



Dual Education and Training (DET) Toolbox

A guidebook to promote and implement a DET program

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List of Abbreviations

ACAS	Assessment, Certification, and Accreditation Services
AFOS	AFOS Foundation for Entrepreneurial Development Cooperation
AQC	Advanced Qualification Certificate
BQC	Basic Qualification Certificate
CCCI	Cebu Chamber of Commerce and Industry, Inc.
DET	Dual Education and Training
DOLE	Department of Labor and Employment
DTS	Dual Training System
FGD	Focus Group Discussion
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
IIG	Industry Immersion Guidebook
In-CT	In-Company Training
MoA	Memorandum of Agreement
MoU	Memorandum of Understanding
PCCI	Philippine Chamber of Commerce and Industry
PESO	Public Employment Service Office
SBFIC	Savings Bank Foundation for International Cooperation
SHS	Senior High School
TESDA	Technical Education and Skills Development Authority
TVET	Technical Vocational Education and Training
TVI	Technical Vocation Institute
TWG	Technical Working Group
ZDH	Zentralverband des Deutschen Handwerks

Glossary

Industry Immersion	A learning opportunity that enables learners to gain actual, direct, and guided real-time workplace experiences in their field of specialization. It supports the development of skilled graduates which leads to higher employment chances after graduation.
K to 12 Education	The Philippines' K to 12 Program covers Kindergarten and 12 years of basic education (six years of primary education, four years of Junior High School, and two years of Senior High School) to provide sufficient time for mastery of concepts and skills, develop lifelong learners, and prepare graduates for tertiary education, middle-level skills development, employment, and entrepreneurship.
Qualification Profile	The qualification profile describes a set of skills and competencies required to fulfill the roles required in a certain profession.

How to use the DET Toolbox

The DET Toolbox is a collection of documents and guidelines to support the development, implementation, assessment and certification, and reporting and evaluation of a DET program.

This Toolbox guides industry associations, local chambers of commerce and industry, companies, and schools to develop and execute industry-relevant skills training to develop skilled workers and enable them to support a competitive local economy.

To engage in a DET program is a way for membership organizations to service member companies and an opportunity to generate income from related services.

This DET Toolbox consists of four major components:

1. Marketing and Public Relations (to promote and explain the DET approach to potential partners),
2. Training and Certification (to promote standards for the quality implementation of a DET program)
3. DET Implementation (to develop and execute an industry-driven DET program), and
4. Reporting and Evaluation (to quantitatively and qualitatively assess a DET program).

DET Implementation consists of two phases: the program development phase and the program execution phase.

The milestones within the program development phase help local chambers and industry associations in:

- Industry Sector Selection,
- Partner Identification,
- Partnership Establishment,
- Occupation and Competencies Identification.

The milestones within the program execution phase help local chambers and industry associations in:

- Capacity Development of implementing partners,
- Training Proper of Learners,
- Assessment and Certification of Learners,
- Employment Facilitation.

This Toolbox is a repository of information on the Dual Education and Training approach. It also provides steps on how to develop and implement a DET program in economically and demographically different areas of the Philippines. Depending on the level of prior knowledge or engagement in the area of DET, the Toolbox can be used in its entirety as a comprehensive guide for local chambers and industry associations new to DET. More matured users can advance to selected sections of interest.

For ease of understanding and replicability, the Toolbox focuses on the objectives, processes, and expected outputs in each milestone to develop and execute a DET program.

Tools are presentations, forms, manuals, and templates that can support specific activities when implementing a DET program.

Disclaimer

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DET Implementation

Provides a step-by-step guide to develop and execute an industry-driven and standardized Dual Education and Training program. The implementation is characterized by two distinct phases: 1. Program Development and 2. Program Execution. The steps in both phases build upon each other and it is suggested to accomplish them accordingly.

Program Development Phase

Within Phase 1 of DET Implementation industry-academe-chamber partnerships are established and the DET program is developed.

- 1.1 Industry Sector Selection
- 1.2 Partner Identification
- 1.3 Partner Establishment
- 1.4 Occupation & Competencies Identification

Program Execution Phase

Within Phase 2 of DET Implementation, the actual skills training and assessment of learners takes place.

- 2.1 Capacity Development among Implementing Partners
- 2.2 Training Proper of Learners
- 2.3 Assessment and Certification
- 2.4 Employment facilitation

1.1

Industry Sector Selection

Objective

Identify priority industry sectors with an existing or growing labor demand and the required occupations thereof.

Process

- Conduct skills mapping, stakeholder engagement meetings, focus group discussions, research work, and workshops to gather data on sunrise and focused industries.
- Engage the business sector to establish baseline information on employment supply and demand.
- Consult government reports on priority sectors and skilled workforce demand outlook for verification.
- Consult existing Qualification Manuals – the training guide of basic, common and core competencies including assessment guidelines.
- If the identified occupation and competencies are reflected in one of the manuals the local DET partners can start the implementation of the DET program.

For Philippine-wide recognition, only DET Programs approved by PCCI HRDF are eligible for a PCCI HRDF certification.

Expected Output

Local chambers have identified and validated an industry priority sector for which to implement an existing or develop a new DET program. If a new program needs to be developed, contact PCCI HRDF or CCCI for support.

Tools

Tool	Description
Skills Mapping Toolkit for Regional Chambers	This document presents a step-by-step approach to conduct skills mapping. Skills mapping identifies the need for skilled workers in different industries and helps prioritize skills development programs for industries with growth potential.
Builder Assistant (Basic)	These Qualification Manuals contain the basic, common and core competencies for each occupation described. They also contain the training schedule and assessment procedure to obtain the Basic or Advanced Qualification Certificate.
Food Processing Assitant (Basic)	
Food Processing Assitant (Advanced)	
Hotel & Restaurant Services (Basic)	
Metalworking Technology (Basic)	
Microfinance (Basic)	
Specialty Installer (Advanced)	

1.2

Partner Identification

Objective

Identify potential partners to implement a DET program.

Process

Gather information on local companies, schools, local government units (LGU) and other potential partners interested to support a DET program.

During an initial stakeholder meeting with representatives from the above-mentioned institutions, conduct an orientation on the DET process and the different roles and responsibilities, timelines, and resources needed for its implementation.

The Marketing and Public Relations Component includes tools to support a chamber's initiative to promote the DET approach to identified potential partners.

Expected Output

Interested partners from companies, associations, schools, and LGU representatives are identified and invited for a stakeholder meeting to either implement an existing DET program or develop a new one.

Tools

Tool	Description
Marketing and Public Relations Component	These communication materials include videos, brochures and a communication guide to support local chambers and associations to approach potential partners with the relevant message.

1.3

Partnership Establishment

Objective

Formalize the partnership among the stakeholders that will implement the DET program.

Process

Form a Technical Working Group (TWG) with core members from each stakeholder group. Members of the TWG provide technical input and assistance to the development of the training program.

The distinct roles and responsibilities of each stakeholder group are defined in a tri-partite Memorandum of Understanding (MoU).

A bilateral Memorandum of Agreement (MoA) between the Educational Institution and the Company clarifies the roles and obligations of both and is the basis of the partnership commitment.

Expected Output

A local DET coordinating body with representatives of each stakeholder group has been established and is committed to contribute time, effort and resources to implementation of a DET program.

Tools

Tool	Description
Tripartite Memorandum of Understanding	This template contains an outline of the plan, deliverables, and responsibilities for the implementation of the DET Program. It contains all the relevant conditions or terms as agreed upon by associations or chambers, companies, and educational institutions.
Bilateral Memorandum of Agreement	This template contains the roles and responsibilities of the partnering educational institution and company for the successful implementation of the industry immersion program. It outlines the objectives of the partnership, individual and joint responsibilities of the parties, and other provisions.

1.4

Competencies Identification

Objective

Identify the set of skills and competencies required for the defined job within the selected priority industry.

Process

Identify relevant skill-sets during a technical working group (TWG) meeting by reflecting on existing TESDA Training Regulations and occupational profiles from abroad.

Provide technical inputs to new job profiles and review and enhance the existing school curriculum to reflect identified industry skills.

Expected Output

An enhanced curriculum is available to teach the skills needed for the selected priority sector.

Tools

Tool	Description
Builder Assistant (Basic)	These Qualification Manuals contain the basic, common and core competencies for each occupation described. They also contain the training schedule and assessment procedure to obtain the Basic or Advanced Qualification Certificate.
Food Processing Assitant (Basic)	
Food Processing Assitant (Advanced)	
Hotel and Restaurant Services (Basic)	
Metalworking Technology (Basic)	
Microfinance (Basic)	
Specialty Installer (Advanced)	

2.1

Stakeholder Capacity Development

Objective

DET program partners from the academe, local industry, and local government units have the relevant knowledge to successfully implement the DET program.

Process

Train stakeholders to understand their roles and be able to deliver on their responsibilities within the DET process.

Training and orientation measures, including expected outputs, are:

- Orientation of DET Stakeholders: Using the Industry Immersion Guidebook, stakeholders understand their roles and responsibilities in each distinct phase of a DET program.
- Training of In-Company Trainers (In-CT): The In-Company Trainer is key to ensuring quality training in the company. S/he supervises and mentors the DET students during their time in the company. S/he develops the in-company training plan – aligned with the school's curriculum – and ensures the learning progress among students in the company.
- Training of DET Assessors: An industry-led assessment of DET students at the end of their training ensures the quality of a DET Program. Assessors must be trained and certified to guarantee the competent, objective, and unbiased delivery of the assessment.

Expected Output

DET implementing partners understand their roles and responsibilities before, during, and after the Training Proper of Learners.

In-Company Trainers are certified and an in-company training plan is developed based on the enhanced school curriculum – jointly developed between school and company – including company-specific skills.

Tools

Tool	Description
Training and Certification component	List of trainings specific to the development and implementation of a DET program.
Industry Immersion Guidebook	This is a blueprint for schools and their industry partners to implement the DET approach as a unique delivery mode in the TVL tracks of SHS. It defines the school's and companies' roles and responsibilities before, during, and after learners' industry immersion.
Industry Immersion Logbook	These forms support student deployment to companies for industry immersion and help monitor their learning progress.
Industry Immersion Handbook	
Industry Immersion Agreement with Training Plan	
Agreement and Liability Waiver	

2.2

Training Proper of Learners

Objective

Implement the localized Qualification Manual (including the enhanced school curriculum and in-company training plan) by alternating the learning venue between the educational institution and the company to develop the skills of the learners.

Process

- Retrieve list of enrolled students in partner educational institutions in preparation of company deployment and skills assessment.
- Monitor skills progress of learners – conduct immersion monitoring while learners are in the company for training to ensure that the quality of the DET program is maintained.
- Assist and advise participating companies and schools on their training concerns.

Expected Output

Learners are trained in a DET environment and have learned the skills identified by DET program partners.

Tools

Tool	Description
Database Template	The DET database helps to store and retrieve quantitative data of learners, companies, in-company trainers, master trainers, assessors, learning institutions, and teaching personnel engaged in a DET program.

2.3

Assessment & Certification

Objective

Conduct an industry-led assessment of learners under the DET program to establish that the skills identified and incorporated in the localized Qualification Manual (p. 7) have been acquired.

Process

In a DET Program, local chambers organize and conduct an industry-led assessment of learners. The tasks include the following:

- Organization of assessment and appointment of assessors,
- Facilitation of assessment question development (theoretical and/or practical)
- Learner Orientation on the assessment process
- Organization of re-assessment, if needed
- Documentation and submission of assessment results to PCCI HRDF

If the assessment standards are met, the PCCI HRDF / CCCI issues the respective certificates to the assessment takers.

Expected Output

Learners' skills development is assessed by an unbiased assessment panel and certified by the competent authority.

Tools

Tool	Description
Database Template	The DET database helps to store and retrieve quantitative data of learners, companies, in-company trainers, master trainers, assessors, learning institutions, and teaching personnel engaged in a DET program.
ACAS Handbook	This compendium guides Local Chambers of Commerce and Business Membership Organizations in the Philippines to deliver various services to support a Dual Education Training program. For Assessment and Certification, please refer to Section 2 and Forms under the Annexes of the ACAS Handbook
Assessment guidelines	This provides a general overview of assessment and an introduction into the difference of Basic Qualification Certificate (portfolio review) and Advanced Qualification Certificate (practical exam) assessment.

2.4

Employment Facilitation

Objective

Connect DET graduates with employment opportunities and provide companies access to a pool of trained and certified graduates that meet industry's skills demands.

Process

Employment facilitation – bringing together human resources supply and demand – can take various forms. A chamber can:

- Develop a database of certified workers and companies for job matching. An online-based database allows for fast updating and easy browsing.
- Participate in career fairs in collaboration with the Public Employment Service Office (PESO), the Department of Labor and Employment (DOLE) and other government agencies.

Expected Output

Employment matching for workers and companies. Employment facilitation can become a potential source of income for chambers (charge to view database content) or part of membership servicing (content available as part of the membership fee).



Components

Marketing & Public Relations

Training & Certification

Reporting & Evaluation

Marketing & Communications

Promotes and explains the Dual Education and Training approach to potential partners

Objective

Identify activities that raise awareness for DET and promote the benefits of the approach to potential partners.

Process

Using the Communication Guide as a reference, local chambers and associations can:

- Identify opportunities to effectively approach respective target groups,
- Use the communication material most suited for the event and target group.

Expected Output

Local chambers are familiar with the different communication messages that correspond with the respective target groups. They can select the appropriate communication tools and know when and how to use them.

Tools

Tool	Description
Communication Guide	Each stakeholder in DET requires a tailored communication message. This Communication Guide defines the different stakeholders and outlines individual messages and venues for an effective communication approach.
DET Overview	This presentation communicates the key components of the DET approach, the relevant stakeholders, and their respective roles and responsibilities in a DET program. This presentation can be used to approach the following stakeholders: companies, students, schools, chambers, and local government entities.
DET video for companies	This two-minute animated video is designed to communicate the benefits of a Dual Education and Training (DET) program to companies.
DET video for parents and students	This two-minute animated video is designed to communicate the benefits of DET to students and their parents.
DET brochure for companies	This brochure communicates the benefits of DET to companies through testimonials from business men and women. It provides a space for local chambers to include their contact details.
DET brochure for parents and school	This brochure communicates the benefits of DET to students and their parents through testimonials from DET graduates. It provides a placeholder for local chambers to include their contact details.
Cost Benefit Study on dual Training System in the Philippines	This study focuses on the short and long-term costs and benefits for the firms running TESDA's Dual Training System Program. Results of this study can be used to attract more firms to invest and participate in Dual Training.
Executive Summary Cost Benefit Study	This study provides empirical evidence for policy recommendations to further improve the current Dual Training System in the Philippines.
Policy Brief Dual Training System in the Philippines	The Philippine Chamber of Commerce and Industry (PCCI) issued this policy recommendation on the Dual Training System in the Philippines.
Developing Hospitality Professionals – Laiya Case Study	Drawing from the experiences of a DET program in Hospitality, this publication summarizes lessons learned and best practices. It identifies effective strategies to replicate a similar DET program in other locations.

Training & Certification

Promotes required standards for the quality implementation of a Dual Education and Training program through training and certification of In-Company Trainers and Assessors

Objective

Ensure that stakeholders are equipped to implement a DET program based on quality-ensuring standards.

Process

Identify the different partners in the DET implementation process that are required to be trained and certified to safeguard the quality of the DET program implementation and the certification of its graduates.

Using the Guidebook on Developing Income-generating Services for Local Chambers, the chambers promote and conduct the following trainings associated with the development and implementation of a DET program.

In-Company Trainer Training

This training provides techniques for instructors supervising the in-company training part of a DET program. As the company becomes the extended classroom for learners, their proper mentoring in the company is ensured through a trained and certified In-Company Trainer Training. Depending on the stakeholders, the standard for In-Company Trainer Training (Ausbildung der Ausbilder) promoted by the German Chambers Abroad or the standard for ASEAN countries promoted by GIZ might be more suitable. Both are based on the German ordinance on aptitude of instructors (Ausbildereignungsverordnung or AEVO).

The training consists of four modules:

1. Analyzing Work Tasks and Defining Learning Requirements
2. Planning and Preparing the Training
3. Conducting Training
4. Evaluation and Further Development of Training

Local chambers with access to an accredited trainer can offer this 4-module training in two different ways:

1. A 5-day face-to-face classroom training followed by a 1-day written and practical assessment.
2. A self-paced E-learning module (equivalent to a 3-day training content) and a 2-day face-to-face classroom training, followed by a 1-day written practical assessment.

Benefits of an In-Company Trainer:

- Increased productivity of new employees;
- Savings on recruitment and adjustment costs;
- Lowered chances of the wrongly appointment of staff;
- Institutionalized re-generation of staff; and
- Attractiveness to potential employees and clients.

A certificate of completion is awarded to successful training participants. At least one certified In-Company Trainer is required per company partaking in a DET program.

Assessor Training

To ensure the credibility of a DET program, learners undergo an industry-led assessment before receiving a Qualification Certificate issued by the chamber. This requires trained and certified assessors.

The Assessors Training covers the key principles, guidelines, and processes related to the assessment of Basic Qualification Certification (BQC) and Advanced Qualification Certification (AQC). Company-representatives learn how, as assessors, they prepare and conduct the competency assessment of learners.

Expected Output

Advocacy for quality standards within a DET program and qualified DET stakeholders that can support the implementation of a DET program.

Training and Certification can be an additional source of income for the local chambers/ industry associations to sustain DET activities.

Tools

Tool	Description
Modules of standard of In-Company Trainer training in ASEAN countries	This publication explores the ASEAN In-Company Training Standard. It contains the four main training modules, the corresponding skills to be taught, and a trainer guide including evaluation of participants' learning process.
In-Company Trainer training promotion PPT	This presentation communicates the benefits of an In-Company Trainer Training. The target audience is companies that are interested to join a DET program.
Assessor Orientation PPT	This presentation explains the rationale for an assessment within a DET program. It explains the assessment formats for each, the Basic and Advanced Qualification Certificate.
Guidebook on Developing Income-Generating Services for Local Chambers	This guidebook intends to help chambers and industry associations identify and develop income-generating Human Resource Development (HRD) services such as developing and conducting training and seminars, and assessment and certification.

Reporting & Evaluation

Assesses the quality and commitment of the Dual Education and Training partnership, and identifies new areas for skills development.

Objective

Conduct a quantitative and qualitative assessment of the DET program.

Process

Reporting establishes quantitative results such as number of DET program graduates, certified in-company trainers, partner companies by:

- Maintaining a database with established key result areas,
- Conducting tracer studies to gather data on employment status, career opportunities, income generation of DET graduates.

Evaluation of the DET program validates (or in-validates) the DET program content (curriculum) and the quality of its implementation (partnership) through:

- Focus Group Discussions or surveys with stakeholders.

Expected Output

Up-to-date information on the conduct and development of DET activities in the Philippines and the validation or improvement of existing DET programs.

Tools

Tool	Description
Database Template	The DET database helps to store and retrieve quantitative data of learners, companies, in-company trainers, master trainers, assessors, educational institutions, and teaching personnel engaged in a DET program.
ACAS Handbook	This compendium guides Local Chambers of Commerce and Business Membership Organizations in the Philippines to deliver various services to support a Dual Education Training program. For Monitoring and Evaluation, please refer to Section 5 (ACAS Databank) and Section 6 (Monitoring and Tracer Studies) of the ACAS Handbook.
Tracer Study for Students	This selection of questions for students gives an overview of the scope of topics potentially covered in a Tracer Study.
Tracer Study for Companies	This selection of questions for companies gives an overview of the scope of topics potentially covered in a Tracer Study.

