

TESDA CIRCULAR

SUBJECT: Implementing Guidelines in the Deployment of Newly Developed Training Regulations (TRs), and on the Conduct of Competency Assessment and Certification for Ships' Catering NC III (Ships' Cooks)		Page <u>1</u> of <u>6</u> Pages Number <u>11</u> series of 2015
Date Issued: March 5, 2015	Effectivity: As Indicated	Supersedes:
<p>In the interest of the service and to provide quality and uniform program delivery, as well as ensure efficiency and effectiveness in the deployment of the newly developed Training Regulations on Ships' Catering NC III (Ships' Cooks) and the conduct of Competency Assessment and Certification, the following Implementing Guidelines are hereby issued:</p> <p>I. BACKGROUND/LEGAL BASIS</p> <ol style="list-style-type: none">1. TESDA Board promulgated the Training Regulations for Ships' Catering NC III (Ships' Cooks) under TESDA Board Resolution No. 2014-07 dated October 1, 2014. The existing promulgated TRs for Ship's Catering Services NC II and NC III promulgated on May 17, 2013 are deemed superseded by this newly promulgated TR for Ships' Catering NC III (Ships' Cooks);2. The Training Regulations (TR) for Ship's Catering Services NC II and Ship's Catering Services NC III promulgated per TESDA Board Resolution No. 2013-03 last May 17, 2013 have been consolidated to develop the new TR for Ships' Catering NC III (Ships' Cooks) based on the 2006 Maritime Labor Convention (MLC 2006) and Approved ILO Guidelines for the Training of Ships' Cooks;3. The TR for Ships' Catering NC III (Ships' Cooks) was reviewed by the Maritime Expert Panel to conform with the Standard A.3.2 – Food and Catering Paragraph 3 of MLC 2006 which states that "Shipowners shall ensure that seafarers who are engaged as ships' cooks are trained, qualified and found competent for the position in accordance with requirements set out in the laws and regulations of the Member concerned, and Paragraph 4 stipulates the requirements of this Standard to include a completion of training course approved or recognized by the competent authority, which covers practical cookery, food and personal hygiene, food storage, stock control, and environmental protection and catering health and safety". <p>II. OBJECTIVES</p> <ol style="list-style-type: none">1. To implement the requirements of the Maritime Labor Convention, 2006 on Standard A.3.2 – Food and Catering Paragraphs 3 and 4;2. To ensure the adoption of newly Approved ILO Guidelines for the Training of Ships' Cooks;		

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<p>3. To immediately develop and establish training and competency assessment and certification infrastructures by TESDA Regional and Provincial Offices for the advancement of workers in the Maritime Sector.</p>		
III. COVERAGE		
<p>1. Existing registered programs (WTR) and assessment and certification related to Ship's Catering Services NC II and NC III as well as applicants for registration of programs for Ships' Catering NC III (Ships' Cooks) shall be covered by this Circular.</p>		
IV. GENERAL POLICIES		
A. UTILIZATION OF THE NEWLY DEVELOPED TR		
<p>1. To ensure the utilization of the TRs, all Regional/Provincial Directors shall immediately advocate/encourage and facilitate the registration and re-registration of programs.</p>		
<p>2. The TR for Ships' Catering NC III (Ships' Cooks) followed the new format of the Training Regulation Framework (TESDA Board Resolution No. 2014-04). Hence, enhancements were made in Sections 2, 3 and 4 of the TR as follows.</p>		
<p>a. Section 2 – The Competency Standards format was revised to include the Required Knowledge and Required Skills per element. These fields explicitly state the required knowledge and skills for competent performance of a unit of competency in an informed and effective manner. These also emphasize the application of knowledge and skills to situations where understanding is converted into a workplace outcome.</p>		
<p>b. Section 3 – Training Arrangements contains the information and requirements which would serve as bases for training providers in designing competency-based curriculum for a certain qualification. The revision entailed identifying the Learning Contents and Practical Activities leading to the achievement of the identified Learning Outcome per unit of competency.</p>		
<p>c. Section 4 – The Assessment and Certification Arrangements describe the policies and procedures governing assessment and certification procedures.</p>		

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B. TRANSITORY PROVISION

1. Program Registration

1.1 All TVIs offering programs on Ship's Catering Services NC II and/or NC III shall be subjected to migration **within a period of one (1) year upon the effectivity of this Circular.** Programs which are not migrated within the prescribed period shall be subjected to closure proceedings in accordance with the UTPRAS guidelines (TESDA Order No. 45 series of 2007).

1.2 The new TR for Ships' Catering NC III (Sips' cooks) contains two additional core units of competency not found in the superseded TRs for Ship Catering Services NC Levels II and III. TVIs that will register and/or migrate to the Training Regulations on Ships' Catering NC III (Ships' Cook) may offer modular programs **up to December 16, 2017** on these Core Competencies, to wit:

- 2.1 Prepare nutritionally- and health-balanced calendar menu
- 2.2 Supervise/Administer galley area

Only holders of Ship's Catering Services NC II are allowed to attend the above modular programs.

1.3 All Regional/Provincial/District Directors are hereby instructed to complete the processing of the applications for program registration **not more than thirty (30) calendar days** upon receipt of the completed documents in accordance with the UTPRAS guidelines checklist.

C. TRAINER'S QUALIFICATIONS

- 1. Holder of Ships' Catering NC III (Ships' Cooks)
- 2. Holder of National TVET Trainer's Certificate (NTTC) - Level I in Ships' Catering NC III **or** holder of IMO Model Course 6.09 and 3.12 certificates per TESDA Circular No. 10 s. 2013 issued on July 23, 2013; and
- 3. Must have at least 12 months' shipboard experience as Cook

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D. ASSESSMENT AND CERTIFICATION

1. All learners/students who have completed the training program covered by the abovementioned TR shall be required to take the mandatory assessment either 1) Written Examination *or* 2) Written Examination plus Demonstration of Practical Cookery skills *or* 3) Portfolio Assessment, as follows:

1.1 For Written Examination only, are:

- 1.1.1 Those who have completed the promulgated SHIPS' CATERING NC III (SHIPS' COOKS) training program as aligned to MLC 2006 Paragraphs 3 and 4 of Standard A.3.2. *Or*
- 1.1.2 Those who have been trained and certified under Ship's Catering Services NC II or Commercial Cooking NC II or Cookery NC II or Commercial Cooking NC III with **valid/unexpired** National Certificate (NC).

1.2 For Written Examination plus Demonstration of Practical Cookery skills are:

- 1.2.1 Those who have completed the training programs on Ship's Catering Services NC II or Commercial Cooking NC II or Cookery NC II or Commercial Cooking NC III but are **not** National Certificate holders of the said qualifications.


1.3 For Portfolio Assessment are:

- 1.3.1 Those who have at least three (3) months relevant shipboard experience as Cook or Assistant Cook or Catering Personnel. However, they must show sufficient evidences in their portfolio on the following documents: Seaman's Book, Passport, Attestation Letter (Optional)/Certificate of Employment, Sea Service Certification, Certificates of Trainings, valid/unexpired National Certificate on Ship's Catering Services NC II or Commercial Cooking NC II or Cookery NC II or Commercial Cooking NC III.

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<p>2. All holders of Ship's Catering Services NC II who have undergone training on this qualification with ATTESTATION issued by ship owner or authorized representative may apply for assessment and certification. This arrangement will be valid only up to December 31, 2016;</p> <p>3. All Ships' Cook working onboard ship must be certified on Ships' Catering NC III (Ships' Cook) by January 01, 2017;</p> <p>4. The dispensation for seafarers with regard to certification requirements under MLC 2006 shall be guided by DOLE Labor Advisory No. 04 s. 2013 available at TESDA website, MLC 2006 Information Page.</p> <p>E. CONDUCT OF COMPETENCY ASSESSMENT</p> <p>1. Qualification of Competency Assessors</p> <p>For Trainer-Assessor</p> <ul style="list-style-type: none">• Holder of National TVET Trainer Certificate Level I (NTTC I) on Ships' Catering NC III (Ships' Cooks) with at least 2 years teaching experience and 12-months' shipboard experience as Cook <p>For Industry Assessor</p> <ul style="list-style-type: none">• Holder of National Certificate in Ships' Catering Services NC III (Ships' Cooks);• Holder of Certificate of Competency (COC) in Conduct Competency Assessment under the Trainers Methodology Level I (TM I); and• Must have at least 12-months' shipboard experience as Cook <p>2. Assessment Fee</p> <p>The following assessment fees shall be enforced:</p> <p>2.1 For Written Examination Only - Php 500.00</p> <p>2.2 For Written Examination Plus Demonstration of Skills in Practical Cookery - Php 1,300.00</p> <p>2.3 For Portfolio Assessment - Php 1,300.00</p>		

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<p>3. Integrity Fortification</p> <p>Integrity fortification of assessment and certification shall be strictly adhered through the implementation of the following measures:</p> <ul style="list-style-type: none">• Pre-scheduled assessment• Competency Assessor shall be assigned by the Provincial/District Director on a rotation basis• Presence of a TESDA Representative during the entire conduct of assessment <p>4. Mandatory Assessment</p> <ol style="list-style-type: none">1. All TVIs with UTPRAS registered programs on Ship's Catering NC III (Ships' Cooks) must ensure mandatory assessment of their graduating students.2. The list of certified ships' cooks will be uploaded in the online Registry of Certified Workers. <p>V. EFFECTIVITY</p> <p>This Circular shall take effect as indicated and supersedes all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.</p> <p style="text-align: right;"> SEC. EMMANUEL JOEL J. VILLANUEVA Director General</p>		