



Comprehensive Details on Industrial Technician Program

Training in CITE is basically started in campaign and screening. This is done because every year, CITE receives more than 1, 500 qualified applications but can accept only 450. The campaign and screening basically is the starting point of giving all of them with values education whether or not they will really be qualified to finish the training for 3 years. Out of 100, CITE is interested to give values education to 100.

Stage 1: Campaign and Recruitment

The purpose of the campaign is to promote CITE as a technical school that integrates values education program from start to end of schooling.

Stage 2: Entrance Examination

Summer Training and Orientation Program (STOP)

The STOP is the 2nd phase of the selection process. The Summer Training and Orientation Program (STOP) is a one-week training in the school. The STOP is a foretaste of what is life ahead in CITE. In this phase, CITE will assess if the applicant is capable of coping with the demands in the technician education and if he is really interested in pursuing the ITP training program. During this week, the men are separated from the boys, so to speak. They either drop out or are advised not to proceed further.

Stage 3: Applicants Interview

All applicants undergoing the STOP shall be subjected to the next phase of screening, the applicants interview. The interview is intended to know each applicant better. The applicant shall be asked questions related to the following areas during the interview, personality and attitude, academic performance and special abilities during HS, his interests, financial background, family background, physical fitness. It is in this phase that the applicant shall be advised to continue or stop the training.

Stage 4: Parents Interview

The parents are one of the important partners of CITE in education. For them to know the dynamics of CITE education they have to be invited and interviewed by members of the admission committee.

Stage 5: Physical Fitness Test

Studying in CITE is not only academically demanding but it is also equally important that those who qualify are physically fit to undergo the rigors of technical training.

Stage 6: Home Visitations

The admission committee wants that all applicants to any program of the school are properly assessed as to the extent of help that they need, thus, home visits are conducted.

Stage 7: Medical Examinations

The top qualifiers are subjected to medical examinations to test that they are really fit for training. The tests include chest X-ray, Physical examinations, Urine and stool analysis, CBC and Blood typing.

Stage 8: Academic Council Deliberation

The Academic Council of CITE is the body that recommends the acceptance of an applicant into any program of the school after all phases of the screening process are completed.

Selection of Students/ Scholars, Enrollment

Stage 9: Complete Orientation

Training Program Details & Obligations of the parties

Stage 10: Full In-school Training

The ITP makes use of the Dual Training System delivery mode wherein students spend 4 trimesters full-time in the school (1st – 4th trimesters) and 5 trimesters in-plant training. During the 5th - 9th trimesters, the students shall be reporting to CITE once a week for their classes and formation. Methodologies include classroom lectures, talks, workshops and laboratories. E-learning/ computerized mode of lesson delivery and assessment has also been integrated. Academic efforts are consolidated to prepare the students for their in-plant exposure. Training infrastructure is set-up, maintained and upgraded to optimize transmission of learning.

One of the best assets of CITE is the total formation given to everyone involved in the training. The students are given avenues to develop fully their academic, spiritual, social, and cultural potentials. The student's one-on-one session with the assigned staff is just one of the holistic formative mechanisms set up by the school in enhancing the potentials of the students. They participate in the life of the school by being active in taking care of the physical facilities, school activities and in participating in recognized organizations.

The subjects of the curricular programs, based on the qualifications applied and specified under the Unified Technical Vocational Education and Training Program Registration for Accreditation System (UPTRAS) and the program of formation as co-curricular activities are planned, implemented, evaluated and developed in a three-year ITP course implementation plan aka training plan. A trimestral implementation plan (TIP) is used as the guide for delivery in every academic term for every competency subject area (core, common, basic competency subjects). Major examinations (the finals) are conducted during the last week of each trimester to evaluate student's academic performance.

Stage 11: In-Plant Training

The in-plant component of the ITP starts on the 5th trimester of the three-year technician program. The day-release scheme is implemented wherein the students report back to school once a week for their in-school activities. The in-plant training shall have a minimum duration of 15 months (from the 5th-9th trimester).

The in-plant training is an integral part of the entire ITP and throughout its duration the student shall consider the company where he is undergoing training as an extension of the school, and therefore, all rules and regulations of the Center shall be applicable therein, without detriment to

company rules and regulations. The company serves as the bigger laboratory that reinforces student's knowledge and skills acquisition. It is at this phase of training that the students learn more and at the same time earn some amount from the DTS subsidies paid by the company to the school as their counterpart to support the cost of education of the student.

The in-plant training is valid only when undergone with the explicit approval of the school. CITE places the students into its DTS partner companies. An in-plant training plan is jointly generated between CITE and the partner company which will serve as the guide in the in-plant training implementation. CITE assigns for each section a DTS adviser who monitors the progress of training and attends student's concerns in the training venue. During the in-plant training duration the adviser visits or facilitates the training with company. He is assisted by the Industry Coordination Office (ICO) A Memorandum of Agreement is executed by CITE, the partner company and the trainee.

Stage 12: Assessment of Performance

CITE through its Academic Council conducts trimestral evaluation of student's performance. Data on attendance, deportment, General Weighted Average (GWA), academic grades and results of the TESDA NC assessment are collated for the purposes of assessment. The promotion, retention and graduation of students are determined by these data. Students, parents and staff shall be informed of the results of the deliberation. CITE may grant Leave-of-Absence (LOA) or discontinuan students who need to rest for a certain period for very valid reasons. The student requests for LOA and the AC grants requests on a case-to-case basis.

The performance of the students, CITE and the partner companies relative to their deliverables during the in-plant training shall also be assessed periodically to meet targets and expectations. The in-plant training engagement may continue or be terminated for cause based on the results of the evaluation.

The school conducts the annual Curriculum Review to enhance the existing curricular programs. In this activity, the experts from industry partners are invited to the forum. Their inputs are vital to the improvement of the ITP implementation. The AC decides the integration of applicable inputs from the experts.

Stage 13: Graduation

Upon satisfactory fulfillment of all the requirements prescribed in the curriculum, a student may be graduated from the Center subject to the recommendation of the Academic Council. By clearing them to graduate, CITE has sealed on each graduate that he has acquired the virtues and values of the program.

SUMMARY OF RESULTS:

THE VALUES EDUCATION PROGRAM OF CITE HAS BEEN RATED EXCELLENT BY INDUSTRY, GOVERNMENT & SCHOLARSHIP GRANTORS. THE VALUES EDUCATION PROGRAM IS THE CITE BRAND OF EDUCATION.