



TERTIARY LEVEL PROGRAMS FOR PERSONS WITH DISABILITIES (TLP-PWD)

I. INTRODUCTION

The New Era University offers opportunities for persons with disabilities to pursue post-secondary education through its Tertiary Level Programs for Persons with Disabilities (TLP-PWD).

This program has been designed to enable persons with disabilities to maximize their potentials through further schooling. This way, they, too, can fulfill their educational plans and achieve work and life competencies needed now and in the future. We firmly believe that by assisting and guiding them in the pursuit of their careers, they, too, can responsively and significantly contribute toward the betterment of others and their communities.

II. VISION, MISSION AND GOALS

Vision: Through the TLP-PWD of New Era University, persons with disabilities will be an integral part of the mainstream of society enabling them further to learn, aspire for a career, and contribute positively to their communities.

Mission: To provide a Christian education for persons with disabilities enabling them to participate in community building and access inclusive services toward achieving and applying Christian work and life values.

Goals and Objectives

1. To develop in the learner Christian values that will serve as guides in life.
2. To help the learner achieve a sense of belonging and acceptance in school and in his/her community.
3. To guide the learner crystallize his/her career plan towards a purposive and positive goal.
4. To assist the learner acquire pertinent knowledge and abilities within the career program he/she intends to pursue.
5. To prepare the learner acquire needed work skills within his/her chosen career program.
6. To provide all possible opportunities and linkages needed by the learner for independent and productive community living.

III. PROGRAM OF STUDIES

The Tertiary Level Programs for Persons with Disabilities of New Era University offer three streams. These are:

- A. TESDC
- B. Associate Diploma Program
- C. Baccalaureate Degree

A. TESDC Stream

The TESDC Stream under the New Era University–Technical Education and Skills Development Center (NEU-TESDC) aims to develop a technically-skilled and vocationally-competent person who can meet national and international qualifications. The NEU-TESDC responds to the call for the implementation of specific benchmarks of skills training that addresses the needs of industries and other business sectors. In compliance with the law and also to address the post-secondary skills training of persons with disabilities, the NEU-TESDC accommodates students from special and inclusive schools.

The TESDC Stream consists of long-term and short-term courses, as follows:

1. Long-Term Courses(about half-a year of study)

- 1.1 Automotive Servicing NC I
- 1.2 Beauty Care NC II
- 1.3 Hairdressing NC II
- 1.4 Baking and Pastry NC II
- 1.5 Commercial Cooking NC II
- 1.6 2-D Animation NC III
- 1.7 Computer Hardware and Servicing NC II
- 1.8 Institutional Health Care Services
- 1.9 Caregiving NC II
- 1.10 Housekeeping NC II
- 1.11 Household Servicing NC II
- 1.12 Carpentry NC II
- 1.13 Plumbing NC II
- 1.14 Shielded Metal Arc Welding NC II

2. Short-Term Courses

- 2.1 Automotive Trouble-Shooting
- 2.2 Cell phone Repair and Upgrading
- 2.3 Fine Arts for Kids
- 2.4 Fine Arts for Adults
- 2.5 Hair Cutting
- 2.6 Sign Language
- 2.7 Cooking
- 2.8 Digital Photography
- 2.9 Sewing
- 2.10 Therapeutic Massage

- 2.11 Framing and Furniture- Making
- 2.12 Upholstery

B. Associate Diploma Stream

The Associate Diploma Stream is a 2-year certificate program aimed at equipping the learner with assistantship skills and competencies in: a) academic programs, and b) TESDC – based programs.

The academic programs are in the following courses of study:

1. Education
2. Psychology
3. Music
4. Business Administration
5. Mass Communication

The TESDC – based programs consist of four courses divided into two combinations – at one year per combination of two - totalling 2 years of study. These are the following:

1. Baking and Pastry and Commercial Cooking
2. Institutional Health Care and Caregiving
3. Carpentry and Plumbing
4. Beauty Care and Hairdressing
5. Computer and 2-D Animation
6. Housekeeping and Household Servicing

C. Baccalaureate Degree Stream

The Baccalaureate Degree Stream is open to a learner with disability who possesses high-functioning intellectual abilities, satisfactory academic achievement and a good level of psychosocial maturation and adaptation.

The degree programs open to persons with disabilities are the following:

1. Education
2. Music
3. Nursing
4. Computer Science
5. Psychology
6. Mass Communication
7. Engineering

IV. COURSE DESCRIPTIONS

A. TESDC Stream

Long-Term Courses:

1. Automotive Servicing NC I: Engine tune up for both diesel and gasoline-engine vehicles; It also covers the competency in testing, repairing and installing ignition and lighting system and performing underchassis preventive maintenance.
2. Beauty Care NC II: Pre- and post-beauty care services: manicure and pedicure, hand spa, body massage, body scrub, facial treatment, foot spa and facial make-up.
3. Hairdressing NC II: Basic hair care services such as hair coloring, bleaching, haircutting, straightening and perming and basic facial make-up application.
4. Baking and Pastry NCII: Baking pastries, breads and other dessert items to guests in hotels, motels, restaurants, clubs, canteens, resorts and luxury lines/cruises and other related operations; cleaning and using equipment tools and utensils, properly and safely.
5. Commercial Cooking: Preparing hotandcold meals and desserts for guests in various food-and beverage-service facilities;cleaning kitchen areas.
6. Computer Hardware and Servicing NC II:Diagnosing and troubleshooting problems in personal computer systems, software; replacing parts and getting the system back to normal operation.
7. 2-D Animation NC III: Pproducing 2D animation, multimedia and special effects for film and television/video in both production and post-production stages
8. Institutional Health Care Services: Prepare and maintaining beds; collecting and maintaining linen stocks at end-user locations; assisting patients in their mobility, and transporting patients;providing bio-psychosocial support care of patients; and handling waste in a health care environment.
9. Caregiving NC II: Pprovide care and support to infants/toddlers/ children, to foster their social, intellectual, creative, physical and emotional development;providing care and support to elderlies andpeople with special needs; maintaining healthy and safe environment; responding to emergency; cleaning living room, dining room, bedrooms, toilet and bathroom; washing and ironing clothes, linen, fabric; and prepare hot and cold meals.

10. Housekeeping NC II: Preparing guest rooms; cleaning premises and equipment, laundry linen and guest clothes; and providing housekeeping services and valet services to hotels, motels, clubs, hospitals, resorts, dormitories and luxury liners.
11. Household Servicing NC II: Cleaning living room, dining room, bedrooms, toilet and bathroom; washing and ironing clothes, linen, and fabric, preparing hot and cold meals and beverage service
12. Carpentry: Performing fabrication, installation and stripping of formworks-its components and supports
13. Plumbing NC II: Assembling, installing, maintaining and repairing pipes, fixtures and fittings used for water distribution and wastewater disposal systems in buildings, industrial plants, ships and aircrafts.
14. Shielded Metal Arc Welding NC II: Welding carbon steel plate and pipe components as specified by layout, blueprints, diagrams, work order, welding procedure or oral instructions using shielded metal arc welding equipment

Short -Term Courses

1. Automotive Trouble-shooting: Troubleshooting of auto electrical system.
2. Cellphone Repair and Upgrading: Introduction to cellphone software diagnostic program; troubleshooting of cell phone hardware.
3. Fine Arts for Kids: Introduction to principles techniques, and various forms/media of fine arts leading to the production of artworks.(14 y/o and below)
4. Fine Arts for Adults: Introduction to principles techniques, and various forms/media of fine arts leading to the production of artworks.(15 y/o and above)
5. Hair Cutting: Introduction to the principles of hair science and hair trimming.
6. Sign Language: Basic sign language skills in receptive and expressive oral communication.
7. Cooking lesson: Food preparation and cooking including comprehending recipes and applying accurate measurements and cooking principles and tips.
8. Digital Photography: Fundamentals of lightings, focusing, and picture subject relation and manipulation of Digital SLR camera.
9. Therapeutic Massage: Manipulation of anatomy and physiology in relation to human touch applied to the face, body, arms and legs.

10. Framing and Furniture-Making: Principles and measurements in framing and furniture-making; application of fundamental skills.
11. Upholstery: Principles and measurements of fundamental skills upholstery work; application of fundamental skills.

B. Associate Diploma Stream

Academic Programs

1. Education: The program readies the student to be a responsible and competent teacher aide in the areas of materials production, behaviour management, socialization, one-on-one instruction and classroom structuring.
2. Psychology: The program prepares the student to conduct behaviour modification sessions with learners, organize test materials, check answer sheets of psychological tests, and assist in group-dynamic sessions.
3. Music: The program prepares the student to perform in musical activities, play musical instruments, teach music to children, and participate in varied performing arts.
4. Business Administration: The program prepares the student to engage in marketing and entrepreneurial undertakings/projects, assist in small-business operations, and handle personal and even family budget/finances.
5. Mass Communication: The program prepares student to engage in assistantship in media operations and productions such as broadcasting, programming, scriptwriting, props preparation, production designing, and other media projects such as ad,- poster,- and invitation-making.

TESDC –Based Programs

1. Baking and Pastry NC II and Commercial Cooking NC II: Assistant cook, Cook, Bread and pastry chef.
2. Institutional Health Care Services NC II and Caregiving NC II: Nursing assistant, Nursing Aid, Hospital attendant And Caregiver
3. Carpentry NC II and Plumbing NC II: Rough carpentry, and Plumbing
4. Beauty Care NC II and Hair Dressing NC II: Junior Beautician, Colorist, junior assistant permist, make-up artist, Hair cutter, hair stylist.

5. Computer Hardware and Servicing NC II and 2-D Animation NC III: Clean-Up Artist, In-between Artist/In-betweeners, Clean-Up Art Checker, In-between Checker, Animation Checker, Web Designer, Multimedia Artist, Library builder, Layout artist, 2D digital animator, Computer technician
6. Housekeeping NC II and Household Servicing NC II: Room/Cabin Attendant, Houseman/Public Area Attendant/, Valet Runner, Dry cleaner, Washer, Presser/Ironer, Marker-Sorter, Butler.

C. Baccalaureate Degree Stream

Please see the catalogue of each of the following degree programs for the curricular offerings and course descriptions. The catalogues can be obtained from the different colleges.

1. Education
2. Music
3. Nursing
4. Computer Science
5. Psychology
6. Mass Communication
7. Engineering

V. **ADMISSION REQUIREMENTS**

A. TESDC –Registered Courses (Long Term)

1. 1 piece long brown envelope
2. 3 pcs, 1 x 1 recent ID picture
3. Certificate of Good Moral Character (Referral letter of an INC member duly signed by the resident minister of the locale)
4. Form 138 for high school graduate; certificate/transcript of record for college level
5. Birth certificate
6. Medical certificate with x-ray result; additional Hepa-B screening test result for caregiving and commercial cooking
7. Original/Certified true copy of Psychoeducational Assessment
8. Assessment/Placement and evaluation of Special Education Department of New Era University

B. TESDC- Short-Term Courses

1. 1 piece long brown envelope
2. 3 pieces 1x1 ID picture
3. Certificate of Good Moral Character (Referral letter of an INC member duly signed by the resident minister of the locale)
4. Original/Certified copy of psychoeducational assessment
5. Assessment/Placement and evaluation of NEU Sped Program

C. Associate Diploma and Baccalaureate Degree Streams

1. Form 138
2. R 201 File (for INC members)
3. Letter of recommendations from the minister of the locale where applicant resides (for non-INC members)
4. National Career Assessment Examination result (optional)
5. PEPT Certificate from the DEP ED (optional)
6. Endorsement letter from school last attended
7. Medical certificate with x-ray result
8. Original/Certified true copy of psychoeducational assessment

VI. POLICIES, RULES AND GRADING SYSTEM

A. Please see the Code of Student Discipline of the New Era University for the specific policies and rules.

B. Special Provisions Along Sanctions

1. In a committee, there must be a SPED specialist representative as a member especially in the administration of sanctions.
2. Should it be necessary, the parent/s of guardian/s involvement will be sought in case resolutions by way of providing the needed information for further investigation.
3. Acceptable and reasonable leeway will be considered to retain the child, as much as possible, in school.

C. Grading System

1. The teacher/instructor will explore all possibilities to utilize other sources for rating the child, not only based on test results.
2. Performance-based grading will be helpful/useful.
3. Portfolio assessment is another way of knowing and understanding the child better.
4. Interview with stakeholders to gather more information
5. Peer ratings
6. Observation checklists

*As much as possible, rating the student must be based on multi-measures or evidences because SPED students have test taking limitations considering their language and cognitive processing deficits.

D. Student Personnel Services

(Please see the University Student Manual, pp. 38-45, governing guidelines in the implementation and supervision of student organizations and also policies and procedures in the conduct of student activities.

E. Special Provisions

As per results of the admissions data, support persons such as coaches, shadows, interpreters may be allowed. No special learners will be deprived of special provisions.

- In the TESDC stream and Associate Diploma stream, the degree of support by the coach will be determined after a thorough evaluation of the child's readiness and competency.
- In the Baccalaureate stream, no support person is allowed inside the classroom except in co-curricular activities such as overnight camps outside the school, outings, swimming. In the event that the special learner exhibits non-positive behaviours, the SPED specialist will design and implement a behavioural management program for him/her.

VII. COLLABORATION WITH THE FAMILY AND COMMUNITY (CIVIC, NGO, BUSINESS, LOCAL GOVERNMENT)

The following provisions are recommended to ensure the well-being of each child:

- Consultations with the family regarding educational, psychosocial and recreational matters.
- Collaboration with the community. Referrals to the business sector for employment.
- Possible employment of graduates of tertiary SPED program in the New Era University.
- Apprenticeship program in the community
- Parent-child program
- Participation in civic activities like tree planting, volunteerism, INC outreach)

**NEW ERA UNIVERSITY'S
TERTIARY LEVEL PROGRAM FOR PERSONS WITH DISABILITIES
(TLP-PWD)**

The Tertiary Level Program for Persons with Disabilities (TLP-PWD) of the New Era University is an initiative in line with the University's commitment to and support of persons with disabilities. This is also a component of the University's Special Education Program; thus, establishing a continuity of educational and vocational programs for persons with disabilities from preschool to post-secondary levels. Faculty members, parents, support personnel, administrators and students can contribute much to this urgent and worthy program of the University.

Considering the nature of the TLP-PWD proposal, the attached timetable specifies the involvement of the following college especially in the institution of the 2-year diploma program through the academic stream.

- College of Education
- College of Music
- College of Nursing
- College of Arts and Sciences
- College of Business Administration

TIMETABLE

NATURE OF THE INVOLVEMENT	PERSONNEL INVOLVED	EXPECTED OUTCOMES	SUGGESTED DATE OF COMPLETION
1. Presenting the TLP-PWD	Dr.Nilo L. Rosas-Opening Remarks Faculty of the concerned departments of the five colleges Department of Special Education faculty	Knowledge and understanding of the TLP-PWD by the department faculty	May 16, 2014 (Friday) VENUE: AVR Studio B
2. Specify the courses needed for the two-year diploma program (by department)	Faculty of the concerned departments of the five colleges	Courses required from the existing degree program (by department) Total number of units required for the two-year diploma program (by department)	May 19-30, 2014 VENUE: Department-based
3. Joint meeting to discuss the courses prescribed by	Faculty of the concerned departments of the five colleges and the	Course of the study for the two-year program decided upon by the	College of Education June 3, 2014 8:00am-12:00 noon

the department	Special Education Department (by department)	department and the SPED department	<p>College of Music June 3, 2014 1:00pm – 5:00pm</p> <p>College of Nursing June 4, 2014 8:00am – 12:00 noon</p> <p>College of Business Administration (Department of Marketing) June 4, 2014 1:00pm-5:00pm</p> <p>College of Arts and Sciences (Department of Psychology and Department of Mass Communication) June 5, 2014 8:00am – 12:00noon</p>
4. Finalizing the course of study (by department)	Department Coordinators and selected Special Education Department Faculty	Final course of study for the two-year diploma program	
5. Endorsing the final courses of study to the President	Department Coordinators Selected Special Education Faculty	<p>Approval by the President and designated University Committees</p> <p>Endorsement by the University of the CHED for approval</p>	

NOTE: IT IS ANTICIPATED THAT THE 2-YEAR DIPLOMA PROGRAM THROUGH THE ACADEMIC STREAM (PLEASE REFER TO THE ATTACHED TLP-PWD PROPOSAL) WILL BE IMPLEMENTEDN THIS COMING ACADEMIC YEAR 2014-2015