

Learning Session 1.4: PLANNING AND ORGANIZING COMMUNITY-BASED TRAINING PROGRAMS (CBTPS)

Introduction

Now that you have identified priority CBT/VET clients and proposed responsive CBTPs per cluster using local data and professional judgment, the next step is to plan these programs effectively. Section 1.4 will guide you through the technical process of transforming identified training needs into implementable, quality-assured CBTPs.

Community-Based Training Programs (CBTPs) are at the heart of TESDA's commitment to inclusive, localized, and practical technical-vocational training. This section provides a step-by-step guide to understanding how CBTPs are conceptualized, developed, and organized to ensure relevance, quality, and impact.

Planning and organizing CBTPs involve systematic processes that begin with understanding community needs and end with the creation of training plans that are both responsive and sustainable. This section will walk learners through the CBTP cycle, environmental scanning techniques, the use of SWOT analysis, and how strategic planning leads to actionable proposals.

1.4.1 Understanding the CBTP Cycle

The CBTP cycle ensures that training programs are implemented in a methodical and evidence-based way. The cycle offers a roadmap to guide program planners, implementers, and partners across all stages of CBTP development.

Key Phases in the CBTP Cycle:

1. Community Identification and Engagement

- Select communities where CBTPs can create the greatest impact.
- Coordinate with LGUs, CTECs, PESO Managers, and other local actors.
- Build local buy-in through consultations, briefings, and orientation activities.

2. Profiling and Needs Assessment

- Gather existing data (from CTECs, barangays, DOLE, etc.) on the socioeconomic conditions, skills gaps, and employment trends in the community.
- Identify priority client groups based on clustering.
- Assess preferred skills, training readiness, and contextual needs.

3. Planning and Design

- Match training programs to identified needs.
- Select qualifications and competency-based programs relevant to the community.
- Determine modality (mobile, in-house, blended) and contextualize curriculum.
- Assign trainers and secure necessary tools, equipment, and training kits.

4. Implementation

- Begin training delivery using TESDA's competency-based standards.
- Foster an inclusive, learner-centered environment.
- Monitor attendance, engagement, and immediate issues.

5. Assessment and Certification

- Facilitate competency assessments.
- Collect feedback from learners, trainers, and stakeholders.

6. Monitoring, and Evaluation

- Measure performance against outcomes.
- Use findings to improve future CBTPs.

Each stage is interconnected. Success in CBTP implementation depends on how well each of these steps is carried out, in coordination with local actors and grounded in the realities of the communities served.

1.4.2 Environmental Scanning: Analyzing Internal and External Factors

Before a Community-Based Training Program (CBTP) can be planned, it is essential to understand the environment in which it will operate. Environmental scanning is the process of systematically examining both internal and external factors that may influence the success of a CBTP. This foundational step helps TESDA CBTVET Officers make informed decisions that are context-sensitive, data-driven, and aligned with local realities.

What is Environmental Scanning?

Environmental scanning is like "taking the pulse" of the community. It involves gathering and analyzing information to answer key questions:

- What is the **community context**?
- What **resources and constraints** exist internally?
- What **opportunities or risks** are present in the external environment?
- How can these insights be used to plan a relevant, effective CBTP?

This process ensures that your training program is **not designed in a vacuum**, but rather tailored to the actual needs, assets, and conditions of the local area.

A. Understanding the Internal Environment:

Internal factors refer to conditions within the community or implementing organization that influence program implementation. These are factors that you can control or influence directly. Key internal elements include:

- **Human Resources:** Are there available trainers or assessors in the area? What is their level of experience?
- **Training Infrastructure:** Does the community have accessible training centers, classrooms, or barangay halls that can serve as venues?
- **Training Tools and Equipment:** Are materials or resources (such as kits or tools) sufficient and functional?

- **Readiness of Partners:** How engaged are local government units, CTECs, and PESO offices? Are they prepared to support the CBTP?
- **Organizational Capacity:** What is the implementing unit's track record in CBTP delivery? Are documentation, reporting, and logistics systems in place?

Why this matters: A CBTP that overestimates local capacity or fails to engage with ready partners will face implementation delays or low turnout.

B. Understanding the External Environment

External factors are outside your direct control but can greatly influence program success. These include economic, social, political, and institutional aspects:

- **Labor Market Demand:** Are there industries nearby that require specific skills (e.g., welding, food processing, construction)?
- **Policy Context:** Are there government programs, ordinances, or mandates that support training in the area?
- **Sociocultural Norms:** Are there gender, cultural, or religious dynamics that could affect participation?
- **Demographics and Mobility:** Is the target population stable, or is there high outmigration that could affect retention?
- **Climate and Security:** Are there recurring natural hazards or security risks that must be considered?

Why this matters: Recognizing external opportunities helps maximize program impact, while awareness of threats enables better planning and risk reduction.

Conducting a thorough environmental scan allows CBTVET Officers to:

- Choose training programs that are appropriate and in demand
- Identify risks early and plan mitigation measures
- Ensure community support and sustainability

LS-1 Task 3: Environmental Scanning

Instructions:

- Download Template for Task 3: <https://bit.ly/3G29A3H>
- This will serve as your **working file**, which will be consolidated at the end of Learning Session 1. Tasks do not need to be submitted at this stage but will be refined and used in succeeding sessions.
- Based on your identified Priority Client and proposed CBTP, what internal and external conditions in your province may influence the delivery of the training? Consider available training infrastructure, local partner readiness, labor market demand, social or cultural factors, and environmental risks. What opportunities can be maximized, and what challenges need to be addressed?
- Refer to the discussion guide in 1.4.2.

Internal Factors

- **Human Resources:** Are there available trainers or assessors in the area? What is their level of experience?
- **Training Infrastructure:** Does the community have accessible training centers, classrooms, or barangay halls that can serve as venues?
- **Training Tools and Equipment:** Are materials or resources (such as kits or tools) sufficient and functional?
- **Organizational Capacity:** Assess your office or team's experience and systems for managing CBTPs and what may need strengthening

External Factors

- **Labor Market Demand:** Are there industries nearby that require specific skills (e.g., welding, food processing, construction)?
- **Policy Context:** Are there government programs, ordinances, or mandates that support training in the area?

- **Sociocultural Norms:** Are there gender, cultural, or religious dynamics that could affect participation?
 - **Demographics and Mobility:** Is the target population stable, or is there high outmigration that could affect retention?
 - **Climate and Security:** Are there recurring natural hazards or security risks that must be considered?
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Task 3: Environmental Scanning

Cluster A “Economic and Livelihood Vulnerable Cluster”	
Priority Client: _____	CBTP: _____

Internal Factor	Key Observation/ Details
Human Resources	
Training Infrastructure	
Training Equipment & Materials	
Readiness of Partner Institutions	
Organizational Capacity	

External Factor	Key Observation/ Details
Labor Market Demand	
Policy Environment	
Sociocultural Dynamics	
Demographics and Mobility	
Climate and Security Risks	

Cluster B “Socially Disadvantaged and Vulnerable Populations Cluster”	
Priority Client: _____	CBTP: _____

Internal Factor	Key Observation/ Details
Human Resources	
Training Infrastructure	
Training Equipment & Materials	
Readiness of Partner Institutions	
Organizational Capacity	

External Factor	Key Observation/ Details
Labor Market Demand	
Policy Environment	
Sociocultural Dynamics	
Demographics and Mobility	
Climate and Security Risks	

Cluster C “Conflict and Security Related Cluster”	
Priority Client: _____	CBTP: _____

Internal Factor	Key Observation/ Details
Human Resources	
Training Infrastructure	
Training Equipment & Materials	
Readiness of Partner Institutions	
Organizational Capacity	

External Factor	Key Observation/ Details
Labor Market Demand	
Policy Environment	
Sociocultural Dynamics	
Demographics and Mobility	
Climate and Security Risks	

Cluster D “Special Social Care Cluster”	
Priority Client: _____	CBTP: _____

Internal Factor	Key Observation/ Details
Human Resources	
Training Infrastructure	
Training Equipment & Materials	
Readiness of Partner Institutions	
Organizational Capacity	

External Factor	Key Observation/ Details
Labor Market Demand	
Policy Environment	
Sociocultural Dynamics	
Demographics and Mobility	
Climate and Security Risks	

1.4.3 SWOT Analysis: A Strategic Planning Tool

After completing the environmental scan, it's time to synthesize your findings using a SWOT analysis. This tool allows CBTVET Officers to organize internal and external factors into a framework that supports strategic decision-making.

SWOT stands for:

- **Strengths (Internal, Positive):** These are existing assets or advantages, like trained staff, strong LGU partnerships, or available facilities.
- **Weaknesses (Internal, Negative):** Limitations or gaps, such as outdated equipment or lack of trainers.
- **Opportunities (External, Positive):** Favorable conditions outside your control, like DOLE grants or local employer demand.
- **Threats (External, Negative):** Risks like community resistance, seasonal calamities, or budget delays.

This analysis helps planners make sense of various conditions by categorizing them. By doing so, you can clearly identify what to enhance, what to improve, what to take advantage of, and what to guard against.

How to Use SWOT Effectively:

- Be specific. Don't just say "lack of resources"—specify what is lacking.
- Align the SWOT with your proposed CBTP and client group.
- Use the results to guide your next step: strategic action planning.

LS-1 Task 4: SWOT Analysis

Instructions:

- Download Template for Task 4: <https://bit.ly/4ewfTcq>
 - This will serve as your **working file**, which will be consolidated at the end of Learning Session 1. Tasks do not need to be submitted at this stage but will be refined and used in succeeding sessions.
 - Drawing from your Environmental Scanning findings, what are the internal strengths and weaknesses of your proposed CBTP for the identified priority client? What external opportunities and threats may affect its success? Reflect on both community-level conditions and program-specific considerations. Use this analysis to determine what to build on, improve, leverage, or prepare for as you move toward CBTP implementation.
 - *For each Cluster Priority Client-CBTP, Identify the following:*
 - a. Strengths (Internal, Positive)**
 - *Focus on assets, capabilities, and resources that give you a competitive advantage.*
 - b. Weaknesses (Internal, Negative)**
 - *Consider areas that hinder performance or require improvement.*
 - c. Opportunities (External, Positive)**
 - *Look at trends, policy directions, or stakeholder interests.*
 - d. Threats (External, Negative)**
 - *Consider risks or external challenges that may impact your objectives.*
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Task 4: SWOT Analysis

Cluster A “Economic and Livelihood Vulnerable Cluster”	
Priority Client: _____	CBTP: _____
Strengths (Internal)	Weaknesses (Internal)
Opportunities (External)	Threats (External)

Cluster B “Socially Disadvantaged and Vulnerable Populations Cluster”	
Priority Client: _____	CBTP: _____
Strengths (Internal)	Weaknesses (Internal)
Opportunities (External)	Threats (External)

Cluster C “Conflict and Security Related Cluster”	
Priority Client: _____	CBTP: _____
Strengths (Internal)	Weaknesses (Internal)
Opportunities (External)	Threats (External)

Cluster D "Special Social Care Cluster"	
Priority Client: _____	CBTP: _____
Strengths (Internal)	Weaknesses (Internal)
Opportunities (External)	Threats (External)

1.4.4 Strategic Action Planning: Turning Insights into Action

After completing the SWOT analysis, the next step is to translate insights into actionable strategies that will guide the planning and delivery of Community-Based Training Programs (CBTPs). Strategic actions are deliberate, targeted steps that respond to both internal and external conditions identified through SWOT. They ensure that CBTPs are not only technically sound, but also responsive to community realities, aligned with client needs, and feasible given local capacities.

For instance, if a community's strength is strong LGU support but it lacks training equipment, a viable strategy may be to establish partnerships with local industries or apply for TESDA grants to procure necessary tools. Where there is an opportunity—such as high demand for welders in nearby areas—the program may prioritize welding courses. Meanwhile, if natural disasters are a recurring threat, training schedules may be adapted to avoid typhoon seasons. These are examples of strategic actions: not broad plans, but focused, goal-oriented interventions that align internal capacity with external realities.

Strategic actions serve as the **bridge between planning and implementation**.

They help:

- Leverage strengths (e.g., skilled trainers, community backing),
- Address weaknesses (e.g., lack of venues, limited resources),
- Capitalize on opportunities (e.g., available funding, industry needs), and
- Mitigate threats (e.g., low participation, environmental risks).

Through these actions, CBTPs become more efficient, resilient, and impactful—shifting from reactive approaches to **proactive, sustainable interventions**. Without them, even well-designed programs risk falling short of reaching the right clients or achieving meaningful outcomes.

Formulating Strategic Actions Using SWOT Pairings

To craft effective strategies, use your SWOT results to develop actions from four key combinations:

1. Strength–Weakness (S–W):

- Use what you already do well to overcome internal challenges.
- *For instance, if your trainers are TESDA-certified (strength), they can be tapped to mentor or upskill new local facilitators (weakness).*

2. Opportunity–Weakness (O–W):

- Leverage what's available externally to address what is lacking internally.
- *If LGUs offer funding support (opportunity), it can be used to address your limited training kits or materials (weakness).*

3. Strength–Threat (S–T):

- Use your strong points to reduce exposure to risks.
- *If you have flexible training delivery modalities (strength), these can help mitigate disruptions from seasonal flooding (threat).*

4. Opportunity–Threat (O–T):

- Take advantage of external trends or support systems to guard against future problems.
- *A partnership with a local cooperative (opportunity) can help sustain the program in case of national budget cuts (threat).*

When writing strategic actions:

- Use **clear, actionable verbs** (e.g., Conduct, Partner, Develop, Secure)
- Be **specific** (What will be done? Who will do it? With what support?)
- Align each action with your **CBTP goals and client needs**
- Focus on **realistic and locally feasible solutions**

LS-1 Task 5: Strategic Action Planning

Instructions:

- Download Template for Task 5: <https://bit.ly/448nsT9>
 - This will serve as your **working file**, which will be consolidated at the end of Learning Session 1. Tasks do not need to be submitted at this stage but will be refined and used in succeeding sessions.
 - Based on your SWOT analysis, what specific and realistic actions will strengthen the delivery of your proposed CBTP for the identified priority client? How can internal strengths be used to overcome weaknesses? What external opportunities can help address limitations? What strategies will reduce the impact of potential threats?
 - Be clear and practical—consider partnerships, resource mobilization, delivery arrangements, and adjustments to the training plan. Align each action with your client's needs and community context.
 - *For each Cluster SWOT Matrix, Identify the following:*
 - a. **Strengths and Weaknesses (S-W)**
 - *Develop internal strategies to use your strengths to address or overcome identified weaknesses.*
 - e. **Strengths and Threats (S-T)**
 - *Formulate strategies to use strengths to mitigate or manage external threats.*
 - f. **Opportunities and Weaknesses (O-W)**
 - *Explore how external opportunities can be leveraged to address internal weaknesses.*
 - g. **Opportunities and Threats (O-T)**
 - *Develop adaptive strategies by leveraging opportunities to reduce risks from threats.*
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Task 5: Strategic Actions

Cluster A “Economic and Livelihood Vulnerable Cluster”	
Priority Client: _____	CBTP: _____

		Strengths	Opportunities
		Strategic Actions	
Weaknesses		Strengths - Weaknesses	Opportunities - Weaknesses
Threats		Strengths - Threats	Opportunities - Threats

Cluster B “Socially Disadvantaged and Vulnerable Populations Cluster”	
Priority Client: _____	CBTP: _____

		Strengths	Opportunities
		Strategic Actions	
Weaknesses		Strengths - Weaknesses	Opportunities - Weaknesses
Threats		Strengths - Threats	Opportunities - Threats

Cluster C "Conflict and Security Related Cluster"	
Priority Client: _____	CBTP: _____

		Strengths	Opportunities
		Strategic Actions	
Weaknesses		Strengths - Weaknesses	Opportunities - Weaknesses
Threats		Strengths - Threats	Opportunities - Threats

Cluster D "Special Social Care Cluster"	
Priority Client: _____	CBTP: _____

		Strengths	Opportunities
		Strategic Actions	
Weaknesses		Strengths - Weaknesses	Opportunities - Weaknesses
Threats		Strengths - Threats	Opportunities - Threats