



### **Session 3: Guidelines for Group Discussion**

**Date:** 17 October 2019 at 13.30-15.30 hrs

**Purposes:**

- 1) To identify the SEA-TVET Network Action Plan of 2020 to 2023 for a) Student and Teacher Mobility; b) Teacher Capacity Development, and c) Research and Development, among the participating institutions.
- 2) To seek commitments from participating TVET institutions in the implementation of a) 5<sup>th</sup> batch of SEA-TVET Student Exchange Programme in 2020, b) 1<sup>st</sup> Batch of SEA-TVET Teacher Exchange in 2020, c) Teacher Capacity Development; and c) Research and Development

**Expected Outputs:**

- 1) Framework of Cooperation and Action Plan of SEA-TVET Teacher Capacity Development in 2020-2023
- 2) Framework of Cooperation and Action Plan of SEA-TVET Research and Development in 2020-2023
- 3) Letter of Agreement of 1<sup>st</sup> Batch SEA-TVET Teacher Exchange in 2020 and Action Plan of SEA-TVET Teacher Exchange 2020-2023
- 4) Letter of Agreement of 5<sup>th</sup> Batch SEA-TVET Student Exchange in 2020 and Action Plan of SEA-TVET Student Exchange 2020-2023

**Session Moderator:**

- Dr Ethel Agnes Pascua Valenzuela, Director, SEAMEO Secretariat

**Working Group Facilitators:**

- Working Group A: Teacher Capacity Development – Ms Siriporn, GIZ (Assisted by Ms Kansiripak, SEAMEO Secretariat)
- Working Group B: Research and Development – Dr Hang Le, Duy Tan University (Assisted by DTU's team)
- Working Group C: Teacher and Student Mobility – Ms Piyapa, SEAMEO Secretariat (Assisted by SEAMEO TED)

**Duration for Discussion:** 45 minutes

**Duration for Presentation:** 5-7 minutes per group

**Mechanism:**

- In the meeting room, the space will be divided for 3 groups.
- Participants can select to join the group according to their interest and readiness.
- Each institution can join more than 1 group by giving the name to the Group Assistant.
- The group facilitator will explain the purposes of the group discussion and brief mechanism.
- The **Group Chairman** and **Rapporteur** will be selected by the group participants.
- The Group Chairman will facilitate the group discussion according to the guiding questions (Assisted by the Group Facilitator).
- Group Rapporteur will take note the agreement /discussion and prepare the conclusion for the presentation.
- Each group will make a presentation of 5-7 minutes.
- The following Frameworks of Cooperation and e-signature for taking part in the activity will be circulated after the meeting:
  - 1) SEA-TVET Teacher Capacity Development, and
  - 2) SEA-TVET Research and Development
- The following Letters of Agreement will be drafted and tentatively signed at the Closing Ceremony on 18 Oct:
  - 1) SEA-TVET Teacher Exchange, and
  - 2) 5<sup>th</sup> Batch of SEA-TVET Student Exchange

**Working Group A: SEA-TVET Teacher Capacity Development**

**Group Facilitator:** Ms Siriporn, GIZ /Assisted by Ms Kansiripak

**Purposes:** To identify the action plan for collaborative SEA-TVET Teacher Capacity Development for 2020-2023

**Expected Outputs:**

1. Framework of Cooperation and Action Plan of SEA-TVET Teacher Capacity Development in 2020-2030
2. Details of the first activity to be conducted in 2020
3. List of group members

**Guiding Questions:**

1. What forms of Teacher Capacity Development should be conducted among the group members in 2020 -2023, how to deliver?,
2. Areas of Teachers Capacity Development we should focus for each activity?
3. When to conduct each activity?
4. Who will be the host or main coordinator of each activity?
5. Who will be resource persons of each activity?
6. Who will be participants of each activity?
7. If the cost sharing will be applied – who will take care each expense?
8. Suggested mechanism to receive the support from the country government for implementing the activities
9. Other concerns

**Documents to be Distributed to Group Members:**

1. Session Guidelines/Guiding Questions
2. Action Plan Template

### 3. Group Member Template

#### **Working Group B: SEA-TVET Research and Development**

**Group Facilitator:** Dr Hang Le, DTU/ Assisted by DTU team

**Purposes:** To identify the action plan for collaborative SEA-TVET Research and Development for 2020-2023

**Expected outputs:**

1. Framework of Cooperation and Action Plan for SEA-TVET Research and Development in 2020-2023
2. Details of the first activity to be conducted in 2020
3. List of group members

**Guiding Questions:**

1. What Research and Development should be conducted among the group members in 2020 -2023, and when to do each activity?
2. Who will conduct the research, teachers or students?
3. Focused areas for Research and Development activity in 2020, 2021, 2023?
4. Who will be the host or main coordinator?
5. If the cost sharing will be applied – who will take care each expense?
6. Suggested mechanism to receive the support from the country government for implementing the activities
7. Other concerns

**Documents to be Distributed to Group Members:**

1. Session Guidelines/Guiding Questions
2. Action Plan Template
3. Group Member Template

#### **Working Group C: SEA-TVET Teacher and Student Exchange**

**Group Facilitator:** Ms Piyapa, SEAMEO Secretariat/ Assisted by SEAMEO TED

**Purposes:** To identify the action plan for collaborative SEA-TVET Teacher and Student Exchange in 2020-2023  
To confirm the implementation process

**Expected Outputs:**

1. Action Plan of SEA TVET Teacher Exchange and SEA-TVET Student Exchange in 2020-2023
2. Letter of Agreement for 1st Batch SEA-TVET Teacher Exchange and 5th Batch SEA-TVET Student Exchange in 2020
3. List of group members

### **Guiding Questions:**

1. 1<sup>st</sup> Batch SEA-TVET Teacher Exchange in 2020
  - a. When to implement in 2020?
  - b. What Specialisation/study area of teacher we should focus first?
  - c. How many teachers from each institution to join?
  - d. How long for exchange?
  - e. Activities/ scope of tasks during exchange (Class observation, inviting lecturers, industry immersion/experience, Research)?
  - f. Cost sharing/budget implementation?
  - g. What report to submit?
  
2. 5<sup>th</sup> Batch SEA-TVET Student Exchange in 2020
  - a. When to implement in 2020?
  - b. Study area of students?
  - c. Minimum number and maximum number of student from each institution to join?
  - d. How long for exchange – 30 days?
  - e. Cost sharing/budget implementation?
  - f. What report to submit?
  - g. How we can improve the current implementation process?
  
3. Action Plan for SEA-TVET Teacher Exchange and SEA-TVET Student Exchange in 2020-2023
4. Suggested mechanism to receive the support from the country government for implementing the activities
5. Other concerns

### **Documents to be Distributed to Group Members:**

1. Session Guidelines/Guiding Questions
2. Draft Letter of Agreement of 5<sup>th</sup> Batch SEA-TVET Student Exchange
3. Draft Letter of Agreement of 1<sup>st</sup> Batch SEA-TVET Teacher Exchange
4. Action Plan Template
5. Group Member Template

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Proposed by SEAMEO Secretariat  
12 Oct 2019