

SELF ASSESSMENT GUIDE

Qualification :	CAREGIVING NC II	
Projects: for Full Qualification	<ul style="list-style-type: none"> • Provide Care and Support to Infants/Toddlers and Children • Provide Care and Support to Elderly and People with Special Needs • Perform Housekeeping Activities 	
Units of Competency :	<ul style="list-style-type: none"> • Provide care and support to infants/toddlers • Provide care and support to children • Foster social, intellectual, creative and emotional development of children • Foster the physical development of children • Provide care and support to elderly • Provide care and support to people with special needs • Maintain healthy and safe environment • Respond to emergency • Clean living room, dining room, bedrooms, toilet and bathroom • Wash and iron clothes, linens and fabrics • Prepare hot and cold meals • Practice career professionalism in the workplace 	
Instruction: a. Read each of the questions in the left-hand column of the chart. b. Place a check in the appropriate box opposite each question to indicate your answers.		
Can I?	YES	NO
Project 1: PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN Provide care and support to infants/toddlers and children		
• Understand the characteristics of infants/toddlers		
• Identify signs of hunger, distress and pain demonstrated by infants		
• Establish bonding with infants and toddlers		
• Perform proper hand washing techniques and procedures		
• Perform procedures in bathing and dressing infants and toddlers		
• Change infant diapers appropriately		
• Prepare milk formula as prescribed		
• Perform procedures in feeding and burping		
• Provide activities to put infants and toddlers to rest and sleep		
• Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers		

Provide care and support to children		
• Teach hygiene practices to children		
• Deal with bathroom/comfort room accidents in a manner that provide protection to the child's esteem and privacy		
• Dress up children according to weather condition and /or child's culture/preferences		
• Follow safe handling and maintenance of child's school paraphernalia, toys and other personal things		
• Perform the procedures in taking vital signs		
Foster physical development of children		
• Explain the physical growth and development of infant/toddler		
• Determine types of activities that will foster physical development		
• Organize indoor and outdoor recreational activities that enhance growth and motor skills development		
• Understand the importance of rest and sleep for child's growth		
• Understand the social, intellectual, creative and emotional development of children		
Foster social, intellectual, creative and emotional development of children		
• Provide activities that will develop self-help skills and independence		
• Provide opportunities for children to express their feelings, ideas and needs		
• Enhance children's awareness and creativity		
• Foster positive discipline		
• Respect individual differences of children		
Respond to emergencies		
• Perform CPR to infant/toddler		
• Handle properly infant milk choking		
• Respond to convulsion due to high fever		
Prepare hot and cold meals		
• Prepare foods suited to child's age, health and cultural requirements		
• Ensure freshness/quality of food serving		

Maintain healthy and safe environment		
• Determine environmental, health and safety standards		
• Identify potential hazards indoor and outdoor		
• Follow safety procedures and regulations		
Establish Professionalism at The Workplace		
• Observe and maintain personal hygiene and good grooming at all times		
• Maintain cleanliness and orderliness of workplace		
• Consider culture, customs and traditions of client		
Project 2: PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS		
Provide care and services to elderly		
• Understand the characteristics of general aging process*		
• Identify the physical and psychological needs of elderly*		
• Use effective communication skills*		
• Assist elderly in their personal needs*		
• Assist elderly in performing daily activities*		
• Maintain respect on right and preferences of the elderly client*		
• Provide safety precautions in the environment*		
Provide care and services to people with special needs		
• Establish appropriate relationship to people with special needs*		
• Understand the requirements of people with special needs*		
• Assist people with special needs in meeting their requirements*		
• Assist in maintaining an environment that enables people with special need to have maximum independent living*		

Maintain healthy and safe environment		
• Determine environmental, health and safe hazards*		
• Maintain proper lighting, heating and cooling ventilation*		
• Observe organizational policies and procedures for safety and environmental protection*		
• Recognize symbols of hazardous materials ex. Flammable*		
Respond to emergencies		
• Observe universal rules of precaution for infection control*		
• Use appropriate protection device for infection control*		
• Recognize emergency sign and symptoms of illness (heart disease CVA, diabetes, etc)*		
• Seek for medical assistance as necessary according to policies and procedure*		
• Provide comfort and assurance*		
• Identify first aid procedures*		
• Perform adult CPR*		
Prepare hot and cold meals		
• Plan meals according to health and cultural preferences*		
• Prepare and cooks ingredients according to recipe*		
• Identify the uses and specifications of cooking tools and equipment*		
• Perform basic table setting and servicing*		
• Ensure freshness/quality of food served*		
• Observe safety and maintenance of cooking tools and equipment*		
• Observe personal hygiene and sanitation while cooking *		
Establish professionalism in the workplace		
• Exhibit willingness, enthusiasm and commitment to do the job*		
• Assume full responsibility of work*		
• Consider culture, customs and traditions of client*		
• Observe positive work values and ethics*		
• Maintain personal hygiene and good grooming at all times*		
• Maintain professional relationship with client*		

Project 3: **PERFORM HOUSEKEEPING ACTIVITIES**

Maintain healthy and safe environment

• Use the appropriate cleaning tools and equipment*		
• Determine environmental, health and safe hazard*		
• Recognize symbols of hazardous materials (flammable, toxic)*		
• Follow safety procedures and regulations*		

Clean living, dining and bedroom, toilet and bathroom

• Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*		
• Operate and maintains cleaning tools and equipment*		
• Utilize appropriate cleaning materials and supplies*		
• Dispose garbage and contaminated waste properly*		
• Utilize proper sanitation techniques for infection control*		
• Observe safety rules in cleaning*		
• Arrange furnishings and fixtures for comfort, convenience and safety*		
• Observe safety rules to prevent injury and damage to property*		

Wash and iron clothes, linens and fabrics

• Perform techniques in sorting soiled clothes, linen and fabrics*		
• Mend torn clothing, linen and fabric*		
• Use appropriate chemical agents to remove stains*		
• Observe safety precautions in the use of chemical agents*		
• Perform laundry techniques and procedures*		
• Operate clothes dryer according to manufacturer's instructions*		
• Provide maintenance for washing machine and clothes dryer*		
• Perform the proper procedure and techniques in ironing*		

Establish professionalism at the workplace		
• Exhibit willingness and enthusiasm and commitment to do the job*		
• Observe positive work values and ethics*		
• Maintain integrity and high degree of proficiency in the work place*		
• Observe and maintains personal hygiene and good grooming at all times*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Signature:	Date:	

**SELF ASSESSMENT GUIDE
(COC)**

Qualification :	CAREGIVING NC II
Certificate of Competency:	<ul style="list-style-type: none"> • PROVIDE CARE AND SUPPORT TO INFANTS/TODDLERS AND CHILDREN
Units of Competency :	<ul style="list-style-type: none"> • Provide care and support to infants/toddlers • Provide care and support to children • Foster social, intellectual, creative and emotional development of children • Foster the physical development of children • Provide care and support to elderly • Provide care and support to people with special needs • Maintain healthy and safe environment • Respond to emergency • Clean living room, dining room, bedrooms, toilet and bathroom • Wash and iron clothes, linens and fabrics • Prepare hot and cold meals • Practice career professionalism in the workplace

Instruction:

- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answers.

Can I?	YES	NO
Provide care and support to infants/toddlers and children		
• Understand the characteristics of infants/toddlers		
• Identify signs of hunger, distress and pain demonstrated by infants		
• Establish bonding with infants and toddlers		
• Perform proper hand washing techniques and procedures		
• Perform procedures in bathing and dressing infants and toddlers		
• Change infant diapers appropriately		
• Prepare milk formula as prescribed		
• Perform procedures in feeding and burping		
• Provide activities to put infants and toddlers to rest and sleep		
• Respond to physical, emotional, social, intellectual and creative needs of infants and toddlers		

Provide care and support to children		
• Teach hygiene practices to children		
• Deal with bathroom/comfort room accidents in a manner that provide protection to the child's esteem and privacy		
• Dress up children according to weather condition and /or child's culture/preferences		
• Follow safe handling and maintenance of child's school paraphernalia, toys and other personal things		
• Perform the procedures in taking vital signs		
Foster physical development of children		
• Explain the physical growth and development of infant/toddler		
• Determine types of activities that will foster physical development		
• Organize indoor and outdoor recreational activities that enhance growth and motor skills development		
• Understand the importance of rest and sleep for child's growth		
• Understand the social, intellectual, creative and emotional development of children		
Foster social, intellectual, creative and emotional development of children		
• Provide activities that will develop self-help skills and independence		
• Provide opportunities for children to express their feelings, ideas and needs		
• Enhance children's awareness and creativity		
• Foster positive discipline		
• Respect individual differences of children		
Respond to emergencies		
• Perform CPR to infant/toddler		
• Handle properly infant milk choking		
• Respond to convulsion due to high fever		
Prepare hot and cold meals		
• Prepare foods suited to child's age, health and cultural requirements		
• Ensure freshness/quality of food serving		

Maintain healthy and safe environment		
• Determine environmental, health and safety standards		
• Identify potential hazards indoor and outdoor		
• Follow safety procedures and regulations		
Establish Professionalism at The Workplace		
• Observe and maintain personal hygiene and good grooming at all times		
• Maintain cleanliness and orderliness of workplace		
• Consider culture, customs and traditions of client		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Signature:	Date:	

SELF ASSESSMENT GUIDE

Qualification :	CAREGIVING NC II	
Certificate of Competency:	PROVIDE CARE AND SUPPORT TO ELDERLY AND PEOPLE WITH SPECIAL NEEDS	
Units of Competency :	<ul style="list-style-type: none"> • PROVIDE CARE AND SUPPORT TO ELDERLY • PROVIDE CARE AND SUPPORT TO PEOPLE WITH SPECIAL NEEDS • MAINTAIN HEALTHY AND SAFE ENVIRONMENT • RESPOND TO EMERGENCIES • PREPARE HOT AND COLD MEALS • ESTABLISH PROFESSIONALISM AT WORKPLACE 	
Instruction: a. Read each of the questions in the left-hand column of the chart. b. Place a check in the appropriate box opposite each question to indicate your answers.		
Can I?	YES	NO
Provide care and services to elderly		
• Understand the characteristics of general aging process*		
• Identify the physical and psychological needs of elderly*		
• Use effective communication skills*		
• Assist elderly in their personal needs*		
• Assist elderly in performing daily activities*		
• Maintain respect on right and preferences of the elderly client*		
• Provide safety precautions in the environment*		
Provide care and services to people with special needs		
• Establish appropriate relationship to people with special needs*		
• Understand the requirements of people with special needs*		
• Assist people with special needs in meeting their requirements*		
• Assist in maintaining an environment that enables people with special need to have maximum independent living*		

Maintain healthy and safe environment		
• Determine environmental, health and safe hazards*		
• Maintain proper lighting, heating and cooling ventilation*		
• Observe organizational policies and procedures for safety and environmental protection*		
• Recognize symbols of hazardous materials ex. Flammable*		
Respond to emergencies		
• Observe universal rules of precaution for infection control*		
• Use appropriate protection device for infection control*		
• Recognize emergency sign and symptoms of illness (heart disease CVA, diabetes, etc)*		
• Seek for medical assistance as necessary according to policies and procedure*		
• Provide comfort and assurance*		
• Identify first aid procedures*		
• Perform adult CPR*		
Prepare hot and cold meals		
• Plan meals according to health and cultural preferences*		
• Prepare and cooks ingredients according to recipe*		
• Identify the uses and specifications of cooking tools and equipment*		
• Perform basic table setting and servicing*		
• Ensure freshness/quality of food served*		
• Observe safety and maintenance of cooking tools and equipment*		
• Observe personal hygiene and sanitation while cooking *		
Establish professionalism in the workplace		
• Exhibit willingness, enthusiasm and commitment to do the job*		
• Assume full responsibility of work*		
• Consider culture, customs and traditions of client*		
• Observe positive work values and ethics*		
• Maintain personal hygiene and good grooming at all times*		
• Maintain professional relationship with client*		

I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.

Candidate's Signature:

Date:

Assessor's Signature:

Date:

SELF ASSESSMENT GUIDE

Qualification :	CAREGIVING NC II	
Certificate of Competency:	PERFORM HOUSEKEEPING ACTIVITIES	
Units of Competency :	<ul style="list-style-type: none"> • MAINTAIN HEALTHY AND SAFE ENVIRONMENT • CLEAN LIVING, DINING AND BEDROOM, TOILET AND BATHROOM • WASH AND IRON CLOTHES, LINEN AND FABRICS • ESTABLISH PROFESSIONALISM AT THE WORKPLACE 	
<p>Instruction:</p> <p>a. Read each of the questions in the left-hand column of the chart.</p> <p>b. Place a check in the appropriate box opposite each question to indicate your answers.</p>		
Can I?	YES	NO
Maintain healthy and safe environment		
• Use the appropriate cleaning tools and equipment*		
• Determine environmental, health and safe hazard*		
• Recognize symbols of hazardous materials (flammable, toxic)*		
• Follow safety procedures and regulations*		
Clean living, dining and bedroom, toilet and bathroom		
• Apply suitable cleaning techniques and maintenance to different floor type and surface texture, ceilings and walls*		
• Operate and maintains cleaning tools and equipment*		
• Utilize appropriate cleaning materials and supplies*		
• Dispose garbage and contaminated waste properly*		
• Utilize proper sanitation techniques for infection control*		
• Observe safety rules in cleaning*		
• Arrange furnishings and fixtures for comfort, convenience and safety*		
• Observe safety rules to prevent injury and damage to property*		
Wash and iron clothes, linens and fabrics		

• Perform techniques in sorting soiled clothes, linen and fabrics*		
• Mend torn clothing, linen and fabric*		
• Use appropriate chemical agents to remove stains*		
• Observe safety precautions in the use of chemical agents*		
• Perform laundry techniques and procedures*		
• Operate clothes dryer according to manufacturer's instructions*		
• Provide maintenance for washing machine and clothes dryer*		
• Perform the proper procedure and techniques in ironing*		
Establish professionalism at the workplace		
• Exhibit willingness and enthusiasm and commitment to do the job*		
• Observe positive work values and ethics*		
• Maintain integrity and high degree of proficiency in the work place*		
• Observe and maintains personal hygiene and good grooming at all times*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Signature:	Date:	
Assessor's Signature:	Date:	