

COMPETENCY STANDARDS



BEADWORK ACCESSORIES MAKING LEVEL II

CREATIVE SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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CREATIVE SECTOR

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COMPETENCY STANDARDS FOR BEADWORK ACCESSORIES MAKING LEVEL II

Section 1 BEADWORK ACCESSORIES MAKING LEVEL II QUALIFICATION

The **BEADWORK ACCESSORIES MAKING LEVEL II** Qualification consists of competencies that a person must achieve to make beadwork accessories, specifically earring, necklace, and bracelet. It consists of canvassing tools and materials, preparing sewing machine, making accessories made of beads, marketing and promoting beadwork products.

This Qualification is packaged from the competency map of the Creative Sector as shown in Annex A.

The units of competency comprising this qualification include the following:

Code	BASIC COMPETENCIES
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures
Code	COMMON COMPETENCIES
CRVXXX	Develop and update industry knowledge
CRVXXX	Develop creative and artistic skills and cultural awareness
CRVXXX	Observe procedures, specifications and manuals of instructions
CRVXXX	Operate equipment
CRVXXX	Manage own performance
CRVXXX	Maintain a safe, clean and efficient work environment
CRVXXX	Provide and maintain effective client relations
CRVXXX	Observe quality system
Code	CORE COMPETENCIES
CRVXXX	Conduct pre-beadworks activities
CRVXXX	Produce beadworks
CRVXXX	Market beadwork products

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

- **Beadwork accessories makers**
- **Marketing officer**

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 **BEADWORK ACCESSORIES MAKING LEVEL II**.

BASIC COMPETENCIES

Unit of Competency : PARTICIPATE IN WORKPLACE COMMUNICATION

Unit Code : 500311105

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate medium is used to transfer information and ideas 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and storage	1.1 Procedure of gathering workplace information 1.2 Techniques in gathering information 1.3 Effective methods of conveying information 1.4 Written communication methods 1.5 Techniques in conveying communication 1.6 Different modes of communication 1.7 Organizational policies 1.8 Communication procedures and systems 1.9 Technology relevant to the enterprise and the individual's work responsibilities	1.1 Gathering of workplace information skills 1.2 Sourcing of information skills 1.3 Sorting of information skills 1.4 Obtaining workplace information skills 1.5 Conveying workplace information skills 1.6 Gathering and providing information in response to workplace Requirements

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	<p>of information are used</p> <p>1.7 Personal interaction is carried out clearly and concisely</p>		
2. Participate in workplace meetings and discussions	<p>2.1 Team meetings are attended on time</p> <p>2.2 Own opinions are clearly expressed and those of others are listened to without interruption</p> <p>2.3 Meeting inputs are consistent with the meeting purpose and established protocols</p> <p>2.4 Workplace interactions are conducted in a courteous manner</p> <p>2.5 Questions about simple routine workplace procedures and matters concerning working conditions of employment are asked and responded to</p> <p>2.6 Meetings outcomes are interpreted and implemented</p>	<p>2.1 Effective communication</p> <p>2.2 Different modes of communication</p> <p>2.3 Written communication</p> <p>2.4 Organizational policies</p> <p>2.5 Communication procedures and systems</p> <p>2.6 Decorum in participating workplace meetings and discussions</p>	<p>2.1 Participating skills in workplace meetings and discussions</p> <p>2.2 Following simple spoken language</p> <p>2.3 Completing work related documents</p> <p>2.4 Estimating, calculating and recording routine workplace measures</p> <p>2.5 Relating to people of social range in the workplace</p> <p>2.6 Gathering and providing information in response to workplace Requirements</p>
3. Complete relevant work related documents	<p>3.1 Range of forms relating to conditions of employment is completed accurately and legibly</p> <p>3.2 Workplace data is recorded on standard workplace forms and documents</p> <p>3.3 Basic mathematical processes are used for routine calculations</p>	<p>3.1 Methods of making/completing work related documents</p> <p>3.2 Company standards and procedures in making work related documents</p> <p>3.3 Effective communication</p> <p>3.4 Different modes of communication</p> <p>3.5 Written communication</p>	<p>3.1 Documenting skills</p> <p>3.2 Report writing skills</p> <p>3.3 Making/developing work related documents</p> <p>3.4 Perform routine workplace duties following simple written notices</p> <p>3.5 Completing work related documents</p> <p>3.6 Estimating, calculating and recording routine</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	3.6 Organizational policies 3.7 Communication procedures and systems 3.8 Technology relevant to the enterprise and the individual's work responsibilities	workplace measures 3.7 Ability to relate to people of social range in the workplace

RANGE OF VARIABLES

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

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using communication equipment 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting the formal or informal communication
2. Resource Implications	The following resources <u>MUST</u> be provided: 2.1 Fax machine 2.2 Telephone 2.3 Writing materials 2.4 Internet
3. Methods of Assessment	Competency in this unit must be assessed through: 3.1 Direct Observation 3.2 Oral interview and written test
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or through accredited institution

Unit of Competency : WORK IN A TEAM ENVIRONMENT

Unit Code : 500311106

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The role and objective of the team is identified from available sources of information 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Company vision/mission statements 1.2 Company policies and employee code of conduct 1.3 Communication process 1.4 Team structure 1.5 Team roles 1.6 Group planning and decision making	1.1 Communicating skills appropriately and consistent with the culture of the workplace 1.2 Adopting skills to team role and scope of responsibilities
2. Identify own role and responsibility within team	2.1 Individual role and responsibilities within the team environment are identified 2.2 Roles and responsibility of other team members are identified and recognized 2.3 Reporting relationships within team and external to team are identified	2.1 Company vision/mission statements 2.2 Company policies and employee code of conduct 2.3 Communication process 2.4 Team structure 2.5 Team roles 2.6 Group planning and decision making 2.7 Methods and techniques of role and responsibility identification with a team	2.1 Communicating skills appropriately and consistent with the culture of the workplace 2.2 Role and responsibility identification skills
3. Work as a team member	3.1 Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known	3.1 Approaches of interacting with team members 3.2 Types of communications used in effective interaction with team members	3.1 Team working skills 3.2 Communicating skills appropriately and consistent with the culture of the workplace 3.3 Skills in observing

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	<p>team activities and objectives</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and workplace context</p> <p>3.3 Observed protocols in reporting using standard operating procedures</p> <p>3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members</p>	<p>3.3 Methods of working as a team</p> <p>3.4 Techniques in working as a team</p>	<p>protocols when making reports</p> <p>3.4 Using standard procedures when making reports</p> <p>3.5 Developing teamwork plans based on team's role and objectives</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Operated in a team to complete workplace activity 1.2 Worked effectively with others 1.3 Conveyed information in written or oral form 1.4 Selected and used appropriate workplace language 1.5 Followed designated work plan for the job 1.6 Reported outcomes
<p>2. Resource implications</p>	<p>The following resources <u>MUST</u> 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 tasks
<p>3. Method of assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation 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 in teamwork
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while task are being undertaken whether individually or in group

Unit of Competency : PRACTICE CAREER PROFESSIONALISM

Unit Code : 500311107

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra and interpersonal relationships are maintained in the course of managing oneself based on performance evaluation 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties	1.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 1.2 Company policies 1.3 Company operations, procedures and standards 1.4 Company mission/vision statements 1.5 Ways of integrating personal objectives with organizational goals	1.1 Integrating skills of personal objectives with organizational goals 1.2 Pursuing personal growth and work plans 1.3 Demonstrating commitment to the organization and its goals 1.4 Intra and Interpersonal skills
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives 2.2 Resources are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures	2.1 Company policies 2.2 procedures and standards 2.3 Company and departmental goals and priorities 2.4 Managing priorities and commitments 2.5 Economic use and maintenance of equipment and facilities 2.6 Ways and means of practicing economic use and maintenance of equipment and facilities	2.1 Setting skills of work priorities 2.2 Meeting with work priorities 2.3 Intra and Interpersonal skills 2.4 Communication skills
3. Maintain professional	3.1 Trainings and career	3.1 Ways of identifying trainings and	3.1 Identifying trainings and

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
growth and development	<p>opportunities are identified and availed of based on job requirements</p> <p>3.2 Recognitions are sought/received and demonstrated as proof of career advancement</p> <p>3.3 Licenses and/or certifications relevant to job and career are obtained and renewed</p>	<p>career opportunities</p> <p>3.2 Techniques of seeking and receiving recognitions</p> <p>3.3 Procedures of obtaining licenses and/or certifications relevant to the job</p>	<p>career opportunities</p> <p>3.2 Seeking recognitions are sought/received and demonstrated as proof of career advancement</p> <p>3.3 Obtaining and renewing Licenses and/or certifications relevant to job and career</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
<p>2. Resource implications</p>	<p>The following resources <u>MUST</u> be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 Case studies/scenarios
<p>3. Method of assessment</p>	<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 Simulation/Role-plays 3.4 Observation with questioning 3.5 Third Party Reports 3.6 Exams and Tests
<p>4. Context of assessment</p>	<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 OCCUPATIONAL HEALTH AND SAFETY PROCEDURES

Unit Code : 500311108

Unit Descriptor : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
1. Identify hazards and risks	1.1 Safety regulations and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 Hazards/risks in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 Contingency measures during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures	1.1 Company workplace safety regulations 1.2 Industry hazard control practices and procedures 1.3 Internationally recognized OHS procedures and practices and regulations 1.4 PPE types and uses 1.5 Personal hygiene practices 1.6 Hazards/risks identification and control 1.7 Threshold Limit Value -TLV 1.8 OHS indicators 1.9 Organization safety and health protocol 1.10 Safety consciousness 1.11 Health consciousness	1.1 Clarifying and explaining safety regulations and workplace safety and hazard control 1.2 Identifying hazards/risks in the workplace and their corresponding indicators 1.3 Recognizing contingency measures during workplace accidents, fire and other emergencies 1.4 Practice of personal hygiene 1.5 Interpersonal skills 1.6 Communication skills
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit	2.1 Methods of identifying terms of maximum tolerable limits 2.2 Hazard effects 2.3 Reporting methods on OHS	2.1 Identifying terms of maximum tolerable limits 2.2 Determining effects of hazards and risks 2.3 Reporting OHS

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation	issues/concerns 2.4 OHS procedures and practices and regulations 2.5 PPE types and uses 2.6 Hazards/risks identification and control 2.7 Threshold Limit Value -TLV 2.8 OHS indicators 2.9 Organization safety and health protocol 2.10 Safety consciousness 2.11 Health consciousness	issues and/or concerns 2.4 Identifying safety hazards 2.5 Hazards/risks identification and control skills 2.6 Interpersonal skills 2.7 Communication skills
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 Personal protective equipment (PPE) is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with	3.1 Ways of following Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Ways of following procedures for dealing with workplace accidents, fire and emergencies 3.3 Types and use of personal protective equipment (PPE) 3.4 OHS procedures and practices and regulations 3.5 Methods and techniques in providing appropriate assistance in the event of a workplace emergency 3.6 Hazards/risks	3.1 Following occupational health and safety (OHS) procedures for controlling hazards/risks in workplace 3.2 Following procedures for dealing with workplace accidents, fire and emergencies 3.3 Using correctly personal protective equipment (PPE) 3.4 Providing assistance in the event of a workplace emergency in accordance with established organization protocol

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	established organization protocol	identification and control	
4. Maintain OHS awareness	4.1 <i>Emergency-related drills and trainings</i> are participated in as per established organization guidelines and procedures 4.2 <i>OHS personal records</i> are completed and updated in accordance with workplace requirements	4.1 Participation procedures in emergency-related drills and trainings 4.2 Ways of completing and updating OHS personal records 4.3 OHS procedures and practices and regulations 4.4 OHS indicators	4.1 Participating in emergency-related drills and trainings 4.2 Completing and updating OHS personal records

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics <ul style="list-style-type: none"> • Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits
5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
<p>2. Resource implications</p>	<p>The following resources <u>MUST</u> be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 OHS personal records 2.3 PPE 2.4 Health records
<p>3. Method of assessment</p>	<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 Case Study/Situation
<p>4. Context of assessment</p>	<p>4.1 Competency may be assessed in the work place or in a simulated work place setting</p>

COMMON COMPETENCIES

Unit of Competency : ENHANCE INDUSTRY KNOWLEDGE AND SKILLS

Unit Code : CRVXXX

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Source out information	<p>1.1 Sources of information on the industry are identified and coordinated according to industry procedures.</p> <p>1.2 Sources of information are accessed based on industry procedures.</p> <p>1.3 Sourced information are documented based on industry procedures.</p> <p>1.4 Documentation tools, materials, and equipment are prepared and used based on industry procedures.</p>	<p>1.1.Sources of industry information</p> <p>1.2 Industry procedure</p> <p>1.2.1 FPIC (free prior inform consent)</p> <p>1.2.2 Documentary requirements in seeking information</p> <p>1.3 Documentation procedure</p> <p>1.4 Types and uses of documentation tools, materials, and equipment</p> <p>1.5 Capacity building on sourcing of information</p> <p>1.6 Safety measures</p> <p>1.7 Gender sensitivity</p> <p>1.8 Cultural sensitivity</p> <p>1.9 Attitude</p> <ul style="list-style-type: none"> • Patience • Resourcefulness • Organized • Focus on details • Polite 	<p>1.1 Sourcing out information</p> <p>1.2 Coordination skills</p> <p>1.3 Communication skills</p> <p>1.4 Research skills</p> <p>1.5 Documentation skills</p> <p>1.6 Use and operating tools, materials, and equipment</p> <p>1.7 Applying safety measures during documentation</p>
2. Update industry knowledge	<p>2.1 Sourced information are used based on industry procedures.</p> <p>2.2 Sourced information are</p>	<p>2.1 Use of sourced information</p> <p>2.2 Documentation</p> <p>2.3 Copyright procedures</p> <p>2.4 Indigenous knowledge system</p>	<p>2.1 Using and sharing sourced information</p> <p>2.2. Documentation skills</p> <p>2.3 Following copyright</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>shared to colleagues based on industry procedures.</p> <p>2.3 Documentation is done based on industry procedures.</p>	<p>and practices (IKSP)</p> <p>2.3.1 Rituals</p> <p>2.3.2 Chanting</p> <p>2.5 Gender sensitivity</p> <p>2.6 Cultural sensitivity</p> <p>2.7 OSHS</p> <p>2.8 Attitude</p> <p>2.8.1 Patience</p> <p>2.8.2 Resourcefulness</p> <p>2.8.3 Organized</p> <p>2.8.4 Focus on details</p> <p>2.8.5 Polite</p>	<p>procedures</p> <p>2.4 Practicing IKSP</p> <p>2.5 Communication skills</p>
3. Prepare prototype	<p>3.1 Experimentation is performed based on sourced information.</p> <p>3.2 Product is improved based on experimental findings.</p> <p>3.3 Improved product is checked for quality based on industry procedures.</p> <p>3.4 Safety practices are applied following OSHS</p>	<p>3.1 Prototyping</p> <p>3.2 Experimentation procedures</p> <p>3.3. Product improvement</p> <p>3.4 Quality checking</p> <p>3.5 OSHS</p> <p>3.6 Attitude</p> <p>3.6.1 Patience</p> <p>3.6.2 Resourcefulness</p> <p>3.6.3 Organized</p> <p>3.6.4 Focus on details</p> <p>3.6.5 Polite</p>	<p>3.1 Preparing prototype</p> <p>3.2 Conducting experimentation</p> <p>3.3 Improving product</p> <p>3.4 Quality checking</p> <p>3.5 Applying OSHS</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Sources of information	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers 1.3 Manuals 1.4 Personal observation and experience 1.5 Training 1.6 Partners 1.6.1 Local Government Unit (LGU) 1.6.2 National Government Agencies 1.6.3 Civil Society Organizations (CSO) 1.6.4 Academic institutions
2. Documentation of sourced information	May include: 2.1 Photo documentation 2.2 Preparation of Write-ups 2.3 Videos documentation 2.4 Recordings 2.5 Documenting pattern thru drawing 2.6 Obtaining sample product
3. Documentation tools, materials, and equipment	May include: 3.1 Tools 3.1.1 Questionnaires 3.1.2 Survey 3.2 Materials Record book Ball pen 3.3 Equipment Video camera Mobile phone
4. Usage of sourced information	It includes: 4.1 Adaptation 4.2 Adoption

EVIDENCE GUIDE

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1. Accessed sources of information. 2. Documented sourced information. 3. Used sourced information. 4. Carried out documentation. 5. Improved product. 6. Checked quality of improved product. 7. Applied safety practices.
2. Resource Implications	<p>The following resources MUST be provided:</p> <ol style="list-style-type: none"> 1. Actual and simulated workplace 2. Materials, tools, and equipment needed to perform the required task 3. References and manuals 4. PPEs 5. First aid kit
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

Unit of Competency : **ENHANCE CREATIVE AND ARTISTIC SKILLS AND CULTURAL AWARENESS**

Unit Code : **CRVXXX**

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

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Perform benchmarking	4.1 Community is identified and selected based on industry procedures. 4.2 Cultural exchange is facilitated according to industry procedure. 4.3 Community practices are identified and selected following industry procedures. 4.4 Cultural authorities are consulted for cultural skilled – shared knowledge based on established protocol. 4.5 Best practice is applied based on approval of cultural authorities. 4.6 Adjustments are applied based on consultation with the cultural authorities . 4.7 Documentation is performed based on the result of consultation.	4.1 Cultural skilled-shared knowledge 4.2 Cultural authorities 4.3 Cultural sensitivity 4.4 Different community practices 4.5 Facilitation procedures 4.6 Types of cultural community 4.7 Consultation and approval procedures 4.8 Best cultural practices 4.9 Documentation procedure 4.10 Attitude 4.10.1 Awareness on details 4.10.2 Organized 4.10.3 Resourcefulness 4.10.4 Patience 4.10.5 Politeness 4.10.6 Industriousness 4.10.7 Respectfulness	4.1 Identifying and selecting community 4.2 Facilitating cultural exchange 4.3 Identifying community practices 4.4 Consulting cultural authorities 4.5 Applying best practices 4.6 Communication skills 4.7 Documentation skills

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit of Competency : **DEVELOP ARTISTIC SKILLS AND CULTURAL AWARENESS OF ONE-SELF**

Unit Code : **CRVXXX**

Unit Descriptor : This unit covers the knowledge, skills and attitudes to develop one-self as cultural bearer. It includes competency to identify individual improvement areas, immerse to culture and arts and enhance artistic skills.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify individual improvement areas	1.1 Improvement areas are listed and selected based on line of interest 1.2 Documentation is done based on community practices 1.3 Sourced information is verified from community cultural authorities . 1.4 Immersion is planned according to community procedure.	1.1 Indigenous Peoples Rights Act (IPRA) RA 8371 1.1.1 Free Prior Inform Consent (FPIC) 1.1.2 Indigenous Knowledge Skills and Practices (IKSP) Act 1.2 Intellectual Property Rights (IPR) 1.3 Cultural authorities 1.4 Community practices and procedures 1.5 Planning procedures 1.6 Documentation procedures 1.7 Coordination process 1.7.1 NCIP 1.7.2 Chieftain 1.7.3 LGUs 1.8 Attitude 1.8.1 Resourcefulness 1.8.2 Patience 1.8.3 Industrious 1.8.4 Politeness 1.8.5 Organized	1.1 Listing and selecting needs 1.2 Conducting documentation 1.3 Verifying sourced information 1.4 Planning immersion 1.5 Conducting coordination
2. Immerse to culture and arts	2.1 Sources of culture and arts information are obtained following community	2.1 Sources of culture and arts information 2.2 Cultural immersion approaches 2.3 Indigenous Peoples	2.1 Sourcing culture and arts information 2.2 Selecting and participating

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>practices.</p> <p>2.2 Cultural immersion approaches are selected and participated.</p> <p>2.3 Insights and experiences on arts and culture are discussed with community cultural authorities following community practices.</p>	<p>Rights Act (IPRA)</p> <p>2.4 Indigenous Knowledge Skills and Practices (IKSP)</p> <p>2.5 Intellectual Property Rights (IPR)</p> <p>2.6 Focused-group discussion (FGD) procedures</p> <p>2.7 Attitude</p> <p>2.7.1 Honesty</p> <p>2.7.2 Patience</p> <p>2.7.3 Politeness</p> <p>2.7.4 Resourcefulness</p>	<p>cultural immersion</p> <p>2.3 Communication skills</p> <p>2.4 Performing focused-group discussion (FGD)</p> <p>2.5 Discussing insights and experiences arts and culture</p>
3. Enhance artistic skills	<p>3.1 Prototype is produced based on the collected best practices.</p> <p>3.2 Approval of the product is sought from community cultural authorities.</p> <p>3.3 Tools, materials, and equipment are utilized according to community practices.</p> <p>3.4 Safety practices are applied following OSHS.</p>	<p>3.1 Community practices</p> <p>3.2 Community cultural authorities</p> <p>3.3 Utilization of tools, materials, and equipment</p> <p>3.4 OSHS</p> <p>3.5 IKSP</p> <p>3.6 Cultural sensitivity</p> <p>3.7 Gender sensitivity</p> <p>3.8 Application of best practices</p> <p>3.9 Manufacturer's manual</p> <p>3.9 Attitude</p> <p>3.10.1 Attention to details</p> <p>3.10.2 Patience</p> <p>3.10.3 Organized</p> <p>3.10.4 Honesty</p> <p>3.10.5 Time consciousness</p> <p>3.10.6 Industrious</p> <p>3.10.7 Resourcefulness</p>	<p>3.1 Applying best practices</p> <p>3.2 Seeking approval of the product</p> <p>3.3 Utilizing tools, materials, and equipment</p> <p>3.4 Applying safety practices</p> <p>3.5 Communication skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Cultural authorities	May include: 1.1 Cultural Elders 1.2 Cultural Master 1.3 Cultural Bearers
2. Sourced information on culture and art form	May include information from: 2.1 Manuals 2.2 Personal observations and experience 2.3 Training 2.4 Drawn pattern 2.5 Sample product 2.6 Documented video 2.7 Documented photo 2.8 Write-ups 2.9 Recordings
3. Sources of culture and arts information	May include: 3.1 Cultural masters 3.2 Cultural bearers 3.3 Cultural elders 3.4 Traditional leaders 3.5 Traditional elders 3.6 Manuals 3.7 Personal observation and experience 3.8 Training 3.9 Partners 3.9.1 LGU 3.9.2 National Government Agencies 3.9.3 Civil Society Organizations (CSO) 3.9.4 Academic institutions
4. Cultural immersion approaches	May include: 4.1 Participate in community events 4.2 Community visitations 4.3 Practice traditional arts and culture 4.4 Cultural exchange programs 4.5 Participate in cultural activities
5. Tools, materials, and equipment	May include: A. For Documentation 5.1 Tools 5.1.1 Questionnaires 5.1.2 Survey 5.2 Materials 5.2.1 Record book 5.2.2 Ball pen 5.3 Equipment 5.3.1 Video camera 5.3.2 Mobile phone 5.3.3 Recorder

VARIABLE	RANGE
	<p data-bbox="651 271 1061 300">B. For Product Development</p> <p data-bbox="651 309 847 338">5.1 Materials</p> <p data-bbox="710 344 922 374">5.1.1 bee wax</p> <p data-bbox="710 380 863 409">5.1.2 fiber</p> <p data-bbox="710 416 895 445">5.1.3 thread</p> <p data-bbox="710 452 855 481">5.1.4 dye</p> <p data-bbox="710 488 930 517">5.1.5 mud clay</p> <p data-bbox="710 524 900 553">5.1.6 bronze</p> <p data-bbox="710 560 868 589">5.1.7 cloth</p> <p data-bbox="710 595 890 624">5.1.8 beads</p> <p data-bbox="710 631 884 660">5.1.9 rattan</p> <p data-bbox="710 667 927 696">5.1.10 bamboo</p> <p data-bbox="710 703 983 732">5.1.11 wicker (nito)</p> <p data-bbox="710 739 1018 768">5.1.12 pandan leaves</p> <p data-bbox="710 775 999 804">5.1.13 swamp grass</p> <p data-bbox="710 810 879 840">5.1.14 tikog</p> <p data-bbox="710 846 970 875">5.1.15 animal skin</p> <p data-bbox="710 882 956 911">5.1.16 first aid kit</p> <p data-bbox="710 918 890 947">5.1.17 PPEs</p> <p data-bbox="651 965 794 994">5.2 Tools</p> <p data-bbox="710 1001 914 1030">5.2.1 needles</p> <p data-bbox="710 1037 868 1066">5.2.2 knife</p> <p data-bbox="710 1072 863 1102">5.2.3 bolo</p> <p data-bbox="710 1108 1034 1137">5.2.4 bamboo stripper</p> <p data-bbox="710 1144 938 1173">5.2.5 wood tool</p> <p data-bbox="710 1180 1011 1209">5.2.6 carpentry tools</p> <p data-bbox="710 1216 983 1245">5.2.7 curving tools</p> <p data-bbox="710 1252 1027 1281">5.2.8 measuring tools</p> <p data-bbox="651 1299 868 1328">5.3 Equipment</p> <p data-bbox="710 1335 1107 1364">5.3.1 upright/standing loom</p> <p data-bbox="710 1370 1018 1400">5.3.2 backstrap loom</p> <p data-bbox="710 1406 1031 1435">5.3.3 sewing machine</p> <p data-bbox="710 1442 963 1471">5.3.4 earthen pot</p> <p data-bbox="710 1478 895 1507">5.3.5 splitter</p> <p data-bbox="710 1514 911 1543">5.3.6 stripper</p>

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Listed and selected improvement areas. 1.2 Verified sourced information from cultural authorities. 1.3 Selected and participated cultural immersion approaches. 1.4 Discussed insights and experiences on arts and culture with community cultural authorities. 1.5 Applied best community practices. 1.6 Applied safety practices
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
<p>4. Context for Assessment</p>	<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 TOOLS, MATERIALS AND EQUIPMENT**

Unit Code : **CRVXXX**

Unit Descriptor : This unit covers the knowledge, skills and attitudes required to prepare, utilize, maintain and store tools, materials and equipment and operate equipment.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare tools, materials and equipment	1.1 Tools, materials and equipment are selected according to work requirement. 1.2 Serviceability of tools and equipment are checked according to community and manufacturer's specification. 1.3 Materials are sourced out according to work requirement. 1.4 Availability and conformance of materials are checked according to community and manufacturer's specification. 1.5 Safety practices are applied following OSHS	1.1 Types, uses and functions of indigenous and industrial materials, tools and equipment 1.2 Sustainable sourcing of raw materials 1.3 Conformance and availability of indigenous raw materials 1.4 Inspection procedures 1.5 Mensuration 1.6 Ethno-mathematics 1.7 Arithmetic operation 1.8 Indigenous Knowledge System and Practices (IKSP) 1.9 Wildlife Resources Conservation and Protect Act (RA 9147) 1.10 Indigenous People's Rights Act (IPRA) 1.11 OSHS 1.12 PPEs 1.13 Serviceability of tools and equipment 1.14 Processes, Operations, Systems 1.14.1 Proper usage and care of hand tools 1.14.2 Types and uses	1.1 Selecting materials and equipment 1.2 Checking tools and equipment 1.3 Sourcing and checking of materials 1.4 Applying safety practices 1.5 Mensuration and calculation skills 1.6 Ethno-mathematics skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		of equipment 1.14.3 Common faults in tools and equipment 1.15 Attitude 1.15.1 Organized 1.15.2 Patience 1.15.3 Resourcefulness 1.15.4 Focus on details	
2. Operate equipment	2.1 Work requirement is determined following community practice. 2.1 Equipment is set up following community practice and user's manual. 2.2 Equipment is adjusted according to industry procedures and user's manual. 2.3 Operation of equipment is conducted based on industry procedures and user's manual. 2.4 Malfunctions and faulty equipment are addressed according to community practice and user's manual. 2.5 Safety practices are applied following OSHS.	2.1 Set up and adjustment of equipment procedures 2.2 Parts and uses of indigenous and modern equipment 2.3 Startup and shutdown of equipment 2.4 User's manual 2.5 Irregularities and breakdown 2.6 Community practices 2.7 Reporting procedures 2.7.1 Oral 2.7.2 Written (listing only) 2.8 Mensuration 2.9 Ethno-mathematics 2.10 Arithmetic operation 2.11 OSHS 2.11.1 PPEs 2.11 Attitude 2 Organized 3 Patience 4 Resourcefulness 5 Focus on details	2.1 Following community practices and user's manual 2.2 Setting up equipment 2.3 Adjusting equipment 2.4 Operating equipment 2.5 Addressing malfunctioned and faulty equipment 2.6 Applying safety practices 2.7 Mensuration and calculation skills 2.8 Ethno-mathematics skills
3. Utilize tools and materials	3.1 Work requirement is determined following community practice. 3.2 Tools and materials are used according to work requirement.	3.1 Types of work requirement 3.2 Uses of indigenous tools and materials 3.3 Malfunctions and faulty tools 3.4 Mensuration 3.5 Ethno-mathematics	3.1 Determining work requirement 3.2 Addressing malfunctioned and faulty equipment 3.3 Applying safety practices

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.3 Faulty tools are addressed according to community practice and user's manual. 3.4 Safety practices are applied following Occupational Safety and Health Standards (OSHS).	3.6 Arithmetic operation 3.7 Reporting procedures 3.8 OSHS 3.8.1 Personal Protective Equipment (PPEs) 3.10 Attitude 3.9.1 Focus on details 3.9.2 Patience 3.9.3 Organized 3.9.4 Systematized	3.4 Mensuration and calculation skills 3.5 Ethno-mathematics skills 3.6 Using indigenous tools and materials 3.7 Using measuring tools
4. Maintain and store tools, materials and equipment	4.1 Tools and equipment are handled according to community practice and user's manual. 4.2 Routine maintenance of tools and equipment undertaken according to community practice and user's manual. 4.3 Tools, materials and equipment are stored in according to community practice and user's manual. 4.4 Chemicals are labeled prior to storage according to manufacturer's specification. 4.5 Inventory is conducted according to workplace procedures. 4.6 Safety practices are applied following Occupational Safety and Health Standards (OSHS).	4.1 Handling of tools and equipment 4.2 Maintenance procedure 4.3 Community practices 4.4 User's manual 4.5 Safety requirements in maintenance of hand tools 4.6 Storage of tools, materials and equipment 4.7 Inventory procedures 4.8 5S of Good Housekeeping 4.8.1 Sweep 4.8.2 Shine 4.8.3 Sort 4.8.4 Systematize 4.8.5 Standardize 4.9 OSHS 4.10 Indigenous Knowledge System and Practices (IKSP) 4.10 Attitude 1.10.1 Honesty 1.10.2 Focus on details 1.10.3 Patience 1.10.4 Resourcefulness 1.10.5 Time consciousness	4.1 Checking and cleaning hand tools 4.2 Storing tools, materials and equipment 4.3 Handling of tools and equipment 4.4 Conducting routine maintenance routing of tools and equipment 4.5 Conducting inventory 4.6 Communication skills 4.7 Reporting procedure 4.8 Applying safety practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tools, materials and equipment	May include: <ul style="list-style-type: none"> 1.1 Materials <ul style="list-style-type: none"> 1.1.1 bee wax 1.1.2 fiber 1.1.3 thread 1.1.4 dye 1.1.5 mud clay 1.1.6 bronze 1.1.7 cloth 1.1.8 beads 1.1.9 rattan 1.1.10 bamboo 1.1.11 wicker (nito) 1.1.12 pandan leaves 1.1.13 swamp grass 1.1.14 tikog 1.1.15 animal skin 1.1.16 first aid kit 1.1.17 PPEs 1.2 Tools <ul style="list-style-type: none"> 1.2.1 needles 1.2.2 knife 1.2.3 bolo 1.2.4 stripper 1.2.5 wood tool 1.2.6 carpentry tools 1.2.7 curving tools 1.2.8 measuring tools 1.2.9 nipper 1.2.10 earthen pot 1.2.11 splitter 1.2.12 Scissor 1.2.13 Sharpening stone 1.3 Equipment <ul style="list-style-type: none"> 1.3.1 upright/standing loom 1.3.2 backstrap loom 1.3.3 sewing machine 1.3.4 Electric grinder 1.3.5 Electric blower 1.3.6 Hand drill
2. Maintenance of tools and equipment	May include: <ul style="list-style-type: none"> 2.1 Cleaning 2.2 Lubricating 2.3 Tightening 2.4 Simple tool repairs 2.5 Adjustment using correct procedures

VARIABLE	RANGE
	2.6 Sharpening
3. Addressing malfunctioned faulty equipment	May include: 3.1 Reporting 3.2 Replacement
4. Addressing faulty tools	May include: 4.1 Reporting 4.2 Fixing 4.3 Replacement
5. Work requirements	May include: 5.1 Weaving 5.2 Embroidery 5.3 Beadworks 5.4 Pottery 5.5 Brass casting 5.6 Wood carving 5.7 Paper products making 5.8 Shell craft making

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Checked serviceability of tools and equipment. 1.2 Checked availability and conformance of materials. 1.3 Applied safety practices. 1.4 Set up equipment. 1.5 Conducted operation of equipment 1.6 Addressed malfunctions and faulty equipment 1.7 Determined work requirement 1.8 Tools and materials are used 1.9 Addressed malfunctions, and faulty tools 1.10 Determined work requirement 1.11 Handled and maintained tools and equipment 1.12 Stored tools, materials and equipment 1.13 Conducted inventory of tools, equipment, and materials 1.14 Undertaken routine maintenance of tools and equipment
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Story-telling
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

Unit of Competency : MANAGE OWN PERFORMANCE

Unit Code : CRVXXX

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

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<i>industry standards.</i>	details 2.8.3 Resourcefulness	
3. Improve own work	3.1 Actual work output is assessed in relation to <i>work plan and schedules.</i> 3.2 Work expenses are computed against budget. 3.3 Feedback is obtained from <i>customer</i> based on job requirements. 3.4 Improvement is done according to feedback.	3.1 Quality control 3.2 Work plan and schedules 3.3 Computation of work expenses 3.4 Customer feedback 3.5 Arithmetic operation 3.6 IKSP 3.8 Attitude 3.7.1 Time consciousness 3.7.2 Attention to details 3.7.3 Resourcefulness 3.7.4 Patience 3.7.5 Honesty	3.1 Assessing actual work output 3.2 Computation skills 3.3 Obtaining customer feedback 3.4 Applying improvements

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit of Competency : **MAINTAIN A SAFE, CLEAN AND EFFICIENT WORK ENVIRONMENT**

Unit Code : **CRVXXX**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Comply with safety and health regulations	1.1 Safety and health measures are applied based on OSHS. 1.2 <i>Policies and procedures</i> are adapted and applied according to industry standards. 1.3 <i>Emergencies</i> are addressed following workplace procedures. 1.4 Work areas are set-up and secured following safety procedures.	1.1 Indigenous Knowledge System Practices (IKSP) on safety and health 1.1.1 Handling of chemicals 1.2 Geographical location 1.3 Traditional PPEs 1.4 Industrial PPEs 1.5 Community procedures 1.6 Workplace emergencies 1.7 Addressing workplace emergencies 1.8 Setting-up and securing of work areas 1.9 Alternative work areas 1.10 3Rs 1.11 5S of Good Housekeeping 1.12 SHS 1.13 Attitude 1.13.1 Patience 1.13.2 Honesty 1.13.3 Focus on details	1.1 Complying with Indigenous Knowledge System Practices (IKSP) on safety and health 1.2 Handling of chemicals 1.3 Adapting and applying policies and procedures 1.4 Setting-up and securing work areas 1.5 Applying safety practices 1.6 Addressing emergencies 1.7 Identifying alternative work areas
2. Maintain work area	2.1 <i>Attributes of conducive working areas</i> are <i>checked</i> following safety procedures. 2.2 Repairs are identified and reported to	2.1 Work Hazards Policies and Procedures 2.1.1 Topographic location 2.2 OSHS policies and procedures 2.3 Waste management	2 Complying with health and safety regulations 3 Checking attributes of conducive working areas

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>authorities.</p> <p>2.3 Work area maintenance schedule are complied according to workplace procedure.</p> <p>2.4 Waste is stored and disposed of according to waste management.</p> <p>2.5 Safety practices are applied following OSHS</p>	<p>(5Rs)</p> <p>2.3.1 Refuse 2.3.2 Reduce 2.3.3 Reuse 2.3.4 Recycle 2.3.5 Rot</p> <p>2.4 Authorities 2.5 Work schedule 2.6 Attributes of conducive working areas 2.7 5S of good housekeeping 2.8 Environmental laws 2.9 Attitude 2.9.1 Orderliness 2.9.2 Patience 2.9.3 Resourcefulness</p>	<p>4 Identifying and reporting repairs to authorities</p> <p>5 Preparing work schedule and assignments</p> <p>6 Storing and disposing wastes</p> <p>7 Applying safety practices</p>
3. Maintain tools, equipment, materials and other resources	<p>3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices.</p> <p>3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices.</p> <p>3.3 Resources are monitored and maintained following workplace procedure.</p> <p>3.4 Tools and equipment are referred for repair according to industry procedure.</p> <p>3.5 Safety practices are applied following OSHS.</p>	<p>3.1 Storing tools and equipment 3.2 Checking for maintenance requirements 3.3 OSHS 3.4 Manufacturer's manual and industry practice 3.5 Maintenance of tools and equipment 3.6 Reporting tools and equipment for major repairs 3.7 IKSP 3.8 Cultural sensitivity 3.9 Different resources 3.10 Forecasting/ projection of resources 3.11 Monitoring guidelines 3.11 Attitude 3.12.1 Patience 3.12.2 Orderliness 3.12.3 Organized 3.12.4 Resourcefulness</p>	<p>3.1 Maintaining of tools and equipment</p> <p>3.2 Storing tools, equipment and resources</p> <p>3.3 Checking tools, and equipment</p> <p>3.4 Communication skills</p> <p>3.5 Monitoring and maintaining resources</p> <p>3.6 Performing forecasting/ projection of resources</p> <p>3.7 Following monitoring guidelines</p> <p>3.8 Applying OSHS</p>

RANGE OF VARIABLES

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

EVIDENCE GUIDE

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

Unit of Competency : **PROVIDE AND MAINTAIN EFFECTIVE CUSTOMER SERVICE**

Unit Code : **CRVXXXX**

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

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Maintain a good business image	1.1 Personal presence is maintained according to employer standards . 1.2 Interpersonal skills are used to identify customer needs following workplace standards. 1.3 Work area is kept tidy and uncluttered according to workplace procedure. 1.4 Equipment and other resources are stored and organized according to workplace procedures. 1.5 Product orientation is conducted according to industry practices.	1.1 Communication 1.1.1 Interactive communication with others 1.1.2 Interpersonal skills/ social graces with sincerity 1.1.3 Personal presence 1.2 Safety Practices 1.2.1 Safe work practices 1.2.2 Personal hygiene 1.3 Maintain teamwork and cooperation 1.4 5S of Good housekeeping 1.5 Time management 1.6 IKSP 1.7 OSHS 1.8 5Rs 1.9 Product orientation 1.9.1 Heritage values 1.10 Attitude <ul style="list-style-type: none"> • Attentive, patient and cordial • Honest • Punctual 	8 Communication skills 9 Maintaining personal presence 10 Using interpersonal skills 11 Tidying and uncluttering work area 12 Organizing equipment and other resources 13 Applying 5S of Good Housekeeping 14 Applying 5Rs 15 Conducting product orientation
2. Respond to customer needs	2.1 Customer needs are identified according to industry	2.1 Feedback mechanisms 2.2 Customer needs 2.3 Customer	2.1 Communication skills 2.2 Identifying customer needs

	<p>procedures.</p> <p>2.2 Prototype is prepared according to customer needs specifications.</p> <p>2.3 Changes to customer needs are addressed according to workplace procedure.</p> <p>2.4 Feedback mechanisms are used to meet customer needs following industry procedure.</p>	<p>specifications</p> <p>2.4 Preparation of prototype</p> <p>2.5 Procedure in addressing customer needs</p> <p>2.6 Attitude</p> <ul style="list-style-type: none"> • Attentiveness • Patience • Cordiality 	<p>2.3 Preparing prototype</p> <p>2.4 Addressing changes to customer needs</p> <p>2.5 Using feedback mechanisms</p> <p>2.6 Applying IKSP</p>
<p>3. Strengthen relations with customer</p>	<p>3.1 Customer expectations are met according to industry procedure.</p> <p>3.2 Repeat orders are secured based on industry procedure.</p> <p>3.3 Written contract is prepared based on agreements.</p>	<p>3.1 Customer expectations</p> <p>3.2 Customer satisfaction</p> <p>3.3 Establishing good rapport with customer</p> <p>3.4 Preparation of written contract</p> <p>3.5 Quality Control</p> <p>3.6 Procedure of repeat orders</p> <p>3.7 Attitude</p> <ul style="list-style-type: none"> • Attentiveness • Patience • Cordiality • Honesty 	<p>3.1 Communication skills</p> <p>3.2 Meeting customer expectations</p> <p>3.3 Maintaining customer satisfaction</p> <p>3.4 Preparing written contract</p> <p>3.5 Securing repeat orders</p> <p>3.6 Negotiation skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Personal presence	May include: 1.1 Stance 1.2 Posture 1.3 Body Language 1.4 Demeanor 1.5 Grooming 1.6 traditional attire
2. Employer standards	May include: 2.1 Organizational Policy and Procedures 2.2 Common and accepted practices in the industry
3. Interpersonal skills	May include: 3.1 Interactive communication 3.2 Public relation 3.3 Good working attitude 3.4 Passion 3.5 Pleasant disposition 3.6 Effective communication skills 3.7 Team player
4. Customer needs	May include: 4.1 Number of orders 4.2 Basic designs 4.3 Quality of product 4.4 Aesthetics 4.5 Delivery time 4.6 Pricing and costing
5. Feedback mechanisms	May include: 5.1 Contact reports 5.2 Focus Group Discussion 5.3 Punch List 5.4 Face-to-face 5.5 Suggestion box 5.6 Survey
6. Customer	May include: 6.1 Client 6.2 Peer 6.3 Cultural authorities 6.4 Artists 6.5 Collectors
7. Customer expectations	May include: 7.1 Quality of product 7.2 Quantity of product 7.3 On-time of delivery 7.4 Updating f customer

EVIDENCE GUIDE

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

Unit of Competency : PERFORM MENSURATION AND CALCULATION

Unit Code CRVXXX

Unit Descriptor This unit covers the knowledge, skills and attitudes to prepare for mensuration and calculation, carry out mensuration and calculation and maintain measuring instruments. The unit includes identifying, caring, handling and using of measuring instrument.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare for mensuration and calculation	1.1 Component to be measured is identified according work requirements . 1.2 Product specifications are obtained from relevant sources . 1.3 Measuring instrument is selected according to job requirements.	1.1 Product components 1.2 Relevant sources of specifications 1.3 Types and functions of measuring instrument 1.4 Awareness on ethno-mathematics measuring instrument 1.5 Work requirements 1.6 Product specifications 1.7 Attitude 1.7.1 Attention to details 1.7.2 Patience	1.1 Identifying components to be measured 1.2 Obtaining product specification 1.3 Identifying relevant sources of specification 1.5 Identifying and selecting measuring instrument 1.6 Identifying work requirements
2. Carry out mensuration and calculation	2.1 Mensuration is performed accordance with the work requirements. 2.2 Ethno-measurement is converted according to International System (SI) unit. 2.3 Calculations needed to complete work tasks are performed using the four fundamental mathematical operation. 2.4 Counter-checking is performed based on the result of the computation.	2.1 Ethno-measurement 2.2 Conversion of measurement 2.3 Basic International System (SI) unit 2.4 Ratio and proportion 2.5 Fractions, percentages, mixed numbers 2.6 Arithmetic operation 2.7 Documentation of calculation 2.8 Calculation counter-checking 2.10 Attitude: 2.10.1 Patience 2.10.2 Attention to details 2.10.3 Resourcefulness 2.10.4 Honesty	2.1 Obtaining measurements 2.2 Converting ethno-measurement and International System (SI) unit 2.3 Performing calculation 2.4 Documenting calculation 2.5 Performing counter-checking

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.5 Calculations are documented following workplace procedure.		
3. Maintain measuring instruments	3.1 Measuring instruments are cleaned and stored following 5S of good housekeeping. 3.2 Measuring instruments are checked for serviceability. 3.3 Defective and damaged measuring instruments are reported and addressed. 3.4 Wastes are disposed following proper waste management. 3.5 Safety practices are applied	3.1 Measuring instruments 3.2 Maintenance of measuring instruments 3.2.1 Cleaning 3.2.2 Storing 3.2.3 Checking/ inspection of serviceability 3.3 5S of Good Housekeeping 3.4 Accomplishment of checklist 3.5 Waste management 3.6 Reporting procedure 3.7 OSHS 3.8 Attitude: 3.8.1 Patience 3.8.2 Attention to Details 3.8.3 Resourcefulness	3.1 Cleaning and storing measuring instruments 3.2 Applying 5S of good housekeeping 3.3 Disposing wastes 3.4 Reporting and addressing defective and damaged measuring instruments 3.5 Applying safety practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Relevant sources	May include: 1.1 Customer 1.2 Basic design 1.3 Cultural masters
2. Measuring instrument	May include: 2.1 Tape measure 2.2 Ruler 2.3 Meter stick 2.4 Weighing scale 2.5 Measuring spoons and cups 2.6 Tape roll
3. Calculation	May include: 3.1 Volume 3.2 Area 3.3 Length 3.4 Thickness 3.5 Width 3.6 Taper 3.7 Diameter 3.8 Height 3.9 Weight
4. Work requirements	May include: 4.1 Beadworks 4.2 Handloom Weaving 4.3 Embroidery 4.4 Pottery 4.5 Paper mache 4.6 Basket weaving 4.7 Mat weaving 4.8 Wood carving

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Select measuring instruments. <ol style="list-style-type: none"> 1.1.1 Identified component to be measured 1.1.2 Obtained correct specifications 1.1.3 Selected measuring instrument 1.2 Carry out measurements and calculation. <ol style="list-style-type: none"> 1.2.1 Performed mensuration 1.2.2 Converted ethno-measurement according to international system (SI) unit 1.2.3 Performed calculation needed to complete work tasks 1.2.4 Performed counter-checking 1.2.5 Documented calculations 1.3 Maintain measuring instruments. <ol style="list-style-type: none"> 1.3.1 Cleaned and stored measuring instruments 1.3.2 Reported and addressed defective and damaged measuring instruments 1.3.3 Disposed wastes 1.3.4 Applied safety practices
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ol style="list-style-type: none"> 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
<p>3. Methods of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration/ observation with oral questioning 3.2 Written exam
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

CORE COMPETENCY

Unit of Competency : **CONDUCT PRE-BEADWORKS ACTIVITIES**

Unit Code : **CRVXXXXX**

Unit descriptor : The unit deals with the knowledge, skills and attitudes required to canvass tools and materials, and prepare sewing machine and workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Prepare tools, materials, and equipment	1.1 Tools, materials, and equipment are listed based on work requirements. 1.2 Canvassing of tools and materials is done following established practice. 1.3 Quality tools and materials are selected based on work requirements and canvass. 1.4 Tools and materials are purchased according to work requirement. 1.5 Defective tools and substandard materials are segregated based on established criteria. 1.6 Waste is disposed based on waste management.	1.1 Types of tools, materials and equipment 1.2 Beeswax 1.3 Procedures of cleaning of seed beads 1.4 Canvassing procedures 1.5 Selection of quality materials <ul style="list-style-type: none"> • Characteristics of quality tools and materials 1.6 Purchasing procedures <ul style="list-style-type: none"> • Listing/ identifying of reliable suppliers • Negotiating • Bargaining for prices 1.7 Indigenous Knowledge Systems and Practices (IKSP) on beadworks: preparation activities 1.8 Waste management 1.9 5Rs 1.10 Segregation of defective tools and materials 1.11 Characteristics of substandard materials	1.1 Listing required tools and materials 1.2 Canvassing tools and materials 1.3 Selecting quality tools and materials 1.4 Purchasing tools and materials 1.5 Communicating with suppliers 1.6 Organizing tools and materials 1.7 Segregating defective tools and substandard materials 1.8 Disposing waste 1.9 Identifying reliable suppliers 1.10 Negotiation skills 1.11 Practicing Indigenous Knowledge Systems and Practices (IKSP) 1.12 Calculation and mensuration skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
		1.12 Calculations and mensuration 1.14 Attitude: 1.14.1 Resourcefulness 1.14.2 Polite 1.14.3 Time conscious 1.14.4 Culture sensitive 1.14.5 Organized 1.14.6 Patience	
2. Prepare sewing machine	2.1 Sewing machine is checked for functionality following manufacturers manual. 2.2 Minor repairs are done based on manual. 2.3 Adjustment on sewing machine is carried out following manual. 2.4 Safety measures are applied following OSHS.	2.1 Models of sewing machine 2.2 Different parts of sewing machine 2.3 Troubleshooting 2.4 Repair minor defects 2.5 Occupational Safety and Health Standards (OSHS) 2.6 Attitude: 2.6.1 Careful 2.6.2 Neat 2.6.3 Patient 2.6.4 Organized 2.6.5 Enthusiastic 2.6.6 Committed to work	2.1 Checking functional sewing machine 2.2 Repairing minor defects 2.3 Carrying out adjustment on equipment 2.4 Following safety measures
3. Prepare workplace	3.1 Workplace is cleaned according to industry standards. 3.2 Working table is cleared following established industry procedures. 3.3 Workplace is arranged based on industry standards. 3.4 Safety measures are applied following OSHS.	3.1 Workplace cleaning and clearing procedures 3.2 Organizing table and workplace 3.3 Indigenous Knowledge Systems and Practices (IKSP) on preparation of workplace 3.4 Occupational Safety and Health Standards (OSHS) 3.4.1 Ventilation 3.4.2 Lighting 3.5 Attitude: 3.5.1 Responsible 3.5.2 Industrious 3.5.3 Neat 3.5.4 Systematic 3.5.5 Organized	3.1 Cleaning workplace 3.2 Clearing working table 3.3 Arranging workplace 3.4 Following safety measures 3.5 Applying Indigenous Knowledge Systems and Practices (IKSP)

RANGE OF VARIABLES

VARIABLE	RANGE
1. Tools, materials, and equipment	<p>Tools and materials may include:</p> <p>1.1 Tools:</p> <p>1.1.1 Cutting tools:</p> <p>1.1.1.1 Nail cutter</p> <p>1.1.1.2 Nipper</p> <p>1.1.1.3 Scissors</p> <p>1.1.1.4 Cutter</p> <p>1.1.2 Thimble</p> <p>1.1.3 Plier</p> <p>1.1.3.1 Round nose</p> <p>1.1.3.2 Long nose</p> <p>1.1.4 Tape measure</p> <p>2.1 Materials:</p> <p>2.1.1 Beading needles</p> <p>2.1.2 Hand sew needles</p> <p>2.1.3 Machine needles</p> <p>2.1.4 Beads</p> <p>2.1.5 Threads materials</p> <p>2.1.5.1 Thread</p> <p>2.1.5.2 Nylon</p> <p>2.1.6 Needle threader</p> <p>2.1.7 Earing hooks</p> <p>2.1.8 Memory wire</p> <p>2.1.9 Containers</p> <p>2.1.10 Locks</p> <p>2.1.11 Woven cloth</p> <p>2.1.12 Lighter</p> <p>2.1.13 Soft broom</p> <p>2.1.14 Broom stick</p> <p>2.1.15 Dust pan</p> <p>2.1.16 Dust bin</p> <p>2.1.17 Log book</p> <p>2.1.18 Labeling materials</p> <p>2.1.19 Packaging materials</p> <p>3.1 Equipment:</p> <p>3.1.1 Manual sewing machine</p> <p>3.1.2 Weighing scale</p> <p>3.1.3 Working table</p> <p>3.1.4 Cellphone</p> <p>3.1.5 Camera</p>
2. Quality tools	<p>Quality tools include:</p> <p>2.1 Sharp</p> <p>2.2 No corrosion</p>

VARIABLE	RANGE
	2.3 Not defective 2.4 Durable
3. Quality materials	Quality materials include: 3.1 Genuine 3.2 Colors 3.3 Durable 3.4 Absence of deformities
4. Substandard materials	Substandard materials may include: 4.1 Thread and Nylon: 4.1.1 Factory defects 4.1.2 Dusty color 4.2 Beads: 4.2.1 Faded color 4.2.2 Unequal sizes of beads 4.2.3 Bead without holes 4.2.4 Too shiny 4.2.5 Rough 4.3 Locks and needles: 4.3.1 Presence of rust

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Prepare tools, materials, and equipment</p> <p>1.1.1 Listed tools and materials</p> <p>1.1.2 Selected quality tools and materials</p> <p>1.1.3 Purchased tools and materials</p> <p>1.1.4 Segregated defective tools and substandard materials</p> <p>1.1.5 Disposed waste</p> <p>1.2 Prepare sewing machine</p> <p>1.2.1 Checked functionality of sewing machine</p> <p>1.2.2 Carried out minor repairs and adjustment</p> <p>1.3 Prepare workplace</p> <p>1.3.1 Cleaned workplace</p> <p>1.3.2 Cleared working table</p> <p>1.3.3 Arranged workplace</p> <p>1.3.4 Applied safety measures</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Actual and simulated workplace</p> <p>2.2 Materials, tools, and equipment needed to perform the required task</p> <p>2.3 References and manuals</p> <p>2.4 PPEs</p> <p>2.5 First aid kit</p>
<p>3. Method of Assessment</p>	<p>Competency in this unit should be assessed through:</p> <p>3.1 Written test</p> <p>3.2 Demonstration/Observation with oral questioning</p>
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

Unit of Competency : **PRODUCE BEADWORKS**

Unit Code : **CRVXXXXX**

Unit Descriptor : The unit deals with the knowledge, skills and attitudes required to make accessories made of beads, attach beads to beadwork products, perform quality control and post-production activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Make beadwork accessories	1.1 Beadwork accessories are determined according to established practices and customer requirements. 1.2 Colors and sizes of beads and thread materials are selected based on design . 1.3 Beads are threaded/strung together based on design . 1.4 Bead locks for necklaces and bracelets are threaded based on industry practices. 1.5 Consistency in tightness and tautness of threading is ensured for whole beadwork. 1.6 Safety measures are applied following OSHS.	1.1 Types, colors and sizes of beads, and threads 1.2 Different designs 1.3 Types and sizes of bead locks 1.4 Indigenous Knowledge System and Practices (IKSP) 1.5 Geographical Indicator (GI) 1.6 Occupational Safety and Health Standards (OSHS) 1.7 Consistency of threading 1.8 Calculation and mensuration 1.9 Attitude: 4 Patience 5 Responsible 6 Committed 7 Time-consciousness 8 Industrious 9 Organized 10 Passionate 11 Culture sensitive 12 Creative 13 Resourceful	1.1 Selecting sizes and colors of beads and threads 1.2 Threading/stringing beads 1.3 Threading bead locks for necklaces and bracelets 1.4 Ensuring consistency in tightness and tautness of the whole beadwork 1.5 Applying safety measures 1.6 Following design 1.7 Following Indigenous Knowledge Systems and Practices (IKSP) for beadworks 1.8 Calculation and mensuration skills 1.9 Communication skills
2. Attach bead and beadwork	2.1 Woven cloth is selected and cut based on beadwork accessories .	2.1 Types of accessory materials 2.2 Sewing	2.1 Selecting accessory materials 2.2 Sewing accessory

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	2.2 Cut woven cloth is sewn according to beadwork accessories . 2.3 Bead and beadwork are sewn by hand to beadwork accessories based on design. 2.4 Finishing touches are applied to beadwork accessories based on the design. 2.5 Finish products are recorded following industry procedures. 2.6 Safety measures are applied following OSHS.	procedures 2.3 Types and colors of cloth fabric for lining 2.4 Recording procedures 2.5 Occupational Safety and Health Standards (OSHS) 2.6 Operation of sewing machine 2.7 Indigenous Knowledge Systems and Practices (IKSP) 2.8 Geographical Indicator (GI) 2.9 Calculation and mensuration 2.10 Attitude: 14 Responsible 15 Patient 16 Orderliness 17 Passionate 18 Culture sensitivity	materials by hand and sewing machine 2.3 Recording finish products 2.4 Applying safety measures 2.5 Sewing/ attaching tassels 2.6 Sewing beads to woven cloth designs 2.7 Operating sewing machine 2.8 Practicing Indigenous Knowledge Systems and Practices (IKSP) for accessorizing 2.9 Calculation and mensuration skills
3. Perform quality control	3.1 Products are checked for defects based on industry standards. 3.2 Products are repaired based on the identified defects. 3.3 Products are re-checked for defects based on industry standards. 3.4 Safety practices are applied following OSHS.	3.1 Quality control guidelines 3.2 Types of defects 3.3 Product repairs 3.4 Indigenous Knowledge Systems and Practices (IKSP) 3.5 Calculations and mensuration 3.6 Occupational Safety and Health Standards (OSHS) 3.7 Attitude: 19 Observant 20 Vigilant 21 Detailed 22 Patient 23 Organized 24 Open-minded	3.1 Checking product defects 3.2 Repairing defective products 3.3 Re-checking product defects 3.4 Applying remedial actions 3.5 Applying Occupational Safety and Health Standards (OSHS) 3.6 Calculations and mensuration skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
4. Perform post-production activities	4.1 Waste are disposed following waste management. 4.2 Tools and equipment are cleaned and stored following good housekeeping procedures. 4.3 Materials are organized and stored following good housekeeping procedures. 4.4 Workplace are restored following workplace procedures. 4.5 Record and report are prepared following workplace procedure.	25 Committed 4.1 Waste management 4.2 Good housekeeping 4.3 3Rs 4.4 Cleaning, storing, and organizing procedure 4.5 Occupational Safety and Health Standards (OSHS) 4.6 Maintenance and storage of tools and equipment 4.5 Preparation of record and report 4.6 Attitude: 26 Responsible 27 Patient 28 Passionate 29 Organized	4.1 Disposing wastes 4.2 Cleaning and storing tools and equipment 4.3 Organizing and storing materials 4.4 Restoring workplace 4.5 Preparing record and report 4.6 Practicing Occupational Safety and Health Standards (OSHS)

RANGE OF VARIABLES

VARIABLE	RANGE
1. Beadwork accessories	Beadworks accessories may include: 1.1 Necklace 1.2 Bracelets 1.3 Earrings
2. Design	Design may include: 2.1 Inherited designs from cultural community 2.2 Innovations and improvements on inherited designs 2.3 Designs requested by clients
3. Beads	Beads may include: 3.1 Transparent Glass beads 3.2 Opaque glass beads 3.3 Glass beads of various sizes and colors 3.4 Plastic beads 3.5 Chalk beads
4. Finishing touches	Finishing touches may include: 4.1 Placing barrel locks or buttons (example: beadwork necklaces and bracelets) 4.2 Sewing magic tape (as loop fastener)
5. Checking of product defects	Checking of product defects include: 5.1 Loose or tightness of product nylon/thread 5.2 Tightness of locks 5.3 Smoothness of product surface
6. Repairing products	Repairing products may include: 6.1 Tightening of threads or nylon thread 6.2 Cutting of excess and protruding threads 6.3 Replacement of defective beads

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Make beadwork accessories</p> <p>1.1.1 Determined beadwork accessories</p> <p>1.1.2 Selected colors and sizes of beads and threads materials</p> <p>1.1.3 Threaded/strung beads together</p> <p>1.1.4 Threaded bead locks</p> <p>1.1.5 Ensured consistency in tightness and tautness of threading</p> <p>1.1.6 Applied safety measures</p> <p>1.2 Attach bead and beadwork</p> <p>1.2.1 Selected and cut woven cloth</p> <p>1.2.2 Sewn woven cloth</p> <p>1.2.3 Sewn bead and beadwork</p> <p>1.2.4 Applied finishing touches</p> <p>1.2.5 Recorded finish products</p> <p>1.2.6 Applied safety measures</p> <p>1.3 Perform quality control</p> <p>1.3.1 Checked products</p> <p>1.3.2 Repaired products</p> <p>1.3.3 Re-checked products</p> <p>1.3.4 Applied safety practices</p> <p>1.4 Perform post-production activities</p> <p>1.4.1 Disposed waste</p> <p>1.4.2 Cleaned and stored tools and equipment</p> <p>1.4.3 Organized and stored materials</p> <p>1.4.4 Restored workplace</p> <p>1.4.5 Prepared record and report</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Actual and simulated workplace</p> <p>2.2 Materials, tools, and equipment needed to perform the required task</p> <p>2.3 References and manuals</p> <p>2.4 PPEs</p> <p>2.5 First aid kit</p>
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <p>3.1 Written test</p> <p>3.2 Demonstration/Observation with oral questioning</p> <p>3.3 Product evidence</p>
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

Unit of Competency : **MARKET BEADWORK PRODUCTS**

Unit Code : **CRVXXXXX**

Unit descriptor : The unit deals with the knowledge, skills and attitudes required to label and package product, disperse and sold products, and attend promote products.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Conduct labeling and packaging of product	1.1 Costing and pricing is conducted based on Standard marketing practices . 1.2 Products are packaged and labeled based on industry standards and selling practices . 1.3 Finished products are recorded based on industry standards. 1.4 Finished products are stored based on industry standards. 1.5 Safety practices are applied following OSHS	1.1 Product labeling and packaging 1.2 Recording procedures 1.3 Storing procedures 1.4 Geographical Indicator (GI) 1.5 Indigenous Knowledge System and Practices (IKSP) 1.6 Occupational Safety and Health Standards (OSHS) 1.7 Selling practices 1.8 Costing and pricing 1.9 Attitude: 30 Patient 31 Creative 32 Detailed 33 Economical	1.1 Labeling and packaging products 1.2 Recording finished products 1.3 Storing finished products 1.4 Communication skills 1.5 Applying Occupational Safety and Health Standards (OSHS) 1.6 Calculation skills
2. Release products	2.1 Clients are informed regarding dispersal of products following agreed terms and condition. 2.2 Products are dispersed based on agreed arrangement. 2.3 Products are handled to clients based on industry practices. 2.4 Freight agreement is secured following industry standards.	2.1 Basic Communication skills 2.2 Product dispersal 2.3 Delivering procedures 2.4 Handling procedures 2.5 Freight agreement 2.6 Payment collection 2.7 Calculation and mensuration	2.1 Dispersing products 2.2 Handling of products 2.3 Recording delivered products 2.4 Securing freight agreement 2.5 Collecting payment 2.6 Calculation and mensuration skills 2.7 Monitoring

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms are elaborated in the Range Statement</i>	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
	2.5 Product delivery is monitored following industry standards. 2.6 Sold products are recorded following workplace procedures. 2.7 Payment is collected according to agreed terms and conditions.	2.8 Monitoring product delivery 2.9 Attitude: 34 Responsible 35 Committed 36 Careful 37 Detailed 38 Economical 39 Honesty 40 Time conscious 41 Polite	product delivery
3. Promote beadwork products	3.1 Potential customers are identified according industry procedures. 3.2 Promotional activities are identified and participated based on industry procedures. 3.3 Photo and video documentation of products for reference and marketing purposes is done based on industry procedures. 3.4 Photos of products are posted in workplace and social media following industry procedures.	3.1 Good communication skills 3.2 Effective Public Relationship(PR) skills 3.3 Compiling procedures 3.4 Basic computer operation 3.5 Types of potential customers 3.6 Different promotional activities 3.7 Photo and video documentation 3.8 Attitude: 42 Patient 43 Kind 44 Polite 45 Culture-oriented 46 Responsible 47 Creative 48 Artistic 49 Detailed	3.1 Identifying potential customers 3.2 Identifying and participating in promotional activities and exhibits 3.3 Compiling pictures of products 3.4 Posting pictures in social media 3.5 Basic computer skills 3.6 Communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Standard marketing practices	Standard marketing practices may include: 1.1 Labor and materials 1.2 Overhead cost 1.3 Marked- up/margin 1.4 Administrative cost 1.5 Imputed cost of assets (ex: heritage value) 1.6 Cost of borrowed money (if applicable)
2. Labels	Labels may include: 2.1 Product name 2.2 Information about the bead worker 2.3 Raw materials 2.4 Production date 2.5 Product story (e.g. traditional use) 2.6 Geographical indicator 2.7 Price
3. Selling practices	Selling practices may include: 3.1 Retail 3.2 Wholesale
4. Dispersal of products	Dispersal of products may include: 4.1 Delivery 4.2 Pick-up
5. Clients	Clients may include: 5.1 Walk-in 5.2 By order 5.3 Outlets
6. Potential customers	Potential customers may include: 6.1 Referrals 6.2 Stakeholders 6.3 Partners 6.4 Art enthusiast 6.5 Trade buyers 6.6 Fashion designers
7. Promotional activities	Promotional activities may include: 7.1 Exhibits 7.2 Festivals 7.3 E-marketing such as social media 7.4 Brochures 7.5 Pamphlets 7.6 Flyers 7.7 Trade fair 7.8 Product showcase 7.9 Documentaries

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Conduct labeling and packaging of product <ul style="list-style-type: none"> 1.1.1 Conducted costing and pricing 1.1.2 Packaged and labeled products 1.1.3 Recorded finished products 1.1.4 Stored finished products 1.1.5 Applied safety practices 1.2 Release products <ul style="list-style-type: none"> 1.2.1 Informed clients on the dispersal of products 1.2.2 Dispersed and handled products 1.2.3 Secured freight arrangement 1.2.4 Monitored product delivery 1.2.5 Recorded sold products 1.2.6 Collected payment 1.3 Promote beadwork products <ul style="list-style-type: none"> 1.3.1 Identified potential customers 1.3.2 Identified and participated promotional activities 1.3.3 Conducted photo and video documentation of the products
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
<p>3. Method of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Written test 3.2 Demonstration/Observation with oral questioning 3.3 Portfolio with interview
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

SECTION 3: TRAINING ARRANGEMENTS

TRAINEE ENTRY REQUIREMENTS

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

- Able to read and write;
- Able to communicate, verbal or non-verbal; and
- Basic arithmetic skills

TRAINER'S QUALIFICATIONS FOR CREATIVE SECTOR

Trainers who will deliver the training on **BEADWORK ACCESSORIES MAKING LEVEL II** should have the following:

1. Must be TESDA recognized Cultural Master as endorsed by NCCA

OR

2. Must have the following:

- Any individual trained and certified by TESDA recognized Cultural Master;
- Holder of certificate on any trainers training and;
- Must have at least two (2) years industry experience* within the last ten (10) years on any areas relevant to beadwork accessories making.

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

LIST OF TOOLS, EQUIPMENT AND MATERIALS

BEADWORK ACCESSORIES MAKING LEVEL II

Recommended list of tools, equipment and materials for the training of 25 trainees for BEADWORK ACCESSORIES MAKING LEVEL II

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
	Any of the cutting tools:		Any of the following:		Any of the beading needles:
6 pcs	Nail cutter, medium	1 unit	Cellphone	52 pcs	Beading needles, #9
6 pcs	Nipper, medium	1 unit	Camera	52 pcs	Beading needles,

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
					#10
6 pcs	Scissors, medium				
6 pcs	Cutter, ordinary				Any of the beads:
		1 unit	Manual sewing machine	1 kg	Transparent Glass beads, red
		1 unit	Weighing scale, digital, 5kg capacity	1 kg	Transparent Glass beads, white
26 pcs	Thimble	6 units	Working table, 4mx2m	1 kg	Transparent Glass beads, black
6 pcs	Plier, round nose, small	1 unit	System unit (computer)	1 kg	Transparent Glass beads, yellow
6 pcs	Plier, long nose	1 unit	Printer, colored	1 kg	Opaque glass beads, red
6 pcs	Tape measure			1 kg	Opaque glass beads, white
1 pc	Stapler			1 kg	Opaque glass beads, black
16 pcs	Storage box, 12" x 16"			1 kg	Opaque glass beads, yellow
6 pcs	Calculator, non-scientific			1 kg	Glass beads of various sizes, red
				1 kg	Glass beads of various sizes, white
				1 kg	Glass beads of various sizes, black
				1 kg	Glass beads of various sizes, yellow
				1 kg	Plastic beads, red
				1 kg	Plastic beads, white
				1 kg	Plastic beads, black
				1 kg	Plastic beads, yellow
				1 kg	Chalk beads, size 12/0, red
				1 kg	Chalk beads, size 12/0, white
				1 kg	Chalk beads, size 12/0, black
				1 kg	Chalk beads, size 12/0, yellow
				1 kg	Chalk beads, size

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
					8/0, red
				1 kg	Chalk beads, size 8/0, white
				1 kg	Chalk beads, size 8/0, black
				1 kg	Chalk beads, size 8/0, yellow
					Any of the thread materials:
				2 cones	Thread, 3 ply, in any of the colors: red, white, golden yellow, black
				50 m	Nylon, non-stretchable, #4
				100 m	Nylon, non-stretchable, #6
				50 m	Nylon, stretchable
					Any of the locks:
				16 pairs	Barrel lock, any size – 16 pairs
				16 pcs	Buttons, extra small
				26 yards	Hook and magic tape (as loop fastener)
					Any labeling materials:
				2 pcs	Illustration board, ½ size
				1 pack	Sticker paper, short, 10pcs/pack
					Any of the packaging materials:
				2 sets	Cellophane, 2"x3"
				26 pcs	Jewelry box of various sizes
				1 doz.	Plastic bags
					Any of the

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
					packaging materials:
				2 sets	Cellophane, 2"x3"
				26 pcs	Jewelry box of various sizes
				1 doz.	Plastic bags
				52 pcs	Beading needles, #11
				2 sets	Hand sew needles
				1 set	Machine needles, #14
				3 pcs	Needle threader – 3pcs
				52 pairs	Earing hooks, small – 52 pairs
				26 pcs	Memory wire, 36"
				24 pcs	Containers, small, with lid
				24 pcs	Containers, small, without lid
				12 yards	Woven cloth
				6 pcs	Lighter, regular
				1 pc	Soft broom
				1 pc	Broom stick
				1 pc	Dust pan, small
				3 pcs	Dust bin, small
				6 pcs	Log book, 50pp
				6 pcs	Marker, black
				1 roll	Twine, 1" thick
				1 box	Staple wire

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