COMPETENCY STANDARDS

EMBROIDERY LEVEL II

CREATIVE SECTOR

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CREATIVE SECTOR

EMBROIDERY LEVEL II

COMPETENCY STANDARDS FOR
EMBROIDERY LEVEL II

Section 1   EMBROIDERY LEVEL II QUALIFICATION

The **EMBROIDERY LEVEL II** Qualification consists of competencies that a person must achieve to prepare tools, materials, equipment and working area; carry out and enhance embroidery works; inspect embroidery works; and package, sell and promote embroidery works.

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**
CRVXXXXX	Conduct preparatory activities
CRVXXXXX	Perform embroidery
CRVXXXXX	Market embroidered products

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

- **Embroiderer/ Burdadera**

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

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines	3.7 Communication procedures and systems 3.8 Technology relevant to the enterprise and the individual's work responsibilities	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 *Italicized* terms 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 *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILLS
	team activities and objectives 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and **workplace context** 3.3 Observed protocols in reporting using standard operating procedures 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members	3.3 Methods of working as a team 3.4 Techniques in working as a team	protocols when making reports 3.4 Using standard procedures when making reports 3.5 Developing teamwork plans based on team's role and objectives

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

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Operated in a team to complete workplace activity
	1.2 Worked effectively with others
	1.3 Conveyed information in written or oral form
	1.4 Selected and used appropriate workplace language
	1.5 Followed designated work plan for the job
	1.6 Reported outcomes
2. Resource implications	The following resources __MUST__ be provided:
	2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place
	2.2 Materials relevant to the proposed activity or tasks
3. Method of assessment	Competency in this unit may be assessed through:
	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
4. Context of assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting
	4.2 Assessment shall be observed while task are being undertaken whether individually or in group

Unit of Competency **:** **PRACTICE CAREER PROFESSIONALISM**

Unit Code **:** **500311107**

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

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

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests

2. Resources	2.1 Human
	2.2 Financial
	2.3 Technology
	    2.3.1 Hardware
	    2.3.2 Software

3. Trainings and career opportunities	3.1 Participation in training programs
	    3.1.1 Technical
	    3.1.2 Supervisory
	    3.1.3 Managerial
	    3.1.4 Continuing Education
	3.2 Serving as Resource Persons in conferences and workshops

4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed 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
2. Resource implications	The following resources <u>MUST</u> be provided: 2.1 Workplace or assessment location 2.2 Case studies/scenarios
3. Method of assessment	Competency in this unit may be assessed through: 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
4. Context of assessment	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 *Italicized* terms 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 *Italicized* terms 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 *Italicized* terms 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 ***Emergency-related drills and trainings*** are participated in as per established organization guidelines and procedures 4.2 ***OHS personal records*** are completed and updated in accordance with workplace requirements	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 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
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

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Resource implications	The following resources <u>MUST</u> be provided: 2.1 Workplace or assessment location 2.2 OHS personal records 2.3 PPE 2.4 Health records
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation
4. Context of assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

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 *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Source out information	1.1 **Sources of information** on the industry are identified and coordinated according to industry procedures. 1.2 **Sources of information** are accessed based on industry procedures. 1.3 Sourced information are **documented** based on industry procedures. 1.4 **Documentation tools, materials, and equipment** are prepared and used based on industry procedures.	1.1. Sources of industry information 1.2 Industry procedure 1.2.1 FPIC (free prior inform consent) 1.2.2 Documentary requirements in seeking information 1.3 Documentation procedure 1.4 Types and uses of documentation tools, materials, and equipment 1.5 Capacity building on sourcing of information 1.6 Safety measures 1.7 Gender sensitivity 1.8 Cultural sensitivity 1.9 Attitude 1.9.1 Patience 1.9.2 Resourcefulness 1.9.3 Organized 1.9.4 Focus on details 1.9.5 Polite	1.1 Sourcing out information 1.2 Coordination skills 1.3 Communication skills 1.4 Research skills 1.5 Documentation skills 1.6 Use and operating tools, materials, and equipment 1.7 Applying safety measures during documentation
2. Update industry knowledge	2.1 Sourced information are **used** based on industry procedures. 2.2 Sourced information are	2.1 Use of sourced information 2.2 Documentation 2.3 Copyright procedures 2.4 Indigenous knowledge system	2.1 Using and sharing sourced information 2.2. Documentation skills 2.3 Following copyright

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

RANGE OF VARIABLES

VARIABLE	RANGE

1. Sources of information	May include:
	1.1 Cultural Elders
	1.2 Cultural Master
	1.3 Cultural Bearers
	1.3 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	Assessment requires evidence that the candidate: 1.1 Accessed sources of information. 1.2 Documented sourced information. 1.3 Used sourced information. 1.4 Carried out documentation. 1.5 Improved product. 1.6 Checked quality of improved product. 1.7 Applied safety practices.
2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

Unit of Competency	:	**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 *Italicized terms* 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
		  1.4.1I 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 industry	2.1 Types and procedures of capacitation strategies 2.2 Types of training and specialization 2.3 Administrative requirements 2.4 Preparation	2.1 Selecting training and specialization 2.2 Applying capacitation strategies 2.3 Preparing and submitting administrative requirements

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	procedures. 2.3 Administrative requirements are prepared and submitted. 2.4 Learner is monitored and evaluated according to capacitation strategies.	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	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
4. Perform benchmarking	4.1 Community is identified and	4.1 Cultural skilled-shared knowledge	4.1 Identifying and selecting

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	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.	4.2 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	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

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1.Identified areas for improvement
	1.2 Prepared action plan
	1.3 Conduct capacitation activity
	    1.3.1Selected 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
	    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
	    1.5.1 Identified and selected community
	    1.5.2 Facilitated cultural exchange
	    1.5.3 Identified and selected community practices
	    1.5.4 Consulted cultural authorities
	    1.5.5 Applied best practice
	    1.5.6 Applied adjustments
	    1.5.7 Performed documentation

2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

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

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
	B. For Product Development
	5.1 Materials
	5.1.1 bee wax
	5.1.2 fiber
	5.1.3 thread
	5.1.4 dye
	5.1.5 mud clay
	5.1.6 bronze
	5.1.7 cloth
	5.1.8 beads
	5.1.9 rattan
	5.1.10 bamboo
	5.1.11 wicker (nito)
	5.1.12 pandan leaves
	5.1.13 swamp grass
	5.1.14 tikog
	5.1.15 animal skin
	5.1.16 first aid kit
	5.1.17 PPEs
	5.2 Tools
	5.2.1 needles
	5.2.2 knife
	5.2.3 bolo
	5.2.4 bamboo stripper
	5.2.5 wood tool
	5.2.6 carpentry tools
	5.2.7 curving tools
	5.2.8 measuring tools
	5.3 Equipment
	5.3.1 upright/standing loom
	5.3.2 backstrap loom
	5.3.3 sewing machine
	5.3.4 earthen pot
	5.3.5 splitter
	5.3.6 stripper

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 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
2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

Unit of Competency : **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 *Italicized terms* 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 *Italicized terms* 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 2.12 Attitude 2.12.1 Organized 2.12.2 Patience 2.12.3 Resourcefulness 2.12.4 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 *Italicized terms* 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
		4.10.1 Honesty
		4.10.2 Focus on details
		4.10.3 Patience
		4.10.4 Resourcefulness
		4.10.5 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:
	 1.1 Materials
	      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
	      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
	      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: 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
3. 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

1. Critical aspects of competency	Assessment requires evidence that the candidate: 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
2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Story-telling
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

| | **Unit of Competency** | **:** | **MANAGE OWN PERFORMANCE** |

Unit 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 *Italicized terms* 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: • Teamwork	1.1 Planning and organizing work loads 1.2 Listing of tasks 1.3 Preparing work plans schedules 1.4 Coordination skills 1.5 Computing budgetary requirements
2. Maintain quality of performance	2.1 Personal performance is monitored according to *industry standards*. 2.2 Advice and guidance is obtained to maintain *industry standards*. 2.3 Guidance from *community cultural authorities* is applied to maintain *industry standards*. 2.4 Specifications from *customers* are obtained based on *industry standards*.	2.1 Indicators of appropriate performance for each area of responsibility 2.2 Steps for improving or maintaining performance 2.3 Industry standards 2.4 IKSP 2.5 Community cultural authorities 2.6 Procedural checklist 2.7 Specifications from customers 2.8 Attitude: 2.8.1 Time consciousness 2.8.2 Attention to details 2.8.3 Resourcefulness	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 *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS

3. Improve own work	3.1 Actual work output is assessed in relation to **work plan and schedules**.
	3.2 Work expenses are computed against budget.
	3.3 Feedback is obtained from **customer** based on job requirements.
	3.4 Improvement is done according to feedback.
		3.1 Quality control
		3.2 Work plan and schedules
		3.3 Computation of work expenses
		3.4 Customer feedback
		3.5 Arithmetic operation
		3.6 IKSP
		3.7 Attitude
		  3.7.1 Time consciousness
		  3.7.2 Attention to details
		  3.7.3 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, materials and equipment 1.2 Set-up equipment 1.3 Select basic designs 1.4 Prepare prototype 1.5 Identify production target 1.6 Identify timelines 1.7 Conduct mass production 1.8 Package products 1.9 Conduct quality control 1.10 Perform marketing 1.11 Prepare inventory
2. Work plans and schedules	May include 2.1 Production schedule 2.2 Milestone and delivery dates
3. Industry standards	May include: 3.1 Application of techniques 3.2 Choosing raw materials 3.3 Following the designs 3.4 Observation of product sizes 3.5 Durability of products 3.6 Costing
4. Community cultural authorities	May include: 4.1 Cultural Elders 4.2 Cultural Master 4.3 Cultural Bearers
5. Customer	May include: 5.1 Client 5.2 Peer 5.3 Team leader

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Perform planning activities
	    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.
	    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
	    1.3.1 Assessed Actual work output in relation to work plan and schedules.
	    1.3.2 Computed work expenses against budget.
	    1.3.3 Carried-out improvement

2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio (work plan and schedules) with interview
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

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

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ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	reported to *authorities*. 2.3 Work area maintenance schedule are complied according to workplace procedure. 2.4 Waste is stored and disposed of according to waste management. 2.5 Safety practices are applied following OSHS	(5Rs) 2.3.1 Refuse 2.3.2 Reduce 2.3.3 Reuse 2.3.4 Recycle 2.3.5 Rot 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	2.3 Identifying and reporting repairs to authorities 2.4 Preparing work schedule and assignments 2.5 Storing and disposing wastes 2.6 Applying safety practices
3. Maintain tools, equipment, materials and other resources	3.1 Tools, equipment and materials are stored according to manufacturer's manual and industry practices. 3.2 Tools, and equipment are checked for maintenance requirements according to manufacturer's manual and industry practices. 3.3 *Resources* are monitored and maintained following workplace procedure. 3.4 Tools and equipment are referred for repair according to industry procedure. 3.5 Safety practices are applied following OSHS.	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	3.1 Maintaining of tools and equipment 3.2 Storing tools, equipment and resources 3.3 Checking tools, and equipment 3.4 Communication skills 3.5 Monitoring and maintaining resources 3.6 Performing forecasting/ projection of resources 3.7 Following monitoring guidelines 3.8 Applying OSHS

RANGE OF VARIABLES

VARIABLE	RANGE
1. Policies and procedures	May include: 1.1 Industrial Safety Procedures 1.2 Industrial use of Protective Clothing and Equipment 1.3 Hazard Identification 1.4 Job Procedures

2. Emergencies	May include:
	2.1 Workplace
	    2.1.1 Fire
	    2.1.2 Natural calamities
	    2.1.3 Electrical faults
	    2.1.4 Gas leak
	2.2 Worker
	    2.2.1 Burns
	    2.2.2 Poisoning
	    2.2.3 Cuts and Wounds

3. Attributes of conducive work areas	May include: 3.1 Properly ventilated 3.2 Organized tools, materials, and equipment 3.3 Proper lightings 3.4 Not prone to calamities 3.5 Sturdy physical structure
4. Checking of attributes of conducive working areas	May include: 4.1 Ocular inspection 4.2 Consultation with authorities
5. Resources	May include: 5.1 Time 5.2 Manpower 5.3 Budgetary requirements 5.4 Sources of raw materials
6. Authorities	May include: 6.1 Cultural elders 6.2 Cultural masters 6.3 Cultural leaders 6.4 LGUs

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Comply with safety and health regulations
	    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
	    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
	    1.3.1 Stored tools, equipment and materials
	    1.3.2 Checked tools, and equipment for maintenance
	    1.3.3 Monitored and maintained resources
	    1.3.4 Referred tools and equipment for repair
	    1.3.5 Applied safety practices

2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2. Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* 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 　1.10.1 Attentive, patient and cordial 　1.10.2 Honest 　1.10.3 Punctual	1.1 Communication skills 1.2 Maintaining personal presence 1.3 Using interpersonal skills 1.4 Tidying and uncluttering work area 1.5 Organizing equipment and other resources 1.6 Applying 5S of Good Housekeeping 1.7 Applying 5Rs 1.8 Conducting product orientation

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.

2. Respond to customer needs	2.1 ***Customer needs*** are identified according to industry procedures. 2.2 Prototype is prepared according to ***customer*** specifications. 2.3 Changes to ***customer needs*** are addressed according to workplace procedure. 2.4 ***Feedback mechanisms*** are used to meet customer needs following industry procedure.	2.1 Feedback mechanisms 2.2 Customer needs 2.3 Customer specifications 2.4 Preparation of prototype 2.5 Procedure in addressing customer needs 2.5 Attitude 2.6.1 Attentiveness 2.6.2 Patience 2.6.3 Cordiality	2.1 Communication skills 2.2 Identifying customer needs 2.3 Preparing prototype 2.4 Addressing changes to customer needs 2.5 Using feedback mechanisms 2.6 Applying IKSP
3. Strengthen relations with customer	3.1 ***Customer expectations*** are met according to industry procedure. 3.2 Repeat orders are secured based on industry procedure. 3.3 Written contract is prepared based on agreements.	3.1 Customer expectations 3.2 Customer satisfaction 3.3 Establishing good rapport with customer 3.4 Preparation of written contract 3.5 Quality Control 3.6 Procedure of repeat orders 3.8 Attitude 3.7.1 Attentiveness 3.7.2 Patience 3.7.3 Cordiality 3.7.4 Honesty	3.1 Communication skills 3.2 Meeting customer expectations 3.3 Maintaining customer satisfaction 3.4 Preparing written contract 3.5 Securing repeat orders 3.6 Negotiation skills

RANGE OF VARIABLES

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

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Maintain a good business image.
	    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.
	    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.
	    1.3.1 Met customer expectations
	    1.3.2 Maintained customer satisfaction
	    1.3.3 Prepared written contract

2. Resource Implications	The following resources MUST be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/ observation with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

Unit of Competency	:	**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** *Italicized terms* 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	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	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 *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	operation. 2.4 Counter-checking is performed based on the result of the computation. 2.5 **Calculations** are documented following workplace procedure.	countering-checking 2.10 Attitude: 2.9.1 Patience 2.9.2 Attention to details 2.9.3 Resourcefulness 2.9.4 Honesty	

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

1. Critical aspects of competency	Assessment requires evidence that the candidate:
	1.1 Select measuring instruments.
	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.
	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.
	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
2. Resource Implications	The following resources MUST be provided:
	2.1 Actual and simulated workplace
	2.2 Materials, tools, and equipment needed to perform the required task
	2.3 References and manuals
	2.4 PPEs
	2.5 First aid kit
3. Methods of Assessment	Competency in this unit should be assessed through:
	3.1 Demonstration/ observation with oral questioning
	3.2 Written exam
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

CORE COMPETENCY

Unit of Competency : **CONDUCT PREPARATORY ACTIVITIES**

Unit Code : **CRVXXX**

Unit descriptor : The unit deals with the knowledge, skills and attitudes required to canvass, purchase, and prepare tools, materials, and equipment as well as to conduct minor repairs, perform edging, dust working area, and source out design.

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
1. Prepare tools, materials, and equipment	1.1 ***Tools, materials,*** and sewing machine are selected and sourced based on according to job requirement. 1.2 Tools are checked for defects following manufacturer's procedures. 1.3 Sewing machine is ***prepared*** following manufacturer's manual. 1.4 Defective tools are segregated and disposed following waste management. 1.5 Sewing machine with major repair is reported based on established workplace practices. 1.6 Inventory is performed following industry procedure. 1.7 Safety is practiced based on OSHS.	1.1 Determination of job requirements 1.2 Selection and sourcing of tools, materials and sewing machine 1.3 Steps in canvassing 1.3.1 Steps in filling-out canvass form 1.4 Segregation and disposal of defective tools 1.6 Waste management 1.7 Preparation of sewing machine 　1.7.1 Steps in loading threads 1.8 Procedures of reporting 1.9 Basic mathematical operations and mensuration 1.10 Inventory procedure 1.11 Indigenous Knowledge Systems and Practices (IKSP) 1.12 Occupational Safety and Health Standards (OSHS) 1.13　Attitude: 1.13.1 Patience 1.13.2 Orderliness 1.13.3 Cleanliness 1.13.4 Resourcefulness 1.13.5 Courteous	1.1 Listing of required materials, tools and equipment 1.2 Computing of required quantity 1.3 Canvassing of materials, tools and equipment 1.4 Accomplishing canvass form 1.5 Selecting and sourcing tools, materials and sewing machine 1.6 Checking defective tools 1.7 Segregating and disposing defective tools 1.8 Preparing sewing machine 1.9 Minor repairing and maintaining of sewing machine 1.10 Loading assorted threads 1.11 Practicing Occupational Safety and Health Standards (OSHS) and Indigenous Knowledge Systems and

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
		1.13.6 Committed	Practices (IKSP) 1.12 Communication skills 1.13 Calculation and mensuration skills 1.14 Performing inventory 1.15 Applying safety practices
2. Prepare cloth and thread	2.1 **Cloth and threads** are measured according to the **product specification**. 2.2 **Cloth and threads** are cut according to the **product specification**. 2.3 **Thread conditioning** is performed base on industry practices. 2.4 Basting is performed according to industry procedures. 2.5 **Product specification** is recorded based on industry practices. 2.6 Safety is practiced based on OSHS.	2.1 Procedures in measuring and cutting clothes and threads 2.2 Mensuration 2.3 Ethno-mathematics 2.4 Procedure in basting 2.5 Recording procedure 2.6 Operation of sewing machine 2.7 Occupational Safety and Health Standards (OSHS) 2.8 3Rs 2.9 Indigenous Knowledge Systems and Practices (IKSP) 2.10 Attitude: 2 Patience 3 Interested 4 Cleanliness 5 Orderly 6 Economical 7 Disciplined 8 Attentive 9 Meticulous	2.1 Mensuration 2.2 Cutting cloth and threads 2.3 Conditioning thread 2.4 Performing basting 2.5 Recording product specification 2.6 Operating sewing machine 2.7 Applying safety practices
3. Prepare working area	3.1 **Working area** is arranged according to industry procedures. 3.2 **Working area** is dusted according to industry procedures. 3.3 Ventilation and lighting are checked following manufacture's manual. 3.4 Defects and repairs of structures and facilities are reported	3.1 Different working areas 3.2 Procedure in arranging and dusting working area 3.3 Indigenous Knowledge Systems and Practices (IKSP) 10 Cultural practices in preparing oneself before working 3.4 Occupational Safety and Health Standards (OSHS)	3.1 Arranging and dusting working area 3.3 Practicing OSHS 3.4 Following manufacturer's manual 3.5 Checking ventilation and lighting 3.6 Reporting defects and repairs 3.7 Communication skills

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL

	following industry procedure.
	3.5 Safety is practiced based on OSHS.
		3.5 Manufacturer's manual
		3.6 Checking of ventilation and lighting
		3.7 Reporting procedure
		3.8 3Rs
		3.9 5S of good housekeeping
		3.10 Attitude:
		   11 Decent
		   12 Patience
		   13 Interested
		   14 Determination to learn
		   15 Focused
			3.8 Applying 3Rs and 5S
			3.9 Applying IKSP on embroidery

4. Prepare design	4.1 Designs are sourced-out from existing design following job requirements.
	4.2 Existing designs are *analyzed* based on job requirements.
	4.3 Pattern-making is performed based on the *design*.
	4.4 *Designs* are drawn to cloth based on existing design.
	4.5 *Stitches* are identified based on the *design*.
		4.1 Basic designs
		4.2 Traditional designs
		4.3 Indigenous Knowledge System and Practices (IKSP)
		4.4 Basic pattern-making
		4.5 Different stitches
		4.6 Steps in sourcing-out design
		4.7 Communication skills
		4.8 Documentation procedure
		4.9 Mensuration
		4.10 Arithmetic operation
		4.11 Ethno-mathematics
		4.12 Attitude:
		   16 Interested
		   17 Determination to learn
		   18 Patience
		   19 Creative
		   20 Obedience
			4.1 Sourcing-out of designs
			4.2 Analyzing designs
			4.3 Drawing designs
			4.4 Identifying different stitches
			4.5 Applying IKSP
			4.6 Communication skills
			4.7 Documentation skills

RANGE OF VARIABLES

VARIABLE	RANGE

1. Tools and materials	Tools and materials may include:
	1.1 Tools:
	    1.1.1 Scissors
	    1.1.2 Tape measure
	    1.1.3 Ruler
	    1.1.4 Paint brush for sewing machine
	    1.1.5 Wooden tambour hoop/ cloth frame
	    1.1.6 Embroidery needles
	    1.1.7 Box organizer/ sewing box
	    1.1.8 Pin cushion
	1.2 Materials:
	    1.2.1 Thread conditioner
	    1.2.2 Thimble
	    1.2.3 Pins
	    1.2.4 Cloth marker
	        1.2.4.1 Tailor's chalk
	        1.2.4.2 Pencil
	    1.2.5 Sewing machine needle
	    1.2.6 Sewing machine oil
	    1.2.7 Broom stick
	    1.2.8 Soft broom
	    1.2.9 Dust pan
	    1.2.10 Trash can
	    1.2.11 Rags
	    1.2.12 Snaps
	    1.2.13 Button
	    1.2.14 Zipper
	    1.2.15 Slider
	    1.2.16 Garter

2. Preparation of sewing machine	Preparation of sewing machine may include:
	2.1 Setting-up the sewing machine
	2.2 Checking serviceability
	2.3 Adjustment
	2.4 Loading of thread
	2.5 Minor repair and maintenance of sewing machine
	    2.5.1 Replacement of needles, bobbin case and "belt"
	    2.5.2 Oiling/greasing
	    2.5.3 Dusting

3. Cloth	Cloth may include: 3.1 Cotton woven cloth 3.2 Abaca woven cloth 3.3 Canvass cloth 3.4 Cross-stitch/ Aida cloth 3.5 Piña cloth 3.6 Oxford cloth 3.7 Katrina

4. Threads	Thread may include: 4.1 Rugged thread 4.2 Embroidery thread 4.3 Variegated embroidery thread 4.4 Cotton thread 4.5 Polyester thread 4.6 Metallic thread
5. Product specification	May include: 5.1 Kind of product 5.2 Size of product 5.3 Design
6. Thread conditioning	May include: 6.1 Rubbing thread to beeswax 6.2 Soaking thread to water
7. Working area	Working area may include but not limited to: 7.1 House 7.2 Multi-purpose hall 7.3 Training Center
8. Analyzation of existing designs	May include: 8.1 Color harmony 8.2 Materials 8.3 Additional designs
9. Design	May include: 9.1 Zigzag 9.2 Mountain 9.3 Flowers 9.4 Diamond 9.5 Stars 9.6 Butterfly 9.7 Plants 9.8 Leaves
10. Stitches	May include: 10.1 Running stitch 10.2 Blanket stitch 10.3 Cross stitch 10.4 Chain stitch

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Prepare tools, materials, and equipment
	    1.1.1 Listed required tools, materials, and sewing machine
	    1.1.2 Canvassed tools, materials, and sewing machine
	    1.1.3 Selected and purchased required tools, materials, and sewing machine
	    1.1.3 Prepared sewing machine
	    1.1.4 Reported major repair of sewing machine
	    1.1.5 Prepared and checked tools
	    1.1.6 Segregated and disposed defective tools
	    1.1.7 Performed inventory of tools, materials, and sewing machine
	    1.1.8 Applied safety practices
	
	1.2 Prepare cloth and thread
	    1.2.1 Recorded product specification
	    1.2.2 Measured and cut cloth and thread
	    1.2.3 Performed thread conditioning
	    1.2.4 Performed basting
	    1.2.5 Applied safety practices
	
	1.3 Prepare working area
	    1.3.1 Arranged and dusted working area
	    1.3.2 Checked ventilation and lighting
	    1.3.3 Reported defects and repairs of structures and faciltiies
	    1.3.4 Applied safety practices
	
	1.4 Prepare design
	    1.4.1 Sourced designs
	    1.4.2 Analyzed existing designs
	    1.4.3 Performed pattern-making
	    1.4.4 Drawn designs to cloth
	    1.4.5 Identified stitches	

2. Resource Implications	The following resources should be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit	
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration 3.2 Written exam 3.3 Oral questioning 3.4 Story-telling	
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.	

| | Unit of Competency | : | **PERFORM EMBROIDERY** |

Unit of Competency : **PERFORM EMBROIDERY**

Unit Code : **CRVXXX**

Unit Descriptor : The unit deals with the knowledge, skills and attitudes required to apply stitches, enhance embroidery works, perform good housekeeping, conduct quality inspection, and rework embroidered works and products

ELEMENT	PERFORMANCE CRITERIA *Italicized* **terms are elaborated in the Range Statement**	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL

1. Carry out embroidery works	1.1 Design is followed according to drawn design.
	1.2 Mensuration is conducted following design.
	1.3 Markings are placed according to required measurement.
	1.4 Position of cloth is established and maintained according to the design.
	1.5 Strands of cloth and threads are counted following the design.
	1.6 **Stitches** are applied according to the design.
	1.7 **Stitches** are locked following locking procedure.
	1.8 Safety practices are applied following OSHS.
		1.1 Use of measuring tools
		  21 Rulers
		  22 Tape measure
		1.2 Mensuration
		1.3 Proper marking
		1.4 Proper position of cloth
		1.5 Length of thread
		1.6 Counting of strands of clothes and threads
		1.7 Spacing/ lining of stiches
		1.8 Locking procedure
		1.9 Types of stitches
		1.10 Indigenous Knowledge System and Practices (IKSP)
		1.11 Occupational Safety and Health Standards (OSHS)
		1.12 Attitude:
		1.12.1 Patience
		1.12.2 Interested
		1.12.3 Determined to learn
		1.12.4 Careful
		1.12.5 Committed
		1.12.6 Economical
		1.12.7 Open-minded
			1.1 Following design
			1.2 Mensuration skills
			1.3 Marking skills
			1.4 Maintaining cloth position
			1.5 Counting strands of clothes and threads
			1.6 Applying stitches
			1.7 Locking threads
			1.8 Applying OSHS
			1.9 Practicing IKSP on embroidery

2. Enhance embroidery	2.1 Additional stitches are applied to	2.1 Procedure in inspecting	2.1 Inspecting stitches

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
works	improve the design following industry procedures. 2.2 ***Accessory materials*** are applied following industry procedures. 2.3 Hemming is performed following industry procedures. 2.4 Applying safety practices following OSHS.	stitches 2.2 Procedure in correcting/ enhancing stitches 2.3 Steps in applying accessory materials 2.4 Steps in hemming 2.5 Kinds of hemming 2.6 OSHS 2.7 IKSP 2.7 Attitude: 2.8.1 Concern 2.8.2 Patience 2.8.3 Interested 2.8.4 Committed 2.8.5 Economical	2.2 Applying additional stiches 2.3 Applying accessory materials 2.4 Hemming skills 2.5 Applying OSHS
3. Perform post-embroidery activities	3.1 Tools are cleaned and stored following good housekeeping (5S). 3.2 Sewing machine is cleaned and maintained following good housekeeping. 3.3 Embroidered works and products are marked and kept following industry standards. 3.4 Accomplishment is reported following industry procedure. 3.5 ***Working areas*** are cleaned following industry standards. 3.6 Waste materials are properly disposed following waste management. 3.7 Safety practices are applied following OSHS.	3.1 Steps in cleaning and storing tools and equipment 3.2 Steps in keeping embroidered works 3.3 Steps in cleaning working areas 3.4 Waste management procedure 3.5 3Rs 3.6 5S of good housekeeping 3.7 Occupational Safety and Health Standards (OSHS) 3.8 Reporting procedure 3.9 Intellectual Property Rights (IPR) 1.4 Attitude: 3.10.1 Committed to work 3.10.2 Patience 3.10.3 Interested 3.10.4 Determined to learn	3.1 Cleaning and storing tools and equipment 3.2 Marking and keeping embroidered works and products 3.3 Cleaning working areas 3.4 Disposing waste materials 3.5 Applying OSHS 3.6 Communication skills

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
		3.10.5 Cleanliness 3.10.6 Orderly 3.10.7 Economical	
4. Conduct quality inspection	4.1 Embroidery works are monitored according to product specification. 4.2 Embroidered products are **checked** following industry procedures. 4.3 Inspection is reported following industry practices.	4.1 Monitoring procedure 4.2 Inspection procedure 4.3 Reporting procedure 4.4 Attitude: 4.4.1 Committed to work 4.4.2 Patience 4.4.3 Interested 4.4.4 Determined to learn 4.4.5 Cleanliness 4.4.6 Orderly	4.1 Monitoring embroidery works 4.2 Inspection skills 4.3 Reporting skills 4.4 Communication skills
5. Apply remedial actions	5.1 Defects are identified based on inspection. 5.2 Embroidered works and products are reworked following embroidery method and design. 5.3 Embroidered works and products is counter-checked based on the design. 5.4 Safety practices are applied following OSHS.	5.1 Defects of embroidered works and products 5.2 Embroidery method and design 5.3 Reworking embroidery works and products 5.4 Occupational Safety and Health Standards (OSHS) 5.5 Attitude: 5.5.1 Committed to work 5.5.2 Patience 5.5.3 Interested 5.5.4 Determined to learn 5.5.5 Cleanliness 5.5.6 Orderly	5.1 Identifying defects 5.2 Reworking embroidered works and products 5.3 Counter-checking embroidered works and products 5.4 Applying safety practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Stitches	Stitches may include but not limited to: 1.1 Running stich 1.2 Cross-stitch 1.3 Blanket stitch 1.4 Chain stitch 1.5 Back stitch
2. Accessory materials	May include: 2.1 Beads 2.2 Sequins 2.3 Bells
3. Working area	Working area may include but not limited to: 3.1 House 3.2 Barangay hall
4. Checking of embroidered products	May include: 4.1 Tightness of knots 4.2 Loose and tight threads 4.3 Edging 4.4 Stitches

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Carry out embroidery works
	    1.1.1 Followed design
	    1.1.2 Conducted mensuration
	    1.1.3 Placed markings
	    1.1.4 Established and maintained position of cloth
	    1.1.5 Counted strands of clothes and threads
	    1.1.6 Applied stitches
	    1.1.7 Locked stitches
	    1.1.8 Applied additional stitches
	    1.1.9 Applied safety practices
	1.2 Enhance embroidery works
	    1.2.1 Applied additional stitches
	    1.2.2 Applied accessory materials
	    1.2.3 Performed hemming
	    1.2.4 Applied safety practices
	1.3 Perform post-embroidery activities
	    1.3.1 Cleaned and stored tools
	    1.3.2 Cleaned and maintained sewing machine
	    1.3.3 Marked and kept embroidered works and products
	    1.3.4 Reported accomplishment
	    1.3.5 Cleaned working area
	    1.3.6 Disposed waste materials
	    1.3.7 Applied safety practices
	1.4 Conduct quality inspection
	    1.4.1 Monitored embroidery works
	    1.4.2 Checked embroidered products
	    1.4.3 Reported inspection
	1.5 Apply remedial actions
	    1.5.1 Identified defects
	    1.5.2 Reworked embroidery works and products
	    1.5.3 Counter-checked embroidered works and products
	    1.5.4 Applied safety practices

2. Resource Implications	The following resources should be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration/observation with interview 3.2 Written exam 3.3 Portfolio 3.4 Project-based
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

LEMENT	**PERFORMANCE CRITERIA** *Italicized* **terms are elaborated in the Range Statement**	**REQUIRED KNOWLEDGE AND ATTITUDE**	**REQUIRED SKILL**

Unit of Competency	:	**MARKET EMBROIDERED PRODUCTS**
Unit Code	:	**CRVXXX**
Unit descriptor	:	The unit deals with the knowledge, skills and attitudes required to package, cost, sell, and promote embroidered works. It also deals with negotiation with buyers, perform basic bookkeeping and conduct promotional activities.

LEMENT	**PERFORMANCE CRITERIA** *Italicized* **terms are elaborated in the Range Statement**	**REQUIRED KNOWLEDGE AND ATTITUDE**	**REQUIRED SKILL**
1. Package and cost embroidered products	1.1 Product is ***packaged*** according to industry procedures. 1.2 Costing is computed based on ***overhead cost***. 1.3 Embroidered products are stored following industry standards. 1.4 Recording is performed based on industry standards.	1.1 Procedure in packaging and costing of product 1.2 Steps in applying tag price 1.3 Storage of product 1.4 Recording procedures 1.5 Basic arithmetic skills 1.6 Mensuration 1.7 Overhead cost 1.8 Attitude: 1.8.1 Patience 1.8.2 Interested 1.8.3 Determined to learn 1.8.4 Attention to details 1.8.5 Committed to work	1.1 Packaging product 1.2 Costing products 1.3 Storing products 1.4 Recording skills 1.5 Communication skills 1.6 Mensuration skills 1.7 Applying arithmetic operation
2. Sell product	2.1 Products are ***delivered*** based on client's order. 2.2 Negotiation with buyers is performed according to industry procedure. 2.3 Walk-in clients are assisted based on industry procedures. 2.4 Basic bookkeeping is performed based on industry procedures.	2.1 Procedure in product delivery 2.2 Procedure in selling product 2.3 Steps in assisting clients 2.4 Negotiation Procedure 2.5 Indigenous Knowledge System and Practices (IKSP) 2.6 Basic bookkeeping	2.1 Product delivery skills 2.2 Assisting clients 2.3 Selling products 2.4 Basic bookkeeping skills 2.5 Preparing sales report 2.6 Negotiation skills 2.7 Performing arithmetic operation

LEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range Statement	REQUIRED KNOWLEDGE AND ATTITUDE	REQUIRED SKILL
		process flow 2.7 Attitude: 2.7.1 Patience 2.7.2 Interested 2.7.3 Determined to learn 2.7.4 Honest 2.7.5 Enthusiastic 2.7.6 Presentable	
3. Promote embroidery works	3.1 Prospect buyers are determined based on records. 3.2 **Promotional activities** are done following industry procedures. 3.3 **Selling points** are presented to prospect buyers.	3.1 Buyers 3.2 Promotional activities 3.3 Selling points 3.4 Attitude: 3.4.1 Patience 3.4.2 Interested 3.4.3 Determined to learn 3.4.4 Keen 3.4.5 Enthusiastic 3.4.6 Presentable 3.4.7 Resilient	3.1 Determining reputable buyers 3.2 Conducting promotional activities 3.3 Presenting selling points 3.4 Communication skills 3.5 Negotiation skills 3.6 Marketing skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Packaging of product	Packaging of product may include: 1.1 Folding of embroidered product 1.2 Wrapping paper preferably non-plastic 1.3 Box with cover
2. Overhead cost	Overhead cost may include: 2.1 Labor 2.2 Materials 2.3 Heritage value
3. Delivery of product	Delivery of product may include: 3.1 Pick –up 3.2 Courier 3.3 Freight
4. Promotional activities	Promotional activities may include: 4.1 Joining exhibits 4.2 Showcasing 4.3 Use of media (ex: internet, tarpaulin) 4.4 Joining cultural activities 4.5 Trade fairs 4.6 Giving brochure and calling card

5. Selling points	Selling points may include:
	5.1 Designs
	5.2 Quality
	5.3 Label
	    5.3.1 Short description of the product
	    5.3.2 Name of embroider
	    5.3.3 Significance of design
	    5.3.4 Date of production

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Package and cost embroidered products
	    1.1.1 Packaged product
	    1.1.2 Computed costing
	    1.1.3 Stored embroidered products
	1.2 Sell product
	    1.2.1 Delivered products
	    1.2.2 Performed negotiation
	    1.2.3 Assisted walk-in clients
	    1.2.4 Performed basic bookkeeping
	1.3 Promote embroidery works
	    1.3.1 Determined buyers
	    1.3.2 Carried out promotional activities
	    1.3.3 Presented selling points

2. Resource Implications	The following resources should be provided: 2.1 Actual and simulated workplace 2.2 Materials, tools, and equipment needed to perform the required task 2.3 References and manuals 2.4 PPEs 2.5 First aid kit
3. Method of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration with oral questioning 3.2 Written exam 3.3 Portfolio with interview
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

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 **EMBROIDERY 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 embroidery

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

LIST OF TOOLS, EQUIPMENT AND MATERIALS

EMBROIDERY LEVEL II

Recommended list of tools, equipment and materials for the training of 25 trainees for EMBROIDERY LEVEL II

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
FULL QUALIFICATION					
26 pcs	Scissors, small	5 units	Sewing machine	1 kilo	Beeswax
6 pcs	Scissors, big	6 pcs	Calculator, non-scientific	26 pcs	Thimble

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
26 pcs	Ruler, plastic, 12"	1 unit	Printer	6 sets	Pins
5 pcs	Paint brush for sewing machine, #3				Any of the following cloth marker:
26 pairs	Wooden tambour hoop/ cloth frame, 16" dia.			26 pcs	Tailor's chalk
26 sets	Embroidery needles, assorted sizes			26 pcs	Pencil, not mechanical
26 pcs	Box organizer/ sewing box			6 sets	Needle for sewing machine
26 pcs	Pin cushion, small			2 btl	Oil for sewing machine, 50ml/btl
				6 pcs	Broom stick
				6 pcs	Soft broom
				6 pcs	Dust pan, plastic, any size
				6 pcs	Duster cleaner
				3 pcs	Trash can
				26 pcs	Rags
				1 box	Snaps
				1 box	Button, assorted sizes
				1 roll	Zipper
				50 pcs	Slider
				26 yards	Garter
					Any of the following cloth/fabrics:
				1 roll	Cloth, cotton, woven
				300 yd	Cloth, abaca, woven
				26 yd	Cloth, canvass
				1 roll	Cloth, cross-stitch/ aida
				104 yd	Cloth, piña
				1 roll	Cloth, oxford
				1 roll	Cloth, katrina
					Any of the following fibers/ thread materials:
				1,000	Thread, rugged,

	TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.		
					m	maroon
				1,000 m	Thread, rugged, red
				1,000 m	Thread, rugged, blue
				1,000 m	Thread, rugged, white
				1,000 m	Thread, rugged, brown
				1,000 m	Thread, rugged, yellow
				1,000 m	Thread, rugged, black
				2,500 m	Thread, embroidery, maroon
				2,500 m	Thread, embroidery, red
				2,500 m	Thread, embroidery, blue
				2,500 m	Thread, embroidery, white
				2,500 m	Thread, embroidery, brown
				2,500 m	Thread, embroidery, yellow
				2,500 m	Thread, embroidery, black
				2,500 m	Thread, variegated embroidery, maroon
				2,500 m	Thread, variegated embroidery, red
				2,500 m	Thread, variegated embroidery, blue
				2,500 m	Thread, variegated embroidery, white
				2,500 m	Thread, variegated embroidery, brown
				2,500 m	Thread, variegated embroidery, yellow
				2,500 m	Thread, variegated embroidery, black
				1 cone	Thread, cotton, maroon
				1 cone	Thread, cotton, red

TOOLS		EQUIPMENT		MATERIALS	
QTY.		QTY		QTY.	
				1 cone	Thread, cotton, blue
				1 cone	Thread, cotton, white
				1 cone	Thread, cotton, brown
				1 cone	Thread, cotton, yellow
				1 cone	Thread, cotton, black
				1 cone	Thread, polyester, maroon
				1 cone	Thread, polyester, red
				1 cone	Thread, polyester, blue
				1 cone	Thread, polyester, white
				1 cone	Thread, polyester, brown
				1 cone	Thread, polyester, yellow
				1 cone	Thread, polyester, black
				1 cone	Thread, metallic, yellow
				1 cone	Thread, metallic, solver
				2 kilos	Beads, assorted colors & sizes
				1 kilo	Sequins, assorted colors & sizes
				400 pcs	Bells, small
				6 pcs	Logbook, 50pp
				1 pc	Illustration board, 1/2"
				1 pack	Sticker paper, A4 size
				3 pcs	Marker
				2 pcs	Puncher
				26 pcs	Box with cover, 7"x7"
				26 pcs	Box with cover, 12"x12"
				5 yd	Plastic wrapper
				2 pcs	Scotch tape, small

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