



What Is This Module About?

Are you or anyone you know looking for opportunities to earn a living? Are you finding it difficult because you don't think you have what it takes? Well, my friend, here's good news for you. There is a government agency called the Technical Education and Skills Development Authority (TESDA) which offers skills training to make you more competitive in finding jobs or starting businesses of your own. The TESDA offers technical and vocational education and training (TVET) to young people like you. This training is focused on building skills for future employment and a better tomorrow. You can become a draftsman, welder, carpenter, cook or some other worker with special skills by going through this program.

Are you interested in learning more about the various TVET projects and how they can help you achieve your goals? Do you want to find out what the training are all about and what skills and attitudes you can develop from them? Do you plan to participate in a TESDA occupational skills training program? If your answer is yes to all these questions, then this module is for you.

In this module, you shall examine the different types of TVET programs that the TESDA offers. You will discover what some of these programs require and how these programs can meet your needs. This module discusses the preparation and requirements needed for the TESDA occupation qualification and certification system. Knowing these can help you get yourself into the program and acquire the skills it offers.

This module is made up of three lessons:

Lesson 1 – *Exploring TVET Options*

Lesson 2 – *Choosing a Suitable TVET Program*

Lesson 3 – *Preparing for TESDA Occupation Qualification and Certification Tests*



What Will You Learn From This Module?

After studying this module, you should to be able to:

- ◆ identify the skills training program that best fits your basic skills, attitudes and goals;
- ◆ decide if the skills training you chose is suitable for you;
- ◆ describe the available courses of TESDA's TVET programs;
- ◆ choose a TVET program that meets your needs and interests; and
- ◆ prepare for the TESDA Occupation Qualification and Certification System Test.



Let's See What You Already Know

Before you start studying this module, take this simple test first to find out what you already know about the topics in this module. Answer the questions below briefly.

A. Give three indicators that show if a skills training program is suitable for you.

1. _____
2. _____
3. _____

B. Give six examples of jobs or occupations that require skills training that can be acquired through any of the TESDA'S TVET programs.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

C. List down the basic requirements for the TESDA occupation qualification and certification test.

1. _____
2. _____
3. _____
4. _____
5. _____

D. State how skills training through TVET programs can help you achieve your goals.

Well, how was it? Do you think you fared well? Compare your answers with those in the *Answer Key* on page 35.

If all your answer are correct, very good! This shows that you already know much about the topics in this module. You may still study the module to review what you already know. Who knows, you might learn a few more new things as well.

If you got a low score, don't feel bad. This shows that this module is for you. It will help you understand some important concepts that you can apply in your daily life. If you study this module carefully, you will learn the answers to all the items in the test and a lot more! Are you ready?

You may go now to the next page to begin Lesson 1.

Exploring TVET Options

Have you ever dreamed or heard a friend say, “I wish I could become a doctor/an engineer/a lawyer/a nurse someday. But studying to become one takes such a long time aside from the fact that I can’t afford it.”

When young people think of their futures, they usually think of completing four-year courses in college and landing jobs in the many corporations all over the country. However, going through formal education in colleges and universities usually takes a long time and requires a lot of money. Not all families can afford to support their children through four years of college.

But times have changed. Today, many young people can have brighter futures even without college diplomas, thanks to the special skills they can acquire through TVET training. New blue-collar or skilled workers can earn as much as or even more than their white-collar college-trained friends. Given proper training and opportunities, skilled workers now face better chances of landing good jobs and starting businesses of their own.

This lesson will introduce you to the general characteristics of skilled workers as well as their importance to society. You will learn about the many options available for skilled workers and training that can help them achieve their goals. You will also get to know about the many TVET programs available at present. Are you ready to find out how you can have a better future even without going to college? Read on.



Let’s Think About This

Can you imagine yourself becoming a skilled worker, using your hands to earn a living? Reflect on this before proceeding to the next part of the lesson.

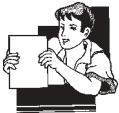


Let’s Try This

To make you understand better the nature of occupations requiring skills training, go around your neighborhood and talk to the skilled workers in the area. Spend some time with a hairdresser or a barber, a manicurist or a beautician, talk to a welder, a machine operator, a computer technician, a dressmaker, a cook, a carpenter, a tailor or anybody whose work requires skillful use of one’s hands. Notice that these people are good at what they do because they have been trained. Make a table similar to the one on the next page. Fill it up afterward. An example has been provided for you.

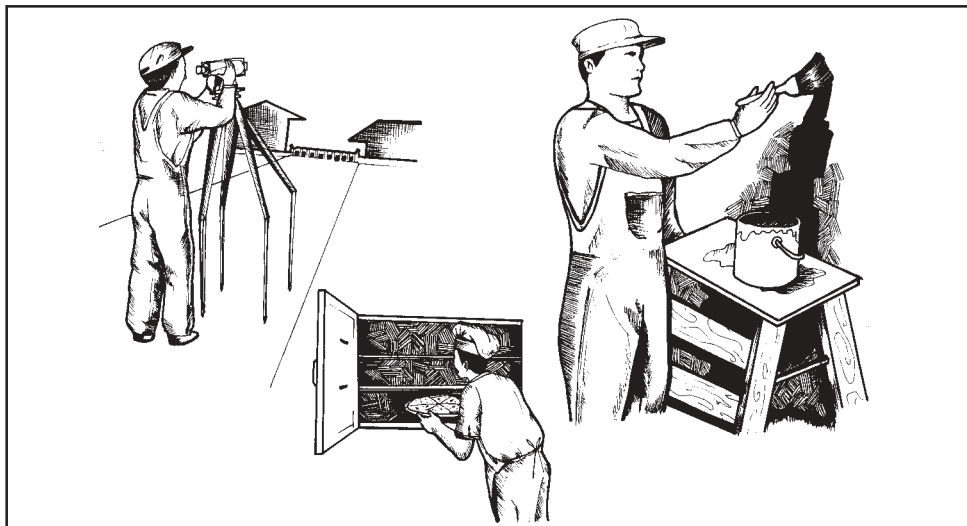
Skilled Worker	Required Skills	Training Obtained	Required Attitudes
Tailor	Using a sewing machine	Trained by father	Patience, creativity

How many skilled workers in your neighborhood did you talk to? What did you find out about the required skills, attitudes and training needed to be like them? Study the table you came up with. Among all the occupations listed, what would you like to be? Then check if you have the necessary knowledge, skills and attitudes required for that kind of work. Do you have what it takes to be that kind of skilled worker?



Let's Learn

From the previous activity, you learned that there are lots of people who earn a decent living because of their special skills. These workers can be appliance and electronics repairmen, bakers, land surveyors and house painters. Most of them did not finish college but they have good jobs.

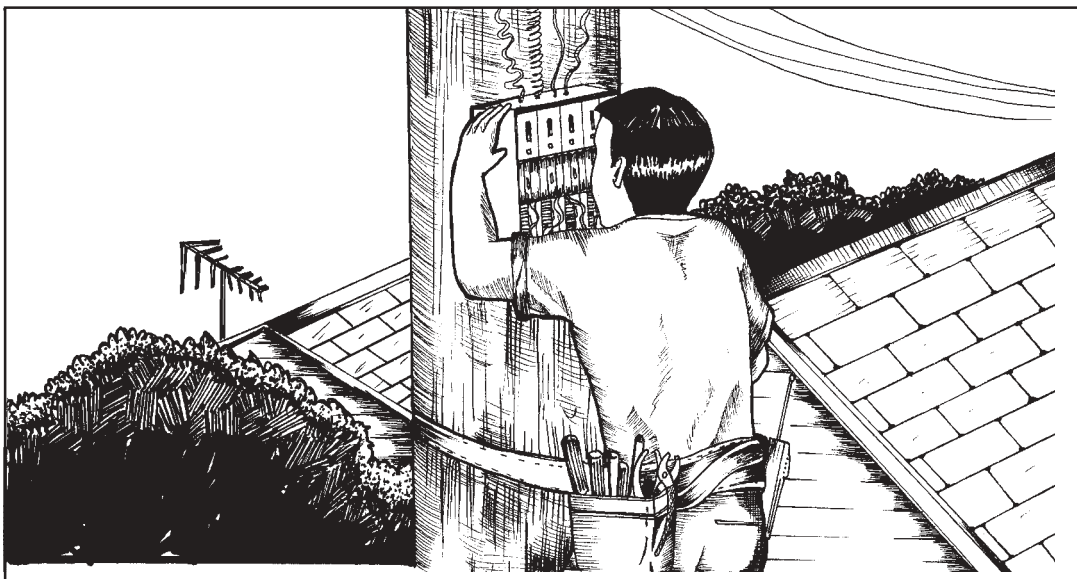


Skilled workers can acquire skills through different means. Some of them learn from family members who have been doing the same thing for years. Knowledge, skills and inclination, after all, can be transferred from parent to child. However, not everyone has the opportunity to be born into a family who has been involved in their own business for a long time. Do you know someone in your family who can teach you a particular skill? or perhaps a family friend, an acquaintance or a relative who owns a shop where you can learn the trade, so to speak? Undergoing hands-on, directly-supervised training is called **apprenticeship**. This is a very good way to acquire skills because the knowledge you earn can immediately be applied. If nobody in your family can pass on a skill to you and going to college is not a possibility, what other options do you have?

You are fortunate because you now have the opportunity to acquire skills and attitudes you may need from training offered by several government agencies such as the **Technical Education and Skills Development Authority (TESDA)**, a government agency that specializes in providing nonformal education and skills training to young people like you. The TESDA offers **technical and vocational education and training (TVET)**. This is composed of programs that provide traditional and nontraditional courses to enhance workers' skills and increase their chances of earning more.

Traditional courses refer to the more established occupations such as tailoring, baking and managing beauty salons. **Nontraditional courses**, on the other hand, involve training young people in technical or more modern courses such as computer repair, data encoding, electronics repair and machine operation.

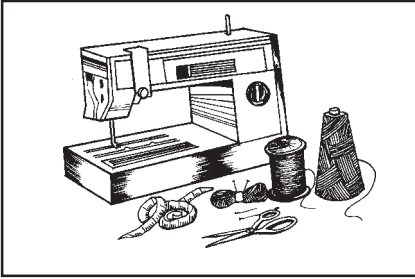
Skilled workers generally work well with their hands. However, recent advances in technology such as the use of computers and other machines require knowledge and skills in the choice and use of appropriate tools, equipment, instruments and other materials. The safe and proper use of these tools require proper skills training which TVET programs provide. An electronics technician, for example, needs training to properly diagnose what's wrong with certain appliances as well as how to use special devices.



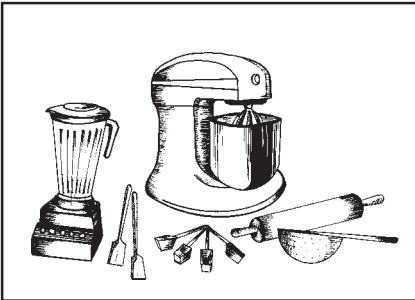


Let's Try This

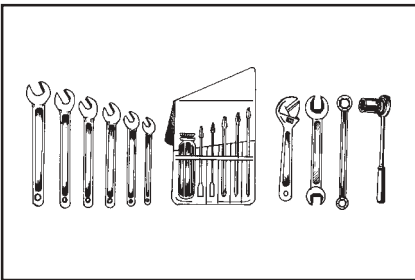
Write down the occupation that uses the instruments or tools shown on the left side of the page.



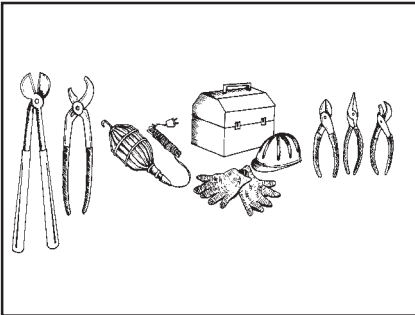
1. _____



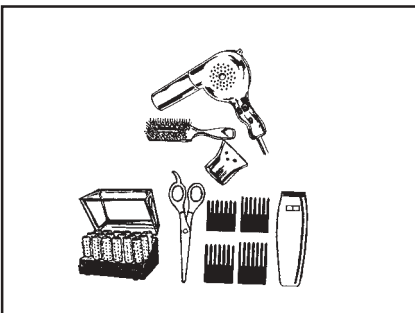
2. _____



3. _____



4. _____



5. _____

Compare your answers with those in the *Answer Key* on page 35. Can you think of other skilled occupations and the tools used in them?



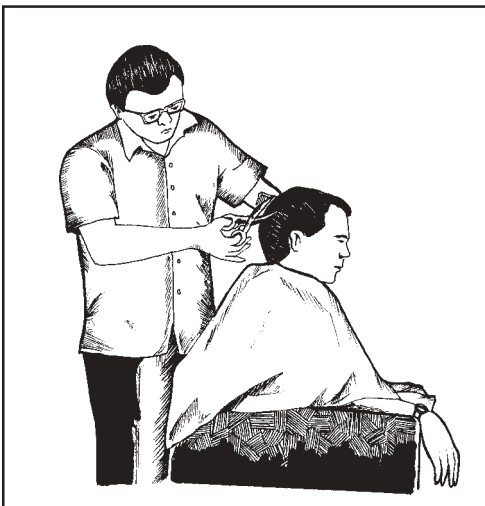
Let's Study and Analyze

Do you know that foreign employers generally like Filipino skilled workers? This is because they possess not only the appropriate skills but also the proper work values needed in their jobs. TVET programs being offered by the government through the TESDA and other accredited private and public institutions prepare these individuals for a range of technical and vocational occupations. These programs aim to develop world-class, technically-skilled and educated workers with positive work values.

TVET programs are said to be **competency based**, meaning each individual is trained and tested according to his/her level of competency or capabilities. Not everybody can get into a program and successfully apply what he/she is taught, after all.

Each individual must choose the TVET program that fits him/her perfectly. For example, those who want to train as beauty-salon workers such as hairdressers, nail specialists and hair colorists require adeptness in using their hands since they will be using small tools such as make-up brushes and eye liners. They also need to show creativity because their work aims to make people more beautiful. They should be able to imagine or see beauty in their mind's eye.

A computer technician, on the other hand, needs to be very patient when working with small computer parts. He/She also needs an analytical mind to make sense of all the connections found inside computers. Dexterity or skill in using his/her hands and good eyesight are also important in his/her job.



Barber

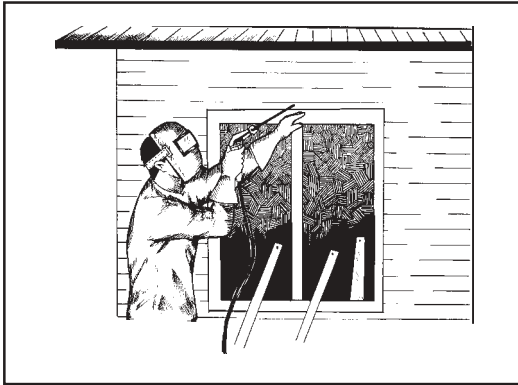


Computer technician

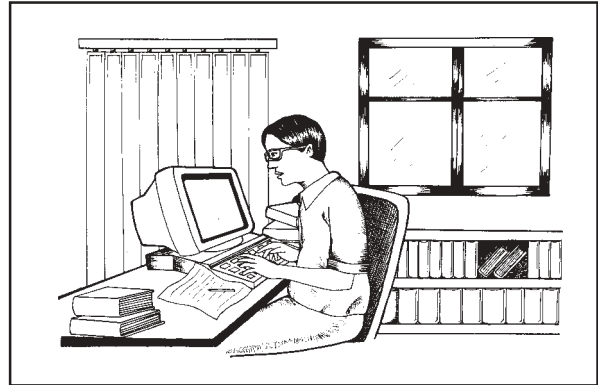


Let's Try This

Below are other occupations requiring specific skills and personal characteristics. Name the skills and characteristics required to be successful in each of them.



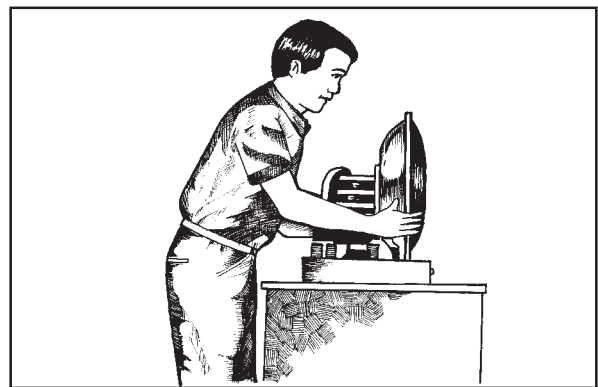
Welder



Data encoder



Manicurist



Electrical appliance repairman

Have your Instructional Manager check your answers. How well did you do?

From the examples given earlier, you can see that each occupation, as in each TVET program, requires different competencies. Do you think you have what it takes to be in the occupation you plan to pursue?



Let's Try This

Let's see if you recognize the different technologies one may use as a skilled worker. Match the courses in Column A with the skills taught in Column B. Write the letter of the correct answer in the space provided before each number.

Column A	Column B
_____ 1. Fine Arts	a. food preservation and preparation
_____ 2. Food Technology	b. waitering skills
_____ 3. Handicraft Making	c. tailoring and dressmaking
_____ 4. Electrical Technology	d. hairdressing and facials
_____ 5. Automotive Technology	e. computer repair
_____ 6. Welding	f. steel fabrication
_____ 7. Hotel and Restaurant Management	g. machine repair and manufacture
_____ 8. Clothing Technology	h. making rattan furniture
_____ 9. Computer Repair and Maintenance	i. building wiring systems
_____ 10. Cosmetology	j. charcoal and oil painting

Compare your answers with those in the *Answer Key* on page 36. How well did you do?

From the previous activity, you learned that each course offered by schools have corresponding TVET programs under the TESDA. For example, if you plan to learn how to bake, a TVET program is available for you. You can learn not only baking skills but learn the proper use of utensils and equipment necessary in running bakeries as well.

Some available TVET programs include the following:

TVET Programs

Automotive Technology

Construction Technology

Curriculum

Basic automobile troubleshooting
Car painting
Car engine repair

Constructing buildings
Conducting land surveys
Carpentry

Computer Repair and Maintenance	Computer troubleshooting Data encoding
Cosmetology	Hairdressing and hair coloring Make-up skills
Electrical Technology	Installation of electrical wiring systems
Electronics Technology	Electrical appliance troubleshooting
Food Technology	Food preservation Cooking Dessert preparation
Clothing Technology	Tailoring and dressmaking Embroidery Making children's clothes Stuffed toy production
Hotel and Restaurant Management	Baking Basic hotel services Banquet preparation Housekeeping Training for waiters/waitresses and bartenders
Handicraft Making	Rattan furniture making Christmas decor making Papier mache Shellcraft Woodcraft
Welding Technology	Basic welding Metalcraft



Let's See What You Have Learned

Answer the following questions briefly.

1. Why are TVET programs competency-based?

2. What do the letters in the following acronyms stand for?

TESDA _____

TVET _____

3. Name the TVET programs mentioned in the lesson.

Compare your answers with those in the *Answer Key* on page 36. How well did you do?



Let's Remember

- ◆ There are many available skills training programs for those who want to acquire training for future occupations.
- ◆ TVET programs are being offered by the TESDA and other agencies to provide training for various technologies and occupations requiring special skills.
- ◆ TVET programs are competency-based.

Choosing a Suitable TVET Program

In Lesson 1, you learned that going to college is not the only way to prepare for a better future. Many young people like you can acquire skills through the many TVET programs that the TESDA and other government agencies offer. However, given the more than one hundred different TVET programs available where skills training are offered, what program would you choose? What kind of work do you think suits you?

In this lesson, you shall learn the steps you should take in choosing the most suitable TVET program for you. Since TVET programs are competency-based, there are a lot of considerations one must take before choosing and applying for a particular TVET program. Study this lesson carefully. You might be making one of the most important decisions in your life! Knowing how to make that decision may mean a lot for your future. Read on.



What do you want to become?



Let's Think About This

Do you know any adult whose occupation or work seems to interest you? What is his/her name? What does he/she do for a living? Why would you want to be like him/her? Do you think you have what it takes to be like him/her?



Let's Study and Analyze

Young people like you dream of finishing four-year college courses. This ambition is good. Acquiring knowledge through formal education offered in college, however, may not be that realistic for everyone. You can choose a TVET program under the TESDA instead. First, determine whether you really want to train for a specific skill. Then assess your present situation. Consider the financial capability of your family to send you to school. Consider also your priorities at this point in your life.

Do you still have brothers and sisters in school? Do you have relatives who can help you finish college? You can make a list of all identifiable factors that have to be considered in making this important decision. You are fortunate to have various TVET programs and government agencies like the TESDA that can help you achieve your goals even when going to college is not possible.

Now, think if you really want to undergo skills training. Remember that there are many other options for earning well even without going to college. Skills or vocational training is one of them. You can make a list of the reasons why you want to get into a TVET program. Study those reasons very well then make a decision! Have you decided yet? If you did, good for you!



Now that you have made the decision, what's next? The next thing is to choose a TVET program that suits you. Proceed to the next page.



Let's Try This

Study the list you made earlier in *Let's Think About This*. Look at the kind of training, skills and attitudes that your interviewees' jobs require. This should guide you in choosing a suitable TVET program for you.

Make your own list. Be guided by the following:

Goals—plans you have for yourself and your family;

Interests—things you enjoy doing and actually do often;

Attitudes—your personality traits or characteristics;

Strengths—things that can help you reach your goal; and

Weaknesses—things that can hinder you in achieving your goal.

Goals

For myself

For my family

Interests

Attitudes

Skills

Strenghts

Weaknesses

Below is a list made by Ana, a young person like you, who has decided to apply for skills training in a TVET program. Ana has carefully thought of the items in her list.

Ana's List

Goals

For myself : *To get a high-paying job that would help me live on my own*

For my family: *To help my family financially and send my two younger brothers to school*

Interests: *Putting make-up on other people and arranging their hair*

Attitudes: *Patient and hardworking*

Skills: *Putting make-up on other people, cutting people's hair*

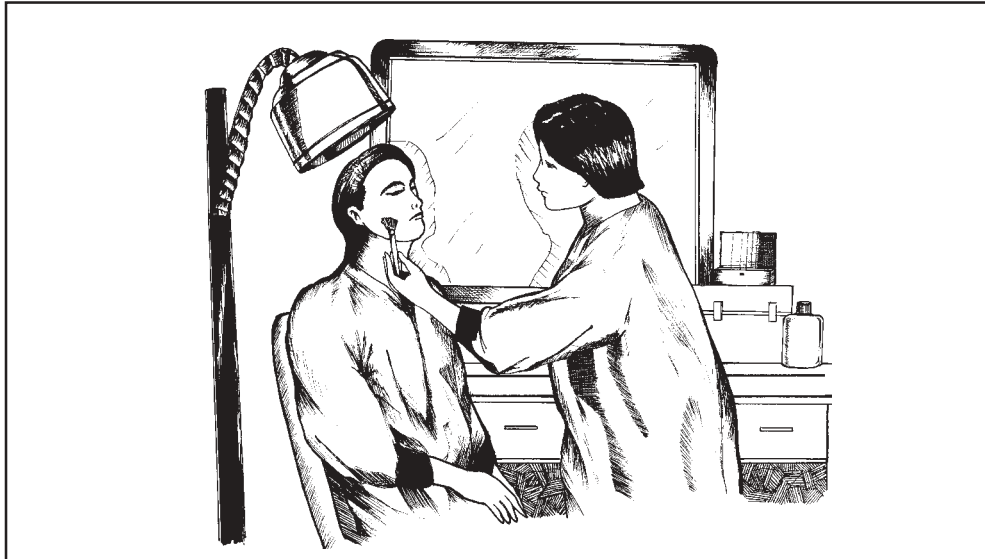
Strengths: *Creative and open to new trends in hair styling and making people beautiful and having an aunt who owns a beauty parlor where I can practice*

Weakness: *Being a slow learner*

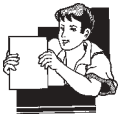
Study Ana's list. What TVET program would you suggest she take? What helped you make that suggestion? What item in her list that encouraged you to do so?

Compare your answer with mine below.

I suggest that Ana take up cosmetology. I think she should study how to manage a parlor as well because she is already competent in this field. Having an aunt with a parlor was a bonus since she already has a place to practice what she learns after the training. This shouldn't stop her from putting up her own salon in the future. She can use her being patient and hardworking in attending to her customers. However, her being a slow learner may make training more difficult for her. She just has to put in more effort to learn.



How about you? What do you have in your list? Follow what Ana did. What TVET program do you think suits you? Was it easier for you to decide after making your own list?



Let's Learn

The list you just completed can help you assess yourself. It can help you choose a suitable TVET program. The following factors should always be considered when making important decisions.

1. Goal

Goals are plans that you make for yourself and your family. It is important for you to have a time frame for your goals. Goals may be short term (set for a month) or long term (set for five years, for example). This way you can assess whether you are on track or not. If you do not achieve your goal within the set time frame, a reassessment is needed and proper action should be taken.

Knowing your goal determines the steps necessary to attain it. Identifying a goal gives you direction.

2. Interest

An **interest** is something which arouses your attention and curiosity. Interests include your hobbies and pastimes. Knowing what interests you can help you achieve your goals more easily. Doing something you enjoy makes your work easier, after all.

3. Attitudes

Being interested in something is not enough though in achieving your goal, you need the proper attitudes as well. For example, if you want to be a hairdresser, you need to be comfortable around people. You have to have a friendly attitude and a happy disposition to encourage customers to come back. Proper work attitudes can also help you invite new customers and keep those whom you already have.

4. Skills

In Lesson 1, you learned that TVET programs are competency-based. Hence, some level of skill is necessary even before a person starts training. In Ana's case, she already knows a little about cutting hair which makes her a very good candidate for training to become a hairdresser. Each training program requires different skills. A computer technician, for example, needs to have dexterity of hands to manipulate tiny computer parts. Bakers, on the other hand, need to be competent in measuring ingredients. Being competent in the program you are applying for increases your chances of getting accepted.

List down some of the skills required for each of the occupations listed below.

Occupation	Required Skills
1. Draftsman	_____ _____ _____
2. Welder	_____ _____ _____
3. Handicraft manufacturer	_____ _____ _____
4. Carpenter	_____ _____ _____
5. Cook	_____ _____ _____

Compare your answers with those in the *Answer Key* on page 36. How well did you do?

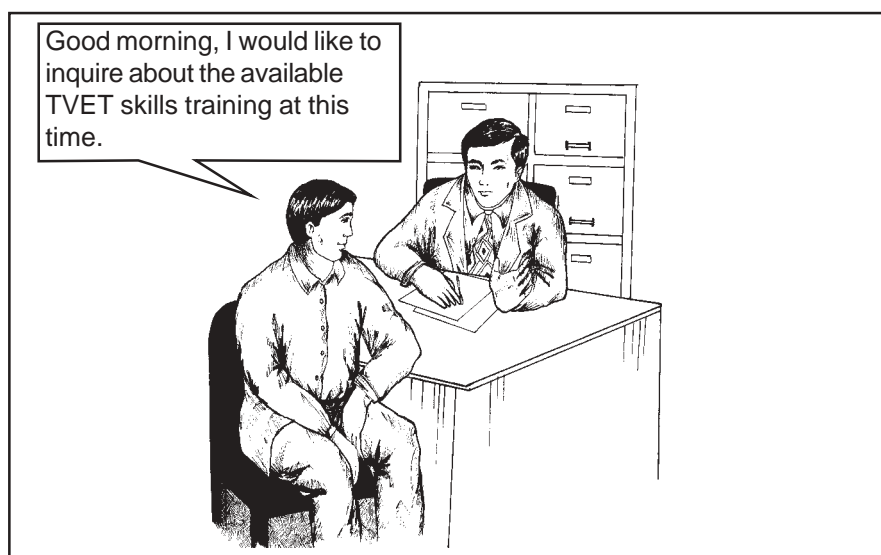
5. Strengths

Strengths refer to one's abilities that can help him/her reach his/her goal. These are the abilities that will help you succeed. These can be skills or personal characteristics. They can also be factors in your environment. In Ana's case, she has an aunt who owns a beauty parlor. Her aunt can help her start by exposing her to actual work in a beauty salon.

6. Weaknesses

If your strengths help you reach your goals, your weaknesses hinder you from achieving them. What would hinder you from reaching your goal? How can your weaknesses limit your chances of becoming a skilled worker? Can you do something about these weaknesses? Of course, you can, you just have to exert a little more effort.

After making a self-assessment checklist you can now take the second step. You can now find out what TVET programs are actually being offered. There are more than a hundred programs to choose from. You need to acquire a list of all the programs available in a training center near you or an agency you plan to train with. Each program is not constantly being offered so you have to call or write to agencies that offer TVET training. They would be more than happy to provide you with a list of the TVET programs they offer as well as their training schedules.

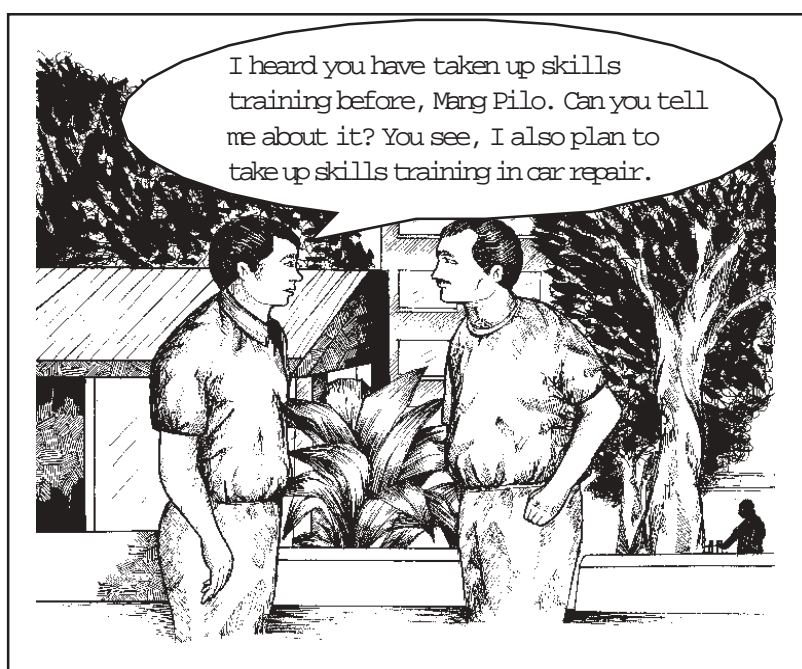


If you already have a list of the TVET programs available and you seem to have narrowed down your choices, what other things should you consider?

Refer to the list below.

1. What are my chances of being employed after taking up this TVET program?
2. Does the occupation I may end up with require a certain amount of traveling? If it does, am I willing to travel or be relocated to another area?
3. Do I or will I have access to the equipment or tools required for this occupation? If not, do I have a way to acquire them?
4. Will this TVET program allow me flexibility and give me room for self-development?
5. Does this program help me attain my personal goals?
6. What are the program's schedules and course fees?
7. Are there available scholarships I can apply for?
8. Where will the training be held? Do I have the resources to see me through the program?
9. What are my chances of getting into this program?

Aside from inquiring directly from the agencies offering different TVET programs, you can ask other graduates of a certain program about their experiences. Their advice would be a valuable source of information that can help you make your decision in choosing the program that suits you. This information is particularly important in helping you choose a good quality program that interests you. So go ahead, don't be afraid to ask around.



The agencies offering the various programs would also be valuable sources of information regarding the details of each program. Do not forget to inquire about the following:

1. **Actual training methods used**

Most TVET training sessions include both lectures and hands-on apprenticeships. Would you be willing to undergo rigid training and participate in related activities?

2. **Course details**

Course training may be nonformal or formal. **Nonformal training** does not need extensive classroom supervision and deals more with hands-on training. **Formal training**, on the other hand, needs a longer period of teacher presence.

Certificates are not issued for noncredit courses but actual skills training may be provided. This is an important consideration if you intend to apply for a job in a company which requires certificates.

3. **Course duration**

There are many TVET programs to choose from. Because the skills required to be developed for each occupation greatly differ, some courses are short term while others are long term.

Short-term courses usually last less than six months. Some courses can be finished in two weeks. **Long-term courses**, on the other hand, may take more than a year to complete. The difference in the time required to finish a course depends on the degree of technical difficulty involved in it. For example, a computer course would require more training sessions than cosmetology. This is not to say though that computer technicians are more important than hairdressers but the nature of their jobs vary.

4. **Course evaluation**

If the TVET program you plan to take is a credit course, then it includes performance evaluations as part of the training. Evaluation may take the form of written tests, hands-on activities, practical exams or oral tests. These should be considered since you will be graded based on their results.

Once you have made the decision to get into a program and undergone self-assessment, a program assessment is needed. When all of these steps have been completed, you may now apply for admission to the TVET program that suits you. Good luck in making your choice. If you follow all the steps mentioned, you'll have a very good chance of not only completing the program but also succeed in applying your knowledge when you work.



Let's Think About This

If a friend asks you to help him/her in choosing the TVET program that suits him/her, what advice will you give?



Let's See What You Have Learned

Enumerate what is asked for in each of the following.

A. What factors should be considered in assessing oneself?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

B. Name the factors to be considered when assessing a TVET program.

1. _____
2. _____
3. _____
4. _____

Compare your answers with those in the *Answer Key* on page 37. How well did you do?

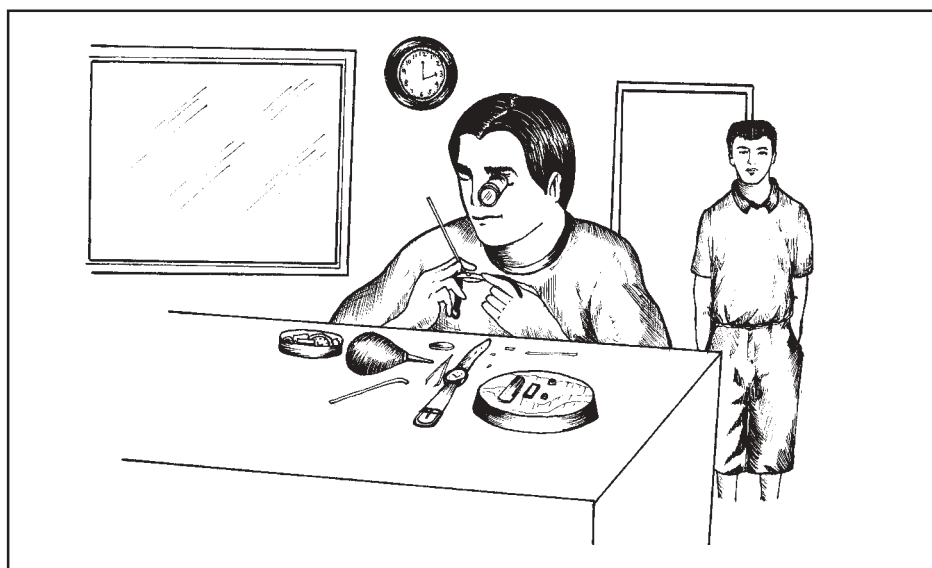


Let's Remember

- ◆ The steps one should take in choosing a suitable TVET program are:
 1. Decide whether you want to undergo training in the first place. Consider the many factors within yourself and in your environment as well in choosing a TVET program.
 2. Assess yourself. Identify and analyze your goals, interests, skills, strengths and weaknesses.
 3. Afterward, make a program assessment in terms of availability, opportunities offered, accessibility and time needed to complete the program. A careful assessment of these and other factors will help you choose the program that suits you.
 4. Inquire from the agencies offering TVET programs about the details of the program you finally choose. Asking those who finished the same TVET program would be a big help too.

Preparing for TESDA Occupation Qualification and Certification Tests

Jose is 24 years old. He was not able to finish college but he is a skilled watch repairman. He learned how to repair watches from his father who did it for a living. Jose applied for a job abroad but the agency didn't accept him because foreign employers are looking for certified skilled workers. He was then advised to take the TESDA qualification and certification test.



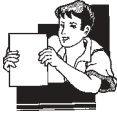
By now, you should have already made a decision to undergo training and have chosen a TVET program to apply for. There are a number of TESDA centers all over the country. Aside from the TESDA, there are dozens of other private institutions that offer TVET programs as well. You can inquire from your municipal officers about this. You can even visit some of them and inquire about the many programs they offer following the steps you learned in the previous lessons. Notice that each training center may offer different programs based on the needs of each municipality and available training resources. You can choose what course to take and where to take it. When you have already finalized your decision to train under a program, there are some steps that you have to follow before you can actually start training.

This lesson will tell you all about these and more. It will teach you how to apply for training under a TVET program. It will also teach you how to properly fill up application forms and answer application interviews. It will also help you prepare for the TESDA qualification and certification test thereby increasing your chances of getting accepted into a TVET program and actually succeed in completing it.



Let's Think About This

Have you ever tried applying for work or admission to a school? Remember how nervous you were? Part of that nervousness was due to uncertainty. Were you anxious about the questions that you will be asked during the interview?



Let's Learn

When applying for a TVET program, make sure that you have the following documents.

1. high-school report card, diploma or its equivalent such as Nonformal Education Accreditation and Equivalency (NFE A and E) certificate
2. certificate of good moral character from your previous school or a barangay official
3. birth certificate
4. recent photographs— 1×1 and 2×2
5. certificates, if any, obtained from other training/seminars

Preparing these documents may take some time. Two weeks is usually enough. The next step is to actually file an application. For TVET programs offered by the TESDA, you have to fill out a manpower profile form. Keep in mind the following:

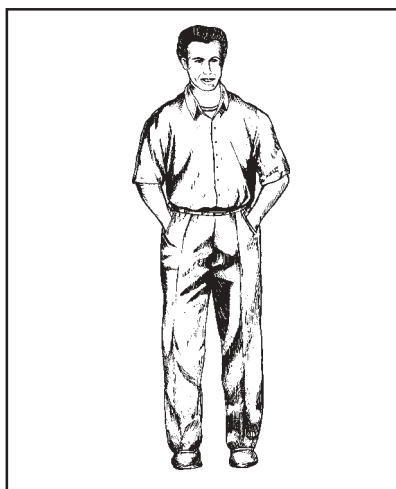
1. Write legibly and neatly or better yet use a typewriter in filling up the form.
2. Do not leave blank spaces. You can write **n/a** or **not applicable** when the question/item does not apply to you.
3. **Last name** refers to your surname and **middle name** refers to your mother's surname before she got married.
4. Do not forget to indicate your **zone identification plan (ZIP) code**. This will facilitate the speedy delivery of any type of correspondence to your address.
5. **Gender** refers to whether you are male or female. **Civil status** refers to whether you are single, married, widowed or separated.
6. **Employment type** refers to whether you are employed, self-employed or unemployed.
7. **Disability** refers to any physical defect which you may have. This information is important because TVET programs are competency-based. A blind person may have a very slim chance of being admitted into computer repair and maintenance courses because of his/her disability. Indicate too if you wear eyeglasses or use tools such as crutches or a wheelchair.

8. **Height** can be indicated either in feet or in meters. **Weight** may be indicated in pounds or in kilos. **Blood type** may be A, B, AB or O. You can determine your actual height and weight in a health center or hospital where scales are available. Blood typing may be performed by someone from a licensed laboratory.
9. **Social Security System (SSS) or Government Service Insurance System (GSIS) number** and **tax identification number (TIN)** are only filled up by those who have worked previously. When somebody is employed, he/she makes SSS contributions if the company he/she is working for is privately owned or GSIS contributions if he/she worked for the government. In both cases, a number is assigned to the contributing member. All tax-paying workers are required to have a TIN.
10. **Work experience** requires you to list down your previous jobs and employers, if any.
11. You also need to indicate the needed information for **training and seminars attended** and **examinations passed**, if any. Make your entries for these items brief and concise.
12. For **educational background**, you can indicate your NFE A and E experience if you didn't have any formal schooling.

The next step in the application process is the interview. Ask for your interview schedule and take note of it.

Things to Remember Before and During an Interview

1. Dress properly. Semi-formal clothes are appropriate for an interview. Avoid wearing shorts or rugged clothes. Avoid putting on too much make-up and overpowering scents too. Look simple but dignified. You can ask your parents or other working people for tips on how to dress up properly.



2. Be punctual. Take note of the time of the interview and be there ten minutes earlier. Remember that you are applying for acceptance. Arriving late for an interview does not leave a good impression on your interviewer.

3. Make a copy of your application form and remember the responses you indicated. Chances are the interviewer has a copy of your application form. Inconsistent responses do not reflect well on an applicant.
4. Greet the interviewer politely when you enter the room. Position yourself comfortably in a chair facing him/her. Do not slouch.
5. Maintain eye contact with and smile every now and then at the interviewer.
6. Answer only the questions you are asked tactfully and be direct to the point. Remember, the less you talk, the less mistakes you make.
7. Thank the interviewer afterward for his/her time. Be polite. You can ask questions only if he/she signals you to do so.
8. Above all, relax and be yourself. This always works.



Let's Try This

To prepare for your TVET application interview, practice answering the interview questions below. You can ask a friend or family member to act as the interviewer. If you have a tape recorder and a blank audio tape, you can record your conversation. Study the tape recording afterward and see what you can improve on. Keep on practicing until you get the answers to the questions right. Remember, practice makes perfect.

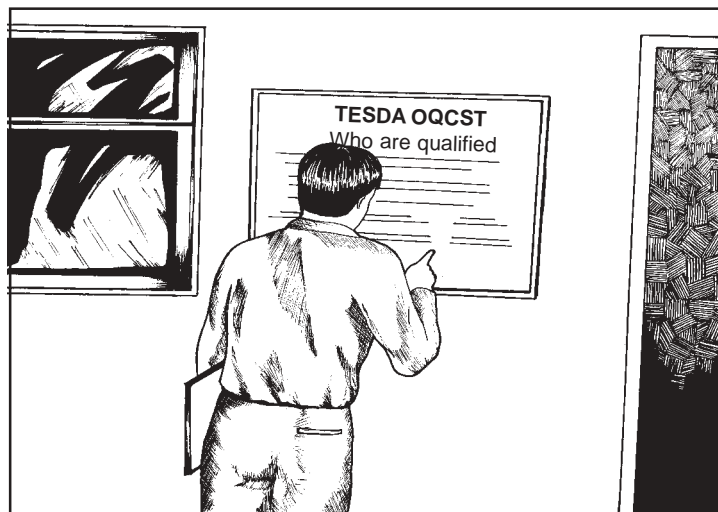
1. Please introduce yourself. Tell me about yourself and your family.
2. What made you decide to train under a TVET program?
3. Why did you choose this institution for your training?
4. Tell me about your goals in life.
5. Discuss your skills, strengths and weaknesses that are relevant to the training program you are applying for.

6. Why do you want to train for _____?
7. What difficulties do you expect to encounter during your training and what do you plan to do about them?
8. What are your plans after completing the course?
9. If you do not qualify for the program, what other options do you have?
10. Do you have any questions?

After completing a TVET program, you then undergo competency assessment before you can be given a certification. **Competency assessment** involves determining whether an individual who has completed a TVET program has indeed learned the skills that the training aimed to impart. It has two parameters or ways of measuring knowledge gained from TVET programs. **Qualification level** measures a person's knowledge, skills and work values relative to a set of competencies or skills—needed for the occupation he/she was trained for, while **certification level** measures the “expertise” of a skilled worker in the area he/she trained in. A high certification level would mean that a person has already mastered his/her craft.

Admission Slip Information	
1.	Name
2.	Trade area
3.	Class/Level
4.	Test schedule
5.	Test venue
6.	Time of testing

Assuming that you have been accepted into the program you applied for and actually completed it, the next step is for you to apply for and pass the TESDA occupation qualification and certification system test (OQCST).



A person who has already completed a TVET program is now ready to take an OQCST. However, individuals who have undergone apprenticeship or direct nonformal supervised learning in the actual workplace can also take this test. These include people who were directly trained by their fathers, for example, to weld or bake. Passing the OQCST signifies that one has acquired the necessary skills relevant to his/her chosen career.

To apply for the TESDA OQCST, you will need the following:

1. a properly filled-up application form containing all the information relevant to the occupation you are applying for (A copy of the TESDA OQCST applicant's information sheet is found on the next page.)
2. two 2 × 2 photographs with the examinee's name and signature at the back of each photograph
3. money for competency assessment expenses (You can inquire from the nearest TESDA office for the actual costs.)
4. certification of work experience or from the TVET training attended
5. properly filled-up admission slip which will serve as your permit to take the test (You can request the nearest TESDA office for a copy of this.)

The following steps should be undertaken in preparation for an OQCTS:

1. Rest well the night before. Get enough sleep. Remember, a rested mind is a working mind.
2. Bring a writing instrument (ball pen), working clothes and the necessary tools and materials for the competency assessment as specified by the competency assessor.
3. Don't forget to bring your admission slip and another ID.
4. Eat well before the test and use the bathroom before entering the testing room to avoid disturbances.

The actual test is composed of two parts. The first part aims to test your theoretical knowledge on the skill you are being tested for. This part of the test is composed of multiple-choice questions in English. Below is a sample question from the first part of the test.

- | |
|---|
| <ol style="list-style-type: none">1. A capacitor consists of<ol style="list-style-type: none">a. conductors separated by an insulatorb. insulators separated by a conductorc. a conductor aloned. an insulator alone |
|---|



TESDA

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

TESDA, East Service Road, South Superhighway, Taglig, Metro Manila
Telephone No. 893-21-39

Assessment Applied for: _____

STCW Application and Evaluation Form

REFERENCE NO. _____

WARNING: All statements written are subject to verification. Any false statement or misrepresentation made in this application is a ground for disqualification and criminal prosecution for falsification.

PART I - PERSONAL DATA	
Name of Applicant	Company
Permanent Address	Address
	Position
Citizenship	TIN
Birth Date	SIRB Number (Current)
Place of Birth	SIRB Number (Previous)
STCW Application New <input type="checkbox"/> Renewal <input type="checkbox"/>	

PART II - EDUCATIONAL ATTAINMENT	
Highest Degree Obtained	
School Attended	Date Graduated
Inclusive Date of Apprenticeship, if applicable (From)	(To)
Name of Company	
Address	

PART III - QUALIFICATIONS						
STCW TRAINING			LICENSE			
COURSE	CERT. NO.	TRAINING CENTER	DATE ISSUED	CAPACITY	NUMBER	DATE ISSUED

SEAGOING SERVICE					
POSITION	INCLUSIVE DATE	NAME OF VESSEL	KW/GRT	TYPE OF VESSEL	COMPANY

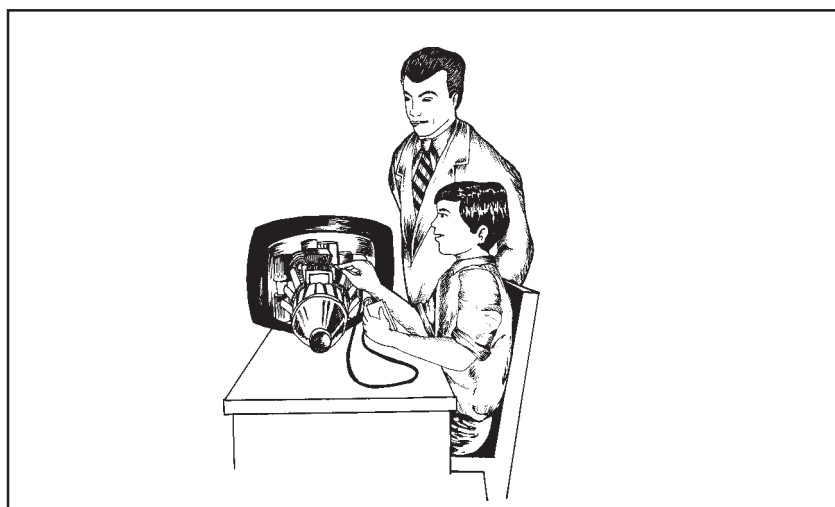
Two Specimen Signatures:

- Submitted documents:
- o Certificate of Sea Experience
 - o Certificate of Training related to the applied position
 - o Medical Certificate issued by accredited maritime clinic of DOH
 - o Certificate of Training for Tankers
 - o Qualification Certificate on Basic Safety Courses
 - o Two photographs (VISA size)

ADMISSION SLIP		PICTURE VISA SIZE
NAME _____	REFERENCE NO. _____	
ASSESSMENT APPLIED _____	OR NO. _____	
EXAM DATE _____ TIME _____	PLACE _____	
TESDA OFFICIAL _____	Signature/Printed Name of Applicant _____	

You shall be provided an answer sheet for your answers. Be sure to follow the instructions carefully.

The second part of the test is more on the practical application of skills learned. This involves actual demonstration of the necessary skills relevant to the training you took. This practical test shall be evaluated by the assessor who will be present throughout the test. For example, in electronics, you will be required to perform resistance measurements, voltage and current determination, troubleshooting and diagramming skills. Different occupations require different skills, hence the assigned assessor is someone who knows what he/she is doing, he/she himself/herself being a certified skilled worker.



During the test, remain calm. Focus your attention on the task at hand. Usually, a time limit is given so you have to work fast. The practical test is a time to “show off” the skills you learned. After the exam, you can ask for some feedback from your assessor. You will be told when to come back to claim your test results. If you passed, you will be given a certificate attesting your acquired skills.

The wait may be long but in the end, it will be worth it. Having gone through this lesson, you have learned how easy it is to apply for a TVET program and pass the TESDA OQCST. You just have to set your heart into becoming a skilled worker and study very well.



Let's See What You Have Learned

Enumerate what is asked for in each of the following:

A. Name five factors to consider when choosing a suitable TVET program.

1. _____
2. _____
3. _____
4. _____
5. _____

B. List five courses available under the TESDA's TVET programs.

1. _____
2. _____
3. _____
4. _____
5. _____

C. Name three requirements for taking the TESDA OQCST exam.

1. _____
2. _____
3. _____

D. Name the two parts of the TESDA OQCST exam.

1. _____
2. _____

Compare your answers with those in the *Answer Key* on pages 37 and 38. How well did you do?



Let's Remember

- ◆ After choosing an appropriate TVET program, you can apply for admission by filling up an application form properly and submitting the required documents.
- ◆ Undergoing an interview for admission into a TVET program is easy as long as you practice beforehand and know yourself well. Remember that TVET programs are competency-based. You have a better chance of getting accepted into a program if you assessed yourself well.

- ◆ After completing a program, you may take the TESDA OQCTS exam. A skilled worker who trained through apprenticeship in the actual workplace may also take this test. You should fill up an application form for this and bring the necessary documents. The test is divided into two parts—a theoretical part and a practical part.
- ◆ Getting a TESDA certificate will be very helpful to you in finding a good job. It signifies that you know what you are doing and that you have the necessary skills for it.

Well, this is the end of the module! Congratulations for finishing it. Did you like it? Did you learn anything useful from it? A summary of its main points is given below to help you remember them better.



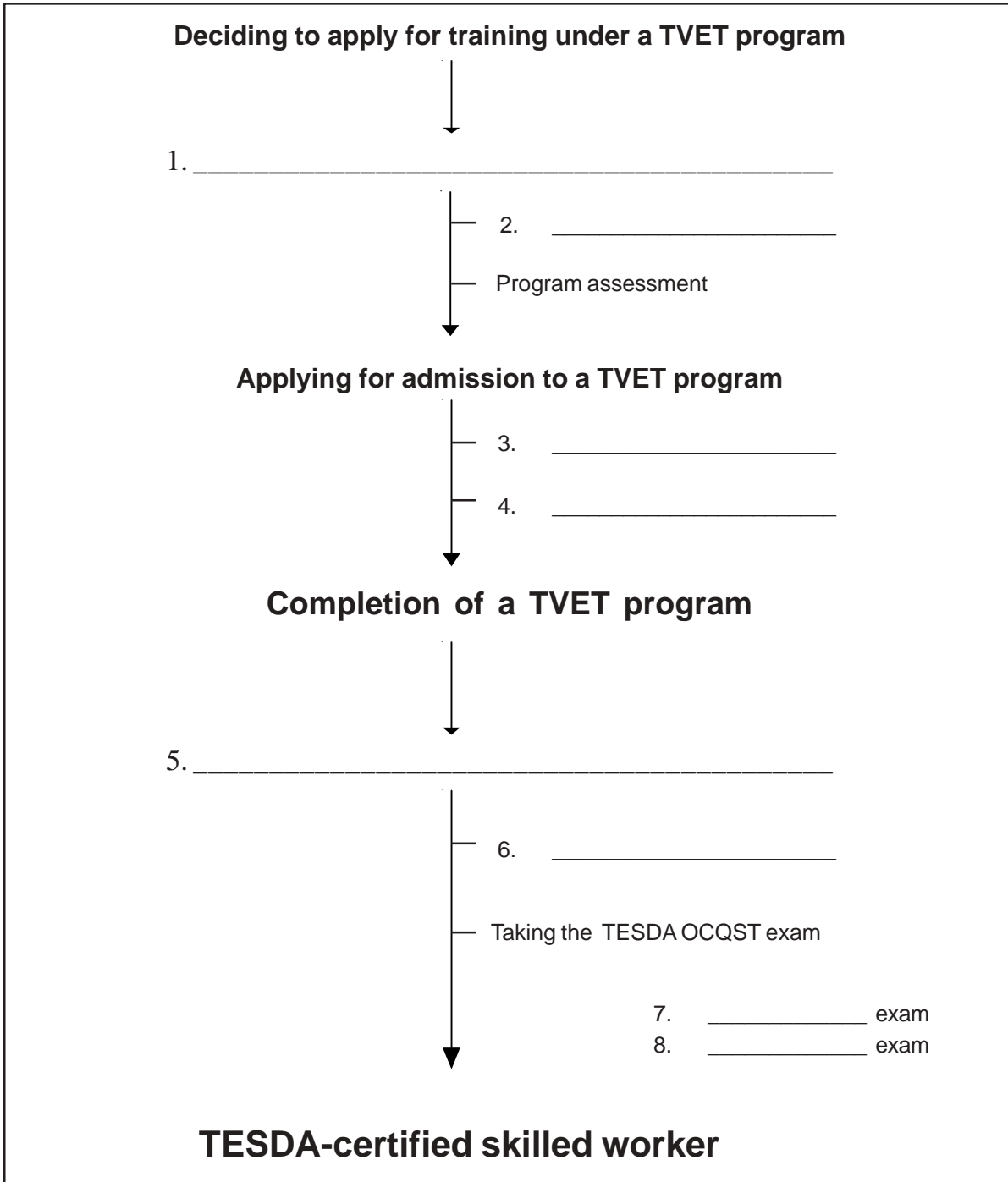
Let's Sum Up

- ◆ There are many available skills training programs for those who want to acquire training for future occupations.
- ◆ TVET programs are being offered by the TESDA and other agencies to provide training for various technologies and occupations requiring special skills.
- ◆ TVET programs are competency-based.
- ◆ After choosing a suitable TVET program, you can apply for admission by filling up an application form properly and submitting the required documents.
- ◆ Undergoing an interview for admission into a TVET program is easy as long as you practice beforehand and know yourself well. Remember that TVET programs are competency-based. You have a better chance of getting accepted into a program if you assessed yourself well.
- ◆ After completing a program, you may take the TESDA OQCTS exam. A skilled worker who trained through apprenticeship in the actual workplace may also take this test. You should fill up an application form for this and bring the necessary documents. The test is divided into two parts—a theoretical part and a practical part.
- ◆ Getting a TESDA certificate will be very helpful to you in finding a good job. It signifies that you know what you are doing and that you have the necessary skills for it.



What Have You Learned?

Below is a flowchart of the steps in becoming a TESDA-certified skilled worker. Fill in the blanks with the correct words or phrases.



Compare your answers with those in the *Answer Key* on page 38. How well did you do? If you got a perfect score, you may study another module. If you didn't, review the parts you made mistakes in before doing so.



Answer Key

A. Let's See What You Already Know *(page 2)*

- A.
 - 1. When a person is interested in a craft or skill
 - 2. When getting a college degree is not possible due to financial reasons
 - 3. When a person wants to get a well-paying job or become self-employed
- B.
 - 1. tailor
 - 2. baker
 - 3. mechanic
 - 4. electronics technician
 - 5. surveyor
 - 6. computer technician
- C.
 - 1. high-school report card
 - 2. certificate of good moral character
 - 3. birth certificate
 - 4. recent photograph
 - 5. accomplished application form
- D. Answers may vary. Possible answer: In a world where technology is fast developing, new opportunities are being opened to more and more skilled workers. Developing one's skills will therefore help a person earn more and have a brighter future.

B. Lesson 1

Let's Try This (page 7)

- 1. tailor/dressmaker
- 2. baker
- 3. carpenter
- 4. electrician
- 5. hairdresser

Let's Try This (page 10)

1. (j)
2. (a)
3. (h)
4. (i)
5. (g)
6. (f)
7. (b)
8. (c)
9. (e)
10. (d)

Let's See What You Have Learned (pages 11–12)

1. To make sure you will become the best kind of skilled worker you can be
2.
 - a. Technical Education and Skills Development Authority
 - b. Technical and Vocational Education and Training
3. Answers may vary.
 - a. Cosmetology
 - b. Automotive Technology
 - c. Hotel and Restaurant Management
 - d. Food Technology
 - e. Computer Repair and Maintenance

C. Lesson 2

Let's Learn (page 18)

1. ability to draw well
2. a strong body, steady hands, knowledge in using a blow torch
3. ability to create new designs, dexterous hand
4. precision in hammering, scaling and measuring
5. sensitive taste buds, creativity in using various ingredients

Let's See What You Have Learned (page 22)

- A.
 - 1. personal goals
 - 2. goals for one's family
 - 3. skills
 - 4. interests
 - 5. strengths
 - 6. weaknesses
- B.
 - 1. program costs
 - 2. program duration
 - 3. location of training site
 - 4. future employment opportunities offered by a particular training program

D. Lesson 3

Let's See What You Have Learned (page 32)

- A.
 - 1. personal interests
 - 2. existing skills
 - 3. availability of courses
 - 4. personal goals
 - 5. funds
- B. Answers may vary.
 - 1. Dressmaking
 - 2. Baking
 - 3. Computer Repair and Maintenance
 - 4. Hotel and Restaurant Management
 - 5. Welding
- C.
 - 1. properly filled-up application form
 - 2. assessment fee
 - 3. TESDA certificate

- D. 1. theoretical
- 2. practical

E. What Have You Learned? *(page 34)*

- 1. Choosing the TVET program appropriate for you
- 2. Self-assessment
- 3. Preparing the necessary documents and filling up an application form
- 4. Undergoing an interview
- 5. Applying for the TESDA OCQST exam
- 6. Preparing the necessary documents and filling up an application form
- 7. Theoretical
- 8. Practical



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