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TRAINEE'S RECORD BOOK



Trainee's No. _____

NAME: _____
QUALIFICATION: Caregiving NC II
TRAINING DURATION: 786 HOURS
TRAINER: RAMONA GATA
CECILIA E. DE LEON

This Trainees' Record Book (TRB) is intended to serve as record of all accomplishment/task/activities while undergoing training in the industry. It will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is therefore important that all its contents are viably entered by both the trainees and instructor.

The Trainees' Record Book contains all the required competencies in your chosen qualification. All you have to do is to fill in the column "Task Required" and "Date Accomplished" with all the activities in accordance with the training program and to be taken up in the school and with the guidance of the instructor. The instructor will likewise indicate his/her remarks on the "Instructors Remarks" column regarding the outcome of the task accomplished by the trainees. Be sure that the trainee will personally accomplish the task and confirmed by the instructor.

It is of great importance that the content should be written legibly on ink. Avoid any corrections or erasures and maintain the cleanliness of this record.

This will be collected by your trainer and submit the same to the Training Management Unit Head (TMU) and shall form part of the permanent trainee's document on file.

THANK YOU

NOTES:

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BASIC COMPETENCIES

Unit of Competency 1: **PARTICIPATING IN WORKPLACE COMMUNICATION**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Obtain and Convey workplace communication			
2. Participate in workplace meeting and discussion			
3. Complete relevant work-related document			

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Unit of Competency 2: **WORK IN TEAM ENVIRONMENT**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Describe and identify team role and responsibility			
2. Describe work as a team member			

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Unit of Competency 3 : **PRACTICE CAREER PROFESSIONALISM**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Integrate personal objectives with organizational goals.			
2. Set and meet work priorities			
3, Maintain professional growth and development			

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Unit of Competency 4: **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURE**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Identify hazards and risks			
2. Evaluate hazards and risks			
3. Control hazards and risks.			
4. Maintain occupational health and safety measure			

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COMMON COMPETENCIES

Unit of Competency 1: **IMPLEMENT AND MONITOR INFECTION CONTROL POLICIES AND PROCEDURES**

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Provide information to the work group about the organization's infection control policies and procedures			
2. Integrate the organization's infection control policy and procedure into work practices			
3. Monitor infection control performance and implement improvements in practices			

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Unit of Competency 2: **RESPONDING EFFECTIVELY TO DIFFICULT/ CHALLENGING BEHAVIOUR**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Plan and respond to emergencies			
2. Report and review incidents			

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Unit of Competency 3: **APPLYING BASIC FIRST AID**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Assess the situation			
2. Apply basic first aid techniques			
3. Communicate details of the incident			

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Unit of Competency 4: **MAINTAINING HIGH STANDARD OF PATIENT SERVICES**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Communicate appropriately with patients			
2. Establish and maintain good interpersonal relationship with patients			
3. Act in a respectful manner at all times			
4. Evaluate own work to maintain high standard of patient services			

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CORE COMPETENCIES

Unit of Competency 1: **PROVIDING CARE AND SUPPORT TO INFANT/ TODDLERS**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Comfort infants and toddlers			
2. Bath and dress infants and toddlers			
3. Feed infants and toddlers			
4. Put infants and toddlers to sleep			
5. Enhance social, physical, intellectual, creative and emotional activities of infants and toddlers			

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Unit of Competency 2: **PROVIDING CARE AND SUPPORT TO CHILDREN**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Instill personal hygiene to children			
2. Bath and dress children			
3. Feed children			

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Unit of Competency 3: **FOSTERING SOCIAL, INTELLECTUAL, CREATIVE AND EMOTIONAL DEVELOPMENT OF CHILDREN**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Foster children's independence and autonomy			
2. Encourage children to express their feelings, ideas and needs			
3. Stimulate children's awareness and creativity			
4. Foster children's self esteem and development of self concept			

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Unit of Competency 4: **FOSTERING THE PHYSICAL DEVELOPMENT OF CHILDREN**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Enhance physical activities of children			
2. Create opportunities for children to develop a wider range of physical development			
3. Provide experience to support physical development of children			

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Unit of Competency 5: **PROVIDING CARE AND SUPPORT TO ELDERLY**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Establish and maintain an appropriate relationship with the elderly			
2. Provide appropriate support to the elderly			
3. Provide assistance with elderly personal care needs			

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Unit of Competency 6: **PROVIDING CARE AND SUPPORT
TO PEOPLE WITH SPECIAL NEEDS**

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Establish and maintain appropriate relationship with people with special needs.			
2. Provide appropriate support to people with special needs			
3. Assist in maintaining well being of people with special needs			
4. Assist people with special needs to identify and meet their needs			
5. Assist people with			

special needs in maintaining an environment that enables maximum independent living			
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Unit of Competency 7: **MAINTAIN A HEALTHY AND SAFE ENVIRONMENT**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Maintain a clean and hygienic environment			
2. Provide a safe environment			
3. Supervise the safety of clients			

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Unit of Competency 8: **RESPONDING TO EMERGENCY**

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Implement procedure for infection control			
2. Respond to emergencies and accident			
3. Administer medication within guidelines			
4. Respond to threats and situation of danger			

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Unit of Competency 9: **CLEANING LIVING ROOM, DINNING ROOM, BEDROOMS, TOILETS AND BATHROOM**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Clean surfaces and floors			
2. Clean furnishing and fixtures			
3. Make up beds and cots			
4. Clean toilet and bathroom			
5. Sanitize room			
6. Maintain clean room environment			

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Unit of Competency 10: **WASHING AND IRON CLOTHES, LINEN AND FABRIC**

NC Level II

Learning Outcome	Task/Activity Required	Date Accomplished	Instructors Remarks
1. Check and sort clothes, linens and fabrics			
2. Remove stains			
3. Prepare washing equipment and supplies			
4. Perform laundry			
5. Dry clothes, linen and fabric			
6. Iron clothes, linens and fabrics			

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Unit of Competency 11: **PREPARING HOT AND COLD**

MEALS

NC Level II

Learning Outcome	Task/ Activity Required	Date Accomplished	Instructors Remarks
1. Prepare ingredients according to recipes			
2. Cook meals and dishes according to recipes			
3. Present cooked dishes			
4. Prepare sauces, dressings and garnishes			
5. Prepare Appetizers			
6. Prepare desserts and salads			
7. Prepare sandwiches			
8. Store excess foods and			

ingredients			
9. Convert unconsumed cooked food			

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