

3.2.2 Training Resources

Training resources are essential components required for the successful delivery of a Community-Based Training Program (CBTP). These include people, tools, equipment, materials, and a budget that make training organized, practical, and relevant to the needs of the community.

In CBTPs, training resources commonly include:

- **Recognized Community-Based TVET Trainers**
- **Tools, Equipment and Materials (TEM)**
- **Costing of TEM**

3.2.2.1 Recognized Community-Based TVET Trainers

A **Community-Based TVET Trainer (CBTVET Trainer)** is someone who delivers short, practical skills training directly in the community. These trainers help people learn valuable livelihood skills without having to travel far or attend formal schools.

Identification of CBTVET Trainer:

In reference to **TESDA Circular No. 088-2020**, titled *“Guidelines in the Implementation of Community-Based Trainer Recognition and Community-Based Trainers Methodology Course,”* a CBTVET Trainer should:

- Able to read and write;
- Possess the technical skills relevant to the community-based training program;
- Have the competency in trainer's methodology;
- Able to speak the local and/or regional dialect; and
- Physically and mentally fit

Requirements for Recognition of a Community-Based Trainer

The minimum requirements for the recognition of a Community-Based Trainer are as follows:

A. Trainers Methodology Certificate. This refers to any of the following:

1. Trainers Methodology Certificate or Certificate of Training on Trainers Methodology Level I - COC 1 \

2. Certificate of Training on Community-Based Trainers Methodology
3. Certification from relevant non-government organization, national government agencies or local government units that the individual has been conducting community-based training activities.

B. Technical Skills Certificate. This refers to any of the following that relates to the community-based training program to be handled:

1. TESDA National Certificate (NC)
2. TESDA Certificate of Competency (COC)
3. Certificate of Training or Achievement
4. Certificate of Employment indicating the duties and tasks
5. Certification from relevant non-government organization, national government agencies or local government units that he/she is a practitioner of the technical skills relevant to the community-based training program.

Role of a Recognized Community-Based TVET Trainer in the CBTP:

1. **Conduct Training Needs Analysis (TNA)**

The trainer identifies the prevailing skills requirements within the community to ensure the training program addresses local needs and opportunities.

2. **Prepare the Training Plan and Prepared Required Resources**

The trainer formulates a comprehensive training plan based on the results of the TNA, and identifies the necessary tools, equipment, and materials (TEM), including the corresponding cost estimates, to ensure the feasibility and effectiveness of the training.

3. **Coordinate with Local Government Units (LGUs) and Stakeholders**

The trainer engages with LGUs and other stakeholders to facilitate the organization and implementation of the CBTP.

4. **Facilitate the Identification and Screening of Participants**

The trainer assists in selecting qualified participants from the community in accordance with program objectives.

5. **Deliver the Community-Based Training Program**

They provide short, practical training courses in areas like agriculture, welding, food processing, sewing, etc., tailored to local needs.

6. **Post-Training Interventions**

The trainer facilitates post-training support such as employment or livelihood referrals.

3.2.2.2 Tools, Equipment and Materials (TEM)

In any skills training, it's important to have the right tools, equipment, and materials—collectively called **TEM**. Without them, the learners may not be able to practice the skills properly.

For Community-Based Training Programs (CBTPs), TEM should be ready before the training starts. These resources help make the training smooth, hands-on, and practical.

TEM should match the level of the program and be realistic to the local setting. Trainers and organizers should plan carefully to make sure all trainees can use the materials and fully participate in the activities.

Most of the required TEM for each program are listed in the Training Regulation (TR) provided by TESDA. The TR is a guide that shows the standard tools and materials based on what the industry needs. But if there are other helpful tools not listed in the TR that can improve the training, they may also be included—especially if they reflect real practices in the field.

Important Notes for CBTP Implementation:

- The **TEM requirements for training and assessment must be prepared separately**. The tools and materials used during training might be different from those used during assessment.

For Training:

These are used for learning and practice. There should be enough for all trainees to try the tasks.

For Assessment:

These are used during the evaluation of learners. Only list what is needed based on the **Evidence Plan** or **assessment methods**.

Title of CBTP: _____

Module: _____

CBTVET Trainer _____

Resource	Specification/ Description	Quantity	Unit Cost	Estimated Cost
Tools				
Materials				
Equipment				

Table 3. Training Resources

In using **Table 3: Training Resources Table**, you can list and organize all the tools, equipment, and materials (TEM) needed for your Community-Based Training Program (CBTP). This table is especially helpful in making sure the training is well-planned, properly budgeted, and aligned with TESDA's requirements.

You can get the list of required TEM from the TR (you may access through this link: https://tesda.gov.ph/Download/Training_Regulations) of the specific qualification—for example, if you are planning a *CBTP for Barangay Health Workers (Barangay Health Services NC II)*, you will use this table to determine what items are required for both training and assessment.

Let's go through each column of the table, using this as a guide:

1. Resource

Write the name of the item. It can be a:

- **Tool** – e.g., Digital thermometer
- **Equipment** – e.g., Blood pressure monitor
- **Material** – e.g., Gloves, cotton balls, alcohol

2. Specification / Description

Describe the item clearly. Include size, type, or any specific feature to ensure you get the right item.

Examples:

- Digital thermometer, battery-operated
- BP monitor, digital, upper arm type
- Gloves, disposable, medium size, 100 pcs/box

3. Quantity

How many pieces or sets do you need? Think about how many trainees there are and whether items will be shared or used individually.

Examples:

- 5 thermometers (1 per group)
- 10 boxes of gloves (1 per trainee)
- 2 BP monitors (shared)

4. Unit Cost

Enter the estimated cost per unit. Take note that this may vary depending on the local supplier or regional price differences.

5. Estimated Costing

Compute and record the estimated cost based on the quantity and unit price. This will support budget preparation and resource sourcing.

Examples:

- Digital thermometer – ₱500 each
- Gloves – ₱300 per box
- BP monitor – ₱1,500 each

Training resources are key to delivering effective and meaningful CBTPs. Proper planning using the **Training Resources Table** helps ensure that:

- All tools, materials, and equipment are ready
- Budgets are realistic
- Training is smooth, practical, and aligned with TESDA standards

Remember: The success of a training program depends not only on content and trainers—but also on having the right resources in place.

End of Section 3.2.2 Training Resources**Instructions:**

- Answer the Self-Check Quiz for 3.2.2: Training Resources.
- Self-Check Quiz: <https://forms.gle/hXhcKJrepSpuEtMH6>

LS- 3 Task 2: Training Resources

Instructions:

- Download the template for [Task 2: Training Resources](#)
- Use this as your **working file**. Complete all tasks and submit them before Learning Session 3 begins. This file will be consolidated at the end of Learning Session 3 and refined for use in the next sessions.
 - Upon completion, upload your working file to the google form link: <https://forms.gle/NAm9YQToPN3jknA79>
- Refer to the discussion guide in 3.2.2

3.2.2.2 TASK SHEET Training Resources
Performance Objective: By the end of this activity, you will be able to identify and document the appropriate Tools, Equipment, and Materials (TEM) needed for the delivery of a selected Community-Based Training Program (CBTP) module. You will accomplish this by referring to the relevant Training Regulation (TR) and considering the practical availability of resources in your local context. You are also expected to specify realistic cost estimates and identify the possible source of each resource to support effective program planning and budgeting.
Expected Outputs: • 4 completed Training Resources Tables — one for each cluster • Each table must reflect a CBTP and one corresponding Unit of Competency
Reference/s: • TESDA Training Regulations (TRs): https://tesda.gov.ph/Download/Training_Regulations

- SAG and CBTP Module References (used in previous sessions)
- Session Output from 3.2.1 (Program Title and Module)

Steps/Procedures:

1. Review your completed **CBTP Information Table** and **Training Content Outline from 3.2.1**.
2. Input the **CBTP** and **Module Title**
3. Refer to the **Training Regulation (TR)** of the chosen qualification and extract the required **Tools, Equipment, and Materials (TEM)**.
4. Fill in the Training Resources Table for each cluster (A to D) using the format provided below.
5. Make sure to:
 - Clearly describe each item under Specification/Description
 - Provide realistic quantities and estimated costs
 - Identify the source/funding support (e.g., TESDA, LGU, NGO, Barangay)

3.2.2 TASK SHEET

Training Resources

Name	:	
Designation	:	
Province	:	

CLUSTER A

Title of CBTP: _____
 Module: _____
 CBT VET Trainer _____

Resource	Specification/ Description	Quantity	Unit Cost	Estimated Cost
Tools				
Materials				
Equipment				

CLUSTER B

Title of CBTP: _____
 Module: _____
 CBT VET Trainer _____

Resource	Specification/ Description	Quantity	Unit Cost	Estimated Cost
Tools				

Materials				
Equipment				

CLUSTER C

Title of CBTP: _____

Module: _____

CBTVET Trainer _____

Resource	Specification/ Description	Quantity	Unit Cost	Estimated Cost
Tools				
Materials				
Equipment				

CLUSTER D

Title of CBTP: _____

Module: _____

CBTVET Trainer _____

Resource	Specification/ Description	Quantity	Unit Cost	Estimated Cost
Tools				
Materials				
Equipment				