Mechanism Briefing for 5th Batch SEA-TVET Student Exchange in 2020

For sharing the presentation files, please type your information in CHAT BOX
- Your Name, Position
- Your Institution (Full name)
- Your Email Address
01 Background
02 Adjustment of Implementation Process
03 Timeline and Next Steps
04 Supporting from SEAMEO
1) Background
Background

☑️ Recommended by TVET High Officials of 11 Southeast Asian countries at the 1st High Officials Meeting on SEA-TVET in Thailand 2015 to promote internationalization of TVET institutions in SEA through mobility programme

☑️ Recommended by 3rd HOM on SEA-TVET in Malaysia 2017 for SEAMEO Secretariat to serve as a Coordinator to improve TVET student mobility
Objectives of SEA-TVET Student Exchange Programme

To improve **global competitiveness, soft skills, and employable opportunities** of TVET students.

To improve **internationalisation and partnership** of TVET institutions in SEA.
SEA-TVET Student Exchange in 2018-2019

Total = 1,143 students

<table>
<thead>
<tr>
<th>Batch</th>
<th>Date</th>
<th>Students</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Batch</td>
<td>Jan 2018</td>
<td>55</td>
<td>12</td>
</tr>
<tr>
<td>2nd Batch</td>
<td>Aug 2018</td>
<td>233</td>
<td>49</td>
</tr>
<tr>
<td>3rd Batch</td>
<td>Aug 2019</td>
<td>313</td>
<td>50</td>
</tr>
<tr>
<td>4th Batch</td>
<td>Mar-Aug 2020</td>
<td>542</td>
<td>90</td>
</tr>
<tr>
<td>5th Batch</td>
<td>Mar-Aug 2020</td>
<td>......</td>
<td>143</td>
</tr>
</tbody>
</table>
Letter of Agreement of 5th Batch SEA-TVET Student Exchange

Signed at the 6th SEAMEO Polytechnic Meeting on 17-18 Oct 2019, Da Nang City, Vietnam

143 Institutions
(4th Batch was 90 institutions)

<table>
<thead>
<tr>
<th></th>
<th>Current Members</th>
<th>New Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indonesia</td>
<td>53</td>
<td>10</td>
</tr>
<tr>
<td>Malaysia</td>
<td>22</td>
<td>11</td>
</tr>
<tr>
<td>Philippines</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Thailand</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Vietnam</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>108</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>
After signing of LOA

Follow up e-signature by SEAMEO in Nov-Dec

Institutions can withdraw after signing LOA as it is not illegal binding – but need to inform SEAMEO.

Reconfirm participation by submitting “Institutional Confirmation Form” - SEAMEO will send letter to all in Dec.

Institutions can participate for RECEIVING only but accommodation should be provided to inbound students
Level and Study Areas

• Engineering: Mechatronics, Electronics, Electrical, Mechanical, Industrial Technology and Manufacturing
• Informatics/ Computer Science
• Agriculture, Aquaculture, Animal Science, Fisheries
• Agro Technology/Agro Business, Food Technology
• Hospitality and Tourism
• Business, Commerce (Limited for Accounting)
• Creative Industry, Multimedia
• Civil Engineering
• Health Science/Nursing/ Public Health

Certificate
Diploma
Higher Diploma
Bachelor

Age Over 18 Years Old
Minimum of 2 students with same gender and max of 6 for each study area
Travel Schedule in 2020

2020.A
6 March – 4 April 2020

2020.B
5 June – 3 July 2020

2020.C
7 August – 4 September 2020

2020.D
Any as agreed with partners

Institutions can select more than 1 schedule.
2) Adjustment of Implementation Process
Mechanism

1. “Letter of Agreement” is signed at the SEAMEO Polytechnic Network Meeting

2. SEAMEO facilitate coordination among institutions with free of charge

3. Internship should be recognized as credit.

4. Implementing in a reciprocal way (mutual)

5. Institutions should find their partner for exchanging students and summit number of outbound/inbound to SEAMEO

6. Institutions should actively coordinate for online interview, internship/travel arrangement for students

7. Institutions must submit report to SEAMEO at the end of internship for certification
Challenge of 5th Batch

1) Greatly increasing number of participating institutions (143) and newcomers (35 of 143)

2) Limited staff of SEAMEO Secretariat

3) Minimising mapping by SEAMEO and Institutions should find their partner for exchanging students

4) Requiring intensive coordination among institutions: Selection of ACTIVE COORDINATOR is important.

5) How to ensure all institutions and newcomers understand the process.
How to find partner

- Identify country and type of institutions you want to exchange students and understand the visa requirement

  - Check in the Directory and approach your potential partner directly.
    - Introduce your institution, strength, programme with your potential partners through whatsapp group, email and other
    - Maximising bilateral agreement made at the Da Nang Meeting
  - Discuss with your partner in the previous batch
Reminder

For sharing the presentation files, please type your information in “CHAT BOX”

• Your Name, Position
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• Your Email Address
Improved Mechanism
(Link File)

Only SENDING Outbound Students – Not acceptable
Institutions should accept students as well for mutual benefit.

Only RECEIVING Inbound Students – Acceptable and
you should support accommodation for Inbound Students.

 Preferable for institutions to both send Outbound and
receive Inbound with the same number (such as outbound 2 and inbound 2).
Implementation Process

Recruiting Students
- At least 2 but max 6 for each study area
- Institutions can select more than 1 travel schedule
- Qualified students based on study areas and edu level

Finding Partners
- Finding potential partners for outbound and inbound students

Confirmation
- SEAMEO will send a letter to confirm.
- Submit "Institutional Profile Form to SEAMEO" by 15 Jan
- Submit number of in/outbound in "Confirmation Form" by each deadline

Mapping Partners
- Minimise mapping by SEAMEO
- Sharing mapping list by SEAMEO
- Online Meeting for remaining students
- Submitting "Student Profile" to partners

Online Meeting will be conducted by SEAMEO nearly every month
Implementation Process

**Online Interview**
- Arranging schedule with your partners
- Intensive training to students
- Receiving Ins. provide “Letter of Acceptance” to Sending Ins.

**Travel Prep.**
- Preparing travel docs/ticket/visa
- Health Check-up, vaccination, Health insurance
- Parent Consent Form and Student Waiver Form
- In-House Pre-departure Orientation
- Online Blog Training and Online Orientation

**Mobilising Students**
- Coordinate with Receiving Ins.
- Prepare accommodation, airport-pick up, programme, industry for inbound students
- Prepare mentor teachers and student buddies
- On-arrival Orientation

**Report and Certification**
- Students submit evaluation forms to Coordinating Teachers of Home Institutions
- Co-teacher summarise results of evaluation
- Co-teacher submit Certificate Form to SEAMEO with results of evaluation

SEAMEO provides e-Certificates
Programme Structure: 1 month – 3 months (30 - 90 days)

1st
- Orientation and class observation

2nd
- Internship with industry

3rd
- Internship with industry

4th
- Internship with industry

Receiving institution must assign **mentors** and **buddies** to supervise the students

Cost Sharing basis

**REPORTS**

1) Self-evaluation Report/Blog
2) Company Supervisor Evaluation Form
3) Receiving Institution Evaluation Form
4) Online Overall Project Evaluation

- **Certificates** from 1) Receiving Institutions 2) Industry 3) SEAMEO
- **Credit accreditation** depends on the Sending Institutions.
No Health Insurance, No Travel
Must ensure by sending and receiving institutions.

All inbound/outbound students should submit:
- Parent Consent Form – Signed by Parents
- Student Waiver Form – Signed by Students
# Cost Sharing Agreement

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Responsible by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport, Return air-ticket, All meals (Breakfast, Lunch, Dinner), Local transportation for internship, International health and travel insurance, Pocket money (at least USD $150)</td>
<td>Parents</td>
</tr>
<tr>
<td>Visa (Please consult with Receiving Ins)</td>
<td>Parents</td>
</tr>
<tr>
<td>Normally, no need visa if less than 30 days</td>
<td></td>
</tr>
<tr>
<td>Philippines – Special Student Permit USD100</td>
<td></td>
</tr>
<tr>
<td>Accommodation/dormitory</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>Airport transfer (pick-up/departure)</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>Tuition fee and student activity expenses</td>
<td>Receiving institutions</td>
</tr>
</tbody>
</table>
## Roles of Receiving and Sending Institutions

<table>
<thead>
<tr>
<th>Sending Institutions</th>
<th>Receiving Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select qualified students and submit outbound number to SEAMEO</td>
<td>1. Prepare industries/companies for internship placement</td>
</tr>
<tr>
<td>2. Discuss with institutional partners for receiving outbound students</td>
<td>2. Discuss with institutional partners and industry for inbound students</td>
</tr>
<tr>
<td>3. Coordinate with partners for online interview of students</td>
<td>3. Coordinate with partners, (and industry) for online interview of students</td>
</tr>
<tr>
<td>4. Prepare important traveling documents for students such as passport, visa, parent</td>
<td>4. Provide details of facilities/dormitory, and prepare accommodation for students</td>
</tr>
<tr>
<td>5. Conduct English Intensive Training and Pre-departure Orientation for outbound</td>
<td>5. Prepare Letter of Acceptance (SEAMEO Template) to Sending Institutions</td>
</tr>
<tr>
<td>6. Ensure that students must submit reports to Coordinating Teachers</td>
<td>6. Prepare Teacher Mentors and Student Buddies</td>
</tr>
<tr>
<td>7. Coordinators should submit “Certification Form” to SEAMEO</td>
<td>7. Prepare internship programme, on-arrival orientation, and activities for 1 month</td>
</tr>
<tr>
<td>8. Coordinate with Sending Institution for travel schedule of students and prepare</td>
<td>8. Coordinate with Sending Institution for travel schedule of students and prepare</td>
</tr>
<tr>
<td>transportation to pick up from airport</td>
<td>transportation to pick up from airport</td>
</tr>
</tbody>
</table>
Roles of SEAMEO Secretariat

There is no management fee/registration fee for the SEA-TVET Student Exchange Programme.

• Communicating and coordinating with institutions for the whole process
• Organising the Letter of Agreement and sharing all related documents to the participating institutions
• Conducting the online coordination meetings to ensure understanding of institutions
• Facilitate the mapping of partnership
• Sharing guidelines, student profiles and other necessary documents among institutions
• Ensuring the travel arrangement among sending and receiving institutions
• Coordinate general Pre-departure Online orientation and blog training for students
• Following-up the Certificate and Performance Feedback Form to be submitted to SEAMEO
• Issuing Certificates to participating institutions
3) Timeline (Link File)
Deadline to submit Form1_Institutional Confirmation
(Link File)

Based on Travel Schedule

2020.A
6 March - 4 April
DL: 15 Jan

2020.B
5 June - 3 July
DL: 15 Feb

2020.C
7 Aug - 4 Sept
DL: 15 Apr

2020.D
Any schedule
DL: 2 months before travel
Deadline to submit “Form2_Institutional Profile” (Link File)

15 January 2020

Required Information:
- Address
- Contact Details of Coordinators
- Basic Information
- Recommended airport
- Recommended pocket money
- Photos of institution/facilities
- Photos of dormitory/hostel

Information will be uploaded for sharing to all institutions
4) Supporting by SEAMEO
SEAMEO Forms

Form1_Institutional Confirmation
Form2_Institutional Profile
Form3_Student Profile
Form4_Company Supervisor Evaluation
Form5_Receiving Institutional Evaluation
Form6_Overall Project Evaluation Form by Students (Online)
Form7_Student Self-Evaluation Template
Form8_Overall Project Evaluation by Coordinating Teachers (Online)
Form9_Certification and Performance Feedback Form (with summary of outbound students’ performance)
Certified Letters for Institutions from SEAMEO (Upon request)

1) Report Letter to Ministries
2) Project Letter for Industry Partners
3) Project Letter for Immigration
4) Letter for Funding/Scholarship Support
Templates of Travel Arrangement for Institutions

1) Letter of Acceptance
2) Parent Consent Form
3) Student Waiver Form
Shared Documents (SEAMEO Website)

Link: http://seatvet.seameo.org/ (Link will be provided)
In-country Mentoring Institutions to Support 35 Newcomers

1) Inviting volunteered-experienced institutions
2) Indonesia, Philippines, Malaysia, Thailand, Vietnam
3) Online Meeting for this Special Session will be Conducted in January
4) Provide consultation on the implementation steps and problem solving to newcomers

Newcomers
ID = 10
MY = 11
PH = 8
TH = 2
VN = 4
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 Accomplishment for Exchanged Students
6. Certificate of Appreciation for Industry
Group Communication

Whatsapp Group

Whatsapp Group Title:
“5B TVET Student Exchange”

Open this link to join WhatsApp Group:
https://chat.whatsapp.com/Er3JmapAcQlEId5ZaY8DVy--

Project Email: tvet@seameo.org
Piyapa’s Mobile/WA: +6695 165 5002
Piyapa’s Email: piyapa@seameo.org
Fb: Piyapa Su-angavatin
Line ID: tuktar2410
How to Search Info and Docs in Whatsapp Group

Tap on group title

Click to activate Media, Links, and Docs
Online Mechanism Briefing of 1st Batch SEA-TVET Teacher Exchange will be organized in January.

- Participated by 30 ID, 19 PH, 2 TH, 3 VN
- Still open for PH, TH, VN
- Exchange for 14-21 days
- Exchange in March-August 2020 onwards
Reminder

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• Your Institution (Full name)
• Your Email Address
Thank you for your participation and attention

Website:
http://seatvet.seameo.org/
www.seameo.org

4th Batch Info: