

SEA-TVET Workshop on Integrating Entrepreneurship and Digital Class in Hospitality and Tourism
14-15 December 2016, SMKN 2 Malang, Indonesia

SESSION 6: Development of Action Plan for Integrating Entrepreneurship and Digital Class

GENERIC ACTION PLAN

Activities	Objectives	Brief Details/Sub-Activities	When
A) Sharing of Information to School Management and Concerned Divisions			
1. Sharing information of the workshop to School Management Team, teachers and concerned divisions at the school	<ul style="list-style-type: none"> ➤ To inform the school management and teachers on the integration and implementation of entrepreneurship and digital learning in teaching and learning at the school/college 	Sharing the information on the following areas: <ul style="list-style-type: none"> ➤ Integration of Digital Learning ➤ School IT Infrastructure ➤ Edotel Network and Mobile Application ➤ How to market the Edotel ➤ Introducing Webex /teleconference platform in classroom ➤ Involvement of industry in the digital class ➤ Importance of Character Building ➤ Entrepreneurship Programmes for students ➤ SwissContact programmes to improve capacity of teachers and quality of Tourism Programme at the school 	Dec 2016- Jan 2017
2. Sharing information on how to improve the marketing of Edotel to the marketing/PR/edotel team of the school	<ul style="list-style-type: none"> ➤ To share the information on how to improve the marketing of the school's Edotel by joining the "Edotel Network" and "Edotel Mobile Application" ➤ To convince the School Management Team for the participation in the "Edotel Network" 	Sharing the information on the following areas: <ul style="list-style-type: none"> ➤ Establishment of Edotel Network ➤ Edotel Mobile Application, developed by SEAMOLEC ➤ Managing and marketing the Edotel by students ➤ Provide information of Edotel to SEAMOLEC to be included in the Edotel mobile application 	Dec 2016- Jan 2017
B) Developing Partnership with SwissContact, SEAMEO SEAMOLEC, SEAMEO Secretariat			
1. Participating in the related programmes of SwisContact, SEAMEO SEAMOLEC , and SEAMEO Secretariat	<ul style="list-style-type: none"> ➤ To strengthen partnership with Swiss Contact, SEAMEO SEAMOLEC and SEAMEO Secretariat ➤ To inquire the update information of their programmes and activities for the benefits of capacity building programmes of school administrators, teachers and students 	<ul style="list-style-type: none"> ➤ Apply or register to be a member of their network ➤ Assign the teacher coordinator who can be responsible for following-up the programmes/activities of these organistaiions ➤ Participate in their activities such as teacher training, scholarships, workshops, exchange programmes, competitions, awards 	Jan 2017

C) Planning and Applying the Digital Class at the School			
1. Applying/adapting the Digital Class at the School	<ul style="list-style-type: none"> ➤ To integrate the digital class in teaching and learning at the school 	<ul style="list-style-type: none"> ➤ Discuss the plan with the school management ➤ Prepare the IT infrastructure, equipment and technician ➤ Learning how to use “Webex” or other teleconference platform 	Jan –March 2017
2. Conducting a training session to ICT staff and concerned teachers	<ul style="list-style-type: none"> ➤ To enhance knowledge and skills of teachers for applying technology in teaching and learning ➤ To update the latest technology to ICT staff ➤ To train teachers and ICT staff on how to use Webex/Teleconference 	<ul style="list-style-type: none"> ➤ Seek assistant from SMKN 2 Malang, SEAMEO SEAMOLEC, and SEAMEO Secretariat ➤ Invite speakers from SMKN 2 Malang, SEAMEO SEAMOLEC and SEAMEO Secretariat ➤ The training can be conducted by online/ teleconference. 	Jan- March 2017
3. Developing the Digital Class with Industry	<ul style="list-style-type: none"> ➤ Strengthen partnership with industry ➤ Sharing the expertise of industry to students 	<ul style="list-style-type: none"> ➤ Identify the potential industry partners ➤ Develop MOU with industry ➤ Inviting industry to be the guest speakers for giving lecture to students ➤ Enhance ICT habits and skills of students 	March - June 2017
D) Improving Marketing of EDOTEL			
1. Participating in SEAMOLEC Edotel Network and Edotel Mobile Application	<ul style="list-style-type: none"> ➤ To promote the School Edotel to domestic and regional/international market 	<ul style="list-style-type: none"> ➤ Register the School Edotel to Edotel Network ➤ Upgrade/improve the School Edotel, specially in the areas of management and facilities ➤ Develop a brochure of Edotel in Bahasa and English 	Dec 2016 onwards
2. Improve the marketing strategies of Edotel in domestic and international market	<ul style="list-style-type: none"> ➤ To promote the visibility of the School EDOTEL in Indonesian and international market ➤ To improve the marketing plan of the School Edotel 	<ul style="list-style-type: none"> ➤ Discuss among the concerned teachers and staff of Edotel ➤ Prepare a plan/proposal to be presented to the school management ➤ Develop/improve the website and information brochure of the School Edotel (English and Bahasa) ➤ Participate in the Edotel/Hostel Network ➤ Improve the management and facilities of the School Edotel ➤ Train students to be more responsible for managing and marketing the School Edotel 	Jan 2017 onwards

E) Teacher Capacity Building Programmes			
1. Capacity Building Programme for all teachers and stakeholders at the School	<ul style="list-style-type: none"> ➤ To enhance knowledge and skills of teachers for integrating ICT in the classrooms ➤ To update the current technology for teachers ➤ To create motivation to teachers by applying ICT in teaching and learning 	<ul style="list-style-type: none"> ➤ Make a proposal to School Principal ➤ Inviting all teachers, stakeholders and other schools nearby to participate in the workshop ➤ Inviting speakers from SMKN 2 Malang, SEAMEO SEAMOLEC, and SEAMEO Secretariat 	Jan-March 2016
2. Socialisation with other model schools in Indonesia which have integrated ICT in teaching and learning	<ul style="list-style-type: none"> ➤ To develop partnership with other advanced schools in ICT integration ➤ To learn and exchange teaching and learning practices on digital learning and other advanced teaching and learning strategies with other schools in Indonesia and other schools in Southeast Asian countries 	<ul style="list-style-type: none"> ➤ Develop partnership with other advanced schools in ICT in Indonesia ➤ Initiate study visits or teacher exchange programmes with those schools in Indonesia 	Jan-June 2017
3. Socialisation with other model schools in other Southeast Asian countries which have successfully integrated ICT in teaching and learning.	<ul style="list-style-type: none"> ➤ To develop partnership with other schools in Southeast Asian countries ➤ To improve quality and internationalisation of school programmes, teachers and students ➤ To learn and exchange teaching and learning practices on digital learning and other advanced teaching and learning strategies with other schools in Southeast Asian countries 	<ul style="list-style-type: none"> ➤ Develop partnership with other advanced schools in ICT in other Southeast Asian countries ➤ Conduct study/management visits ➤ Develop MOU or Agreements with those schools ➤ Conduct student and teacher exchange programmes with those schools 	July –Dec 2017
F) Applying Entrepreneurship in the School Programmes and Student Activities			
1. Integrating entrepreneurship in teaching and learning at the school	<ul style="list-style-type: none"> ➤ To develop entrepreneurship knowledge, skills and practices for students ➤ To integrate entrepreneurship in all courses such as F&B, Pastry, F&B, Hotel Accommodation, Fashion Design, Tourism, Skin Care, Hair Dressing, Accounting, Secretary 	<ul style="list-style-type: none"> ➤ Discuss the plan with the school management ➤ Introduce the plan and activities to all teachers ➤ Implement the plan and activities in the student learning activities 	Jan 2017 onwards
2. Improving marketing of school products and services	<ul style="list-style-type: none"> ➤ To improve the visibility of school's programmes, products and services 	<ul style="list-style-type: none"> ➤ Introduce information of the school programmes, activities, products and services to industry, public and community ➤ Develop a brochure of school information ➤ To promote the information of school and products/services on the website and other social 	March 2017 onwards

		media (Bahasa and English)	
3. Organising a workshop on entrepreneurship for all teachers	<ul style="list-style-type: none"> ➤ To enhance knowledge and skills of teachers on entrepreneurship ➤ To train teachers on how to integrate entrepreneurship in teaching and learning activities for students 	<ul style="list-style-type: none"> ➤ Make a proposal to School Principal ➤ Inviting all teachers, stakeholders and other schools nearby to participate in the workshop ➤ Invite speakers from industry 	March 2017 onwards
G) Applying Character Building for Students			
1. Student Dream Book	<ul style="list-style-type: none"> ➤ To increase student's motivation and passion for making their dream comes true 	<ul style="list-style-type: none"> ➤ Propose the plan to the Head of the Programme, School Principal ➤ Request students to create a book that contains about the expressions, and pictures of their dreams, wishes, passion and visions. 	Jan 2017
2. Develop Student Character Building Programme at the School	<ul style="list-style-type: none"> ➤ To develop the student's values and soft skills 	<ul style="list-style-type: none"> ➤ Discuss and plan with the school management ➤ Implement the programme by integrating in the subjects and student's activities ➤ Arrange a student camp for character building 	Jan 2017 onwards
3. Student's GOT Talent Programme	<ul style="list-style-type: none"> ➤ To provide spirit and motivation in special skills to students such as Front Office, Housekeeping, F&B) 	<ul style="list-style-type: none"> ➤ Train the students ➤ Identify their passion, vision and interest ➤ In-depth training according to their interests 	Jan 2017 onwards