COMPETENCY STANDARDS

MOTORCYCLE DRIVING LEVEL II

AUTOMOTIVE AND LAND TRNSPORT SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Luzon Expressway (SLEX), Taguig City, Metro Manila

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AUTOMOTIVE AND LAND TRANSORT SECTOR

MOTORCYCLE DRIVING LEVEL II

COMPETENCY STANDARDS FOR
MOTORCYCLE DRIVING LEVEL II

SECTION 1 MOTORCYCLE DRIVING LEVEL II QUALIFICATION

The MOTORCYCLE DRIVING Level II Qualification consists of competencies that a person must achieve to drive/operate a motorcycle; transport passengers and loads over specified routes to local or district location and collect fare duly authorized by the relevant government agency; comply with local traffic rules/regulations and ordinances; perform minor vehicle repairs and other minor servicing; observe road health and safety practices; and implement and coordinate road crash-emergency procedures.

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

The Units of Competency comprising this Qualification include the following:

CODE NO.	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in a team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace

CODE NO.	COMMON COMPETENCIES
ALT723214	Utilize Automotive Tools
ALT723215	Perform Mensuration and Calculation
ALT723219	Read, Interpret and Apply Specifications and Manuals
ALT723220	Use and Apply Lubricant/Coolant

CODE NO.	CORE COMPETENCIES
ALT7233102	Carry Out Minor Motorcycle Maintenance and Servicing
ALT832310	Drive Motorcycle
ALT832311	Obey and Observe Traffic Rules and Regulations
ALT832312	Implement and Coordinate Accident-Emergency Procedures

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

- Responsible and Defensive Motorcycle Driver

SECTION 2 COMPETENCY STANDARDS

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

BASIC COMPETENCIES

UNIT OF COMPETENCY: PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE: 400311210

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

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Following simple spoken language 1.2 Performing routine workplace duties following simple written notices 1.3 Participating in workplace meetings and discussions 1.4 Preparing work-related documents 1.5 Estimating, calculating and recording routine workplace measures 1.6 Relating/ Interacting with people of various levels in the workplace 1.7 Gathering and providing basic information in response to workplace requirements 1.8 Basic business writing skills

	1.6 Defined workplace procedures for the location and ***storage*** of information are used. 1.7 Personal interaction is carried out clearly and concisely .		19 Interpersonal skills in the workplace 2.0 Active-listening skills
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written instruction are followed based on established procedures 2.3 Feedback is given to workplace supervisor based instructions/ information received 2.4 ***Workplace interactions*** are conducted in a courteous manner 2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from ***appropriate sources*** 2.6 Meetings outcomes are interpreted and implemented	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication 2.3 Medium of communication in the workplace 2.4 Organizational/ Workplace policies 2.5 Communication procedures and systems 2.6 Lines of communication 2.7 Technology relevant to the enterprise and the individual's work responsibilities 2.8 Effective questioning techniques (clarifying and probing) 2.9 Workplace etiquette	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following simple written notices 2.3 Participating in workplace meetings and discussions 2.4 Completing work-related documents 2.5 Estimating, calculating and recording routine workplace measures 2.6 Relating/ Responding to people of various levels in the workplace 2.7 Gathering and providing information in response to workplace requirements 2.8 Basic questioning/querying 2.9 Skills in reading for information 2.10 Skills in locating

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Complete relevant work- related documents	3.1 Range of ***forms*** relating to conditions of employment are completed accurately and legibly. 3.2 Workplace data is recorded on standard workplace forms and documents. 3.3 Errors in recording information on forms/ documents are identified and acted upon. 3.4 Reporting requirements to supervisor are completed according to organizational guidelines.	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities.	3.1 Completing work-related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	May include: 1.1. Team members 1.2. Supervisor/Department Head 1.3. Suppliers 1.4. Trade personnel 1.5. Local government 1.6. Industry bodies
2. Medium	May include: 2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information dissemination 2.5. Follow-up or verbal instructions 2.6. Face-to-face communication 2.7. Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1. Manual filing system 3.2. Computer-based filing system
4. Workplace interactions	May include: 4.1. Face-to-face 4.2. Telephone 4.3. Electronic and two-way radio 4.4. Written including electronic means, memos, instruction and forms 4.5. Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1. HR/Personnel forms, telephone message forms, safety reports

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 workplace communication equipment/systems 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting formal or informal communication
2. Resource Implications	**The following resources should be provided:** 2.1. Fax machine 2.2. Telephone 2.3. Notebook 2.4. Writing materials 2.5. Computer with Internet connection
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Demonstration with oral questioning 3.2. Interview 3.3. Written test 3.4. Third-party report
4. Context for Assessment	4.1. Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY: WORK IN A TEAM ENVIRONMENT

UNIT CODE : **400311211**

UNIT DESCRIPTOR: This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	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 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization
2. Identify one's role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified. 2.2 Roles and objectives of the team is identified from available ***sources of information.*** 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources.	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Communicating with others, appropriately consistent with the culture of the workplace 2.2 Developing ways in improving work structure and performing respective roles in the group or organization

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices. 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on ***workplace context.*** 3.3 Protocols in reporting are observed based on standard company practices. 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives	3.1 Communication Process 3.2 Workplace communication protocol 3.3 Team planning and decision making 3.4 Team thinking 3.5 Team roles 3.6 Process of team development 3.7 Workplace context	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: 1.1. Work activities in a team environment with enterprise or specific sector 1.2. Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	May include: 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	May include: 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. Worked 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
2. Resource Implications	**The following resources should 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. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. 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 3.4 Socio-drama and socio-metric methods 3.5 Sensitivity techniques 3.6 Written Test
4. Context for 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 : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine **problems or procedural problem** areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and helpdesk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Look for solutions to routine problems	2.1 Potential solutions to problem are identified 2.2 Recommendations about possible solutions are developed, **documented**, ranked and presented to ***appropriate person*** for decision.	2.1 Current industry hardware and software products and services 2.2 Industry service and helpdesk practices, processes and procedures 2.3 Operating systems 2.4 Industry standard diagnostic tools 2.5 Malfunctions and resolutions. 2.6 Root cause analysis	2.1 Identifying current industry hardware and software products and services 2.2 Identifying services and helpdesk practices, processes and procedures. 2.3 Identifying operating system 2.4 Identifying current industry standard diagnostic tools 2.5 Describing common malfunctions and resolutions. 2.6 Determining the root cause of a routine malfunction
3. Recommend solutions to problems	3.1 Implementation of solutions are **planned** 3.2 Evaluation of implemented solutions are planned 3.3 Recommended solutions are documented and submit to appropriate person for confirmation	3.1 Standard procedures 3.2 Documentation produce	3.1 Producing documentation that recommends solutions to problems 3.2 Following established procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	2.1. Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
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 CAREER AND LIFE DECISIONS

UNIT CODE : 400311213

UNIT DESCRIPTOR: This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one's emotion	1.1 **Self-management strategies** are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed. 1.3 Techniques for effectively handling negative emotions and **unpleasant situation i**n the workplace are examined.	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals. 1.3 Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly, one's emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goals 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Develop reflective practice	2.1 Personal strengths and achievements, based on self-assessment strategies and teacher feedback are contemplated. 2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored. 2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision making strategies and feedback from peers and teachers are predicted	2.1 Basic SWOT analysis 2.2 Strategies to improve one's attitude in the workplace 2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)	2.1 Using the basic SWOT analysis as self-assessment strategy 2.2 Developing reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence 2.3 Demonstrating self-acceptance and being able to accept challenges
3. Boost self-confidence and develop self-regulation	3.1 Efforts for continuous self-improvement are demonstrated 3.2 Counter-productive tendencies at work are eliminated 3.3 Positive outlook in life are maintained.	3.1 Four components of self-regulation based on Self-Regulation Theory (SRT) 3.2 Personality development concepts 3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)	3.1 Performing effective communication skills – reading, writing, conversing skills 3.2 Showing affective skills – flexibility, adaptability, etc. 3.3 Self-assessment for determining one's strengths and weaknesses

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	May include: 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	May include: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	**The following resources should be provided:** 2.1. Access to workplace and resource s 2.2. Case studies
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4. Context for Assessment	4.1. Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 ***Opportunities for improvement*** are identified proactively in own area of work. 1.2 ***Information*** are gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. Involvement. 1.2 Identifying the positive impacts and the challenges of change and innovation. 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 ***People who could provide input*** to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 ***Critical inquiry method*** is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people.	2.1 Identifying opportunities to improve and to do things better. Involvement. 2.2 Identifying the positive impacts and the challenges of change and innovation. 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for change through small group discussions and meetings.

ELEMENTS	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Integrate ideas for change in the workplace	3.1 Critical inquiry method is used to integrate different ideas for change of key people. 3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. 3.3 ***Reporting skills*** are likewise used to communicate results. 3.4 ***Current Issues and concerns*** on the systems, processes and procedures, as well as the need for simple innovative practices are identified.	3.1 Roles of individuals in suggesting and making improvements. 3.2 Positive impacts and challenges in innovation. 3.3 Types of changes and responsibility. 3.4 Seven habits of highly effective people. 3.5 Basic research skills.	3.1 Identifying opportunities to improve and to do things better. Involvement. 3.2 Identifying the positive impacts and the challenges of change and innovation. 3.3 Providing examples of the types of changes that are within and outside own scope of responsibility. 3.4 Communicating ideas for change through small group discussions and meetings. 3.5 Demonstrating skills in analysis and interpretation of data.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Innovative practices	May include: 1.1 Self-directed support 1.2 Community based services 1.3 Working within a collaborative arrangement 1.4 Making scope of work more efficient
2. Innovation	May include: 2.1 New ideas 2.2 Original ideas 2.3 Different ideas 2.4 Methods or tools

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Identified need for innovation in the area of work 1.2 Recognized innovative and creative ideas 1.3 Pursed agreement for flexible and innovative ways of working 1.4 Supported individuals and people to access flexible and innovative ways of working
2. Resource Implications	**Specific resources for assessment** 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Written Test 3.2. Interview The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
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 : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/ information	1.1 Evidence, facts and information are collected 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope	1.1 Organisational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organisational values, ethics and codes of conduct	1.1 Describing organisational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/ procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organisational values, ethics and codes of conduct

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess gathered data/ information	2.1 Validity of data/ information is assessed 2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified 2.4 ***Data analysis techniques*** and procedures are documented 2.5 Recommendations are made on areas of possible improvement.	2.1 Business mathematics and statistics 2.2 Data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the conduct of evaluations 2.5 Organisational values, ethics and codes of conduct	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organisational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations are analysed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analysed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organisational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organisational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data analysis techniques	May include: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied studies data/information These aspects may be best assessed using a range of scenarios what ifs as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.
2. Resource Implications	**Specific resources for assessment** 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1. Written Test 3.2. Interview 3.3. Portfolio The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.
4. Context for Assessment	4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

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

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant ***OSH requirements, regulations, policies and procedures*** are identified in accordance with workplace policies and procedures. 1.2 OSH activity non-conformities are conveyed to ***appropriate personnel.*** 1.3 ***OSH preventive and control requirements*** are identified in accordance with OSH work policies and procedures	1.1. OSH preventive and control requirements 1.2. Hierarchy of Controls 1.3. Hazard Prevention and Control 1.4. General OSH principles 1.5. Work standards and procedures 1.6. Safe handling procedures of tools, equipment and materials 1.7. Standard emergency plan and procedures in the workplace	1.1. Communication skills 1.2. Interpersonal skills 1.3. Critical thinking skills 1.4. Observation skills

ELEMENTS	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures. 2.2 Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures. 2.3 Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards.	2.1 Resources necessary to execute hierarchy of controls 2.2 General OSH principles 2.3 Work standards and procedures 2.4 Safe handling procedures of tools, equipment and materials 2.5 Different OSH control measures	2.1 Communication skills 2.2 Estimation skills 2.3 Interpersonal skills 2.4 Critical thinking skills 2.5 Observation skills 2.6 Material, tool and equipment identification skills
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures. 3.2 Work Activities are executed in accordance with OSH work standards. 3.3 ***Non-compliance work activities*** are reported to appropriate personnel.	3.1 OSH work standards 3.2 Industry related work activities 3.3 General OSH principles 3.4 OSH Violations Non-compliance work activities	3.1 Communication skills 3.3 Interpersonal skills 3.4 Troubleshooting skills 3.5 Critical thinking skills 3.6 Observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: 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 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE**

UNIT CODE : **400311217**

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques 1.2 Data are recorded in accordance with workplace protocol 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established ***environmental work procedures.***	1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedures 1.3 Waste Minimization 1.4 Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures.	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive Reasoning Skills 2.2 Critical thinking 2.3 Problem Solving 2.4 Observation Skills

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to ***appropriate personnel*** 3.2 Concerns related resource utilization are discussed with appropriate personnel 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel.	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
2. Appropriate Personnel	May include: 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

1. Critical aspects of Competency	**Assessment requires evidence that the candidate:** 1.1. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectives of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
2. Resource Implications	**The following resources should be provided:** 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
3. Methods of Assessment	**Competency in this unit may be assessed through:** 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : **PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE**

UNIT CODE : **400311218**

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 ***Good practices*** relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in ***resource utilization*** are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed Good practices relating to workplace operations are communicated to ***appropriate person***. 2.2 Observed quality procedures and practices are communicated to appropriate person. 2.3 Cost-conscious habits in ***resource utilization*** are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering Entrepreneurial attitudes: • Patience • Honesty • Quality-consciousness • Safety-consciousness • Resourcefulness	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement cost-effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy. 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements. 3.3 Constructive contributions to office operations are made according to enterprise requirements. 3.4 Ability to work within one's allotted time and finances is sustained.	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost effectiveness 3.4 Workplace productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: • Quality-consciousness • Safety-consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making constructive contributions to office operations 3.4 Sustaining ability to work within allotted time and finances

RANGE OF VARIABLES

VARIABLE	RANGE
1.Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2.Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical aspects of competency	**Assessment requires evidence that the candidate:** 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	**The following resources should be provided:** 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	**Competency in this unit should be assessed through:** 3.1 Interview 3.2 Third-party report
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 tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : UTILIZE AUTOMOTIVE TOOLS

UNIT CODE : ALT723214

UNIT DESCRIPTOR : This unit covers the knowledge and skills in selecting and using automotive power tools, hand tools and tool keeping.

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Prepare automotive tools	1.1 ***Automotive tools*** are identified according to their classification and specification. 1.2 ***Automotive tools and attachments*** are selected according to job requirements 1.3 ***Automotive tools and attachments*** are inspected for ***defects and damages*** according to manufacturers and work place procedures. 1.4 Safety practices are applied following OSHS.	1.1 Understanding power to size ratio 1.2 Leverage 1.3 Types of power tools and hand tools 1.4 Uses of automotive power tools and hand tools 1.5 Defects and damages of automotive tools and attachments 1.6 Handling of tools 1.7 Interpretation of contents of users manuals 1.8 Safety procedures 1.9 Wearing of PPE	1.1 Identifying defects or damages of tools before use 1.2 Knowledgeable in proper handling of tools 1.3 Identifying tools required for the job 1.4. Selection & use of proper tools & equipment 1.5 Inspecting the work area were tools will be used
2. Use automotive tools	2.1 ***Attachments*** are mounted to ***automotive tools*** according to job requirements. 2.2 Power tools are connected to ***power sources*** according to operation's manual. 2.3 Power tools are operated according to operation's manual.	2.1 Use of automotive tools 2.2 Application of Torque and pressure 2.3 Unit conversion of torque 2.4 English and metric system 2.5 Types of hand tools 2.6 Types of power tools 2.7 Fundamentals of automotive hand tools and power	2.1 Analytical skills 2.2 Technical literacy 2.3 Mounting attachments to automotive tools 2.4 Connecting power tools to power sources 2.5 Operating power tools 2.6 Utilizing hand tools 2.7 Wearing PPEs 2.8 Applying safety practices

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.4 ***Hand tools*** are utilized according to operation's manual. 2.5 ***PPEs*** are worn in accordance to OSHS.	tools 2.8 Interpretation of contents of users manuals 2.9 OSHS 2.10 Resources information 2.10.1 Bulletin 2.10.2 Shop manual	2.9 Following manuals
3. Maintain automotive tools	3.1 ***Automotive tools and attachments*** are cleaned according to user's manual. 3.2 ***Automotive tools and attachments*** are checked for serviceability according to workplace and manufacturers procedures. 3.3 ***Defects and damages*** are reported to immediate superior following industry standards. 3.4 ***Automotive tools and attachments*** are stored according to workplace procedures. 3.5 Safety practices are applied following OSHS. 3.6 ***Wastes*** are disposed following environmental law and regulations.	3.1 Different types of power tools and hand tools 3.2 Techniques in tool Arrangement 3.3 Fundamentals of automotive tools 3.4 Cleaning of automotive tools 3.5 Labeling and arranging of power tools and hand tools 3.6 Safety practices 3.7 Procedures in maintaining of power tools and hand tools 3.8 Tagging of damaged/ worn power tools and hand tools 3.9 Reporting damage power tools and hand tools 3.10 Proper disposal of damaged tools 3.11 Proper disposal of chemicals used for cleaning 3.12 OSHS 3.13 Environmental law and regulations 3.14 5S of good housekeeping 3.15 3Rs	3.1 Sorting of tools 3.2 Skills in creating reports 3.3 Checking, cleaning and storing automotive tools and attachments 3.4 Reporting defects and damages 3.5 Disposing wastes 3.6 Practicing safety procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Automotive tools	May include: 1.1 Power tools 1.1.1 Electric power tools 1.1.1.1 Electric drill 1.1.2 Pneumatic tools 1.2 Basic tools 1.3 Special service tools (SST)
2. Power sources	May include: 2.1 Electric source 2.2 Pneumatic or air 2.3 Hydraulic
3. Basic tools	May include: 3.1 Wrenches 3.2 Pliers 3.3 Screwdrivers 3.4 Power handle 3.5 Ratchet 3.6 Multi-tester 3.7 Flashlight 3.8 Rubber mallet 3.9 Hammer 3.10 Jack stand 3.11 Choke
4. Attachments	May include: 4.1 Bits 4.2 Sockets 4.3 Extension
5. Defects and damages	May include: 5.1 Tools 5.1.1 Cracks 5.1.2 Breakage 5.1.3 Deformity 5.1.4 Looseness 5.1.5 Corroded 5.2 Attachments 5.2.1 Cracks 5.2.2 Breakage 5.2.3 Deformity 5.2.4 Looseness 5.2.5 Corroded
6. Personal protective equipment (PPEs)	May include: 6.1 Goggles 6.2 Gloves 6.3 Hard hat 6.4 Safety shoes 6.5 Dust mask

7. Wastes	May include: 7.1 Dead batteries 7.2 Deformed, cracked, broken bits/sockets/extensions 7.3 Used cleaning chemicals 7.4 Used oil 7.5 Contaminated cleaning materials

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment require evidence that the candidate understands the applications and guidelines specified by the manufacturer. 1.1 Prepared automotive tools 1.2 Used Power tools 1.3 Used Hand tools 1.4 Maintained and stored automotive tools 1.5 Disposed wastes 1.6 Applied safety measures
2. Resource implication	The following resource MUST be provided: 2.1 Appropriate power tools and hand tools 2.2 Tools and materials relevant for training 2.3 Proper place for storage and disposal 2.4 Work shop manuals
3. Method of assessment	Competency MUST be assessed through: 3.1 Written examination 3.2 Demonstrations with oral questioning 3.3 Direct observation 3.4 Interview
4. Context of assessment	4.1 Practical assessment must be conducted at TESDA accredited assessment centers and/or in an appropriate work situation

UNIT OF COMPETENCY : PERFORM MENSURATION AND CALCULATION

UNIT CODE : ALT723215

UNIT DESCRIPTOR : This unit covers the knowledge and skills on how to use automotive measuring tools.

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Select measuring instruments	1.1 Component to be measured is identified based on job requirements. 1.2 ***Automotive measuring instrument*** is identified based on job requirements. 1.3 Correct specifications are obtained from repair manual. 1.4 Measuring tools are calibrated in line with job requirements. 1.5 Measuring instruments are checked for accuracy and adjusted according to manufacturer's manual. 1.6 Defective measuring instruments are reported and returned to tool keeper following industry standards. 1.7 Safety practices are applied following OSHS.	1.1 Category of measuring instruments 1.2 Types and uses of measuring instruments 1.3 Shapes and Dimensions 1.4 Use of user's manual 1.5 Workshop procedures in reporting defective instruments 1.6 Characteristics of defective measuring instruments 1.7 Procedure in preparing report 1.8 OSHS in calibrating measuring instruments 1.9 Calibration of measuring tools 1.10 Inspection of measuring tools 1.11 Segregation and reporting of defective measuring instruments	1.1 Identifying and selecting measuring instruments 1.2 Visualizing objects and shapes 1.3 Calibration skills 1.4 Identifying defective measuring instruments 1.5 Reporting skills 1.6 Applying safety practices 1.7 Obtaining correct specifications 1.8 Checking measuring instruments for accuracy 1.9 Reporting and segregating defective measuring instruments

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Carry out measurements and calculation	2.1 ***Automotive measuring instrument*** is selected to achieve required outcome in line with job requirements. 2.2 Accurate measurements are obtained in line with job requirements. 2.3 ***Calculation*** needed to complete work tasks are performed using ***mathematical operations***. 2.4 Numerical computation is self-checked and corrected for accuracy following manufacturer's workshop manual. 2.5 Tools' limit of accuracy are read following manufacturer's workshop manual. 2.6 Report is submitted to immediate supervisor following industry standard operating procedure. 2.7 Safety practices are applied following OSHS.	2.1 Formulas for volume, areas, perimeters of plane and geometric figures 2.2 Different automotive measuring instruments 2.3 Calculation& measurement 2.4 Four fundamental operation 2.5 Linear measurement 2.6 Dimensions 2.7 Unit conversion 2.8 Ratio and proportion 2.9 Handling of measuring instruments 2.10 Tools' limit of accuracy 2.11 OSHS 2.12 PPEs	2.1 Performing calculation 2.2 Applying formulas for volume, areas, perimeters of plane and geometric figures 2.3 Handling measuring instruments 2.4 Selecting automotive measuring instruments 2.5 Obtaining accurate measurements 2.6 Performing calculation 2.7 Self-checking and correcting numerical computation 2.8 Reading tools' limit of accuracy 2.9 Applying OSHS 2.10 Wearing of PPEs
3. Maintain measuring instruments	3.1 Measuring instruments are handled following manufacturer's manual. 3.2 Measuring instruments are cleaned following manufacturer's manual.	3.1 Types of measuring instruments and their uses 3.2 Safe handling procedures in using measuring instruments 3.3 Four fundamental operation of mathematics	3.1 Handling and maintaining measuring instruments 3.2 Disposing wastes 3.3 Practicing good housekeeping 3.4 Applying safety practices

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.3 Instruments are stored according to manufacturer's specifications and standard operating procedures. 3.4 Safety practices are applied.	3.4 Formula for volume, area, perimeter and other geometric figures 3.5 5S of good housekeeping 3.6 Waste management 3.7 Storing of measuring instruments 3.8 OSHS	

RANGE OF VARIABLES

VARIABLE	RANGE
1. Automotive measuring instruments	May include: 1.1 Torque wrench 1.2 Vernier caliper 1.3 Micrometer (inside and outside) 1.4 Dial gauge 1.5 Feeler gauge 1.7 Pitch/thread gauge 1.8 Multi-tester (analog/digital) 1.9 Vacuum Gauge 1.10 Tire depth gauge 1.11 Battery tester 1.12 Steel tape 1.13 Ruler
2. Calculation	May include: 2.1 Volume 2.2 Area 2.3 Displacement 2.4 Inside diameter 2.5 Circumference 2.6 Length 2.7 Thickness 2.8 Outside diameter 2.9 Taper 2.10 Out of roundness 2.11 Voltage 2.12 Resistance 2.13 Current 2.14 Pressure 2.15 Clearance 2.16 Distortion/run-out 2.17 Torque conversion 2.18 Temperature
3. Mathematical operations	Includes: 3.1 Addition 3.2 Subtraction 3.3 Multiplication 3.4 Division 3.5 Fractions 3.6 Percentages 3.7 Mixed numbers

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate performs the following: 1.1 Selected measuring instruments 1.2 Performed measurements and calculation 1.3 Maintained measuring instruments 1.4 Applied safety practices
2. Resource implications	The following resources MUST be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate Automotive Measuring Tools & equipment 2.3 Materials relevant to the activity 2.4 Training vehicle or simulators 2.5 User's manual 2.6 Repair manual
3. Method of assessment	Competency MUST be assessed through: 3.1 Written exam 3.2 Demonstration with oral questioning 3.3 Third party report 3.4 Interview
4. Context of assessment	4.1 Practical assessment must be conducted at TESDA accredited assessment centers and/or in an appropriate work situation

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

UNIT CODE: ALT723219

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify and access manual/ specification	1.1 Appropriate ***manuals*** are identified and accessed as per job requirements. 1.2 Version and date of manual is checked to ensure correct specification and procedure are identified 1.3 Contents of manual are properly assessed.	1.1 Types of manuals in motorcycle used 1.2 Labels or trade names used in the motorcycle manuals 1.3 Parts, accessories and functions of motorcycle	1.1 Reading and comprehension skills 1.2 Accessing information and data skills
2. Interpret manuals	2.1 Relevant sections, chapters of manuals/specifications are discussed in relations to the work to be conducted 2.2 Information and procedure in the manual are interpreted in accordance to industry practices 2.3 Actual experience is being weighed with respect to the manuals	2.1 Manuals and specifications 2.2 Manual interpretation	2.1 Reading and comprehension skills 2.2 Interpretation skills
3. Apply information in manual	3.1 Manual is interpreted according to job requirements 3.2 Work steps are correctly identified in accordance with manufacturer specification 3.3 Manual data is applied according to the given task 3.4 All correct sequencing and adjustments are interpreted in accordance with information contained on the manual or specifications	3.1 Procedural interpretation 3.2 Application on required knowledge	3.1 Reading and comprehension skills 3.2 Accessing information and data 3.3 Interpretation skills

4. Store manuals	4.1 Manual or specification are stored appropriately to ensure prevention of damage 2.1 Ready access and updating of information when required in accordance with company requirements	4.1 Preservation of valuable data	4.1 Reading and comprehension skills 4.2. Order, organizing, filling, and neatness

RANGE OF VARIABLES

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

EVIDENCE GUIDE

1.Critical aspect of competency	Assessment requires evidence that the candidate performs the following: 1.1 Identified and assessed manual/specification 1.2 Interpreted manuals properly 1.3 Applied information according to manuals 1.4 Properly stored manuals
2. Resource Implication	The following resources must be provided: 2.1 All manuals/catalogues relative to Automotive 2.2 Job order, requisitions 2.3 Actual vehicle or simulator
3. Methods of assessment	Competency must be assessed through: 3.1 Observation with questioning 3.2 Interview
4. Context for assessment	4.1 Practical assessment must be conducted at TESDA accredited assessment centers and/or in an appropriate work situation

UNIT OF COMPETENCY: USE AND APPLY LUBRICANTS/COOLANT

UNIT CODE: ALT723220

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

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify types of lubricants/ coolant	1.1 Correct information on ***lubrication schedule*** is accessed and interpreted from appropriate manufacturers specifications ***manuals*** 1.2 Type and quantity of ***lubricants/coolant*** is identified as per job requirements	1.1 Classification of Lubricants 1.2 Purpose of Lubrication (Problem and effects) 1.3 Hazard associated with lubrication	1.1 Handling of lubricants 1.2. Familiarization/ Classification of Lubricants
2. Use and apply lubricants/coolant	2.1 Procedure for change of lubricant is identified following manufacturer's specification or manual 2.2 Tools and equipment are selected and used in line with job requirements 2.3 Existing lubricants is removed and replaced with specified types and quantity of new materials in line with manufacturer's specification 2.4 Safe procedure and use of ***PPE*** is observed when removing or replacing lubricant 2.5 Used lubricants are disposed in accordance with environmental guidelines 2. 6 Work is checked in line with company SOP.	2.1 Identifying lubrication schedule 2.2 Cause and Effects of Gear Oil Dilution 2.3 Determining Hazard Lubricants 2.4 Lubrication Procedure 2.5 Occupational health and safety (OHS). 2.6 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace 2.7 Waste management	2.1. Handling of lubricants 2.2 Usage and application of Lubricants

3. Perform housekeeping activities	3.1. ***Tools, equipment*** and materials are properly stored as per company SOP 3.2 Workplace is free from waste materials	3.1 Storage of lubricants/coolants 3.2 Storage of tools and equipments in place 3.3 3Rs and 5S 3.4 Safe handling and standard specification of materials and tools 3.5 Occupational health and safety (OHS). 3.6 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace	3.1 Work safety 3.2 Organizing materials to be stored 3.3 Handling of tools and equipment 3.4 Communicating effectively 3.5 Using PPE 3.6 Implementing 3R and 5S

RANGE OF VARIABLES

VARIABLE	RANGE
1. Lubrication Schedule	May include: 1.1 Kilometers traveled 1.2 No. of Hours used 1.3 Periodic (monthly, quarterly, etc) 1.4 Viscosity check
2. Manuals	May include: 2.1 Manufacturer's specification manual 2.2 Periodic Maintenance manual 2.3 Service Manual
3.Lubricants/ Coolant	May include: 3.1 Various Engine oil: 3.2 Contact Cleaner like WD40 3.3 Chain Oil 3.4 Multi-purpose Grease 3.5 Brake System (Brake fluid) 3.6 Radiator Coolant 3.7 Battery Maintenance
4. Personal Protective Equipment (PPE) Sequencing based on performance criteria	May include: 4.1 Apron 4.2 Gloves 4.3 Goggles 4.4 Safety shoes
5. Tools and equipment	May include: 5.1 Hand tools 5.2 Oiler 5.3 Oil Dispenser 5.4 Grease gun

EVIDENCE GUIDE

1. Critical aspect of competency	Assessment requires evidence that the candidate performs the following: 1.1 Identified types of lubricants and lubrication schedule. 1.2 Used and applied lubricants. 1.3 Performed housekeeping activities
2. Resource implication	The following resources must be provided: 2.1 Workplace: Real or simulated work area 2.2 Appropriate tools and equipment 2.3 Materials relevant to activity
3. Methods of assessment	Competency must be assessed through 3.1 Demonstration with questioning 3.2 Written/Oral examination
4. Context for assessment	4.1 Practical assessment must be conducted at TESDA accredited assessment centers and/or in an appropriate work situation

CORE COMPETENCIES

UNIT OF COMPETENCY : CARRY OUT MINOR MOTORCYCLE MAINTENANCE AND SERVICING

UNIT CODE : ALT7233102

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

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-maintenance and servicing operation	1.1 ***Essential parts*** of motorcycle are identified based on user's manual. 1.2 ***Tools and equipment*** are identified following service manual. 1.3 Motorcycle is ***checked*** according to manufacturer's manual. 1.4 ***Materials*** needed are identified based on service manual. 1.5 Workplace is ***prepared*** following workplace procedures.	1.1 Parts and functions of motorcycle 1.2 Different tools and equipment 1.3 Different materials	1.1 Application of different tools and equipment 1.2 Application of different materials
2. Clean and maintain motorcycle	2.1 Motorcycle is cleaned as per prescribed procedures using appropriate ***cleaning supplies, tools/ equipment*** used to maintain	2.1 Types of cleaning supplies, tools/equipment 2.2 Waste management 2.3 Occupational health and safety (OHS).	2.1 Application of tools and equipment for proper cleaning and maintaining motorcycle

ELEMENT	PERFORMANCE CRITERIA *Italicized terms* are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	motorcycle and according to occupational health and safety (OHS). 2.2 Wastes are disposed of as per relevant ordinance, rules or law.	2.4 Health protocols issued by government on prevention of spread and protection from infectious disease in the workplace	
3. Service the motorcycle	3.1 ***Minor routine checks*** are undertaken based on manufacturer's manual. 3.2 Consumable and replenished parts are properly recorded 3.3 Tools and equipment are used in accordance with service manual. 3.4 Materials are used in accordance with service manual.	3.1 Maintenance of Major Components 3.2 Parts and functions of motorcycle 3.3 Inventory of consumable and replenished parts as mentioned in driver's manual 3.4 Different tools and equipment 3.5 Different materials 3.6 Occupational health and safety (OHS). 3.7 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace 3.8 Identify work hazards	3.1 Basic troubleshooting skills 3.2 Record keeping skills 3.3 Application of different tools and equipment 3.4 Application of different materials

RANGE OF VARIABLES

VARIABLE	RANGE
1. Essential parts	May include: 1.1 engine 1.2 lights 1.3 brakes 1.4 tires
2 Checked	May include: 2.1 oil 2.2 air 2.3 accessories
3 Tools and equipment	May include: 3.1 Sets of wrench 3.2 Pressure washer 3.3 Tire pressure gauge 3.4 Hose 3.5 Screwdrivers
4 Materials	May include: 4.1 oil 4.2 rags 4.3 brush
5 Prepared	May include: 5.1 motorcycle 5.2 tools and equipment 5.3 materials
6 Cleaning supplies	May include: 6.1 Soap 6.2 Shampoo 6.3 Rags 6.4 Oil 6.5 Brush 6.6 Polish 6.7 Water

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Performed pre-maintenance and servicing operation 1.2 Cleaned and maintained motorcycle 1.3 Serviced the motorcycle
2. Resource implication	The following resources must be provided: 2.1 Motorcycle 2.2 Supplies and materials relevant to the task 2.3 Workplace for conducting routine servicing and maintenance 2.4 A small room for written examination
3. Method of assessment	Competency must be assessed through 3.1 Observation or Demonstration of skills 3.2 Interview 3.3 Written or Oral test
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : DRIVE MOTORCYCLE

UNIT CODE : ALT832310

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized terms*** are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform motorcycle pre-starting and warm-up	1.1 ***Motorcycle inspection*** is performed as per manufacturer's specification 1.2 Safety devices and tools are checked according to LTO/LTFRB requirements 1.3 Warm up of ***motorcycle*** is performed as per manufacturer's manual	1.1 Usage of Manufacturers specifications in manual 1.2 Occupational health and safety (OHS). 1.3 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace 1.4 Work hazards	1.1 Proper positioning in riding
2. Drive motorcycle	2.1 Motorcycle is driven in accordance with traffic rules and regulations and manufacturer's instruction 2.2 Driving is performed according to the restriction and condition stated in the driver's license and within the ***occupational health and safety standards*** (OHS).	2.1 Traffic laws, rules and regulations 2.2 Hazards in driving 2.3 Courtesy and discipline in driving 2.4 Defensive driving 2.5 Occupational health and safety (OHS). 2.6 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace	2.1 Defensive Driving Skills and Techniques

	2.3 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving as per standard operating procedures. 2.4 The motorcycle is parked, shut down and secured in accordance with manufacturer's specifications, traffic regulations and workplace procedures 2.5 Passengers and loads are transported up to the route assigned and fares are collected as per LTFRB/LGU regulations		
3. Monitor and maintain motorcycle performance	3.1 Defective or irregular performance or malfunctions are monitored and reported to the appropriate person/authority. 3.2 Minor motorcycle maintenance is performed in accordance with manufacturer's instruction 3.3 Motorcycle records are maintained/updated in accordance with workplace procedures	3.1 Motorcycle Maintenance 3.2 Minor repairs from major repairs 3.3 Occupational health and safety (OHS). 3.4 Health protocols issued by government on prevention of spread of and protection from infectious disease in the workplace 3.5 Work hazards	3.1 Perform minor repairs and adjustments

RANGE OF VARIABLES

VARIABLE	RANGE
1. Motorcycle inspection	May include: 1.1 Lights (headlight, park light, signal lights, hazard, etc.) 1.2 Mirrors (side view, etc.) 1.3 Underchassis 1.4 Seat/ Pillion
2. Motorcycle	May include: 2.1 Private motorcycle 2.2 Grab, Food Panda, etc. 2.3 Habal-habal 2.4 Automatic/ Scooter 2.5 Moped/ Underbone 2.6 Standard 2.7 Big bikes 2.8 Tricycle
3. Occupational Health & Safety	May include: 3.1 Safety in handling motorcycle and passengers while driving 3.2 Safety on road and traffic management including management of pedestrians 3.3 Use of personal protective equipment and devices such as uniform, gas mask, gloves, sunglasses, shoes, cap 3.4 Use of and early warning devices

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Practiced defensive driving motorcycle 1.2 Performed pre-operational and warm-up 1.3 Drove a motorcycle 1.4 Monitored and maintained vehicle performance
2. Resource implications	The following resources must be provided: 2.1 Motorcycle with appropriate tools/instruments for actual performance of works 2.2 Driver's Manual 2.3 Ample space for driving including traffic signs and symbols for driving and maneuvering the motorcycle, assistance of other persons to act as passengers and traffic enforcer
3. Method of assessment	Competency must be assessed through 3.1 Direct observation/Demonstration with Questioning 3.2 Interview 3.3 Written/Oral test
4. Context of assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : **OBEY AND OBSERVE TRAFFIC RULES AND REGULATIONS**

UNIT CODE : **ALT832311**

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

ELEMENT	PERFORMANCE CRITERIA *Italicized* terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Observe traffic signs, road markers and pavement markings	1.1 ***Traffic signs*** and ***road markers*** are identified and followed in accordance with concerned traffic authorities. 1.2 Road pavement markings are distinguished as per DPWH standards	1.1 Correct interpretation of road signs, signals and markers	1.1 Reading comprehension skills
2. Follow and obey traffic rules and regulations	2.1 ***Traffic rules and regulations*** are identified and followed in accordance with concerned traffic authorities. 2.2 License and registrations are maintained as prescribed by law. 2.3 Driver ***outfit/attire*** is worn as prescribed by law.	2.1 Traffic Rules and Regulations 2.2 Road signs, signals and markers	2.1 Reading comprehension skills
3. Practice courtesy	3.1 Positive values are demonstrated as per code of ethics of drivers 3.2 Complaints are responded and handled with	3.1 Proper driving decorum	3.1 Road courtesy and discipline 3.2 Interpersonal skills 3.3 Communication skills

	respect based on driver's code of ethics 3.3 Reminders are conveyed to passengers politely.		
4. Respect traffic enforcers and other traffic management unit	4.1 Traffic authority instructions are complied with as prescribed by law. 4.2 Traffic violation tickets/receipts issued by Traffic enforcers are given appropriate action.	4.1 Courtesy and discipline in driving	4.1 Application of courtesy and discipline in driving

RANGE OF VARIABLES

VARIABLE	RANGE
1 Traffic signs	May include: 1.1 No blowing of horns 1.2 Yield 1.3 No Parking 1.4 One way 1.5 No U-turn
2 Road Markers	May include: 2.1 Merging traffic 2.2 No overtaking 2.3 Pedestrian lane 2.4 Total stop
3 Traffic rules and regulations	May include: 3.1 Road obstruction 3.2 Illegal terminal 3.3 Observing the Unified Vehicle Volume Reduction Scheme 3.4 Driving license/registration/franchise/Official receipt and certificate of registration (ORCR) 3.5 No using of cellphone while driving 3.6 Avoiding driving under the influence of drugs or alcohol
4 Outfit/Attire	May include: 4.1 Company Uniform 4.2 Long pants 4.3 T-shirt 4.4 Closed shoes 4.5 Helmet

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate 1.1 Observed and followed traffic signs, road markers and pavement markings 1.2 Followed and obeyed traffic rules and regulations 1.3 Practiced courtesy and good communication 1.4 Respected traffic enforcers and other traffic management units.
2. Resource implications	The following resources MUST be provided: 2.1 Motorcycle 2.2 Ample space with traffic signs and symbols for driving and maneuvering the motorcycle and traffic enforcer 2.3 Well lighted and ventilated room with table and chairs for written/oral assessment
3. Method of assessment	Competency must be assessed through: 3.1 Direct observation 3.2 Demonstration 3.3 Interview 3.4 Written or Oral test/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 : **IMPLEMENT AND COORDINATE ACCIDENT-EMERGENCY PROCEDURES**

UNIT CODE : **ALT832312**

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

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Respond to emergencies	1.1 ***Emergency*** and potential emergency situations are identified and assessed based on emergency procedure. 1.2 ***Actions*** are prioritized and provided based on the criticality of the emergency situation. 1.3 Incident reports are prepared in accordance with regulatory and workplace procedures 1.4 ***Responsibilities*** are fulfilled in accordance with emergency procedures and/or regulatory requirements	1.1 Emergency response procedures	1.1 First aid skills 1.2 Proper recording and filling of incident report 1.3 Interpersonal skills 1.4 Communication skills
2. Determine factors that causes road crash	2.1 Motorcycle defects are identified that may cause road crash 2.2 Examined other factors that causes road crash 2.3 Motorcycle defects and other factors that causes road crash are properly documented	2.1 Motorcycle parts and accessories usage 2.2 Factors of Road Crash	2.1 Proper documentation of Evidences 2.2 Validity of authentic evidences

3. Arrange follow-up support and assistance	3.1 Medical assistance and support is arranged in accordance with workplace procedures 3.2 First aid is applied in accordance with medical procedure 3.3 Passenger needs are identified and provided based on emergency situation.	3.1 Minor and Major Injuries 3.2 Passengers safety and security	3.1 First aid skills 3.2 Medication and prescription

RANGE OF VARIABLES

VARIABLE	RANGE
1. Emergency	May include: 1.1 Vehicle collision 1.2 Crime incidents (hold-up, kidnapping and related crimes) 1.3 Hit and run 1.4 Fire resulted from engine overheating or faulty electric wiring 1.5 Mechanical failure of motorcycle 1.6 Driving under the influence (alcohol, drugs, etc.) 1.7 Human error (over speeding, violation of traffic rules and regulations) 1.8 Road conditions
2. Action	May include: 2.1 Facilitating medical assistance 2.2 Transporting of injured passenger to the nearest medical facility 2.3 Transporting of road crime victim to police station 2.4 Giving reminders to passengers while on board the public transport vehicle 2.5 Providing assistance in controlling the site both prior to and following arrival of emergency services
3. Responsibilities	May include: 3.1 Reporting to police authority 3.2 Facilitate Insurance claim 3.3 Informing victim's relatives 3.4 Respond to investigation and authority inquiry 3.5 Provide clear information

EVIDENCE GUIDE

1. Critical aspects of competency	**Assessment requires evidence that the candidate** 1.1 Responded to emergency situations 1.2 Determined factors that caused road crash 1.3 Arranged follow-up support and assistance
2 Resource implications	The following resources MUST be provided: 2.1 Simulation equipment and materials used for demonstrating emergency situation 2.2 Vehicle unit 2.3 A well-ventilated and lighted room with table and chairs for written/oral examination
3 Method of assessment	Competency must be assessed through: 3.1 Demonstration of the task in implementing and coordinating accident-emergency procedures 3.2 Interview 3.3 Written/oral exam
4 Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

SECTION 3 TRAINEE ENTRY REQUIREMENTS AND LIST OF TOOLS, EQUIPMENT AND MATERIALS

3.1 TRAINEE ENTRY REQUIREMENTS

- Can perform basic mathematical computations
- Must possess good communication skills
- Holder of Theoretical Driving Course Certificate
- At least holder of Student Permit or LTO license (DL Code A, A1)

3.2 LIST OF TOOLS, EQUIPMENT AND MATERIALS

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

STANDARD TOOLS	
Quantity	**Item**
5 sets	Mechanical Toolbox that includes the following: • Mechanical Plier • Long Nose Plier • Side Cutter Plier • Monkey Plier • Box Wrench (8mm to 22mm) • Open Wrench (8mm to 22mm) • Adjustable Wrench (Up to 24mm) • Ratchet (¾ Drive) • Socket (¾ Drive 8mm to 24mm) • Allen Wrench Set • Vice Grip (Up to 24mm) • Impact Drive • Wire Slicer/Cutter • Small Hammer • Philip Screw Driver • Flat Screw Driver
5 pcs.	Trouble light / Flashlight
5 pcs.	Multi-tester
5 pcs.	Spark plug remover
5 pcs.	Motorcycle drive chain remover
5 pcs.	Motorcycle Spoke Wrench Tensioner
5 sets	Tire repair kit
5 pcs.	Chain breaker

CONSUMABLE ITEMS	
Quantity	**Item**
3 pcs.	Mop
3 pcs.	Waste Basket
3 pcs.	Pail
3 pcs.	Broom

2 pcs. (5 meters each)	Hose
1 Liter	WD40
2 pcs. (400ml)	Contact cleaner
4 Liters	Engine oil (depending on the motorcycle spec.)
4 Liters	Brake Fluid
30 pairs	Glove
30 pcs.	Apron
30 pcs.	Goggles
2 pcs.	Reflectorized vest
2pcs	Used Oil bucket (2 Liters)
2 boxes	Bar Soap
5 pcs.	Rags
2 ltrs.	Distilled water
5 pcs each (5A, 10A, 15A, 20A, 30A)	Fuse
2 rolls	Electrical tape
5 pcs	Paint brush for cleaning (1 inch)
2 pcs	Tire Valve for tubeless
2 pcs	Tire stem for inner tube
1 pc.	Oiler
1 tub (500 g)	Grease
1 pc.	Steel brush

MOTORCYLE AND EQUIPMENT	
Quantity	**Item**
2 units	Motorcycle (Automatic and Manual Transmission) Automatic – No clutch cable Manual – With clutch cable
1 unit	Air Compressor
2 pcs	Air pressure gauge
1 unit	Laptop or Desktop
1 unit	LCD Projector
1 unit	Projector Screen
1 unit	55 inches Television in lieu of projector

TRAINING MATERIALS:	
Quantity	**Item**
100 sets	Filipino Driver's Manual (to be replenished by the LTO-TSD for TESDA TTI)
25pcs for each motorcycle brand	Motorcycle Service and Drivers Manual
2 sets	TDC Learning Modules

Glossary of Terms

A.

1. Driver's license
   - A legal document in the form of plastic identification card and official receipt issued by LTO authorizing a person to drive and operate a specified type of motor vehicle after satisfactorily completing and passing the standard requirement as categorized either non-professional or professional proficiency level.
2. Defensive driving
   - Being prepared to handle through any hazardous situation caused by other users of the road.
3. Fare
   - Refers to the price charged to transport a passenger
4. Motorcycle
   - Refers to a single passenger vehicle for operation on ordinary and typically having two wheels and a gasoline internal combustion engine.
5. Professional Driver
   - A person who drives motor vehicle and transport passengers and loads over specified routes or destination for a fee.
6. Road Crash
   - Any mishap involving a motor vehicle and resulting in death, injury or property damage.
7. Road / Pavement Markings
   - Markings on a pavement separating lanes of travel or indicating what a driver may do.
8. Route
   - Specific area stated on the franchise that the franchisee is allowed to traverse to and from it's terminal.
9. Traffic
   - The flow of all motor vehicles and pedestrians along the street and the highway

B.

10.	DOTr	- Department of Transportation
11.	DPWH	- Department of Public Works and Highways
12.	LTO	- Land Transportation Office
13.	LTFRB	- Land Transportation Franchising and Regulatory Board
14.	MTOP	- Motorized Tricycle Operation Permit
15.	OSHC	- Occupational Safety and Health Center

ACKNOWLEDGEMENTS

The Technical Education and Skills Development Authority (TESDA) is grateful to the many representatives of business, industry, academe and government agencies who rendered their time and expertise to the development and validation of this Competency Standards.

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