



CONCEPT NOTE AND PROGRAMME

1. Background

All Southeast Asian countries have positioned Technical and Vocational Education and Training (TVET) in the mainstream of education systems and setting it as a priority in their education agenda in view of the fact that this type of education plays an important role in the socio-economic development of a nation (Paryono 2013). In addition, TVET has been identified as one of the seven priority areas in education in Southeast Asia, which was agreed at the Strategic Dialogue of Education Ministers (SDEM) meeting in September 2014.

In response to the Southeast Asian regional directions agreed at the 1st High Officials Meeting on SEA-TVET in Thailand, May 2015 - to promote the internationalisation of TVET institutions, to improve the student mobility, and to leverage the global competitiveness and 21st century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) has spearheaded to develop the **SEAMEO Polytechnic Network** in April 2016 as a part of SEA-TVET Consortium.

The SEAMEO Polytechnic Network aims to enhance internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the Southeast Asian region through **cross-country student exchange programme and other collaborations**.

To improve the number of TVET student mobility across the region, the High Officials' Round Table Meeting of the 3rd High Officials Meeting on SEA-TVET, hosted by the Ministry of Education of Malaysia in May 2017 recommended the SEAMEO Secretariat to serve as a **"Coordinating Agency"** (One Stop Service Unit) to facilitate the implementation process of TVET student exchange through internship programme, starting from organizing a meeting, seeking commitment from institutions, mapping students, producing guidelines, facilitating interview, evaluation and certification.

2. SEAMEO Polytechnic Network Meeting as for TVET Student Internship Exchange

Since 2017, the SEAMEO Polytechnic Network Meetings have been organized at least 2 times a year as a platform to discuss with TVET institutions for seeking commitment and implementation process of the SEA-TVET Student Internship Exchange Programme.

The objectives of the SEA-TVET Student Internship Exchange Programme are as follows:

1. To enhance global competitiveness, knowledge and technical skills of TVET students
2. To improve inter-cultural understanding, regional perspectives, and English communication of TVET students

3. To provide employable opportunities for TVET students
4. To create a sustainable partnership among polytechnics and TVET colleges/institutions in Southeast Asia.

During July 2017-September 2018, the SEA-TVET Student Internship Exchange Programme has been implemented for **2** batches with the total number of **289** TVET students exchanged through internship programme for 30 days. The implementation is based on a cost sharing basis among the participating institutions and parents.

The 1st Batch of TVET Student Internship Exchange programme was participated by 55 students from 12 institutions in Indonesia, Philippines, Thailand and Vietnam. The programme was successfully implemented in January and February 2018 for 30 days.

The 2nd Batch of SEA-TVET Student Internship Exchange Programme is currently started in August, September and October 2018 for 30 days. 234 students from 49 institutions in Indonesia, Philippines, Thailand, Malaysia and Vietnam are enthusiastically attending this programme. (See details in Appendix A)

SEA-TVET Internship Exchange	Agreed and Committed at	Number of Participating Institutions	Number of Student Exchange	Exchange Period
1 st Batch	2 nd SEAMEO Polytechnic Network Meeting, Chiangmai, Oct 2017	12 institutions from 4 countries: Indonesia, Philippines, Thailand, Vietnam	55	Jan- Feb 2018 for 30 days
2 nd Batch	3 rd SEAMEO Polytechnic Network Meeting, Surabaya, Apr 2018	49 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	234	Aug-Sept-Oct 2018 for 30 days
3 rd Batch	To be agreed at the 4 th SEAMEO Polytechnic Network Meeting, Pangasinan, 18 Oct 2018	Expected 55-60 Institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	Estimated 260 students	Mar-April-May 2018 for 60-90 days (TBC)

To evaluate the 2nd batch of SEA-TVET Student Internship Exchange Programme, and identify commitments and implementation steps among participating institutions, the SEAMEO Secretariat in collaboration with Pagasinan State University, Philippines will organise the **4th SEAMEO Polytechnic Network Meeting: Agreement and Implementation for the 3rd Batch of SEA-TVET Student Internship Exchange on 18-19 October 2018 at Pangasinan State University, Pangasinan Philippines.**

3. Objectives of the Meeting

- 1) To share and learn the successful practices of student internship exchange from the participating institutions
- 2) To review and evaluate the implementation of the 2nd batch of SEA-TVET student internship exchange and identify the improvement for the **3rd batch** of SEA-TVET student internship exchange to be implemented in 2019.
- 3) To seek commitments from participating TVET institutions.

4. Meeting Venue and Schedule

Meeting Place: Pangasinan State University
Meeting Room: PSU Convention Hall
Meeting Date: 18-19 October 2018

- 18 October 2018 (Workshop: 09.00-17.30 hrs)
- 19 October 2018 (Study Visit: 07.30-11.00 hrs and to Manila)

Arriving Date: 17 October 2018 (Flight no later than 18.00 hrs)
Departure Date: 19 October 2018 (Flight in afternoon after 15.00 hrs or at night)

5. Participants

The meeting will be attended by approximately 100 participants who are 50 international representatives from Indonesia, Malaysia, Thailand, Vietnam and 50 representatives from TVET Colleges/Polytechnics/Universities in Philippines.

Since **the meeting will require the decision from institutions and sign the Letter of Agreement** at the end of the meeting, the participants should be from the **management level** who can make a decision such as Director, Deputy Director, Head of Programme, Head of International Relations, Head of Academic/Student Affairs and others.

The participating TVET institutions should provide **Diploma/Higher Diploma, and TVET Bachelor** in the following priority areas.

- Mechatronics/Electronics/Electrical/Manufacturing/ Industrial Technology
- Computer Science/IT/ Informatics
- Agriculture/Animal Science
- Hospitality and Tourism
- Business
- Mass Communication
- Graphic Design/Multimedia

6. Expected Outcomes

- 1) Experiences and lessons learned are shared for future improvement of student internship exchange programme.
- 2) Details of implementation plan for the 3rd batch of SEA-TVET Student Internship Exchange such as timeline, study areas, budgeting, programme structure, duration, student visa, criteria for selecting students, regulations students, travel preparation, evaluation & report, and certification for student exchange are agreed among the participating institutions.
- 3) A Letter of Agreement for the 3rd Batch of SEA-TVET Student Internship Exchange are signed between institutions.

7. Tentative Programme

17 October 2018	<ul style="list-style-type: none"> • Arrival of participants to Ninoy Aquino International Airport (NAIA), Manila • Travel to Pagasinan by coach (5 hours) and check-in at the arranged hotel • There are 2 pick-up schedules: 1) 09.00-12.00 noon, 2) 16:00 – 19:00 hrs (See details in the Administrative Note)
18 October 2018	4th SEAMEO Polytechnic Network Meeting Meeting venue: PSU Conventional Hall, Pangasinan State University
<i>08.00</i>	<i>Depart the hotel to PSU</i>
<i>08.30 – 09.00</i>	<i>Registration for international and Filipino participants</i>
09.00 – 09.30	Opening Session <ul style="list-style-type: none"> • Welcome Message • Opening Remarks • Group Photo
09.30 – 09.45	Introduction of the Participants and Programme by Dr Sally A Jarin, Director, Local & International Linkages, PSU
09.45 – 10.15	Overview, Evaluation Results and Issues of the 2nd Batch of SEA-TVET Student Internship Exchange by Ms Piyapa Su-angavatin, Coordinator, SEAMEO Secretariat
<i>10.15 – 10.45</i>	<i>Coffee/tea break</i>
10.45 - 11.45	Sharing Experiences from the 2nd Batch Participating Institutions: Problems and Solutions Moderated by PSU (7 minutes/presentation and voluntary basis) <ul style="list-style-type: none"> • Indonesia • Philippines • Thailand • Malaysia
11.45 - 12.15	Additional agreements to address/solve the issues for the 3rd Batch by Ms Piyapa Su-angavatin, Coordinator, SEAMEO Secretariat
<i>12.15 – 13.30</i>	<i>Lunch</i>
13.30 – 15.00	Discussion on collaboration for the 3rd Batch of SEA-TVET Student Internship Exchange Moderated by Dr Gatot Priowirjanto, Director of SEAMEO Secretariat <ul style="list-style-type: none"> • Study area • Strict criteria and regulations to select students • Quotas for each institution • Internship exchange duration (2-3 months) • Internship schedule • Student visa • Programme structure • Selection of industry • Travel arrangement and documents that students must have • Improvement of coordination mechanism

	<ul style="list-style-type: none"> • Implementation timeline • Confirmation of participating institutions in the 3rd batch
15.00 – 15.15	<i>Coffee/tea break</i>
15.15 - 16.30	Study visit to PSU
16.30 – 17.30	Closing Session <ul style="list-style-type: none"> • Signing of the Letter of Agreement • Presentation of Certification • Next Steps and Closing Message
18.00	<i>Dinner hosted by the Local Government (TBC)</i>
19 October 2018	Study Visit and Depart to Manila
07.30	<i>All participants check-out and depart the hotel</i>
Group 1 Depart hotel at 07.30 hrs	Group 1: Visit to Tarlac Agricultural University on the way to Manila at 09.30-10.30 hrs (2 hrs from Pagasinan State U). This group will arrive the airport at around 17.00 hrs.
Group 2 Depart hotel at 07.30 hrs	Group 2: Go to Ninoy Aquino International Airport, Manila. This group will arrive the airport around 12.00-12.30 hrs.

8. Funding Support

The Pangasinan State University will support the arrangement of meals, airport transfers, meeting venue, meeting kits, and local transportation between the hotel and PSU meeting venue.

The travel expenses of international and local participants such as **return airfare ticket, hotel, taxi**, should be supported by the participant's institution.

9. How to Participate

- a) For the TVET colleges, institutions, polytechnics or universities in Southeast Asian countries who have never participated in 1st and 2nd Batch of SEA-TVET Internship Exchange Programme and would like to join this programme, you can request the official invitation letter from SEAMEO by completing the following **Online Application Form** for expressing the interest to participate in the 4th SEAMEO Polytechnic Network Meeting and the 3rd batch of SEA-TVET Student Internship Exchange. The online Application Form will be closed on **25 September 2018**.

<http://link.seameo.org/4th-SEA-Polytechnic>

Please note that the **participating institutions in the 1st and 2nd Batch** of SEA-TVET Student Internship Exchange **do not need to fill up the above Online Application** as the invitation letter will be automatically sent to the institution.

- b) After receiving the information in the Online Application Form, the SEAMEO Secretariat will send

the “**Official Invitation Letter for Institution**” with Concept Note, Programme and Confirmation Form to the individual institution directly.

- c) To confirm the participation, the institution should send the completed “**Confirmation Form**” to email: psutvetinternational@gmail.com and cc: tvvet@seameo.org by **Friday 5 October 2018**.

Details of **flight schedule** and **hotel reservation** should be provided in the Confirmation Form.

The participating institutions should consider nominating at least 1-2 representatives who are the directorate or management level or the Head of International Relations/Student Exchange/Academic Affairs to participate in the meeting.

10. Administrative Arrangements

a) Accommodation Reservation

Hotel reservation will be made for all participants with corporate price at **MC Hotel Lingayen** (44 rooms) by the PSU staff. We recommend all participants to book the room earlier, so that Pangasinan State University committee can confirm the room’s hotel. After 21 September 2018, the rooms will be possibly fully booked.

MC Hotel Lingayen

Address: Solis Street Poblacion
Lingayen, Pangasinan, Philippines
Tel/CP: +75 6366941,
Email: mchotellingayen@gmail.com

Room Type at MC HOTEL LINGAYEN:

- Superior Room: Double bed room or twin bed room
 - Room rate: **₱2,750 1 room/1night** for 1 person
- Superior Room: Double bed room or twin bed room
 - Room rate: **₱ 5,500 room/1night** for 2 persons
- Family Room: Triple bed room or twin bed room
 - **₱ 8,250 1 room/1night** for 3 person

b) Airport Transfer Services

Since the travel time from the *Ninoy Aquino International Airport (NAIA), Manila* to Pangasinan takes 5 hours. Please check the details of PSU’s bus services in the Administrative Note:

For arrival, PSU prepares 2 buses for 2 pick-up schedules from Ninoy Aquino International Airport, Manila to Pangasinan (See details in Administrative Note):

- 1) 09.00 - 12.00 noon, and
- 2) 16.00 – 19.00 hrs.

Please ensure that your arrival time of flight to Manila **is no longer than 18.00 hrs on 17 Oct.**

For departure, all participants will be requested to check out on 19 Oct and depart from Pangasinan at 7.30 and travel to Manila in the morning.

Participants will be divided into 2 Groups :

Group 1: Visiting Tarlac Agricultural University at 09.30-10.30 hrs, then proceed to Ninoy Aquino International Airport, Manila. This group will arrive the airport at around 17.00 hrs. Please ensure that your flight schedule is after 19.00 hrs on 19 Oct or on 20 Oct

Group 2: Going to Ninoy Aquino International Airport, Manila. This group will arrive the airport at around 12.30 hrs. Please ensure that your flight schedule is after 15.00 hrs on 19 Oct or on 20 Oct.

For the participants who will depart on 20 Oct, we recommend you to find the hotel nearby the airport by your own arrangement (booking.com or others).

11. Timeline

Activities	Schedule
1) Sending invitation to 1 st and 2 nd batch TVET institutions, TESDA, CHED and other Ministries of Education, and institutions	10-15 September 2018
2) Email announcement for other TVET institutions to join.	By 15 September 2018
3) Closing date for the Online Application Form	By 25 September 2018
4) Deadline for confirmation of participants <ul style="list-style-type: none"> Deadline for submitting "Confirmation Form" with information of hotel booking and flight schedule 	5 October 2018
5) Arrival of participants	17 October 2018
6) Proper Meeting	18 October 2018
7) Check-out from hotel and departure of participants to Manila	19 October 2018

12. Focal Persons

1) Pangasinan State University

Dr Sally A Jarin

Director, Local & International Linkages

Mr. Michael P. Arquillano

Staff

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Email: psutvetinternational@gmail.com (Focal email for correspondence)

2) SEAMEO Secretariat

Ms Montita Ounpuk

Project Assistant

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Appendix A

Summary Number of SEA-TVET Student Internship Exchange Programme (1st and 2nd Batch in 2018)

1. Total Number of Sending Students of the 1st Batch and 2nd Batch of SEA-TVET Student Internship Exchange Programme

	<u>1st Batch: January – February 2018 (30 Days)</u> Number of Sending Students				<u>2nd Batch: August – October 2018 (30 Days)</u> Number of Sending Students			
	Confirmed Institutions	Engineering	Business/ Hospitality	Agriculture	Confirmed Institutions	Engineering	Business/ Hospitality	Agriculture
ID	7	17	5	2	33	53	57	16
MY	-	-	-	-	2	9	-	-
PH	2	7	13	6	6	31	24	8
TH	2	-	3	-	7	7	27	-
VN	1	-	2	-	1	2	-	-
Total	12	24	23	8	49	102	108	24
	55				234			

2. Total Number of Sending and Receiving Students in the 2nd Batch by Institution (as of 30 Aug 2018) (The Exchange Period: August-October 2018 for 30 Days)

Institution	Send	Receive
IINDONESIA		
1. Astra Manufacturing Polytechnic	1	1
2. Atlas Nusantara Engineering Colleges/STT Atlas Nusantara (STTAR)	2	3
3. Bogor Agricultural University, Vocational College	18	12
4. Perguruan Tinggi Bina Insani	5	6
5. Politeknik Elektronika Negeri Surabaya	1	1
6. Polytechnic of LPP Yogyakarta	3	0
7. Manufacture Polytechnic of Bandung	1	1
8. State Polytechnic of Bandung	1	0
9. State Polytechnic of Batam	2	1
10.State Polytechnic of Bengkalis	6	5
11.State Polytechnic of Madiun	3	2
12.State Polytechnic of Medan	2	0

13. State Polytechnic of Padang	5	4
14. State Polytechnic of Samarinda	1	1
15. State Polytechnic of Semarang	2	2
16. State Polytechnic of Sriwijaya	12	10
17. Pangkep State Polytechnic of Agriculture	5	3
18. Politeknik Piksi Ganesha Bandung	8	6
19. STIKOM InterStudi	3	3
20. STIKI Malang	3	2
21. STMIK Asia	1	1
22. STIE ASIA	1	0
23. Kalimantan Islamic University, Banjarmasin (UNISKA)	8	3
24. University of Kebangsaan	2	2
25. Lambung Mangkurat University	2	1
26. University Muhammadiyah Purwokerto (UMP)	5	5
27. State University of Padang	2	2
28. Indonesia University of Education	5	4
29. PGRI Madiun University	2	0
30. Sebelas Maret University	8	4
31. Jambi University	2	1
32. Ganesha University of Education	2	5
33. University Airlangga	2	2
TOTAL AMOUNT	126	93
Malaysia		
34. Polytechnic Ungku Omar	7	7
35. Polytechnic Sultan Azlan Shah	2	16
TOTAL AMOUNT	9	23
Philippines		
36. Don Bosco One TVET Philippines, Inc.	9	9
37. Iloilo Science and Technology University	14	14
38. Mindoro State College of Agriculture and Technology (MINS CAT)	12	18
39. MOCA Family Farm Rlearning Center Inc.	2	7
40. Pagasinan State University	22	26
41. Tarlac Agricultural University	4	11
TOTAL AMOUNT	63	85
Thailand		
42. Chiang Rai Rajabhat University	5	4

43. Thaiyothaya Business Administration Technological College	3	4
44. Thai Business Administration Technological College	8	7
45. Thaksina Business Technological College	8	8
46. Thepsatri Rajabhat University	6	4
47. Wimol Business Administration Technological College (WBAC)	2	2
48. Phuket Technology College	2	2
TOTAL AMOUNT	34	31
Vietnam		
49. Duy Tan University	2	2
TOTAL AMOUNT	2	2

TOTAL 49 INSTITUTIONS
TOTAL FOR SENDING = 234 Students
TOTAL FOR RECEIVING = 234 Students

3. Total Number of Sending and Receiving in the 2nd Batch by Study Area (As of 30 Aug 2018)

	Confirmed Institutions	Send			Receive			Total
		Engineering	Business/Hospitality	Agriculture	Engineering	Business/Hospitality	Agriculture	
ID	33	53	57	16	46	39	8	219
MY	2	9	-	-	10	13	-	32
PH	6	31	24	8	35	32	18	148
TH	7	7	27	-	6	25	-	65
VN	1	2	-	-	2	-	-	4
Total	49	102	108	24	99	109	26	468