Mechanism Briefing for 1st Batch SEA-TVET Teacher Exchange in 2020

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• Your Email Address
Agenda

01 Background
02 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 5th HOM on SEA-TVET in Brunei Darussalam 2019 for SEAMEO Secretariat to optimize the SEA-TVET Network for teacher exchange and development
Letter of Agreement of 1st Batch SEA-TVET Teacher Exchange

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

57 Institutions

<table>
<thead>
<tr>
<th>Institution</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indonesia</td>
<td>30 (Closed)</td>
</tr>
<tr>
<td>Malaysia</td>
<td>0</td>
</tr>
<tr>
<td>Philippines</td>
<td>22</td>
</tr>
<tr>
<td>Thailand</td>
<td>2</td>
</tr>
<tr>
<td>Vietnam</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57</strong></td>
</tr>
</tbody>
</table>

Still open for PH, TH and VN to join
Objectives of
SEA-TVET Teacher Exchange Programme

To provide professional development and sharing of teaching practices for teachers in Southeast Asian countries through teacher exchange programme

To improve internationalisation and partnership of TVET institutions and universities in Southeast Asia
2) Implementation Process
After signing of LOA

Follow up e-signature by SEAMEO in Nov-Dec-Jan

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

Finding partners for reciprocal implementation

Reconfirm participation by submitting Forms to SEAMEO
Mechanism

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

2. SEAMEO facilitate coordination among institutions with free of charge

3. Implementing in a reciprocal way (mutual)

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

5. Institution should submit the required “Forms” to SEAMEO

6. Institutions should actively coordinate for programme and travel preparation with partners.

7. Institutions must submit report to SEAMEO at the end of the teacher exchange for certification.
Level and Study Areas of Teachers

- Engineering: Mechatronics, Electronics, Electrical, Mechanical, Industrial Technology and Manufacturing
- Informatics/Computer Science
- Agriculture, Food Technology
- Agro Technology/Agro Business, Food Technology
- Hospitality and Tourism
- Business
- Multimedia, Communication Design
- Education
- Health Science/Nursing/Public Health

Teaching in Certificate Diploma Higher Diploma Bachelor

Minimum of 2 teachers with same gender, and max of 6

Excellence in Eng Communication

- Engineering: Mechatronics, Electronics, Electrical, Mechanical, Industrial Technology and Manufacturing
- Informatics/Computer Science
- Agriculture, Food Technology
- Agro Technology/Agro Business, Food Technology
- Hospitality and Tourism
- Business
- Multimedia, Communication Design
- Education
- Health Science/Nursing/Public Health
Exchange for 14 – 21 Days

Anytime during March – August 2020

Institution needs to find partners and discuss the exchange schedule, specialization, and number for the Teacher Exchange.
1) Can the teacher be exchanged in different areas but same number such as 2 teachers teaching business to be exchanged with 2 teachers teaching in Engineering
   Answer: Yes, you can if your partner agrees.

2) Can we exchange more than 6 teachers and with many partners
   Answer: Yes, you can if you can find partners.

3) Can exchange only 1 teacher
   Answer: Yes, you can if your partner agree to accept 1 and send 1 as well.

4) Can we exchange teacher in September?
   Answer: Yes you can, if your partner agrees

5) Can we accept teachers more than sending?
   Answer: Yes you can if your institution is ok
Activities during Exchange

1) Lecture
2) Industry Visit
3) Consultation on Research

4) Community Services
5) Others such as class observation
## Cost Sharing Agreement

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Responsible by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Fee, Pocket Money</td>
<td>Outbound Teacher</td>
</tr>
<tr>
<td>Health Check-up (Optional)</td>
<td></td>
</tr>
<tr>
<td>Return Airfare Ticket</td>
<td>Sending Institution</td>
</tr>
<tr>
<td>International Health and Travel Insurance</td>
<td></td>
</tr>
<tr>
<td>Daily Allowance (Optional)</td>
<td></td>
</tr>
<tr>
<td>Visa (if over than 30 days)</td>
<td>To be discussed within institution</td>
</tr>
<tr>
<td>Accommodation/Dormitory</td>
<td>Receiving institutions</td>
</tr>
<tr>
<td>Airport transfer (pick-up/departure)</td>
<td></td>
</tr>
<tr>
<td>Extra activities required by receiving institution</td>
<td></td>
</tr>
<tr>
<td>Luncheons (as some institutions provide lunch to teachers but some do not provide)</td>
<td>To be discussed among parties</td>
</tr>
</tbody>
</table>
Required Reports
Template and the evaluations from will be prepared by SEAMEO with consultation with institutions

1) Initiative Proposal
2) Self-Evaluation Report
3) Overall Project Evaluation Form
### Roles of Receiving and Sending Institutions

<table>
<thead>
<tr>
<th>Sending Institutions</th>
<th>Receiving Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select eligible teachers</td>
<td>1. Arrange the Exchange Programme for inbound teachers (Orientation, class observation, actual teaching, cultural activities and etc)</td>
</tr>
<tr>
<td>2. Coordinating with partner and SEAMEO for programme and travel preparation</td>
<td>2. Coordinating with partner and SEAMEO for programme and travel preparation</td>
</tr>
<tr>
<td>5. Ensuring that the outbound teachers will submit 3 reports</td>
<td>5. Ensuring the important travel documents which the inbound teachers must submit 1) Valid Passport 2) International Health Insurance 3) Health Certificate</td>
</tr>
<tr>
<td></td>
<td>6. Ensuring that the outbound teachers will submit 3 reports</td>
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</table>
Roles of SEAMEO Secretariat

There is no management fee/registration fee for the SEA-TVET Teacher 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
- Consolidating the number of inbound/outbound teacher and announce to institutions
- Preparing “Report Templates” and “Evaluation Form” for teachers
- Following-up the Reports and Certificate Form to be submitted to SEAMEO
- Issuing Certificates to participating institutions
Challenge of 1st Batch Teacher Exchange

1) This is the 1st batch (Pilot phrase)

2) Limited staff of SEAMEO Secretariat

3) No mapping partnership for teacher exchange. Institutions should find their partner for exchanging teachers

4) Requiring intensive coordination among institutions:
How to find partner

- Identify country and type of institutions you want to exchange teachers

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

- Discuss with your partner in the previous batch
3) Timeline
Implementation Process

1. Recruiting Teachers
   - At least 2 but max 6 teachers
   - Select qualified teachers

2. Finding Partners
   - Finding partners for outbound and inbound teachers
   - Discuss schedule, number of teachers programme, activities, expectation, during exchange

3. Confirmation
   - Institutions submit the required forms to SEAMEO by deadline
     1) FormA-Institutional Profile
     2) FormB_Number and Partner
     3) FormC_Teacher Profile

4. Announcing Partners
   - No mapping for teacher exchange
   - SEAMEO will consolidate inbound and outbound teachers and announce to institutions.

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

**Sharing Profile**
- Institutions submit brief profile and CV of teachers to the partners.
- Receiving Ins. provide “Letter of Acceptance or Invitation Letter” to Sending Ins./inbound teachers

**Online Interview and Travel Prep.**
- Conducting Online Interview
- Preparing Teacher Exchange Programme
- Preparing travel docs/ticket/health
- In-House Pre-departure Orientation

**Mobilising Teachers**
- Coordinating with Receiving Ins.
- Prepare accommodation, airport-pick up,
- On-arrival Orientation

**Report and Certification**
- Teachers submit reports to Sending/Home Institutions
- Co-teacher share evaluation results/reports to SEAMEO
- Co-teacher submit Certificate Form to SEAMEO with results of evaluation

SEAMEO provides e-Certificates
Forms to Submit to SEAMEO and Partners

<table>
<thead>
<tr>
<th>Form</th>
<th>Submit to</th>
<th>Deadline in 2020</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>FormA Institutional Profile</td>
<td>SEAMEO and partner</td>
<td>15 February 2020</td>
<td>You can apply the information submitted to student exchange</td>
</tr>
<tr>
<td>FormB Number and Partner of Teacher Exchange</td>
<td>SEAMEO and partner</td>
<td>Exchange in March</td>
<td>Exchange in March Submitted by 15 February or earlier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exchange in April</td>
<td>Exchange in April Submitted by 29 February or earlier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exchange in May – Aug</td>
<td>Exchange in May – Aug Submitted 1.5 months before travel schedule</td>
</tr>
<tr>
<td>FormC Brief Teacher Profile</td>
<td>SEAMEO and partner</td>
<td>Same time as FormB</td>
<td>Attached w CV</td>
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</tbody>
</table>
Online Interview is strongly recommended (Agreed at mechanism briefing on 21 Jan)

- Conducted by own arrangement among institutions
- Getting to know the teachers
- Understanding teachers’ expectation
- To clarify the uncleared issues and for preparation
This is not compulsory for teacher exchange but please consider!

# International Health Insurance

# Health Check-up and Certification.

# Vaccination
4) Supporting by SEAMEO
SEAMEO Forms/Template for Teacher Exchange

FormA_Institutional Profile
FormB_Number and Partner of Teacher Exchange
FormC_Teacher Profile
FormD_Template for Initiative Proposal
FormE_Self Evaluation Report
FormF_Overall Project Evaluation Form
FormG_Certification Form
Guidelines by SEAMEO

1) Guidelines of 1st Batch SEA-TVET Teacher Exchange
2) Directory
3) Mechanism Briefing
Shared Documents (SEAMEO Website)

Link: http://seatvet.seameo.org/ (Link will be provided)
Whatsapp Group Communication

Whatsapp Group Title:
“1B TVET Teacher Exchange”

Open this link to join WhatsApp Group:
https://chat.whatsapp.com/EMBzwXzeep057Gv89uM4cJ

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

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Website:
http://seatvet.seameo.org/
www.seameo.org
Email: Piyapa@seameo.org