TECHNICAL VOCATIONAL EDUCATION AND TRAINING CENTER

TRAINING CONTINUITY PLAN
TECHNICAL VOCATIONAL EDUCATION & TRAINING (TVET) CENTER

RATIONALE

The challenge brought about by the COVID-19 pandemic laid a heavy burden to everyone around the world. As we shift to the new normal, education and skills training must be adoptive and responsive to changes, especially those brought by the new disease.

Don Bosco TVET Center envisions itself to become a forefront of education and skills training. Its self-mandate is to support the Philippine economy by providing its industries with competent skilled workers. As for our trainees, assisting them achieve a technical vocational degree will help them land a job, which enables them to help their families and become a productive member of the society. And it is because of this noble commitment,

Don Bosco TVET Center will implement a Training Continuity Plan for the Year 2020 – 2021. This Training Continuity Plan focuses on the reality that despite difficult circumstances, education and training must continue – forming our trainees not just to become industry-ready but a good Christian and upright citizen as well.

CONCEPTUAL FRAMEWORK

VISION
A benchmark and premier provider of technical-vocational education founded on the teachings of St. John Bosco.

MISSION
To form the students in the Salesian Educational system making them into good Christians and upright citizens. To develop and train students to become highly qualified and globally competitive. To provide quality technical education to the poor and the underprivileged youth for gainful employment.

CORE VALUES
Spirituality (Faith) • Collaboration (Teamwork) • Integrity (Character)
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This framework emphasizes on the key element of learning – the learner. It is the Training Center’s duty to provide the relevant knowledge, skills and work-ready attitude (KSA) by through adoption of Distance Education approach. This approach promotes independence, self-paced and guided learning among trainees. Theories, principles and worksheets are provided (via hard or soft copies) to the trainees for them to study on their own time; followed up with practice or hands on activities at school via face-to-face (F2F).

The center acknowledges the economic and financial capacity of its trainee. Trainees may elect to be given a Competency Based Training module (CBLM) either in print (hard copy) or in digital format (PDF).

Alternatively, trainers may opt to use an online platform or a learning management system to enrich, strengthen and assess the learning of the trainees. This will also serve as contingency in case resurgence of COVID cases arise and another quarantine period is prescribed by the government.

To deliver a holistic education and training, Don Bosco TVET Center also develops the spiritual well-being of its trainees aside from the acquiring KSAs needed per qualification. Spiritual formation will be conducted using both modes of delivery (online and face-to-face). As a result, trainees who graduate from the 15-month training program of TVET center are not just competent skilled workers but also Good Christians and Upright Citizens – the qualities of an ideal Bosconian.

DEFINITION OF TERMS

| DISTANCE EDUCATION | A mode of learning in which trainees and teachers are physically separated from each other. It is a learner-centered, guided independent study making use of well-studied learning and teaching pedagogies to deliver well-designed learning materials through various media. It is sometimes described as flexible learning and distributed learning. |
| MODULAR | Involves individualized instruction that allows learners to use self-paced and self-guided modules in print or digital format/electronic copy. |
| FACE-TO-FACE (F2F) | Refers to the instructor-led training in a traditional classroom setting. |
| LEARNING MANAGEMENT SYSTEM (LMS) | Refers to the software-based platform that facilitates the management, delivery, and measurement of an organization's corporate e-learning programs. |
DUTIES AND RESPONSIBILITIES

Skills Training is a joint collaboration between the trainee, trainers and the training center. It is paramount that these elements must work closely and abide with their respective duties and responsibilities in order for the training to be successful.

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<th>TRAINEE</th>
<th>TRAINER</th>
<th>TVET CENTER</th>
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| • Self-motivation in accomplishing training requirements
  • Determination to finish training course
  • Comply with rules and regulations of the training center | • Facilitates learning and makes adjustments in learning approaches or mode.
  • Monitors progress and assess skill acquisition.
  • Provides Salesian assistance | • Ensure training and safety protocols are met.
  • Support needs for skills training and holistic development. |

REVISED TRAINING PLAN GUIDELINES

• Patriotic rites and prayers will be conducted in-class. *(When face-to-face interaction is allowed)*
• Each trainee will be given a Competency-Based Learning Module (CBLM) and a Trainee’s Record Book.
• Class advisers will monitor the progress of each trainee.
• Midterm exams will no longer be given. Trainee’s progress are monitored and evaluated throughout the training program. Final exam will be in a form of institutional assessment. Those who pass the institutional assessment will be eligible for national assessment and certification
• Trainers will schedule consultation hours with their trainees.
CLASS SIZE AND SEAT ARRANGEMENT

The TVET Center will limit the number of occupants per classroom to a maximum of 25 trainees. Each trainee should be spaced at least one meter or four feet apart from other trainees in the room.

FAITH FORMATION & PASTORAL SERVICES

Evangelization and faith formation are integral part of Salesian education. For Don Bosco, skills training is secondary – the primary is the salvation of the soul. Amidst the COVID-19 pandemic, Don Bosco’s commitment in transforming the youth into Good Christians and Upright Citizens is unwavering.

The TVET Pastoral Ministry will initiate and develop faith formation and social awareness programs that are in accordance with the new normal. As a working arm of the TVET Pastoral ministry, the Christian Living Subject is tasked to develop, enrich and deepen the understanding of the Catholic faith.

The Christian Living subject will use the Distance Learning plus Online learning this coming school year.

- All trainees should participate in Sunday Eucharistic celebrations whether online or thru their parishes (when restrictions are lifted.) Reflection paper about the Sunday Gospel will be submitted during Christian Living Class.
- Good Morning Talks will be recorded and will be viewed per class.
- Eucharistic celebrations may continue by shop or by class. Physical distancing shall be strictly observed.
- Regular Social Action and Leadership Training (SALT) Program will be postponed unless the institution has agreed on the mechanics how the activity will be conducted.
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HEALTH & SECURITY PROTOCOLS

- All trainees are required to wear their ID, uniform, safety shoes and face mask at all the time. Using reusable and washable face masks are recommended.
- Borrowing of any personal items from other trainees, particularly other person’s personal Protective Equipment (PPE), shall not be allowed.
- All trainees are encouraged to have a Personal Hygiene Kit (contains alcohol or sanitizer, hand soap, tissue, extra shirt and towel, extra face mask).
- Body temperature check will be conducted upon entry. Trainees whose temperature is above 37.5 °C will be asked to login their name then will be sent home immediately. The TVET nurse and class adviser will follow up on the condition of the trainee.
- A trainee may not go to training if he/she feels sick provided that he has notified thru call/SMS his class adviser and the school nurse. Missed or late notification may merit an Absence Mark.
- Physical distancing shall be observed all the time. If deemed necessary, all physical contact shall be kept at a minimum.
- Each trainee will be assigned a specific class seat, mock up or training/learning module. Trainers will keep a map identifying the position of each trainee during class and in-shop training.
- Gatherings, assemblies and similar other activities shall be approved by the institution and the mechanics how it will be conducted.
- All trainees shall go home immediately after dismissal.
- All tools borrowed from the Tool room shall be cleaned and sanitized by the last user before returning.
- Classrooms shall be cleaned and disinfected before the class begins and before dismissal.
- All visitors who wish to enter the training center must sign in at the Guests’ logbook. Temperature checks will also be conducted and will be denied entry if it is above 37.5 °C. All visitors shall abide with all safety protocols being implemented in the school and in the training center.
SCHEDULE OF ACTIVITIES

At present, it is uncertain when the National and Local government will allow schools and training centers to open. For this reason, the TVET Center has formulated three contingency plans based on projections when NCR will be placed under Modified General Community Quarantine (MGCQ) or when government has allowed school to operate.

<table>
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<tr>
<th>FIRST SEMESTER</th>
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<td><strong>Ongoing (since May 1)</strong></td>
<td>• Enrolment for Batch 95</td>
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| **June 15 - July 31, 2020** | • Conduct Technology Accessibility and Capability Survey  
• Revision and Production of Competency-Based Learning Modules (CBLM) and other learning modules.  
• Setting up/rearrangement of all learning venues following the safety protocols and prescribed by the TESDA.  
• Start of Special Course Training  
• Setting up of Classroom, Learning Facilities and arrangement for rentals for Industry Assessment |
| **July 15 – August 21, 2020** | • Interview for Batch 95 (via Facebook messenger/Zoom platform) |
| **August 26, 27 & 28, 2020** | • VIRTUAL TVET ORIENTATION (BATCH 95) |
| **Aug 28 - Dec 18, 2020** | • START OF NEW SCHOOL YEAR (BATCH 94 & 95)  
DISTANCE LEARNING MODALITY (MODULAR & ONLINE)  
Phase 1: The use of self-paced and self-guided training modules (CBLM) and weekly online learning for synthesis, assessment and for open forum. |
| **Sept 7 – Dec, 2020** | • Start of enrolment for Batch 96  
• Interview for Batch 95 (via online or offline)  
• Collection of Enrolment Documents (Batch 96) |
| **December, 2020** | • Assessment of Distance Learning/Online Learning  
• Revision and Production of Competency-Based Learning Modules (CBLM) and other learning modules.  
• Setting up/rearrangement of all learning venues following the safety protocols and prescribed by the TESDA. |
## VISION
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## MISSION
To form the students in the Salesian Educational system making them into good Christians and upright citizens. To develop and train students to become highly qualified and globally competitive. To provide quality technical education to the poor and the underprivileged youth for gainful employment.

## CORE VALUES
- Spirituality (Faith)
- Collaboration (Teamwork)
- Integrity (Character)

### SECOND SEMESTER

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<tr>
<td>January 4 - 15, 2021</td>
<td>• INSTITUTIONAL ASSESSMENT (Batch 94) &amp; TESDA CERTIFICATION</td>
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| Jan 4, 2021 - Feb 26, 2021 | • START OF BRIDGING PROGRAM FOR BATCH 93 & 94  
Intensive, Hands-on Training thru Face-to-Face Modality |
| January 4 - 5, 2021    | • TVET Orientation (Batch 96)                                                                |
|                        | • Conduct Technology Accessibility and Capability Survey for new Trainees (Batch 96)              |
| January 4 – May 21, 2021 | • START OF TRAINING - 2nd SEMESTER (BATCH 95)  
Phase 2: The application of theories and lessons learned from Phase 1. Trainees will be rigorously trained in-school in the qualification they have chosen. After completing the training, the trainee will undergo an Institutional Assessment prior to his/her TESDA Assessment where he/she can earn a National Certificate.  
• START OF TRAINING - 1st SEMESTER (BATCH 95)  
Distance Learning/ eLearning Approach (70% Face-to-Face Skills Training; and 30% Offline, Self-Paced Learning and/or Online Learning) |
| May 24-28, 2021       | • INSTITUTIONAL ASSESSMENT (Batch 95) & TESDA CERTIFICATION                                    |
| May 31 – June 11, 2021 | • Pre On-the-Job Seminars  
Deployment for On-the-Job Training (Batch 95)                                                  |