

4th SEAMEO POLYTECHNIC NETWORK MEETING
Agreement and Implementation for
the 3rd Batch of SEA-TVET Student Internship Exchange

18-19 October 2018
Pangasinan State University, Pangasinan, Philippines

Overview and Evaluation Results of the 2 Batch SEA-TVET Internship Exchange

Outlines

1. Background
2. Reviewing Mechanism
3. Evaluation Results
 - Feedbacks from Company Supervisors
 - Feedbacks from Students
 - Feedback from Coordinating Teachers
4. Challenges/Issues (from SEAMEO)

Background

Background

- Recommended by **TVET High Officials of 11 Southeast Asian countries at the 1st High Officials Meeting on SEA- TVET in August 2015, Thailand** to promote internationalisation and collaboration of TVET institutions in Southeast Asia through student and teacher mobility
- Recommended by **3rd HOM on SEA-TVET in May 2017, Malaysia** for SEAMEO to serve as **“Coordinating Agency”** – as a **“One Stop Service”** to accelerate the number of student mobility.
 - 1) **Facilitate the whole process by SEAMEO:** conducting meeting, collecting student names, mapping students, interview, orientation, evaluation, certification, report
 - 2) Start with student **internship exchange for 1 month with more structured and monitored**
 - 3) **Cost sharing** among institutions
 - 4) Focus on **learning outcomes and skill improvement** of students
 - 5) Organise **a meeting** to get agreements from institutions

Objectives of SEA-TVET Internship Exchange

- To improve **global competitiveness, soft skills, and employable opportunities** of TVET students
- To improve **internationalistaion and partnership** of TVET institutions in SEA.

Summary of 1st and 2nd Batch

Batch	Agreed and Committed at	Number of Institutions Participated/ Countries	Number of Student Exchanged	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 (30 days)
2 nd Batch	3 rd SEAMEO Polytechnic Network Meeting, Surabaya, April 2018	49 institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	233	Aug-Sept-Oct 2018 (30 days)
3 rd Batch	4 th SEAMEO Polytechnic Network Meeting, Pangasinan, Oct 2018	40-50 Institutions from 5 countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	??	To be discussed
Total			288	

1st Batch SEA-TVET Student Exchange: 55 students: Jan-Feb 18

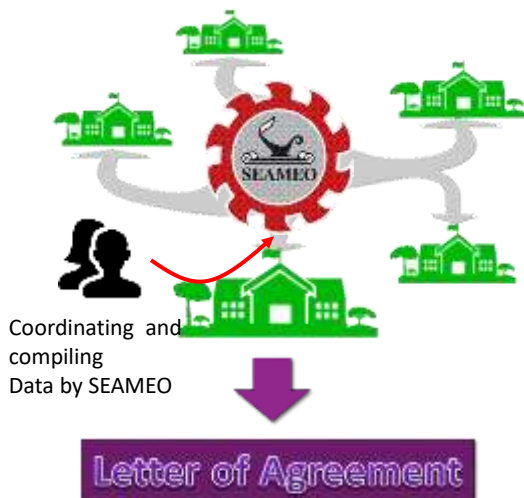


2nd Batch SEA-TVET Student Exchange: 233 students: Aug-Oct 18



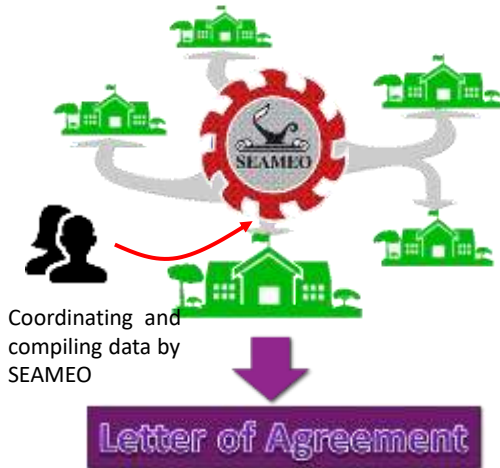
Reviewing Mechanism

Mechanism 1



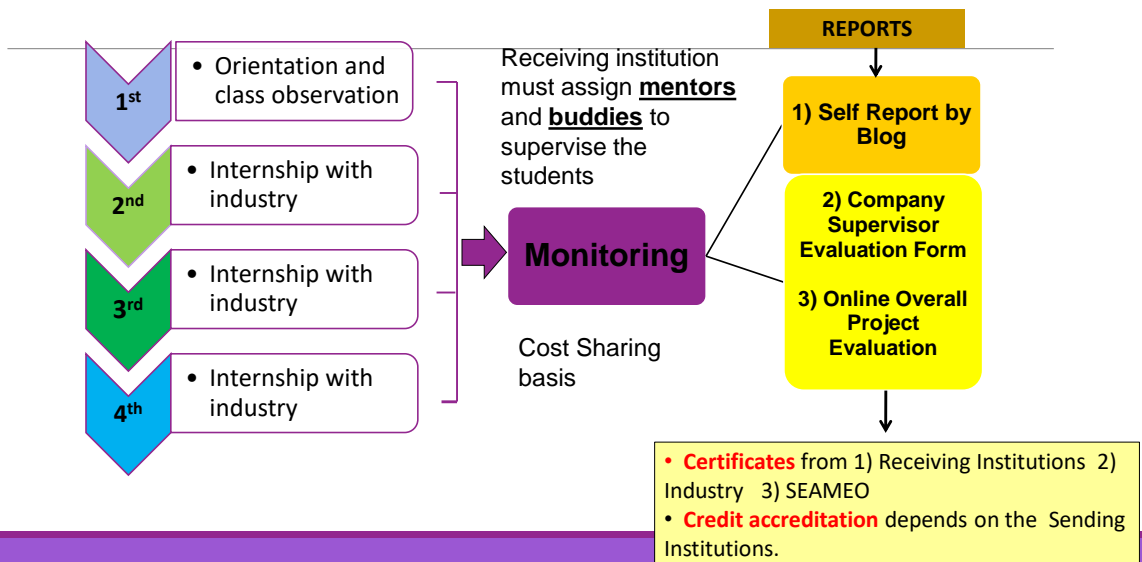
1. "Letter of Agreement" is signed at the SEAMEO Polytechnic Network Meeting to get agreement
2. Internship Exchange should be recognized as credits
3. Implementing in reciprocal way (Equal)
4. Sending institutions should submit profile of students: transcript to SEAMEO
5. Receiving Institutions should submit name of industry partners for internship, picture of facilities (dormitory/ housing, colleges)

Mechanism 2



6. Mapping of the students and coordination online meeting, organized by SEAMEO
7. Organise online interview for screening English and technical skills of students by both parties
8. Pre-departure Orientation should be provided to students (by both Sending and SEAMEO)
9. Students and coordinators must submit Blog, Company Supervisor Evaluation Form, and Overall Project Form to SEAMEO for Certification

Programme Structure: 1 month (30 days)



Cost Sharing Agreement

Expenses	Responsible by
Passport Return Air-ticket All meals (BF, Lunch, Dinner) Local transportation for internship International Health and Travel Insurance Pocket money at least USD 100	Parents
Visa (No need visa if students stay less than 30 days. If students stay over than 1 month, students must pay for visa fee)	Parents
Accommodation/dormitory	Receiving institutions
Airport transfer (pick-up/departure)	Receiving institutions
Tuition fee and student activity expenses	Receiving institutions

Implementation Process of 2nd Batch (4-5 months)



Guidelines by SEAMEO

1) SEA-TVET
Implementation
process

2) Online
Interview
Guidelines

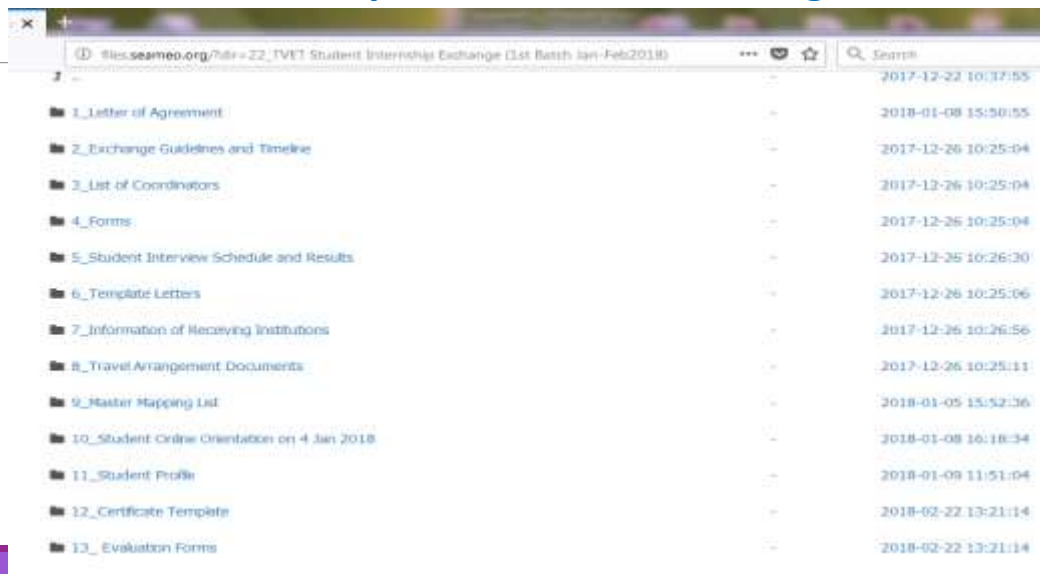
3) Pre-departure
and Orientation
Guidelines

3) Living Cost

3) Airport
Destination

4) Templates of
letters and
certificate

All documents are shared and can be downloaded from
SEAMEO Website: <http://seatvet.seameo.org/>



Document Name	Date
1_Letter of Agreement	2017-12-22 10:37:55
2_Exchange Guidelines and Timeline	2018-01-08 15:30:55
3_List of Coordinators	2017-12-26 10:25:04
4_Forms	2017-12-26 10:25:04
5_Student Interview Schedule and Results	2017-12-26 10:26:30
6_Template Letters	2017-12-26 10:25:06
7_Information of Receiving Institutions	2017-12-26 10:26:56
8_Travel Arrangement Documents	2017-12-26 10:25:11
9_Hoiter Mapping List	2018-01-05 15:52:36
10_Student Online Orientation on 4 Jan 2018	2018-01-08 16:18:34
11_Student Profile	2018-01-09 11:51:04
12_Certificate Template	2018-02-22 13:21:14
13_Evaluation Forms	2018-02-22 13:21:14

SEAMEO Certificates



1. Certificate of Participation for Institution
2. Certificate of Appreciation for Coordinators
3. Certificate of Appreciation for Cooperating Teachers (Mentors)
4. Certificate of Appreciation for Cooperating Students (Buddies)
5. Certificate of Completion for participating students
6. Certificate of Appreciation for Industry

Evaluation Results from 2nd Batch

- Company
- Students
- Coordinating Teachers

Study Areas by Country

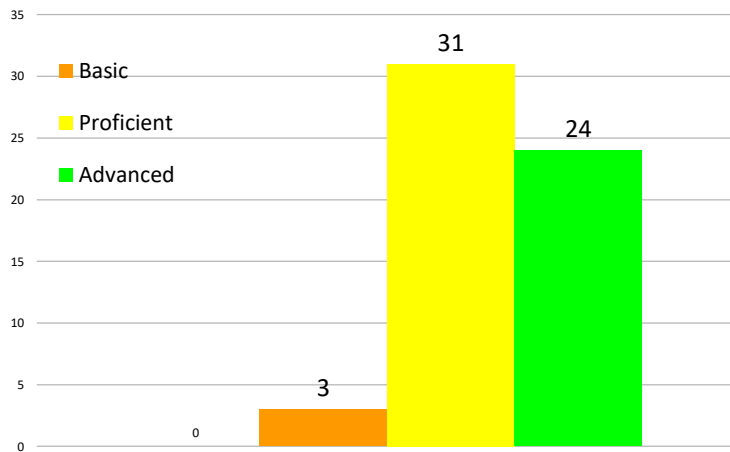
	Institutions	Send			Total Send	Receive			Total Receive
		Engineering	Business/ Hospitality	Agriculture		Engineering	Business/ Hospitality	Agriculture	
ID	33	54	57	14	125	47	39	6	92
MY	2	9	-	-	9	10	13	-	23
PH	6	31	24	8	63	35	32	18	85
TH	7	7	27	-	34	6	25	-	31
VN	1	0	-	-	0	2	-	-	2
Total	49	101	108	22	231	99	109	26	233

Number of Reports Submitted by Institutions

Type of Reports	Total	Number submitted	%
1) Self-report by Blog	233 students	62	26%
2) Company Supervisor Evaluation Report	233 students	58	24%
3) Overall Project Evaluation by Students	233 students	110	47%
4) Overall Project Evaluation by Coordinators	49 Coordinators	41	83%

Evaluation Results from Companies

Quality of Work



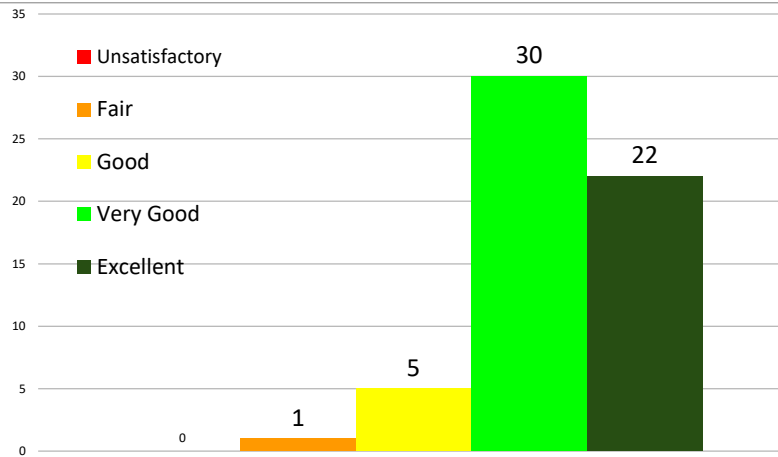
Most Satisfactory Skills of Students by Companies

Skills	Advanced	Proficient	Basic	Need to Improve
1) Attendance & Punctuality	41	15	2	0
2) Cooperation and Teamwork	35	21	2	0
3) Adaptability and Flexibility	35	18	5	0
4) Intercultural Understanding	34	21	3	0
5) English Communication	32	25	1	0
Ability to Learn and Apply Knowledge	31	24	3	0
Interpersonal Skills	30	26	2	0
Self-management	30	23	5	0
Initiatives	28	23	7	0
Academic Knowledge/Skills and Learning Initiative	26	28	4	0

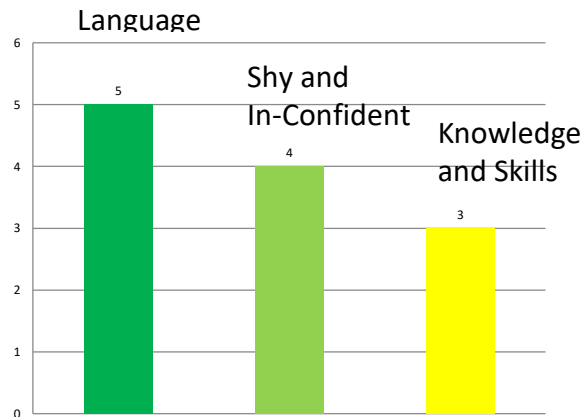
Areas for Attention (Comment from Companies)

Skills	Advanced	Proficient	Basic	Need to Improve
Organisational and Planning	17	34	7	0
Problem Solving	18	35	5	0
Initiatives	28	23	7	0

Overall Performance

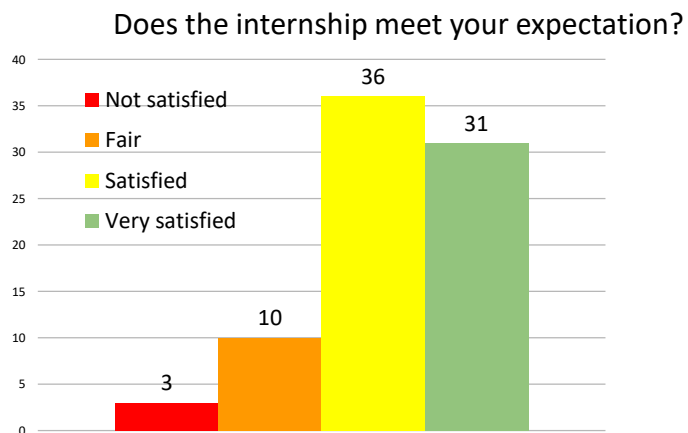


Suggestions for Improvement from Companies



Evaluation Results from Students

Satisfaction of the Programme



What Have Students Improved ?

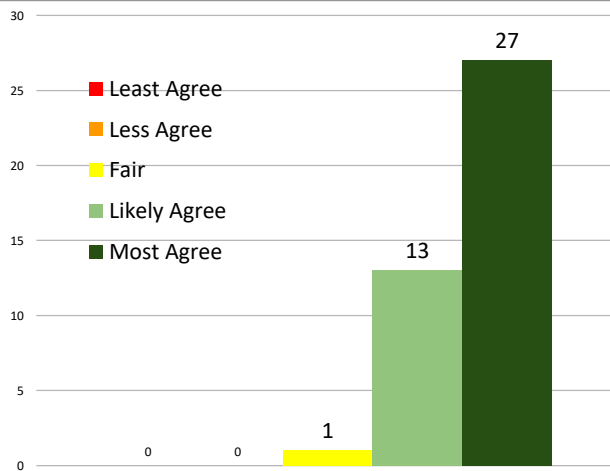
	Most Agreed	Agreed	Fair	Less Agreed	Least Agreed
1) Cultural Understanding	61	18.5	1	0	0
2) Collaborative and Interpersonal Skill	55	21	2	0	1
3) Communication Skills	50	26	4.2	1.2	0
4) Learning new knowledge that useful for my study and future career	50	21	7	1	1
5) More matured and be more confident	48	27	4	0	1
6) Better prepared to enter the world of work after this internship experience	40	29	8	2	1
7) Receiving training in a career related to my studies	37	39	7	1	3
8) Problem Solving Skills	29.5	43	11.5	0	0
9) Achieving learning goals	27	40	8	3	2

Top Difficulties during Internship

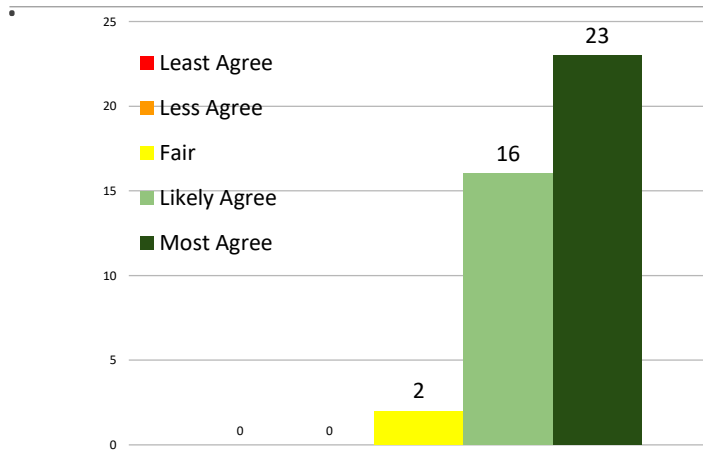
- Food / Halal Food
- Difficulty to find Mosque
- Accommodation and Restroom
- Culture shock
- Transportation to work
- Can not communicate with local people as they can not speak English
- Weather
- Not much work to do

Evaluation Results from Coordinating Teachers

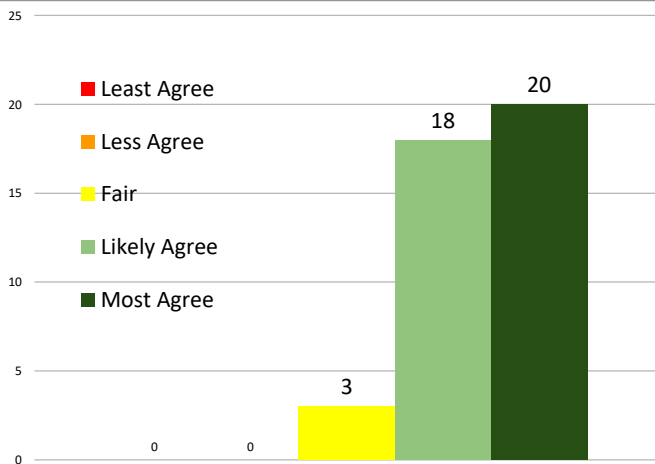
The programme has met the expectations of my institution.



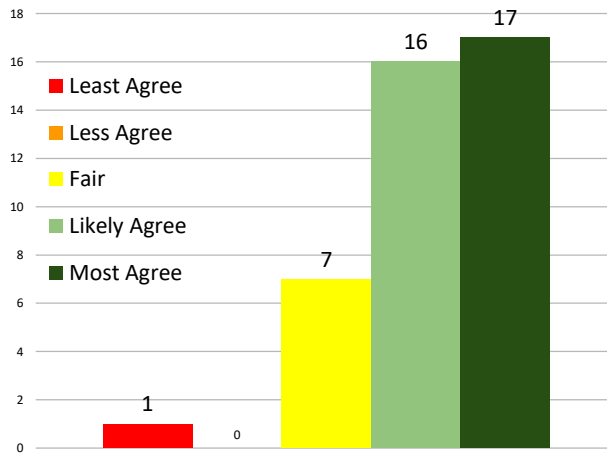
The programme has improved skills and knowledge of my students.



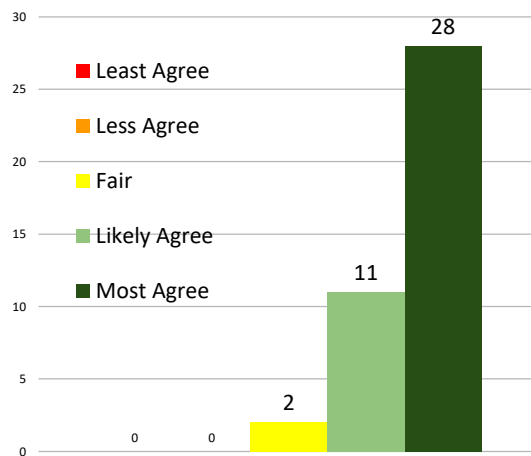
The overall implementation of the 2nd batch is effective and efficient.



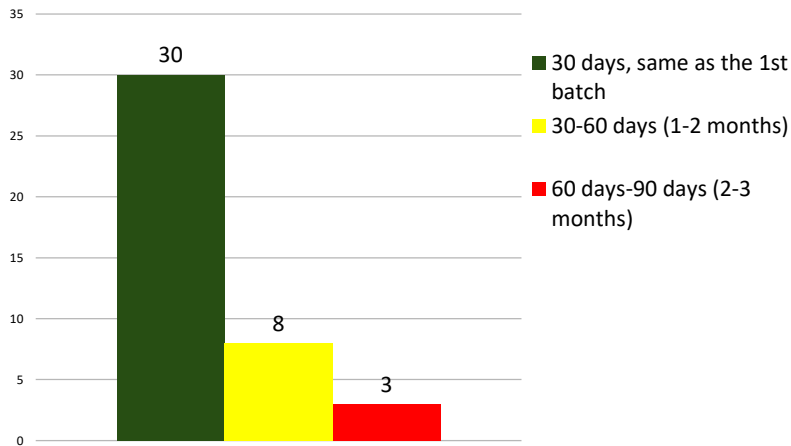
The mapping of students by the SEAMEO Secretariat was acceptable and satisfied.



My students have expressed the benefits and satisfaction gained from joining this programme.



Suggested the Internship Duration for the 3rd batch



Challenges and Issues (Observation by SEAMEO)

Challenges/Issues 1:

- 1. Students:** Too different study areas, Selection of qualified and ready students, Cancellation of students, Health problems
- 2. Coordination of institutions:** Understanding, Coordination culture, Change of coordinators, Change of policy, Delay for submission of student profile and information, Not informing SEAMEO about changes, Delayed communication with partners
- 3. Student Mapping List:** SEA-TVET is much more difficult for mapping comparing to SEA-Teacher, High expectation from institutions Hard to serve all needs, Different sending VS receiving number,

Challenges/Issues 2:

- 4. Online Interview Arrangement:** Communication and coordination issues among institutions
- 5. Travel preparation:** Lack of documents, Delay of Letter of Acceptance from Receiving Institutions
- 6. Industry partners:** 1 month is too short to find industry to accept international students, skills matched with students
- 7. Administration:** Overwhelming administration, tight timeline



Thank You

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www.seameo.org

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