

TESDA CIRCULAR

Subject: Implementing Guidelines on the Conduct of Competency Assessment and Certification for Ships' Catering Services: NC I (for Messman) and NC II (for Ships' Cook)		Page <u>1</u> of <u>3</u> Pages
Date Issued:	Effective:	No. <u>12</u> s.2013
19 August 2013	Immediately	Supersedes:

In an effort to ensure effective and efficient implementation of assessment and certification for Ships' Catering Services: NC I and NC II in compliance to the requirements of the Maritime Labour Convention 2006 (MLC), the following guidelines are hereby issued:

I. CONDUCT OF ASSESSMENT

1. SHIPS' CATERING SERVICES NC I (for Messman)

- 1.1. The National Qualification Ships' Catering Services NC I may be attained through the demonstration of competence in all the units of competency of the qualification. (Section I of the Training Regulations).
- 1.2. Candidates wanting to be certified shall be assessed in accordance with the requirements identified in the evidence guide of the relevant unit/s of competency.
- 1.3. The assessment shall be based on the methods provided in the Training Regulations and the Evidence Plan.
 - 1.3.1. Demonstration with oral questioning:
 - a. Those who have completed a course on Ships' Catering Services NC I; OR
 - b. Seafarers with a minimum of 6 months (relevant sea service experience) as messman.
 - 1.3.2. Portfolio
 - a. Seafarers who have at least 18 months of sea experience as messman
- 1.4. Candidates for assessment shall submit together with the application form, documents listed in Annex A.1 (where applicable)
- 1.5. Qualification of Competency Assessor:
 - For Trainer-Assessor: Holder of National TVET Trainers Certificate I (NTTC I) on Ships' Catering Services NC I and with at least 2 years teaching experience.
 - For Industry Assessor: Holder of Ships' Catering Services NC I and COC on Conduct Competency Assessment and with at least 2 years on-board experience as Messman.

2. SHIPS' CATERING SERVICES NC II (for Ships' Cook)

- 2.1. The National Qualification Ships' Catering Services NC II may be attained through the demonstration of competence in all the units of competency of the qualification. (Section I of the Training Regulations).
- 2.2. Candidates wanting to be certified shall be assessed in accordance with the requirements identified in the evidence guide of the relevant unit/s of competency.

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2.3. The assessment shall be based on the methods provided in the Training Regulations and the Evidence Plan.

2.3.1. Demonstration with oral questioning:

- a. Those who have completed a Course on Ships' Catering NC II; **OR**
- b. Those who have completed a Course on Culinary Arts or equivalent course **AND** with a minimum of at least 6 months relevant sea service; **OR**
- c. Seafarers with a minimum of 12 months relevant sea board experience as messman/cook.

2.3.2. Portfolio

- a. Seafarers who have at least 18 months of sea experience as cook.

2.4. Candidate for assessment shall submit together with the Application Form, documents listed in Annex A.2 (where applicable).

2.5. Qualification of Competency Assessor:

- For Trainer-Assessor: Holder of National TVET Trainers Certificate I (NTTC I) on Ships' Catering Services NC II and with at least 2 years teaching experience.
- For Industry Assessor: Holder of Ships' Catering Services NC II and COC on Conduct Competency Assessment and with at least 2 years on-board experience as Cook.

II. ASSESSMENT AND CERTIFICATION INFRASTRUCTURE

The TESDA Regional and Provincial/District Offices shall develop the Assessment and Certification infrastructure for Ships' Catering Services NC I (for Messman) and Ships' Catering Services NC II (for Ships' Cook).
(Please refer to Annexes C & D)

III. ASSESSMENT FEE

The qualifications Ships' Catering Services NC I (Messman) and Ships' Catering Services NC II (Ships' Cook) shall have its own assessment fee based on the actual cost of supplies and materials, administrative expenses, assessor's honoraria and critical tools and equipment to be used.

IV. PREPARATION AND ISSUANCE OF CERTIFICATES

1. National Certificate (NC) signed by the Director General shall be issued to competent candidates.
2. Templates for the National Certificates I, II and III (Annex E and F) are hereby provided and shall be used as guide in the preparation of the certificates. The Procedures Manual on *Preparation and Issuance of NC/COC* (TESDA-SOP-CACO-08, Item 6.3.8 for National Certificate) shall be followed.
3. The NC shall be issued within five (5) working days from date of assessment.

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V. INTEGRITY FORTIFICATION

- Integrity fortification of assessment and certification shall be strictly adhered to through the implementation of the following measures:
 - Pre- scheduled assessment
 - Competency Assessor shall be assigned by the Provincial/District Director on a rotation basis
 - Presence of a technical TESDA Representative during the entire duration of the assessment

VI. MANDATORY ASSESSMENT

- All TVIs with UTPRAS – registered programs on Ships' Catering Services NC I and Ships' Catering Services NC II must ensure mandatory assessment of their graduating students.
- The list of certified individuals will be uploaded in the online Registry of Certified Workers.

This Circular takes effect as indicated.


SEC. EMMANUEL JOEL J. VILLANUEVA
 Director General

The following are qualified to apply for assessment and certification:

A.1. SHIPS' CATERING SERVICES NC I	
A.1.1. Method of Assessment	Demonstration with oral questioning
Who are qualified?	What are the documentary requirements?
1. Those who have completed a course on Ships' Catering Services NC I; OR	1. Training Certificate 2. Transcript of Records
2. Seafarers with a minimum of 6 months (relevant sea service experience) as messman.	1. Passport 2. POEA Employment Contract 3. Seaman's Book 4. Sea Service (in prescribed form) 5. Training Certificate(s) inclusive of the following MLC 2006 requirements: a. Catering Health and Safety b. Environmental Protection c. Food & Personal Hygiene d. Food Storage
A.1.2. Method of Assessment	Portfolio
Who are qualified?	What are the documentary requirements?
3. Seafarers with at least 18 months (relevant sea service experience) as messman.	1. COC (messman/steward) 2. Passport 3. POEA Employment Contract 4. Seaman's Book 5. Sea Service (in prescribed form) 6. Training Certificate(s) inclusive of the following MLC 2006 requirements: a. Catering Health and Safety b. Environmental Protection c. Food & Personal Hygiene d. Food Storage 7. Written Statement/Attestation (from master/ chief cook/shipowner, etc.)

A.2 SHIPS' CATERING SERVICES NC II	
A.2.1. Method of Assessment	Demonstration with oral questioning
Who are qualified?	What are the documentary requirements?
1. Those who have completed a course of Ships' Catering NC II; OR	1. COC on Messman/Cook 2. Training Certificate (s) 3. Transcript of Records 4. Passport 5. POEA Employment Contract 6. Seaman's Book 7. Sea Service (in prescribed form) 8. Training Certificate(s) inclusive of the following MLC 2006 requirements: a. Catering Health and Safety b. Environmental Protection c. Food & Personal Hygiene d. Food Storage e. Stock Control
2. Completed Culinary Arts or equivalent with minimum <u>6 months</u> relevant sea service; OR	
2. Minimum of <u>12 months</u> seaboard experience as messman/ cook	1. COC on Messman/Cook 2. Passport 3. POEA Employment Contract

	<ul style="list-style-type: none"> 4. Seaman's Book 5. Sea Service (in prescribed form) 6. Training Certificate(s) inclusive of the following MLC 2006 requirements: <ul style="list-style-type: none"> f. Catering Health and Safety g. Environmental Protection h. Food & Personal Hygiene i. Food Storage j. Stock Control
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A.2.2. Method of Assessment	Portfolio
Who are qualified?	What are the documentary requirements?
3. Seafarers with at least 18 months (relevant sea board service experience) as cook/asst. cook/chief cook	<ul style="list-style-type: none"> 1. COC (cook/asst. cook/chief cook) 2. Passport 3. POEA Employment Contract 4. Seaman's Book 5. Sea Service (in prescribed form) 6. Training Certificate(s) inclusive of the following MLC 2006 requirements: <ul style="list-style-type: none"> a. Catering Health and Safety b. Environmental Protection c. Food & Personal Hygiene d. Food Storage e. Stock Control 7. Written Statement/Attestation (from master/ chief cook/shipowner, etc.)

Note: The sea service is reflected in the pages of the SIRB (Seaman's Book)

PRO FORMA OF SEA SERVICE CERTIFICATE
(This document must be in company official stationery)

CERTIFICATE OF SEA SERVICE EXPERIENCE

This is to certify that (NAME OF SEAFARER), born on (DATE OF BIRTH) has been employed in this company as (INDICATE THE POSITION) and is competent in the following requirements of catering department on board a ship under the MLC 2006:

COMPETENCE	Tick (✓), where applicable	NAME OF SHIP	TYPE OF SHIP	CAPACITY	INCLUSIVE DATES OF SERVICE
Catering health & safety					
Environmental protection					
Food & personal hygiene					
Food storage					
Practical cookery					
Stock control					

This certification is issued to (NAME OF SEAFARER) for (STATE PURPOSE OF CERTIFICATION)

NAME OF AUTHORIZED PERSON	
SIGNATURE	
POSITION/DESIGNATION	
DATE ISSUED	

(This portion shall contain the name/signature/position of the person authorized by the company to issue this document)



Advisory to ROs on MLC 2006

In the recently-concluded Development of Lead Assessors for qualifications covered by the Maritime Labour Convention (MLC)2006, specifically for Ships' Catering Services NC I (for Messman), Ships' Catering Services NC II (for Ships' Cook) and Ships' Catering Services NC III (for Chief Steward), the following were accredited as Lead Assessors all from the National Capital Region:

Lead Assessor/Qualification (Occupation)	Institution or Company Address	CA Accreditation Number/ (NC) Certificate Number
Ships' Catering Services NC I (for Messman)		
1. Paolo Santino A. Guevara	Magsaysay Center for Hospitality and Culinary Arts	CA-SCS0113161313045
2. Naham R. Pelisigas	Norwegian Training Center-Manila (NTC-M)	CA-SCS0113161313047
Ships' Catering Services NC II (for Ships' Cook)		
1. Paolo Santino A. Guevara	Magsaysay Center for Hospitality and Culinary Arts	CA-SCS0213161313040
2. Naham R. Pelisigas	Norwegian Training Center-Manila (NTC-M)	CA-SCS0213161313039
Ships' Catering Services NC III (for Chief Steward)		
1. Paolo Santino A. Guevara	Magsaysay Center for Hospitality and Culinary Arts	CA-SCS0313161313046
2. Naham R. Pelisigas	Norwegian Training Center-Manila (NTC-M)	CA-SCS0313161313048

Presently, the TESDA-NCR has accredited the following Assessment Centers.

1. Magsaysay Center for Hospitality and Culinary Arts
2. Norwegian Training Center-Manila (NTC-M)
3. SEAMAC International Training Institute

For Assessment and Certification for the above qualifications, including the development of Regional Lead Assessors, the Field Offices are advised to coordinate with the TESDA-NCR Regional Office (cf. CACO) so that appropriate arrangements can be effected

ACCREDITATION of LEAD ASSESSORS			
STEPS	RESPONSIBLE UNIT	DURATION	EVIDENCES
TR and/or CAT developers have been endorsed by CACO to NCR (or RO source of Technical Experts in TR/CAT development) to be the National Lead Assessor/s	CACO	1 day	Document reflecting that expert is included in the TR and/or CAT development
ROs were invited to send participants (potential Regional Lead Assessors) in the CACO-initiated Development of Assessors	CACO	1 week	Compliant to FULL REQUIREMENT OF THE TR as ASSESSOR (at the very least, must be a holder of appropriate COC2 of TM I).
Designated National Lead Assessors (with NCR-issued CA Accreditation Numbers) were tapped by CACO and NCR in the conduct of Development of Lead Assessors	CACO	3 days	Accreditation Number as Assessor from the Region where EXPERTS came from
Successful participants in the Development of Lead Assessors, supported by their RWACs and CARS are endorsed by CACO to their respective Regional Offices as Regional Lead Assessors	CACO	NC issued NLT 5 days after Competency Assessment	NC for the qualification in the RWAC
The ROs, on the bases of the RWAC should issue the corresponding Accreditation Certificates as Regional Lead Assessors (expiry within a year)	Provincial Office	1 day	<ul style="list-style-type: none"> • Accreditation Certificate • Registry of Accredited Competency Assessors
ROs forward to CACO scanned copy of Certificates of Accreditation as Competency Assessors	Regional Office	1 hour	<ul style="list-style-type: none"> • Accreditation Certificate • Registry of Accredited Competency Assessors
CACO updates the list of Lead Assessors in the Registry of Accredited Competency Assessors (The list is not uploaded in the website)	CACO	1 hour	<ul style="list-style-type: none"> • Accreditation Certificate • Registry of Accredited Competency Assessors
As necessary, with or without an Accredited Competency Assessor yet, ALL ROs are encouraged to scout for prospective Assessment Venues, or better still, Assessment Centers, wherein Competency Assessment can be conducted			



Republic of the Philippines
Department of Labor and Employment
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE I

III

SHIPS' CATERING SERVICES

(Messman)

is awarded to

JUAN X. DELA CRUZ I

for having completed the competency requirements under the Philippine TVET Qualification and Certification System in the following units of competency: (in compliance to the requirements of MEC 2006)

BASIC COMPETENCIES

- 500311101 Receive and Respond to workplace communication
- 500311102 Work with others
- 500311103 Demonstrate work values
- 500311104 Practice basic housekeeping procedures

CORE COMPETENCIES

- MTM512313 Perform mess hall activities
- MTM512314 Perform housekeeping services
- MTM512315 Provide assistance in receiving and storing provisions and supplies

COMMON COMPETENCIES

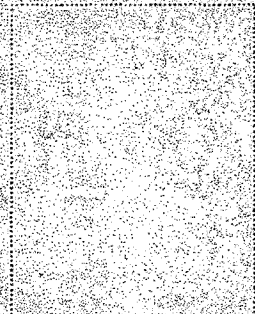
- MTM512208 Observe Personal Hygiene
- MTM512209 Practice Food Safety, Sanitation and Hygiene
- MTM512210 Observe Catering Health and Safety Practices
- MTM512211 Protect Marine Environment/Waste Segregation Management
- MTM512212 Work Within Multi-cultural and Religious environment

Signature of the certificate holder
Certificate No. XXXXXXXXXXXXXXX

Issued on : August 20, 2013
Valid until: August 20, 2018

Director General

CLN-NQ- XXXXXXX





Republic of the Philippines
Department of Labor and Employment
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

NATIONAL CERTIFICATE II

in

SHIPS' CATERING SERVICES (Ships' Cook)

is awarded to

JUAN X. DELA CRUZ II

for having completed the competency requirements under the Philippine TVET Qualification and Certification System in the following units of competency: (in compliance to the requirements of MLC 2006)

BASIC COMPETENCIES

500311105	Participate in workplace communication
500311106	Work in team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

COMMON COMPETENCIES

MTM512208	Observe Personal Hygiene
MTM512209	Practice Food Safety, Sanitation and Hygiene
MTM512210	Observe Catering Health and Safety Practices
MTM512211	Protect Marine Environment/Waste Segregation Management
MTM512212	Work Within Multi-cultural and Religious environment

CORE COMPETENCIES

MTM512316	Perform maintenance and sanitation of galley equipment and facility
MTM512317	Prepare and cook meat dishes
MTM512318	Prepare stocks, sauces and soups
MTM512319	Prepare appetizers, salads and sandwiches (Hot and Cold and Open)
MTM512320	Prepare side dishes and breakfast meal
MTM512321	Prepare and cook poultry products
MTM512322	Prepare and cook seafood
MTM512323	Prepare bread products and hot and cold desserts
MTM512324	Prepare stock control

Signature of the certificate holder
Certificate No. XXXXXXXXXXXXXXX

Issued on : August 20, 2013
Valid until: August 20, 2018

Director General

CLN-NQ- XXXXXXX