameters • Quality and continues improvement processes and standard • Clarifying the organization's preferred task completion methods • Open communication • Encouraging colleagues • Acknowledging satisfactory/unsatisfactory performance • Workplace hazards, risks and control 	<ul style="list-style-type: none"> • Application of personal attribute towards organization policies and work procedures • Writing of simple instruction or work plan for a particular routine or task • Application of planning skills in organizing and prioritizing work • Apply particular skills in selected technology appropriate in performing task • Practice proper personal relationship • Exercise personal relationship with others thru social, cultural and ethnic background. 	<ul style="list-style-type: none"> • Group discussion • Role play • Interaction 	<ul style="list-style-type: none"> • Interviews/ • Oral Questioning • Written Test • Demonstration • Observation 	4 Hours

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
3. Demonstrate work values	3.1 Define the purpose of work	<ul style="list-style-type: none"> • Purpose of Work • Benefits gained out of work 	<ul style="list-style-type: none"> • Simulate work and working condition 	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews / • Questioning 	2 Hours
	3.2 Apply work values / ethics	<ul style="list-style-type: none"> • Concept of work values/ethics • Company policies and guidelines 	<ul style="list-style-type: none"> • Practice work values and work ethics in a simulated environment • Perform sample inventory of company's/ industry resources 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Role Play 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation 	2 Hours
	3.3 Deal with ethical problems	<ul style="list-style-type: none"> • Work ethical standard • Company/industry resources • Work practices • Company's identified ethical problems • Work incidents/ situation • Standard operating procedures • Report writing and documentation 	<ul style="list-style-type: none"> • Present situation depicting ethical problems in work • Practice Standard operating procedures • Practice reporting and documenting work process 	<ul style="list-style-type: none"> • Lecture • Group Discussion • Role Play 	<ul style="list-style-type: none"> • Written Exam • Demonstration • Observation 	2 Hour

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
	3.4 Maintain integrity of conduct in the workplace	<ul style="list-style-type: none"> Fundamental rights at work including gender sensitivity Work responsibilities/ functions Corporate social responsibilities Human Relations Interpersonal Relations Value Formation Professional Code of Conduct and Ethics 	<ul style="list-style-type: none"> Simulate work responsibilities, corporate and social responsibilities Role play proper inter personal relationship Practice professional code of conduct and ethics towards work 	<ul style="list-style-type: none"> Lecture Group Discussion Role Play 	<ul style="list-style-type: none"> Written Exam Demonstration Observation Interviews/ Questioning 	1 Hour
4. Practice housekeeping procedures	4.1 Sort and remove unnecessary items	<ul style="list-style-type: none"> Principles of 5S Safety signs and symbols Environmental requirements relative to work safety Accident/Hazard reporting procedures 	<ul style="list-style-type: none"> Practice and demonstrate 5S Analyze and perform practice exercises involving environmental requirement relative to work 	<ul style="list-style-type: none"> Lecture Group Discussion Role Play 	<ul style="list-style-type: none"> Demonstration Observation Interviews / questioning 	1 Hour
	4.2 Arrange items					1 Hour
	4.3 Maintain work areas, tools and equipment	<ul style="list-style-type: none"> Maintenance system Maintenance of tools and equipment Good Housekeeping procedures Proper Attitude towards work 	<ul style="list-style-type: none"> Development of maintenance procedures for equipment, tools and materials Monitor maintenance system for equipment, tools and materials 			1 Hour

Unit of Competency	Learning Outcomes	Learning Content	Practical Activities	Methodology	Assessment Approach	Nominal Duration
	4.4 Follow standardize work process and procedures					1 Hour
	4.5 Perform work spontaneously					1 Hour

COMMON COMPETENCIES
(16 Hours)

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
1. Develop and update industry knowledge	1.1 Identify and access key sources	1.1.1 Sources of information on industry and job requirements 1.1.2 Information on improvement of job performance 1.1.3 Company policies	1.1.1 Identifying and accessing sources of information on industry and job requirement 1.1.2 Identifying and accessing information to improve job performance	1.1.1 Lecture 1.1.2 Group discussion 1.1.3 Individual/group assignment	1.1.1 Interviews/ Questioning 1.1.2 Individual/group project or report	2 hours
	1.2 Access, apply and share industry information	1.2.1 Apply relevant updated general knowledge of the industry in the job 1.2.2 Share updated knowledge with co-workers and whenever possible with customers	1.2.1 Updating general knowledge of the industry through interview or research 1.2.2 Applying updated knowledge to improve job performance 1.2.2 Sharing updated knowledge with	1.2.1 Lecture 1.2.2 Group discussion 1.2.3 Individual/group assignment	1.2.1 Interviews/ Questioning 1.2.2 Individual/group project or report	2 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
			colleagues during their day-to-day activities			
	1.3 Update continuously relevant industry knowledge	1.3.1 Update regularly the general knowledge of the industry	1.3.1 Updating general knowledge of the industry through interview or research	1.3.1Lecture 1.3.2Group discussion 1.3.3Individual/group assignment	1.3.1 Interviews/questioning 1.3.2 Individual/group project or report	2 hours
2. Perform workplace security and safety procedures	2.1 Perform workplace health, safety and security practices	2.1.1 Company policies 2.1.2 Proper health, safety and security procedures 2.1.3Breaches of health, safety and security procedures 2.1.4Types of suspicious procedures	2.1.1Understanding and applying health, safety and security procedures 2.1.2Understanding and avoid committing these breaches 2.1.3Understanding and identifying suspicious procedures	2.1.1Lecture 2.1.2Group discussion 2.1.3 Demonstration 2.1.4Role-play	2.1.1Demonstration 2.1.2Written exam 2.1.3Interview/Questioning	3 hours
	2.2 Deal with emergency situations	2.1.1 Company policies 2.1.2 Emergency	2.1.1 Identifying emergency situations specially	2.1.1Lecture 2.1.2Group discussion 2.1.3Role play	2.2.1Interviews/Questioning 2.2.2Individual/group project or	3 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
		situations 2.1.3 Emergency procedures	in workplace 2.1.2 Responding to emergency situations		report	
3. Maintain environmental health and awareness	3.1 Identifying environmental risks and hazards in the work place	3.1.1 List of environmental risks and hazards in the work place 3.1.2 Correct waste collection and hauling procedures 3.1.3 Types of breaches of health, safety and operational procedures 3.1.4 Types of wastes, their characteristics and their effect on the environment 3.1.5 Reasons for	3.1 Identifying environmental risks and hazards in the work place 3.2 Understand and following correct waste collection and hauling procedures 3.3 Identifying and reporting breaches of health, safety and operational procedures 3.4 Identifying types of waste, their characteristics and their effect on the environment 3.5 Correct/Proper use of PPEs	3.1.1 Lecture 3.1..2 Group discussion 3.1.3 Demonstration 3.1.4 Structured learning	3.1.1 Demonstration 3.1.2 Written exams 3.1.3 Interview/questioning	2 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
	<p>3.2 Formulate mitigation measures to eliminate environmental risks and hazards in the work place</p> <p>3.3 Implement mitigation measures to eliminate environmental risks and hazards in the work place</p>	<p>the correct/proper use of PPEs</p> <p>3.2 List of environmental risks and hazards in the work place</p> <p>3.1 List of environmental risks and hazards in the work place</p>	<p>3.2 Formulating mitigation measures to eliminate environmental risks and hazards in the work place</p> <p>3.1 Implementing mitigation measures to eliminate environmental risks and hazards in the work place</p>	<p>3.2.1 Lecture 3.2.2 Role playing</p> <p>3.3.1 Lecture 3.2.2.2 Role playing</p>	<p>3.2.1 Written exams 3.2.2 Interview/questioning</p> <p>3.3.1 Demonstration 3.3.2 Interview/questioning</p>	<p>1 hour</p> <p>1 hour</p>

CORE COMPETENCIES
(60 Hours)

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
1. Prepare for garbage collection activity	1.1 Acquire area assignment and schedule	1.1.1 List of Garbage collection route 1.1.2 RA 9003- Ecological Solid Waste Management Act 1.1.3 RA 6969- Toxic Substances and Hazardous and Nuclear Wastes control Act of 1990 1.1.4 Appropriate Municipal ordinances on solid waste management 1.1.5 Waste management contracts on hauling (relevant parts) 1.1.6 Identifying hazards	1.1.1 Reading and interpreting relevant laws and code of practice on solid waste management 1.1.2 Reading and interpreting garbage collection map route 1.1.3 Practical application of time and motion practices on garbage collection 1.1.4 Following work procedures in dump sites and solid waste management	1.1.1 Structured Learning Exercises 1.1.2 Lecture 1.1.3 Discussion 1.1.4 Demonstration	1.1 Direct Observation (in workplace) 1.2 Interviews 1.3 Oral questioning 1.4 Written exam	8 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
		at the collection area 1.1.7 Different types of work and responsibilities of Palero 1.1.8 Work values 1.1.9 Observing appropriate protocol in the area 1.1.10 Familiarization on Report Forms such as: 1.1.11 Incident report form 1.1.12 Garbage collection report form 1.1.13 Discussions on OHS policies and guidelines concerning solid waste management	facilities 1.1.5 Filing out of Forms and reports on garbage collection according to standard operating procedures			
	1.2 Receive instruction	1.2.1 Introduction of different types of	1.2.1 Identifying and classifying wastes	1.2.1 Structured Learning Exercises	1.1 Direct Observation (in	16 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
	and determine tools for waste collection	<p>waste</p> <p>1.2.2 Procedure in pre-collection of garbage</p> <p>1.2.3 Tools and accessories used for garbage collection</p> <p>1.2.4 Types of truck used for garbage collection</p>	<p>1.2.2 Checking of tools and accessories</p> <p>1.2.3 Handling and using different tools and accessories</p> <p>1.2.4 Accomplishing garbage collection forms and job order</p> <p>1.2.5 Following written and verbal instructions</p>	<p>1.2.2 Lecture</p> <p>1.2.3 Discussion</p> <p>1.2.4 Demonstration</p>	<p>workplace)</p> <p>1.2 Interviews</p> <p>1.3 Oral questioning</p> <p>1.4 Written exam</p>	
	1.3 Prepare PPEs to be used for garbage collection	<p>1.3.1 Types of PPE used</p> <p>1.3.2 Usage of PPEs based on manufacturer's specifications</p> <p>1.3.3 Procedure in checking, handling, storage and up-keep of PPEs</p> <p>1.3.4 OSH guidelines on PPEs</p>	<p>1.1.1 Selecting PPEs</p> <p>1.1.2 Checking, handling, storage and upkeep of PPEs</p> <p>1.1.3 Segregating and Replacing Defective PPE</p>	<p>1.3.1 Structured Learning Exercises</p> <p>1.3.2 Lecture</p> <p>1.3.3 Discussion</p> <p>1.3.4 Demonstration</p>	<p>1.3.1 Direct Observation (in workplace)</p> <p>1.3.2 Interviews</p> <p>1.3.3 Oral questioning</p> <p>1.3.4 Written exam</p>	8 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
2. Collect garbage	2.1 Collect garbage at designated area	2.1.1 Procedures in securing job order 2.1.2 Company regulations in using garbage truck, PPE and accessories 2.1.2 Procedures for collection and handling of garbage 2.1.3 OHS guidelines and practices 2.1.4 Incident reporting 2.1.5 RA 9003	2.1.1 Receiving and responding to job order and work instruction 2.1.2 Following procedures in collection and handling of garbage 2.1.3 Following and practicing OSH guidelines and practices 2.1.4 Accomplishing incident report 2.1.5 Following RA 9003 2.1.6 Proper interaction with clients	2.1.1 Structured Learning Exercises 2.1.2 Lecture 2.1.3 Discussion 2.1.4 Demonstration	2.1.1 Direct Observation (in workplace) 2.1.2 Interviews 2.1.3 Oral questioning 2.1.4 Written exam	8 hours
	2.2 Place garbage inside truck	2.2.1 Procedures for collection and handling of garbage 2.2.2 OHS guidelines and practices 2.2.3 Waste Classification	2.2.1 Following procedures for collection and handling of garbage 2.2.2 Following OHS guidelines and practices 2.2.3 Practical exercises	2.2.1 Lecture 2.2.2 Discussion 2.2.3 Demonstration 2.2.5 Structured Learning Exercises	2.1.1 Direct Observation (in workplace) 2.1.2 Interviews 2.1.3 Oral questioning 2.1.4 Written	8 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
		2.2.4 Procedures in covering garbage before transport to disposal area 2.1.5 Types of Special waste 2.1.6 Procedures in handling and disposal of special waste	in classifying wastes 2.2.4 Practicing and following procedures in covering garbage before transport to disposal area 2.2.4 Following procedures in handling and disposal of special waste		exam	
	2.3 Transport garbage to final disposal	2.3.1 Procedures in handling, storage and upkeep of tools and accessories 2.3.2 Work values 2.3.3 Local ordinances on solid waste management 2.3.2 Procedures for covering garbage using appropriate covering materials 2.3.3 Procedures while garbage is in transit	2.3.1 Handling, storage and upkeep of tools and accessories 2.3.2 Covering of garbage with appropriate covering materials 2.3.3 Filling out Report Form 2.3.4 Following written and verbal instructions	2.3.1 Lecture 2.3.2 Discussion 2.3.3 Demonstration 2.3.5 Structured learning exercises	2.3.5 Direct Observation (in workplace) 2.3.6 Interviews 2.3.7 Oral questioning 2.3.8 Written exam	4 hours

Unit of Competency	Learning Outcomes	Learning Content (Required Knowledge)	Practical Activities (Required Skills)	Methodology	Assessment Approach	Nominal Duration
		2.3.4I Procedures in accomplishing report forms				
	2.4 Perform dumping activities	2.4.1 Procedures in accomplishing and submitting job order 2.4.2 OSH standards and code of practice 2.4.3 Work Values 2.4.4 Procedures in dumping of garbage to assigned disposal area 2.4.5 Post-dumping procedures 2.4.6 Proper handling, maintenance and storage of tools used in dumping garbage	2.4.1 Accomplishing and submitting job order 2.4.2 Dumping of garbage 2.4.3 Performing post-dumping activities 2.4.4 Following written and verbal instructions	2.4.1 Lecture 2.4.2 Discussion 2.4.3 Demonstration	2.4.5 Direct Observation (in workplace) 2.4.6 Interviews 2.4.7 Oral questioning 2.4.8 Written exam	8 hours

3.2 TRAINING DELIVERY

1. The delivery of training shall adhere to the design of the curriculum. Delivery shall be guided by the principles of competency-based TVET.
 - a. Course design is based on competency standards set by the industry or recognized industry sector; (Learning system is driven by competencies written to industry standards)
 - b. Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies;
 - c. Training can be done on an actual workplace setting, simulation of a workplace and/or through adoption of modern technology.
 - d. Assessment is based in the collection of evidence of the performance of work to the industry required standards;
 - e. Assessment of competency takes the trainee's knowledge and attitude into account but requires evidence of actual performance of the competency as the primary source of evidence.
 - f. Training program allows for recognition of prior learning (RPL) or current competencies;
 - g. Training completion is based on satisfactory performance of all specified competencies.
2. The competency-based TVET system recognizes various types of delivery modes, both on-and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities and their variations/components may be adopted singly or in combination with other modalities when designing and delivering training programs:
 - 2.1. Institution- Based:
 - The traditional classroom-based or in-center instruction may be enhanced through use of learner-centered methods as well as laboratory or field-work components.

3.3 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to gain entry into these qualifications should possess the following requirements:

- Able to read and write
- Not physically impaired for the course

3.4 LIST OF TOOL, EQUIPMENT AND MATERIALS GARBAGE COLLECTION NC I

Recommended list of tools, equipment and materials for the training of a maximum of 25 trainees for **GARBAGE COLLECTION NC I** are as follows:

TOOLS		EQUIPMENT		MATERIALS	
QTY.	ITEM	QTY.	ITEM	QTY.	ITEM
25	Dust Masks	1 unit	Fire Extinguishers	5	Marking Pens
25	Boots (rubber)	1	Laptop	2	White Boards/Blackboard
5 pairs	Steel soled/toe shoe	1	Projector Screen	3	Whiteboard Markers/Chalk
25	Goggles (clear)	1	LCD	2	Whiteboard Erasers
25	Hardhats	1	Sound System (microphone, speakers, amplifier)	1 roll	Brown paper (Easel Sheet)
25	Waste picking sticks			2 rolls	1" masking tape
25	Sacks (plastic garbage sack)				
8	Shovels			1 set	Waste classification gallery
25	Gloves (rubber padded)				
				Training Materials:	
				<ul style="list-style-type: none"> • Republic Act 9003 – Ecological Solid Waste Management Act of 2000 • Republic Act 6969 – Toxic and Hazardous Waste 	
				<ul style="list-style-type: none"> • Handouts 	
				<ul style="list-style-type: none"> • Audio visual materials on compactors 	
				<ul style="list-style-type: none"> • Company Work Process & Standards 	
				<ul style="list-style-type: none"> • Municipality National Solid Waste Management Commission Resolution No., series no. 	

- **Mock-up of a garbage truck (2.5 m x 2m)**

3.5 TRAINING FACILITIES

The areas indicated here are indicative for a class size of 25 trainees. For a smaller class size, they may be reduced, provided that there should be at least 1.0 sq. m. or more space per trainee.

Space Requirement	Size in Meters	Area in Sq. Meters	Total Area in Sq. Meters
Lecture Area	8 x 5 m	40 sq. meter	40 sq. meter
Learning Resource Area	8x5 m	40 sq. meter	40 sq. meter
Facilities/Equipment/Circulation Area			30 sq. meter
		Total workshop area	110 sq. meter

*The training provider may partner with a solid waste company for access to dumpsite facilities and garbage truck equipment.

3.6 TRAINER'S QUALIFICATIONS FOR GARBAGE COLLECTION NC I

TRAINER QUALIFICATION

- Must be a holder of NTTC Level I in SPOTTER NC II;
- Must be able to communicate in Filipino/vernacular;
- Must have at least 2 years relevant waste management industry experience preferably in waste collection and hauling and/or;
- Must have attended relevant training and seminars on waste collection and hauling.

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 all units of competency.

The result of the institutional assessment may be considered as evidence for the assessment for national certification. As a matter of policy, graduates of programs registered with TESDA under these training regulations are required to undergo mandatory national competency assessment upon completion of the program.

SECTION 4 ASSESSMENT AND CERTIFICATION ARRANGEMENT

Competency Assessment is the process of collecting evidence and making judgments whether competency has been achieved. The purpose of assessment is to confirm that an individual can perform to the standards expected at the workplace as expressed in relevant competency standards.

The assessment process is based on evidence or information gathered to prove achievement of competencies. The process may be applied to an employable unit(s) of competency in partial fulfillment of the requirements of the national qualification.

4.1 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1.1 A National Certificate (NC) is issued when a candidate has demonstrated competence in all the units of competency that comprise the Training Regulations for Garbage Collection NC I as follows:

BASIC COMPETENCIES
Receive and respond to workplace communication
Work with others
Demonstrate work values
Practice housekeeping procedures
COMMON COMPETENCIES
Develop and update industry knowledge
Perform workplace security and safety practices
Maintain environmental health and awareness in the work place
CORE COMPETENCIES
Prepare for garbage collection activities
Collect garbage

- 4.1.2 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.1.3 The following are qualified to apply for assessment and certification:
- Graduates of training programs related to waste management and collection
 - Experienced, currently employed workers (wage employed or self-employed)
 - Experienced unemployed workers seeking enhanced skills and knowledge

- 4.1.4 Reassessment is allowed only after one month from the date of assessment. Reassessment for a National Certificate shall be done only on the task/s that the candidate did not successfully achieve.
- 4.1.5 A candidate who fails the assessment for two (2) consecutive times will be required to go through a refresher course before taking another assessment.
- 4.1.6 Only certified individuals in this Qualification may be nominated by the industry sector for accreditation as competency assessor.

4.2 COMPETENCY ASSESSMENT REQUISITE

- 4.2.1 Self-Assessment Guide. The self-assessment guide (SAG) is accomplished by the candidate prior to actual competency assessment. SAG is a pre-assessment tool to help the candidate and the assessor determine what evidence is available, where gaps exist, including readiness for assessment.

This document can:

- a. Identify the candidate's skills and knowledge
 - b. Highlight gaps in candidate's skills and knowledge
 - c. Provide critical guidance to the assessor and candidate on the evidence that need to be presented
 - d. Assist the candidate to identify key areas in which practice is needed or additional information or skills that should be gained prior`
- 4.2.2 Accredited Assessment Center. Only Assessment Center accredited by TESDA is authorized to conduct competency assessment. Assessment centers undergo a quality assured procedure for accreditation before they are authorized by TESDA to manage the assessment for National Certification.
 - 4.2.3 Accredited Competency Assessor. Only accredited competency assessor is authorized to conduct assessment of competence. Competency assessors undergo a quality assured system of accreditation procedure before they are authorized by TESDA to assess the competencies of candidates for National Certification.

COMPETENCY MAP – GARBAGE COLLECTION NC I

BASIC COMPETENCIES

Receive and respond to workplace communication	Work with others	Demonstrate work values	Practice basic housekeeping procedures	Participate in workplace communication	Work in team environment	Practice career professionalism
Practice occupational health and safety procedures	Lead workplace communication	Lead small team	Develop and practice negotiation skills	Solve problems related to work activities	Use mathematical concepts and techniques	Use relevant technologies
Utilize specialized communication skills	Develop teams and individuals	Apply problem solving techniques in the workplace	Collect, analyze and organize information	Plan and organize work	Promote environmental protection	

COMMON COMPETENCIES

Maintain an effective relationship with clients and customers	Manage own performance	Develop and update industry knowledge	Perform workplace security and safety practices	Maintain environmental health and awareness in the work place
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CORE COMPETENCIES

Prepare for garbage collection activities	Collect garbage
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DEFINITION OF COMMON TERMS

1. **Bulky wastes** shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;
2. **Buy-back center** shall refer to a recycling center that purchases or otherwise accepts recyclable materials from the public for the purpose of recycling such materials;
3. **Collection** shall refer to the act of removing solid waste from the source or from a communal storage point;
4. **Consumer electronics** shall refer to special waste that includes worn-out, broken, and other discarded items such as radios, stereos, and TV sets;
5. **Department** shall refer to the Department of Environment and Natural Resources;
6. **Ecological solid waste management** shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;
7. **Environmentally acceptable** shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;
8. **Generation** shall refer to the act or process of producing solid waste;
9. **Generator** shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;
10. **Hazardous waste** shall refer to solid waste management or combination of solid waste which because of its quantity, concentration or physical, chemical or infectious characteristics may:
 - (1) cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or
 - (2) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed;
11. **Materials recovery facility** - includes a solid waste transfer station or sorting station, drop-off center, a composting facility, and a recycling facility;
12. **Municipal waste** shall refer to wastes produced from activities within local government units which include a combination of domestic, commercial, institutional and industrial wastes and street litters;
13. **Opportunity to recycle** shall refer to the act of providing a place for collecting source-separated recyclable material, located either at a disposal site or at another location more convenient to the population being served, and collection at least once a month of source-separated recyclable material from collection service customers and to providing a public education and promotion program that gives notice to each person of the opportunity to recycle and encourage source separation of recyclable material;
14. **Person(s)** shall refer to any being, natural or judicial, susceptible of rights and obligations, or of being the subject of legal relations;

15. **Post-consumer material** shall refer only to those materials or products generated by a business or consumer which have served their intended end use, and which have been separated or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacturing of recycled product, excluding materials and by-products generated from, and by-products generated from, and commonly used within an original manufacturing process, such as mill scrap;
16. **Receptacles** shall refer to individual containers used for the source separation and the collection of recyclable materials;
17. **Recovered material** shall refer to material and by products that have been recovered or diverted from solid waste for the purpose of being collected, processed and used as a raw material in the manufacture of a recycled product;
18. **Recyclable material** shall refer to any waste material retrieved from the waste stream and free from contamination that can still be converted into suitable beneficial use or for other purposes, including, but not limited to, newspaper, ferrous scrap metal, non-ferrous scrap metal, used oil, corrugated cardboard, aluminum, glass, office paper, tin cans and other materials as may be determined by the Commission;
19. **Recycled material** shall refer to post-consumer material that has been recycled and returned to the economy;
20. **Recycling** shall refer to the treating of used or waste materials through a process of making them suitable for beneficial use and for other purposes, and includes any process by which solid waste materials are transformed into new products in such a manner that the original product may lose their identity, and which may be used as raw materials for the production of other goods or services: Provided, That the collection, segregation and re-use of previously used packaging material shall be deemed recycling under this Act;
21. **Resource conservation** shall refer to the reduction of the amount of solid waste that are generated or the reduction of overall resource consumption, and utilization of recovered resources;
22. **Resources recovery** shall refer to the collection, extraction or recovery of recyclable materials from the waste stream for the purpose of recycling, generating energy or producing a product suitable for beneficial use: Provided, That such resource recovery facilities exclude incineration;
23. **Re-use** shall refer to the process of recovering materials intended for the same or different purpose without the alteration of physical and chemical characteristics;
24. **Schedule of Compliance** shall refer to an enforceable sequence of actions or operations to be accomplished within a stipulated time frame leading to compliance with a limitation, prohibition or standard set forth in this Act or any rule of regulation issued pursuant thereto;
25. **Secretary landfill** shall refer to the Secretary of the Department of Environment and Natural Resources;
26. **Segregation** shall refer to a solid waste management practice of separating different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;
27. **Segregation at source** shall refer to a solid waste management practice of separating, at the point of origin, different materials found in solid waste in order to promote recycling and re-use of resources and to reduce the volume of waste for collection and disposal;

28. **Solid waste** shall refer to all discarded household, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous/non-toxic solid waste.

Unless specifically noted otherwise, the term “solid waste” as used in this Act shall not include:

- (1) Waste identified or listed as hazardous waste of a solid, liquid, contained gaseous or semisolid form which may cause or contribute to an increase in mortality or in serious or incapacitating reversible illness, or acute/chronic effect on the health of persons and other organisms;
 - (2) Infectious waste from hospitals such as equipment, instruments, utensils, and fomites of a disposable nature from patients who are suspected to have or have been diagnosed as having communicable diseases and must therefore be isolated as required by public health agencies, laboratory wastes such as pathological specimens (i.e. all tissues, specimens of blood elements, excreta, and secretions obtained from patients or laboratory animals) and disposable fomites that may harbor or transmit pathogenic organisms, and surgical operating room pathologic materials from outpatient areas and emergency rooms; and
 - (3) Waste resulting from mining activities, including contaminated soil and debris.
29. **Solid waste management** shall refer to the discipline associated with the control of generation, storage, collection, transfer and transport, processing, and disposal of solid wastes in a manner that is in accord with the best principles of public health, economics, engineering, conservation, aesthetics, and other environmental considerations, and that is also responsive to public attitudes;
30. **Solid waste management facility** shall refer to any resource recovery system or component thereof; any system, program, or facility for resource conservation; any facility for the collection, source separation, storage, transportation, transfer, processing, treatment, or disposal of solid waste;
31. **Source reduction** shall refer to the reduction of solid waste before it enters the solid waste stream by methods such as product design, materials substitution, materials re-use and packaging restrictions;
32. **Source separation** shall refer to the sorting of solid waste into some or all of its component parts at the point of generation;
33. **Special wastes** shall refer to household hazardous wastes such as paints, thinners, household batteries, lead-acid batteries, spray canisters and the like. These include wastes from residential and commercial sources that comprise of bulky wastes, consumer electronics, and white goods, yard wastes that are collected separately, batteries, oil, and tires. These wastes are usually handled separately from other residential and commercial wastes;
34. **Storage** shall refer to the interim containment of solid wastes after generation and prior to collection for ultimate recovery or disposal;
35. **Transfer stations** shall refer to those facilities utilized to receive solid wastes, temporarily store, separate, convert, or otherwise process the materials in the solid wastes, or to transfer the solid wastes directly from smaller to larger vehicles for transport. This term does not include any of the following:
- (1) a facility whose principal function is to receive, store, separate, convert or otherwise process in accordance with national minimum standards, manure;

(2) a facility, whose principal function is to receive, store, convert, or otherwise process wastes which have already been separated for re-use and are intended for disposals, and

(3) the operations premises of a duly licensed solid waste handling operator who receives, stores, transfers, or otherwise processes wastes as an activity incidental to the conduct of a refuse collection and disposal business.

36. **Waste diversion** shall refer to activities which reduce or eliminate the amount of solid waste from waste disposal facilities;
37. **White goods** shall refer to large worn-out or broken household, commercial, and industrial appliances such as stoves, refrigerators, dishwashers, and clothes washers and dryers collected separately. White goods are usually dismantled for the recovery of specific materials (e.g., copper, aluminum, etc.);
38. **Yard waste** shall refer to wood, small or chipped branches, leaves, grass clippings, garden debris, vegetable residue that is recognized as part of a plant or vegetable and other materials identified by the Commission.

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Diliman, Quezon City

OTHER EXPERTS:

ENGR. ELIGIO ILDEFONSO

Technical Experts
Regulatory Requirements

MR. RUPERTO AJON

Technical Experts
Training Regulations

MR. CESAR V. TUAZON

Technical Experts
Training Regulations

MS. JULIET MANLAPAZ

Technical Experts
Regulatory requirements

MS. RAQUEL REYES

Technical Experts
Regulatory Requirements

MEMBERS OF THE TESDA BOARD
TESDA EXCOM
The MANAGEMENT and STAFF of the TESDA Secretariat
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TESDA Regional Offices

List of Published Training Regulations

- Animal Production NC II
- Aquaculture NC II
- Automotive Body Painting/Finishing NC II
- Automotive Body Repair NC II
- Automotive Engine Rebuilding NC II
- Automotive Servicing NC II
- Bartending NC II
- Building Wiring Installation NC II
- Carpentry NC II
- Commercial Cooking NC II
- Computer Hardware Servicing NC II
- Deck Seafaring NC II
- Dressmaking NC II
- Driving NC II
- Engine Seafaring NC II
- Food and Beverage Services NC II
- Footwear Making NC II
- Heavy Equipment Operation NC II
- Horticulture NC II
- Household Services NC II
- Housekeeping NC II
- Machining NC II
- Masonry NC II
- Motorcycle and Small Engine Servicing NC II
- Plumbing NC II
- Pyrotechnics NC II
- RAC Servicing NC I
- RAC Servicing NC II
- Security Services NC II
- Tailoring NC II
- Tour Guiding Services NC II
- Transport RAC Servicing NC II
- Travel Services NC II
- Welding NC II

These materials are available in both printed and electronic copies.

For more information, please contact:

**Technical Education and Skills Development Authority
(TESDA)**

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