

TRAINING REGULATIONS



FISHPORT/WHARF OPERATIONS NC I

AGRICULTURE AND FISHERIES SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
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TRAINING REGULATIONS FOR FISHPORT/WHARF OPERATIONS NC I

Section 1 FISHPORT/WHARF OPERATIONS NC I QUALIFICATION

The **Fishport/Wharf Operations NC I** Qualification consists of competencies that a person must achieve to perform handling of fish and fish products in fishport/wharf. Persons with this qualifications may or may not have previous experience in these skills. Work would be routine and carried out under close supervision.

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

The units of competency comprising this qualification include the following:

Code	BASIC COMPETENCIES
500311101	Receive and respond to workplace communication
500311102	Work with others
500311103	Demonstrate work values
500311104	Practice basic housekeeping procedures

Code	COMMON COMPETENCIES
AGR321201	Apply safety measures in operation
AGR321202	Use tools and equipment
AGR321203	Perform estimation and calculations
AGR741201	Apply food safety and sanitation

Code	CORE COMPETENCIES
AGR921301	Unload and load fish and fish products
AGR921302	Classify fish and fish products

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

- **Fish handler**

SECTION 2

COMPETENCY STANDARDS

These guidelines are set to provide the Technical Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **FISHPORT/WHARF OPERATIONS NC I**. These units of competency are categorized into basic, common and core competencies.

BASIC COMPETENCIES

UNIT OF COMPETENCY: RECEIVE AND RESPOND TO WORKPLACE COMMUNICATION

UNIT CODE : 500311101

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Follow routine spoken messages	1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions 1.2 Instructions/information are properly recorded in accordance with standard procedures 1.3 Instructions are acted upon immediately in accordance with information received 1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear
2. Perform workplace duties following written notices	2.1 Written notices and instructions are read and interpreted correctly in accordance with organizational guidelines 2.2 Routine written instruction are followed in sequence 2.3 Feedback is given to workplace supervisor based on the instructions/information received

RANGE OF VARIABLES

VARIABLE	RANGE
1. Written notices and instructions	It refers to : 1.1 Handwritten and printed material 1.2 Internal memos 1.3 External communications 1.4 Electronic mail 1.5 Briefing notes 1.6 General correspondence 1.7 Marketing materials 1.8 Journal articles
2. Organizational guidelines	It may include: 2.1 Information documentation procedures 2.2 Company policies and procedures 2.3 Organization manuals 2.4 Service manual

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Demonstrated knowledge of organizational procedures for handling verbal and written communications</p> <p>1.2 Received and acted on verbal messages and instructions</p> <p>1.3 Demonstrated competency in recording instructions/information</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>2.1 Knowledge of organizational policies/guidelines in regard to processing internal/external information</p> <p>2.2 Ethical work practices in handling communications</p> <p>2.3 Communication process</p>
<p>3. Underpinning Skills</p>	<p>3.1 Conciseness in receiving and clarifying messages/information/communication</p> <p>3.2 Accuracy in recording messages/information</p>
<p>4. Resource Implications</p>	<p>The following resources MUST be provided:</p> <p>4.1 Pens</p> <p>4.2 Note pads</p>
<p>5. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Direct Observation</p> <p>5.2 Oral interview</p> <p>5.3 Written Evaluation</p> <p>5.4 Third Party Report</p>
<p>6. Context of Assessment</p>	<p>6.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

UNIT OF COMPETENCY : WORK WITH OTHERS

UNIT CODE : 500311102

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes required to develop workplace relationship and contribute in workplace activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Develop effective workplace relationship	1.1 <i>Duties and responsibilities</i> are done in a positive manner to promote cooperation and good relationship 1.2 Assistance is sought from <i>workgroup</i> when difficulties arise and addressed through discussions 1.3 <i>Feedback</i> provided by others in the team is encouraged, acknowledged and acted upon 1.4 Differences in personal values and beliefs are respected and acknowledged in the development
2. Contribute to work group activities	2.1 <i>Support is provided to team members</i> to ensure workgroup goals are met 2.2 Constructive contributions to workgroup goals and tasks are made according to <i>organizational requirements</i> 2.3 Information relevant to work is shared with team members to ensure designated goals are met

RANGE OF VARIABLES

VARIABLE	RANGE
1. Duties and responsibilities	1.1 Job description and employment arrangements 1.2 Organization's policy relevant to work role 1.3 Organizational structures 1.4 Supervision and accountability requirements including OHS 1.5 Code of conduct
2. Work group	2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Feedback on performance	3.1 Formal/Informal performance appraisal 3.2 Obtaining feedback from supervisors and colleagues and clients 3.3 Personal, reflective behavior strategies 3.4 Routine organizational methods for monitoring service delivery
4. Providing support to team members	4.1 Explaining/clarifying 4.2 Helping colleagues 4.3 Providing encouragement 4.4 Providing feedback to another team member 4.5 Undertaking extra tasks if necessary
5. Organizational requirements	5.1 Goals, objectives, plans, system and processes 5.2 Legal and organization policy/guidelines 5.3 OHS policies, procedures and programs 5.4 Ethical standards 5.5 Defined resources parameters 5.6 Quality and continuous improvement processes and standards

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Provided support to team members to ensure goals are met 1.2 Acted on feedback from clients and colleagues 1.3 Accessed learning opportunities to extend own personal work competencies to enhance team goals and outcomes
<p>2. Underpinning Knowledge</p>	<ul style="list-style-type: none"> 2.1 The relevant legislation that affects operations, especially with regards to safety 2.2 Reasons why cooperation and good relationships are important 2.3 Knowledge of the organization's policies, plans and procedures 2.4 Understanding how to elicit and interpret feedback 2.5 Knowledge of workgroup member's responsibilities and duties 2.6 Importance of demonstrating respect and empathy in dealings with colleagues 2.7 Understanding of how to identify and prioritize personal development opportunities and options
<p>3. Underpinning Skills</p>	<ul style="list-style-type: none"> 3.1 Ability to read and understand the organization's policies and work procedures 3.2 Write simple instructions for particular routine tasks 3.3 Interpret information gained from correspondence 3.4 Communication skills to request advice, receive feedback and work with a team 3.5 Planning skills to organized work priorities and arrangement 3.6 Technology skills including the ability to select and use technology appropriate to a task 3.7 Ability to relate to people from a range of social, cultural and ethnic backgrounds.

<p>4. Resource Implications</p>	<p>The following resources MUST be provided:</p> <p>4.1 Access to relevant workplace or appropriately simulated environment where assessment can take place</p> <p>4.2 Materials relevant to the proposed activity or task</p>
<p>5. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Direct observations of work activities of the individual member in relation to the work activities of the group</p> <p>5.2 Observation of simulation and/or role play involving the participation of individual member to the attainment of organizational goal</p> <p>5.3 Case studies and scenarios as a basis for discussion of issues and strategies</p>
<p>6. Context of Assessment</p>	<p>6.1 Competency assessment may occur in workplace or any appropriately simulated environment</p> <p>6.2 Assessment shall be observed while task are being undertaken whether individually or in group</p>

UNIT OF COMPETENCY: DEMONSTRATE WORK VALUES

UNIT CODE 500311103

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitude in demonstrating proper work values.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Define the purpose of work	1.1 One's unique sense of purpose for working and the why's of work are identified, reflected on and clearly defined for one's development as a person and as a member of society. 1.2 Personal mission is in harmony with company's values
2. Apply work values/ethics	2.1 Work values/ethics/concepts are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines. 2.2 Work practices are undertaken in compliance with industry work ethical standards, organizational policy and guidelines 2.3 Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines. 2.4 Company resources are used in accordance with transparent company ethical standard, policies and guidelines.
3. Deal with ethical problems	3.1 Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct are accessed and applied in accordance with transparent company ethical standard, policies and guidelines. 3.2 Work incidents/situations are reported and/or resolved in accordance with company protocol/guidelines. 3.3 Resolution and/or referral of ethical problems identified are used as learning opportunities.
4. Maintain integrity of conduct in the workplace	4.1 Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values. 4.2 Instructions to co-workers are provided based on ethical, lawful and reasonable directives. 4.3 Company values/practices are shared with co-workers using appropriate behavior and language.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work values/ethics/ concepts	May include but are not limited to: 1.1 Commitment/ Dedication 1.2 Sense of urgency 1.3 Sense of purpose 1.4 Love for work 1.5 High motivation 1.6 Orderliness 1.7 Reliability 1.8 Competence 1.9 Dependability 1.10 Goal-oriented 1.11 Sense of responsibility 1.12 Being knowledgeable 1.13 Loyalty to work/company 1.14 Sensitivity to others 1.15 Compassion/Caring attitude 1.16 Balancing between family and work 1.17 Pakikisama 1.18 Bayanihan spirit/teamwork 1.19 Sense of nationalism
2. Work practices	2.1 Quality of work 2.2 Punctuality 2.3 Efficiency 2.4 Effectiveness 2.5 Productivity 2.6 Resourcefulness 2.7 Innovativeness/Creativity 2.8 Cost conciousness 2.9 5S 2.10 Attention to details

3. Incidents/situations	3.1 Violent/intensed dispute or argument 3.2 Gambling 3.3 Use of prohibited substances 3.4 Pilferages 3.5 Damage to person or property 3.6 Vandalism 3.7 Falsification 3.8 Bribery 3.9 Sexual Harassment 3.10 Blackmail
4. Company resources	4.1 Consumable materials 4.2 Equipment/Machineries 4.3 Human 4.4 Time 4.5 Financial resources
5. Instructions	5.1 Verbal 5.2 Written

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Defined one's unique sense of purpose for working</p> <p>1.2 Clarified and affirmed work values/ethics/concepts consistently in the workplace</p> <p>1.3 Demonstrated work practices satisfactorily and consistently in compliance with industry work ethical standards, organizational policy and guidelines</p> <p>1.4 Demonstrated personal behavior and relationships with co-workers and/or clients consistent with ethical standards, policy and guidelines</p> <p>1.5 Used company resources in accordance with company ethical standard, policies and guidelines.</p> <p>1.6 Followed company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behaviour</p>
<p>2. Underpinning Knowledge</p>	<p>2.1 Occupational health and safety</p> <p>2.2 Work values and ethics</p> <p>2.3 Company performance and ethical standards</p> <p>2.4 Company policies and guidelines</p> <p>2.5 Fundamental rights at work including gender sensitivity</p> <p>2.6 Work responsibilities/job functions</p> <p>2.7 Corporate social responsibilities</p> <p>2.8 Company code of conduct/values</p> <p>2.9 Balancing work and family responsibilities</p>
<p>3. Underpinning Skills</p>	<p>3.1 Interpersonal skills</p> <p>3.2 Communication skills</p> <p>3.3 Self awareness, understanding and acceptance</p> <p>3.4 Application of good manners and right conduct</p>
<p>4. Resource Implications</p>	<p>The following resources MUST be provided:</p> <p>4.1 Workplace or assessment location</p> <p>4.2 Case studies/Scenarios</p>
<p>5. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <p>5.1 Portfolio Assessment</p> <p>5.2 Interview</p> <p>5.3 Third Party Reports</p>
<p>6. Context of Assessment</p>	<p>6.1 Competency may be assessed in the work place or in a simulated work place setting</p>

UNIT OF COMPETENCY: PRACTICE HOUSEKEEPING PROCEDURES

UNIT CODE : 500311104

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted in accordance with company/office procedures 1.2 Unnecessary items are removed and disposed of in accordance with company or office procedures
2. Arrange items	2.1 Items are arranged in accordance with company/office housekeeping procedures 2.2 Work area is arranged according to job requirements 2.3 Activities are prioritized based on instructions. 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment and evacuation passages are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained in accordance with company/office procedures 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are reported to immediate supervisor
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area based on procedures 4.2 Work is performed according to standard work procedures 4.3 Abnormal incidents are reported to immediate supervisor following organization's procedure
5. Perform work spontaneously	5.1 Work is performed as per instruction 5.2 Company and office decorum are followed and complied with following organization's procedure 5.3 Work is performed in accordance with occupational health and safety (OHS) requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Unnecessary items	May include but are not limited to: 1.1 Non-recyclable materials 1.2 Unserviceable tools and equipment 1.3 Pictures, posters and other materials not related to work activity 1.4 Waste materials
2. Identification marks	2.1 Labels 2.2 Tags 2.3 Color coding
3. Decorum	3.1 Company/ office rules and regulations 3.2 Company/ office uniform 3.3 Behavior
4. Minor repair	Minor repair include but not limited to: 4.1 Replacement of parts 4.2 Application of lubricants 4.3 Sharpening of tools 4.4 Tightening of nuts, bolts and screws

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Practiced the basic procedures of 5S
2. Underpinning Knowledge and Attitudes	2.1 Principles of 5S 2.2 Work process and procedures 2.3 Safety signs and symbols 2.4 General OH&S principles and legislation 2.5 Environmental requirements relative to work safety 2.6 Accident/Hazard reporting procedures
3. Underpinning Skills	3.1 Basic communication skills 3.2 Interpersonal skills 3.3 Reading skills required to interpret instructions 3.4 Reporting/recording accidents and potential hazards
4. Resource Implications	The following resources MUST be provided: 4.1 Facilities, materials tools and equipment necessary for the activity
5. Methods of Assessment	Competency must be assessed through: 5.1 Third party report 5.2 Interview 5.3 Demonstration with questioning
6. Context of Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES For Agri-Fisheries Sector

UNIT TITLE : APPLY SAFETY MEASURES IN OPERATION

UNIT CODE : AGR321201

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to perform safety measures effectively and efficiently. It includes identifying areas, tools, materials, time and place in performing safety measures.

ELEMENT	PERFORMANCE CRITERIA
	<i>Italicized</i> terms are elaborated in the Range of Variables
1. Determine areas of concern for safety measures	1.1 Work tasks are identified in line with fishport/wharf operation 1.2 Place for safety measures are determined in line with fishport/wharf operation 1.3 Time for safety measures are determined in line with fishport/wharf operation 1.4 Appropriate tools, materials and outfits are prepared in line with job requirements
2. Apply appropriate safety measures	2.1 Tools and materials are used according to specifications and procedures 2.2 Outfits are worn according to fishport/wharf requirements 2.3 Effectivity/shelf life/expiration of materials are strictly observed 2.4 Emergency procedures are known and followed to ensure a safework requirement 2.5 Hazards in the workplace are identified and reported in line with fishport/wharf guidelines
3. Safekeep/dispose tools, materials and outfit	3.1 Used tools and outfit are cleaned after use and stored in designated areas 3.2 Unused materials are properly labeled and stored according to manufacturers recommendation and fishport/wharf requirements 3.3 Waste materials are disposed according to manufacturers, government and fishport/wharf requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work tasks	Work task may be selected from any of the following sectors: 1.1 Aquaculture 1.2 Agri-marketing 1.3 Fishport/Wharf Operations
2. Place	2.1 Fish ponds, cages 2.2 Stock room/storage areas/warehouse 2.3 Fishport/Wharf
3. Time	3.1 Medication period 3.2 Feed mixing and feeding 3.3 Harvesting and hauling
4. Tools, materials and outfits	4.1 Tools 4.1.1 Wrenches 4.1.2 Screw driver 4.1.3 Pliers 4.2 Materials 4.2.1 Bottles 4.2.2 Plastic 4.2.3 Bags 4.2.4 Syringe 4.3 Outfit 4.3.1 Masks 4.3.2 Gloves 4.3.3 Boots 4.3.4 Overall coats 4.3.5 Hat 4.3.6 Eye goggles

VARIABLE	RANGE
5. Emergency procedures	5.1 Location of first aid kit 5.2 Evacuation 5.3 Agencies contract 5.4 Fishport/Wharf emergency procedures
6. Waste materials	6.1 Animal manure 6.2 Waste water 6.3 Syringes 6.4 Unused fishport/wharf chemicals e.g. pesticides, chemicals, fertilizers 6.5 Expired reagents 6.6 Dead fish/fish by-products
7. Hazards	7.1 Chemical 7.2 Electrical 7.3 Falls

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determined areas of concern for safety measures 1.2 Applied appropriate safety measures according to industry requirements 1.3 Prepared tools, materials and outfit needed 1.4 Performed proper disposal of used materials 1.5 Safekeep/cleaned tools, materials and outfit in designated facilities
<p>2. Underpinning Knowledge and Attitudes</p>	<ul style="list-style-type: none"> 2.1 Safety Practices <ul style="list-style-type: none"> 2.1.1 Implementation of regulatory controls and policies relative to treatment of area and application of chemicals 2.1.2 Proper disposal of waste materials 2.2 Codes and Regulations <ul style="list-style-type: none"> 2.2.1 Compliance to health program of DOH and DENR 2.2.2 Hazard identification 2.2.3 Emergency procedures 2.3 Tools & Equipment: Uses and Specification <ul style="list-style-type: none"> 2.3.1 Masks, gloves, boots, overall coats for health protection 2.4 Maintenance <ul style="list-style-type: none"> 2.4.1 Regular check-up and repair of tools, materials and outfit before and after use
<p>3. Underpinning Skills</p>	<ul style="list-style-type: none"> 3.1 Ability to recognize effective tools, materials and outfit 3.2 Ready skills required to read labels, manuals and other basic safety information
<p>4. Method of Assessment</p>	<p>Competency in this unit must be assessed through:</p> <ul style="list-style-type: none"> 4.1 Practical demonstration 4.2 Third Party Report
<p>5. Resource Implications</p>	<ul style="list-style-type: none"> 5.1 Fishport/Wharf location 5.2 Tools, equipment and outfits appropriate in applying safety measures
<p>6. Context of Assessment</p>	<ul style="list-style-type: none"> 6.1 Assessment may occur in the workplace or in a simulated workplace or as part of a team under limited supervision

UNIT TITLE: USE TOOLS AND EQUIPMENT

UNIT CODE: AGR321202

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to use fishport/wharf tools and equipment. It includes selection, operation and preventive maintenance of fishport/wharf tools and equipment.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Select and use fishport/wharf tools	1.1 Identified appropriate fishport/wharf tools according to requirement/use 1.2 Fishport/Wharf tools are checked for faults and defective tools reported in accordance with fishport/wharf procedures 1.3 Appropriate tools and equipment are safely used according to job requirements and manufacturers conditions
2. Select and operate fishport/wharf equipment	2.1 Identify appropriate <i>fishport/wharf equipment</i> 2.2 Instructional manual of the fishport/wharf tools and equipment are carefully read prior to operation 2.3 <i>Pre-operation check-up</i> is conducted in line with manufacturers manual 2.4 Faults in fishport/wharf equipment are identified and reported in line with fishport/wharf procedures 2.5 Fishport/Wharf equipment used according to its function 2.6 Followed safety procedures according to SOP
3. Perform preventive maintenance	3.1 Tools and equipment are cleaned immediately after use in line with fishport/wharf procedures 3.2 Routine check-up and maintenance are performed according to organization's procedure 3.3 Tools and equipment are stored in designated areas in line with fishport/wharf procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Fishport/Wharf equipment	1.1 Engine 1.2 Pumps 1.3 Generators 1.4 Sprayers
2. Fishport/Wharf tools	2.1 Cutters 2.2 Weighing scales 2.3 Hand tools 2.4 Measuring tools
3. Pre-operation check-up	3.1 Tires 3.2 Brake fluid 3.3 Fuel 3.4 Water 3.5 Oil 3.6 Lubricants 3.7 Battery

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Correctly identified appropriate fishport/wharf tools and equipment</p> <p>1.2 Operated fishport/wharf equipments according to manual specification</p> <p>1.3 Performed preventive maintenance</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>2.1 Safety Practices</p> <p>2.1.1 Ideal good work habits to demonstrate to workers easy and safety standards during operation of fishport/wharf equipment</p> <p>2.2 Codes and Regulations</p> <p>2.2.1 Environmental Compliance Certificate (ECC)</p> <p>2.2.2 Effective work supervision in the operation of fishport/wharf equipment</p> <p>2.3 Tools & Equipment: Uses and Specification</p> <p>2.3.1 Knowledge in calibrating and use of equipment</p> <p>2.3.2 Safety keeping of equipments every after use</p> <p>2.4 Maintenance</p> <p>2.4.1 Regular upkeep of equipments</p> <p>2.4.2 Preventive maintenance skills</p> <p>2.5 Values</p> <p>2.5.1 Positive outlook towards work</p> <p>2.5.2 Possesses pre-emptive/anticipatory skills</p>
<p>3. Underpinning Skills</p>	<p>3.1 Ability to recognize defective fishport/wharf equipment</p> <p>3.2 Perform proper management practices of safety measures</p>
<p>4. Method of Assessment</p>	<p>Competency in this unit must be assessed through:</p> <p>4.1 Direct observation</p> <p>4.2 Practical demonstration</p> <p>4.3 Third Party Report</p>
<p>5. Resource Implications</p>	<p>5.1 Service/operational manual of fishport/wharf tools and equipment</p> <p>5.2 Tools and equipment</p> <p>5.3 Fishport/Wharf implements</p>
<p>6. Context of Assessment</p>	<p>6.1 Assessment may occur in the workplace or in a simulated workplace or as part of a team under limited supervision</p>

UNIT TITLE: PERFORM ESTIMATION AND BASIC CALCULATION

UNIT CODE: AGR321203

UNIT DESCRIPTOR: This unit covers the knowledge, skills and attitudes required to perform basic workplace calculations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Perform estimation	1.1 Job requirements are identified from written or oral communications 1.2 Quantities of materials and resources required to complete a work task are estimated based on job requirements 1.3 The time needed to complete a work activity is estimated according to requirements 1.4 Accurate estimate for work completion are made 1.5 Estimate of materials and resources are reported to appropriate person
2. Perform basic workplace calculation	2.1 Calculations to be made are identified according to job requirements 2.2 Correct method of calculation is identified 2.3 System and units of measurement to be followed are ascertained 2.4 Calculation needed to complete work tasks are performed using the four basic process of addition, division, multiplication and subtraction 2.5 Calculate whole fraction, percentage and mixed when are used to complete the instructions 2.6 Number computed in self checked and completed for alignment

RANGE OF VARIABLES

VARIABLE	RANGE
1. Calculations	1.1 Materials needed 1.2 Man hours
2. Method of calculation	2.1 Addition 2.2 Subtraction 2.3 Multiplication 2.4 Division 2.5 Ratio and proportion
3. System of measurement	3.1 English 3.2 Metric
4. Units of measurement	4.1 Area 4.2 Volume 4.3 Weight

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Performed estimation</p> <p>1.2 Performed basic workplace calculation</p> <p>1.3 Applied corrective measures as maybe necessary</p>
<p>2. Underpinning Knowledge and Attitudes</p>	<p>2.1 Mathematics</p> <p>2.1.1 Basic mathematical operation</p> <p>2.1.2 Percentage and ratios</p> <p>2.1.3 Unit Conversion</p> <p>2.1.4 Basic accounting principles and procedures</p> <p>2.1.4.1 Production cost</p> <p>2.1.4.2 Sales</p> <p>2.1.4.3 Accounts receivables/payables</p> <p>2.2 Systems, Processes and Operations</p> <p>2.2.1 Knowledge in different management practices and operational procedures</p> <p>2.3 Values</p> <p>2.3.1 Safety consciousness</p> <p>2.3.2 Time consciousness and management</p> <p>2.3.3 Cost consciousness</p> <p>2.3.4 Precision</p>
<p>3. Underpinning Skills</p>	<p>3.1 Ability to perform basic calculation</p> <p>3.2 Communicate effectively</p>
<p>4. Method of Assessment</p>	<p>Competency in this unit must be assessed through:</p> <p>4.1 Practical demonstration</p> <p>4.2 Written examination</p>
<p>5. Resource Implications</p>	<p>5.1 Relevant tools and equipment for basic calculation</p> <p>5.2 Recommended data</p>
<p>6. Context of Assessment</p>	<p>6.1 Assessment may occur in the workplace or in a simulated workplace or as part of a team under limited supervision</p>

UNIT OF COMPETENCY: APPLY FOOD SAFETY AND SANITATION

UNIT CODE : AGR741201

UNIT DESCRIPTOR: This unit deals with the skills, knowledge and attitudes required to apply food safety and sanitation in the workplace

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Wear personal protective equipment (PPE)	1.1 Personal protective equipment are checked according to manufacturer's specifications 1.2 Personal protective equipment are worn according to the job requirement
2. Observe personal hygiene and good grooming	2.1 Personal hygiene and good grooming is practiced in line with workplace health and safety requirements
3. Implement food sanitation practices	3.1 Sanitary food handling practices are implemented in line with workplace sanitation regulations 3.2 Safety measures are observed in line with workplace safety practices.
4. Render safety measures and first aid procedures	4.1 Safety measures are applied according to workplace rules and regulations 4.2 First aid procedures are applied and coordinated with concerned personnel according to workplace standard operating procedures.
5. Implement housekeeping activities	5.1 Work area and surroundings are cleaned in accordance with workplace health and safety regulations 5.2 Waste is disposed according to organization's waste disposal system 5.3 Hazards in the work area are recognized and reported to designated personnel according to workplace procedures

RANGE OF VARIABLES

VARIABLES	RANGE
1. Manufacturer's specifications	Manufacturer's specifications may include but not limited to: <ul style="list-style-type: none"> 1.1 Handling 1.2 Operating 1.3 Discharge Label 1.4 Reporting 1.5 Testing 1.6 Positioning 1.7 Refilling
2. Personal protective equipment	Personal Protective Equipment may include but not limited to: <ul style="list-style-type: none"> 2.1 Apron/laboratory gown 2.2 Mouth masks 2.3 Gloves 2.4 Rubber boots/safety shoes 2.5 Head gears such as caps, hair nets, earl plug
3. Workplace health and safety requirements	Workplace and Safety Requirements may include: <ul style="list-style-type: none"> 3.1 Health/Medical Certificate 3.2 DOLE requirements 3.3 BFAD requirements 3.4 Personal Hygiene and good grooming 3.5 Plant Sanitation and waste management
4. Safety measures	Safety measures may include but not limited to: <ul style="list-style-type: none"> 4.1 Labeling of chemicals and other sanitizing agents 4.2 Installation of fire fighting equipment in the work area 4.3 Installation of safety signages and symbols 4.4 Implementation of 5S in the work area 4.5 Removal of combustible material in the work area
5. First aid procedures	First Aid Procedures may include but not limited to: <ul style="list-style-type: none"> 5.1 Mouth to mouth resuscitation 5.2 CPR 5.3 Application of tourniquet 5.4 Applying pressure to bleeding wounds or cuts 5.5 First aid treatment for burned victims
6. Hazards	Hazards in the workplace may include but not limited to: <ul style="list-style-type: none"> 6.1 Physical 6.2 Biological 6.3 Chemical

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Cleaned, checked and sanitized personal protective equipment 1.2 Practiced proper personal hygiene and good grooming 1.3 Implemented workplace food safety practices 1.4 Applied first aid measures to victims 1.5 Implemented good housekeeping activities in the work area
<p>2. Underpinning Knowledge</p>	<ul style="list-style-type: none"> 2.1 Safety Practices <ul style="list-style-type: none"> 2.1.1 Proper waste disposal 2.1.2 Environmental protection and concerns 2.1.3 Food safety principles and practices 2.1.4 Good grooming and personal hygiene 2.2 Codes and Regulations <ul style="list-style-type: none"> 2.2.1 TQM and other food quality system principles 2.2.2 ISO, HACCP, EMS, 5S 2.2.3 Good Food Manufacturing Practices 2.3 Equipment: Uses and Specifications <ul style="list-style-type: none"> 2.3.1 Parts and functions of personal protective equipment 2.3.2 First Aid Kit 2.3.3 Sanitizing equipment
<p>3. Underpinning Skills</p>	<ul style="list-style-type: none"> 3.1 Sanitary food handling practices 3.2 Implementing housekeeping activities 3.3 Applying first aid treatment 3.4 Coordination skills
<p>4. Methods of Assessment</p>	<p>Competency in this unit must be assessed through:</p> <ul style="list-style-type: none"> 4.1 A combination of direct observation and questioning of a candidate processing foods
<p>5. Resource Implications</p>	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Work area/station 5.2 First Aid kit 5.3 PPE relevant to the activities 5.4 Fire extinguisher 5.5 Stretcher 5.6 Materials, tools and equipment relevant to the unit of competency
<p>6. Context of Assessment</p>	<ul style="list-style-type: none"> 6.1 Assessment should occur on the job or in a simulated workplace

CORE COMPETENCIES

UNIT OF COMPETENCY : UNLOAD AND LOAD FISH AND FISH PRODUCTS

UNIT CODE : AGR921301

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to load and unload fish and fish products. It includes preparation for unloading and loading, performing unloading and loading activities, securing and protecting loads and implementing housekeeping activities.

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for unloading and loading of fish and fish products	<p>1.1 Tools, equipment and materials are prepared for fish unloading and loading in accordance with standard operating procedure</p> <p>1.2 Personal protective equipment (PPE) are worn according to the job requirement</p> <p>1.3 Personal hygiene and good grooming is practiced in line with health and safety requirements</p>
2. Unload and load fish and fish products	<p>1.1 Fish catch are unloaded in accordance with organization's procedures</p> <p>1.2 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and the balance of the remaining load</p> <p>1.3 Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures</p> <p>1.4 Fish catch are packed/unpacked or placed in fish trays in accordance with safe and effective use of available space</p> <p>1.5 Fish are loaded in accordance with the appropriate transport method, safe piling, weight loading and by fish classification</p>
3. Secure and protect fish loads	<p>2.1 The distribution of the load is checked to ensure that it is even, legal and within safe carrying capacity for transport</p> <p>2.3 Load is secured using the correct load restraint and protection equipment for different loads and storage conditions</p> <p>2.4 The load is protected in accordance with load safety requirements</p>
4. Implement housekeeping activities	<p>3.1 Equipment used, work area and surroundings are cleaned in accordance with health and safety regulations</p> <p>3.2 PPE are cleaned and stored in accordance with standard operating procedures</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment, tools and materials	1.1 Conveyor 1.2 Cartwheel 1.3 Fish tray 1.4 Stainless hook or “ganso” 1.5 Wooden mallet 1.6 Classifying table 1.7 Weighing scale 1.8 Pressurized hose 1.9 Wooden pallet 1.10 Brush and other cleaning implements 1.10 Handwash area 1.11 Footbath 1.12 Chlorine 1.13 Foot operated drinking fountain
2. Personal protective equipment (PPE)	Personal Protective Equipment may include but not limited to: 2.1 Apron 2.2 Gloves/winter gloves 2.3 Rubber boots/winter boots 2.4 Head gears such as hair net, cap, bonnet, ski mask 2.5 Winter jacket 2.6 Hard hat 2.7 Long pants 2.8 White shirt
3. Personal hygiene and good grooming	3.1 Wash hands with soap and water 3.2 Dip boots in footbath with chlorinated water
4. Load characteristics	4.1 Size of fish 4.2 Kind/Specie of fish 4.3 Volume to be unloaded
5. Buyers' specifications	5.1 Specie/variety/kind 5.2 Size 5.3 Volume 5.4 No. of days stored/Fish quality

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1 prepared for unloading and loading of fish 1.2 selected and used appropriate PPE 1.3 observed personal hygiene and good grooming 1.4 safely performed unloading and loading of fish 1.5 secured load for safe transport 1.6 implemented housekeeping activities 1.7 communicated and work effectively with others
<p>2. Underpinning Knowledge and Attitudes</p>	<ul style="list-style-type: none"> 2.1 Communication <ul style="list-style-type: none"> 2.1.1 Ability to read and comprehend simple statements 2.1.2 Ability to convey information in oral or sign language when loading/unloading 2.1.3 Ability to follow instructions from supervisor 2.2 Safety Practices <ul style="list-style-type: none"> 2.2.1 Occupational health and safety (OHS) procedures and guidelines concerning loading and unloading of fish and fish products 2.2.2 Risks when loading and unloading fish and fish products and related precautions to control the risk 2.2.3 Ability to identify and correctly use equipment required to load and unload fish and fish products 2.3 Codes and Regulations <ul style="list-style-type: none"> 2.3.1 Food safety regulations 2.3.2 Department of Health – Code of Sanitation of the Philippines 2.3.3 BFAR, PFDA regulations 2.4 Systems, Processes and Procedures <ul style="list-style-type: none"> 2.4.1 Loading/unloading procedures 2.4.2 Ability to safely use manual handling techniques and to operate manually-operated loading equipment 2.4.3 Methods of securing a load 2.4.5 Housekeeping standards procedures required in the workplace 2.5 Tools and Equipment: Uses and Specifications <ul style="list-style-type: none"> 2.5.1 Conveyor 2.5.2 Cartwheel

	<p>2.5.3 Weighing scale</p> <p>2.6 Maintenance</p> <p>2.6.1 Regular washing and check up of tools and equipment</p> <p>2.7 Values</p> <p>2.7.1 Safety consciousness in unloading and loading of fish and fish products</p> <p>2.7.2 Industriousness</p> <p>2.7.3 Trustworthiness</p> <p>2.7.4 TLC in handling fish</p> <p>2.7.5 Efficiency in unloading and loading</p>
3. Underpinning Skills	<p>3.1 Work safety</p> <p>3.2 Skills in using tools and equipment</p> <p>3.3 Working with others and in teams</p> <p>3.4 Communicate information</p>
4. Resource Implication	<p>The following resources MUST be provided:</p> <p>4.1 Fish port (government or private) and access to workplace policies</p> <p>4.2 Materials, tools and equipment relevant to the proposed activity and tasks</p>
5 Methods of Assessment	<p>Competency in this unit must be assessed through:</p> <p>5.1 Observation with oral questioning</p> <p>5.2 Demonstration with oral questioning</p> <p>5.3 Portfolio</p>
6. Context of Assessment	<p>6.1 Competency may be assessed individually in the government fishports or in agreement with accredited private ports.</p>

UNIT OF COMPETENCY : CLASSIFY FISH AND FISH PRODUCTS

UNIT CODE : AGR921302

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to classify fish and fish products. It includes preparing and classifying fish and fish products, weighing fish by classification, segregating, piling and securing loads and implementing housekeeping activities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables
1. Prepare for fish Classification	1.1 Equipment, tools and materials are prepared for classifying fish in accordance to standard operation practice 1.2 The classifying table or conveyor is cleaned and prepared for fish classification in accordance with organization's procedure 1.3 Personal protective equipment (PPE) are worn according to HACCP requirement 1.4 Personal hygiene and good grooming is practiced in line with health and safety requirements
2. Classify fish and fish products	2.1 Fish are classified in accordance with buyers' specifications 2.2 Damaged fish are removed and placed in separate containers following standard operating practices 2.3 Fish are packed in trays by classification following buyers' specifications
3. Weigh fish by classification	3.1 Tray load is checked to ensure that it is even and within safe carrying capacity 3.3 Fish are weighed by tray load and recorded according to standard operating practice or organization's procedure
4. Segregate, pile and secure fish loads	4.1 Fish trays are segregated and piled by orders following supervisor's instructions 4.2 Fish loads are secured and protected using appropriate storage conditions and workplace safety requirements
5. Implement housekeeping activities	5.1 Equipment used, work area and surroundings are cleaned in accordance with health and safety regulations 5.2 PPE are cleaned and stored in accordance with standard operating procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment, tools and materials	1.1 Conveyor 1.2 Cartwheel 1.3 Fish tray 1.4 Classifying table 1.5 Stainless hook or “ganso” 1.6 Weighing scale 1.7 Pressurized or ordinary hose 1.8 Bucket or pail 1.9 Brush and other cleaning implements 1.10 Chlorine 1.11 Handwash area 1.12 Foothbath 1.13 Foot operated drinking fountain
2. Personal protective equipment (PPE)	Personal Protective Equipment may include but not limited to: 2.1 Apron 2.2 Gloves 2.3 Rubber boots 2.4 Head gears such as hair net or cap 2.5 Long pants 2.6 White shirt
3. Personal hygiene and good grooming	3.1 Wash hands with soap and water 3.2 Dip boots in footbath with chlorinated water
4. Buyers’ specifications	4.1 Specie/variety/kind 4.2 Size 4.3 Volume 4.5 No. of days stored/quality of fish
5. Damaged fish	5.1 Smelly or off odor 5.2 Open belly 5.3 High histamine or “makati” 5.4 Soft and distorted

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidences that the candidate :</p> <ul style="list-style-type: none"> 1.1 prepared tools, materials and equipment for classifying fish and fish products 1.2 selected and used appropriate PPE 1.3 observed personal hygiene and good grooming 1.4 classified fish and fish products following organizational procedures 1.5 secured load for safe transport 1.6 implemented housekeeping activities 1.7 communicated and work effectively with teams
<p>2. Underpinning Knowledge and Attitudes</p>	<ul style="list-style-type: none"> 2.1 Communication <ul style="list-style-type: none"> 2.1.1 Ability to read and comprehend simple statements 2.1.2 Ability to convey information when classifying and weighing fish 2.1.3 Ability to follow instructions from supervisor 2.2 Safety Practices <ul style="list-style-type: none"> 2.2.1 Occupational health and safety (OHS) procedures and guidelines concerning classifying and weighing fish and fish products 2.2.3 Ability to use equipment required in classifying and weighing fish and fish products 2.3 Codes and Regulations <ul style="list-style-type: none"> 2.3.1 Food safety regulations 2.3.2 Department of Health – Code of Sanitation of the Philippines 2.3.3 BFAR, PFDA regulations 2.4 Systems, Processes and Procedures <ul style="list-style-type: none"> 2.4.1 Classifying procedures 2.4.2 Knowledge of fish kinds/species 2.4.3 Ability to classify by estimating weight and size 2.4.4 Methods of securing fish loads 2.4.5 Housekeeping standards procedures required in the workplace 2.5 Tools and Equipment: Uses and Specifications <ul style="list-style-type: none"> 2.5.1 Conveyor 2.5.2 Cartwheel 2.5.3 Weighing scale

	<p>2.6 Maintenance</p> <p>2.6.1 Regular washing and check up of tools and equipment</p> <p>2.7 Values</p> <p>2.7.1 Safety consciousness in classifying fish and fish products</p> <p>2.7.2 Industriousness</p> <p>2.7.3 Trustworthiness</p> <p>2.7.4 TLC in handling fish</p> <p>2.7.5 Efficiency in classifying and weighing</p>
3. Underpinning Skills	<p>3.1 Work safety</p> <p>3.2 Skills in using tools and equipment</p> <p>3.3 Working with others and in teams</p> <p>3.4 Communicate information</p>
4. Resource Implication	<p>The following resources MUST be provided:</p> <p>4.1 Fish port (government or private) and access to workplace policies</p> <p>4.2 Materials, tools and equipment relevant to the proposed activity and tasks</p>
5. Methods of Assessment	<p>Competency in this unit must be assessed through:</p> <p>5.1 Observation with oral questioning</p> <p>5.2 Demonstration with oral questioning</p> <p>5.3 Portfolio</p>
6. Context of Assessment	<p>6.1 Competency may be assessed individually in the government fish ports or in agreement with accredited private ports.</p>

SECTION 3 TRAINING STANDARDS

These guidelines are set to provide the Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for **FISHPORT/WHARF OPERATIONS NC I**.

3.1 CURRICULUM DESIGN

Course Title: **FISHPORT/WHARF OPERATIONS** Level: **NC I**

Normal Training Duration: 18 Hours (Basic)
 14 Hours (Common)
64 Hours (Core)
96 Total Hours

Course Description:

This course is designed to enhance the knowledge, desirable skills and attitudes of FISHPORT/WHARF OPERATIONS NC I (Fish Handler) in accordance with industry standards. It covers Basic, Common and Core Competencies such as:

BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Receive and respond to workplace communication	1.1 Explain routinary speaking & messages in a workplace. 1.2 Follow routinary speaking & message 1.3 Perform work duties following written notices.	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Interviews/questioning • Observation
2. Work with others	2.1 Develop effective workplace relationship. 2.2 Contribute to work group activities.	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Interviews/questioning • Demonstration • Observation
3. Demonstrate work values	3.1 Define the purpose of work 3.2 Apply work values/ethics 3.3 Deal with ethical problems 3.4 Maintain integrity of conduct in the workplace	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/questioning

4. Practice housekeeping procedures	4.1 Sort and remove unnecessary items 4.2 Arrange items 4.3 Maintain work areas, tools and equipment 4.4 Follow standardize work process and procedures 4.5 Perform work spontaneously	<ul style="list-style-type: none"> • Group discussion • Interaction 	<ul style="list-style-type: none"> • Demonstration • Observation • Interviews/questioning
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COMMON COMPETENCIES FOR AGRI-FISHERY

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Apply safety measures	1.1 Determine areas of concern for safety measures 1.2 Apply appropriate safety measures 1.3 Safekeep and maintain materials, tools and equipment. 1.4 Dispose waste materials and outfit	<ul style="list-style-type: none"> • Self-paced/modular • Lecture /Discussion • Practical demonstration • Visit/tour • Visual aids 	<ul style="list-style-type: none"> • Oral/written examination • Interviews • Direct observation • Practical demonstration
2. Use of fishport/wharf tools and equipment	2.1 Prepare and use fishport/wharf tools 2.2 Prepare and operate fishport/wharf equipment 2.3 Observe safety precautions in handling fishport/wharf tools and equipment. 2.4 Carry out routine maintenance and storage of tools and equipment	<ul style="list-style-type: none"> • Self-paced/modular • Lecture /Discussion • Practical demonstration • Visit/tour • Visual aids 	<ul style="list-style-type: none"> • Oral/written examination • Interviews • Direct observation • Practical demonstration
3. Perform estimation and basic calculation	3.1 Perform estimation activities 3.2 Perform basic workplace calculation 3.3 Apply corrective measures as necessary	<ul style="list-style-type: none"> • Self-paced/modular • Lecture /Discussion • Practical demonstration • Interaction • Practical exercise • Visual aids 	<ul style="list-style-type: none"> • Oral/written examination • Interviews • Direct observation • Practical demonstration • Practical exercise

4. Apply food safety and sanitation	4.1 Wear personal protective equipment 4.2 Observe personal hygiene and good grooming 4.3 Implement food sanitation practices 4.4 Render safety measures and first aid procedures 4.5 Implement housekeeping activities	<ul style="list-style-type: none"> • Demonstration • Dual training • Individual Self-paced learning • Lecture 	<ul style="list-style-type: none"> • Written examination • Demonstration of practical skills • Direct observation • Interview
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CORE COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Unload and load fish and fish products	1.1 Prepare for unloading and loading of fish and fish products 1.2 Unload fish and fish products 1.3 Loading and handling fish and fish products 1.4 Implement housekeeping activities	<ul style="list-style-type: none"> • Demonstration • Discussion 	<ul style="list-style-type: none"> • Demonstration of practical skills • Direct observation • Interview
2. Classify fish and fish products	2.1 Prepare for fish classification 2.2 Classify fish and fish products 2.3 Weigh, segregate, pile and secure fish loads 2.4 Implement housekeeping activities	<ul style="list-style-type: none"> • Lecture/ Discussion • Demonstration 	<ul style="list-style-type: none"> • Direct observation • Written test or examination • Questioning • Demonstration /Simulation

3.1 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based on the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are nationally accredited.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer facilitates the training delivery
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace to acquire specific competencies prescribed in the training regulations.
- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies.

- Project-Based Instruction is an authentic instructional model or strategy in which students plan, implement and evaluate projects that have real world applications.

3.2 TRAINEE ENTRY REQUIREMENTS

Trainees or students wishing to enroll in this course should possess the following requirements.

- Able to read and write;
- With good moral character;
- Ability to communicate, both oral and written
- Physically fit and mentally healthy as certified by a Public Health Officer

3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS

FISHPORT/WHARF OPERATIONS NCI (Fish Handler)

Recommended list of tools, equipment and materials for the training of 25 trainees for Fishport/Wharf Operations (Fish Handler).

TOOLS		EQUIPMENT		MATERIALS	
QTY	Description	QTY	Description	QTY	Description
5 pcs	Wooden mallet	1 set	Conveyor	25 pcs	Soap
25 pcs	Fish tray/tub	5 units	Cartwheel	5 liters	Chlorine
25 pcs	Brush	5 units	Classifying table		
25 pcs	Bucket or pail	5 units	Weighing scale		
25 pcs	Stainless hook or ganso	1 unit	Foot operated drinking fountain		
1 pc	Pressurized or ordinary hose	25 sets	Personal Protective Equipment		
			• Apron		
			• Gloves		
			• Rubber boots/ Winter boots		
			• Head gears		
			• Winter jacket		
			• Hard hat		
			• Long pants		
			• White shirts		

3.5 TRAINING FACILITIES

FISHPORT/WHARF OPERATIONS NC I

Based on a class size of 25 students/trainees.

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQ. METERS	TOTAL AREA IN SQ. METERS
A. Building (permanent)			170.30
• Student/Trainee Working Space	2.00 x 2.00 per student/trainee	4.00 per student	100.00
• Learning Resource Center	3.00 x 5.00	15.00	15.00
• Facilities/Equipment/ Circulation Area			39.30
• Store Room	4.00 x 4.00	16.00	16.00
B. Fishport/Wharf *	200.00 x 100.00	20,000.00	20,000.00
Total Area			20,340.60

Note: *Area will change according to availability of fishport/wharf for training, observation and demonstration.

3.6 TRAINER'S QUALIFICATIONS FOR AGRI-FISHERY SECTOR

FISHPORT/WHARF OPERATIONS NC I

TRAINER QUALIFICATION (TQ I)

- Must be a holder of Fishport/Wharf Operations NC I or its equivalent
- Must have undergone training on Training Methodology II (TM II)
- Must be computer literate
- Must be physically and mentally fit
- *Must have at least 2 years job/industry experience
- Must be a civil service eligible (for government position or appropriate professional license issued by the Professional Regulatory Commission)

* Optional. Only when required by the hiring institution.

Reference: TESDA Board Resolution No. 2004 03

3.7 INSTITUTIONAL ASSESSMENT

Institutional Assessment is to be undertaken by the learner who enrolled in a structured learning program to determine the achievement of competencies. It is administered by the trainer/assessor at end of each learning module.

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

- 4.1 To attain the National Qualification of **FISHPORT/WHARF OPERATIONS NC I**, the candidate must demonstrate competence in all the units listed in Section 1. Successful candidates shall be awarded a National Certificate signed by the TESDA Director General.
- 4.2 The qualification of Fishport/Wharf Operations NC I may be attained through accumulation of Certificates of Competency (COCs) in the following areas:
 - 4.2.1. Unload and load fish and fish products
 - 4.2.2. Classify fish and fish products

Successful candidates shall be awarded Certificates of Competency (COCs)
- 4.3 Accumulation and submission of all COCs acquired for the relevant units of competency comprising a qualification, an individual shall be issued the corresponding National Certificate.
- 4.4 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.
- 4.5 The following are qualified to apply for assessment and certification:
 - 4.5.1 Graduates of formal, non formal and informal including enterprise-based training programs.
 - 4.5.2. Experienced workers (wage employed or self-employed)
- 4.6 The guidelines on assessment and certification are discussed in detail in the Procedures manual on Assessment and Certification and Guidelines on the implementation of the Philippine TVET Qualification and Certification System (PTQCS).

COMPETENCY MAP FOR AGRI-FISHERY SECTOR

ANNEX A

CORE UNITS OF COMPETENCY				
Maintain the temperature of seafood	Maintain , prepare, deploy and retrieve purse seines to land catch	Assemble and repair damaged netting	Maintain, prepare, deploy and retrieve hand operated lines to land catch	Manage and control fishing operations
Implement the food safety program and procedures	Shift a load using manually operated equipment	Clean work area	Record information about the country	Construct nets and customize design
Unload and load fish and fish products	Adjust and position purse seines	Maintain the temperature of seafood	Contribute to at sea processing of seafood	Locate fishing grounds and stocks of fish
Classify fish and fish products	Assemble and load refrigerated product	Adjust & position drop lines and long lines	Maintain, prepare, deploy and retrieve mesh nets or gill nets to land catch	Monitor the implementation of quality and food safety programs
Operate small vessel	Implement the food safety program and procedures	Maintain, prepare, deploy and retrieve drop lines and long lines to land catch	Perform routine housekeeping duties on board a vessel	Implement quality systems and procedures
Apply basic first aid	Maintain, prepare, deploy and retrieve pots and traps to land catch	Perform breath hold diving operations	Adjust and position purse seines	Keep records for a municipal fishing business
Adjust and position pots and traps	Work with temperature controlled stock	Adjust and position hand operated lines	Cook on board a vessel	Operate machinery in adverse conditions
Apply deckhand skills aboard a fishing vessel	Adjust and position beach seines, mesh nets or grill nets	Conduct field operations	Analyze and report on board observation	Operate refrigerated storerooms

COMMON UNITS OF COMPETENCY

Apply safety measures in operation	Use tools and equipment	Perform estimation and calculation	Apply Food Safety and Sanitation
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BASIC UNITS OF COMPETENCY

Receive and Respond to Workplace Communication	Participate in Workplace Communication	Lead Workplace Communication	Utilize specialist communication	Develop Team and Individual
Work With Others	Work in a Team Environment	Lead Small Team	Solve Workplace Problems Related to Work Activities	Apply Problem Solving Techniques in the Workplace
Demonstrate work values	Practice housekeeping procedures			Plan and Organize Work

FISHPORT/WHARF OPERATIONS NC I

DEFINITION OF TERMS/ ABBREVIATIONS

BFAR -	Bureau of Fisheries and Aquatic Resources
COC -	Certificate of Competency
DENR -	Department of Environment and Natural Resources
DOH -	Department of Health
DTS -	Dual Training System
Fishport -	is a fixed platform where ships can tie-up and load or unload fish landings
Fish landing-	the part of the fish catch that is put ashore. Frequently, landings provide the only record of total catch; i.e. the landings plus discards
Footbath -	A long shallow tub or depression in the concrete floor where workers walk through a mild solution (usually including chlorine) to promote hygiene. Usually located along the entrance of the fishport
HACCP -	Hazard Analysis and Critical Control Point
NC -	National Certificate
OHS -	Occupational Health and Safety
PPE -	Personal Protective Equipment
PFDA -	Philippine Fishery Development Authority
PTQCS-	Philippine TVET Qualification and Certification System
RPL -	Recognition of Prior Learning
SOP -	Standard Operating Procedure
TLC -	Tender Loving Care
TM -	Training Methodology

- TQ - Trainer Qualification
- TVET - Technical Vocational Education and Training
- UTPRAS- United TVET Program Registration and Accreditation System
- Wharf - is a large area with a fixed platform where ships can tie-up and load or unload cargoes and passengers.

ACKNOWLEDGMENTS

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- **THE PHILIPPINE CHAMBER OF AGRICULTURE AND FOODS, INC.**
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