

Learning Session 3:

Developing a Training Plan for Community-Based Training Program

This session provides essential information on developing a Training Plan for a Community-Based Training Program (CBTP). It introduces the purpose of a Training Plan, its key components, and the steps for developing a Training Plan aligned with TESDA's competency-based training approach. Learners will be able to gather CBTP information, prepare a list of training resources, and develop evidence plans for institutional assessment specifically tailored to the identified community and prepare a list of resources for an institutional assessment.

This session aims to build the capability of learners in developing training plans which serves as a framework for a Community-Based TVET Program (CBTP) leading to a TESDA National Certification.

3.1 UNDERSTANDING TRAINING PLAN CONCEPTS

In every Community-Based Training Program (CBTP), planning is key. Before any learning session takes place, a clear and practical roadmap must be in place—this is the role of the Training Plan. This module introduces you to the concept, purpose, and importance of a training plan as the backbone of effective skills training at the community level.

You will explore what a training plan is, why it matters, and how it transforms identified training needs into organized, targeted learning. More than just a document, the training plan ensures that the CBTP responds to local realities, maximizes community participation, and delivers outcomes that are relevant and sustainable.

By understanding the concepts in this module, you'll be better equipped to design or evaluate training plans that are not only compliant with TESDA standards but also truly meaningful to the communities they serve.

3.1.1 Definition and Purpose of a Training Plan

A **Training Plan** is a document which details the program/course outline through which a Community-Based Training Program will be implemented. The CBTP Training Plan includes relevant CBTP information such as but not limited to Program title, Units of Competencies, Learning Contents, and Learning Activities. This shall serve as reference in implementing, monitoring, and evaluating the delivery of the TVET program.

Under the TESDA Community-Based Training Program (CBTP), the training plan goes beyond listing topics—it is a comprehensive and practical guide that ensures skills training is tailored to the needs of the community. It considers local resources, existing opportunities, and the current demands of the labor market.

The training plan acts as the framework in the development of CBTPs. It identified training needs—gathered through community consultations—into a clear and organized training program. Without this plan, CBTPs may become disorganized and may not effectively respond to the needs of the community or meet TESDA's quality standards.

In essence, the **training plan is the heart of the CBTP**—it ensures that skills training is organized, relevant, and beneficial to the people it serves.

3.1.2 Importance in Community-Based Training Programs

In Community-Based Training Programs (CBTPs), the training plan plays a vital role in ensuring the program's success. Below are the key reasons why it is considered important:

- **It encourages community involvement**

When the training plan is created based on the results of community consultations, people feel more included. This leads to better participation and support during the training.

- **It helps adjust the training to local conditions**

The training plan allows the program to fit the specific needs, schedules, and resources of the community. This makes the training more realistic and easier to implement.

- **It helps use time and resources wisely**

With a clear guide in place, sessions can be conducted in an organized way. This avoids delays, confusion, and unnecessary costs.

- **It increases the chances of positive outcomes**

When the training is aligned with local livelihood opportunities or job demands, learners are more likely to apply their skills after the program—whether in employment, self-employment, or further training.

- **It supports transparency and improvement**

The training plan provides a reference for everyone involved. It helps track progress, review what worked well, and identify what can be improved in future program.

End of Section 3.1 Understanding Training Plan Concepts

Instructions:

- Answer the Self-Check Quiz for 3.1 : Understanding Training Plan Concepts.
- Self-Check Quiz: <https://forms.gle/JBpyhGzvu6GHVkf9>