

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
City of Tagbilaran



July 19, 2018

DIVISION MEMORANDUM

No. 298 s. 2018

NOMINATION OF PARTICIPANTS FOR FULL AND FEE-PAYING PARTICIPANT SCHEME FOR THE REGIONAL TRAINING PROGRAMME ON "LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"

TO: All Public Elementary and Secondary School Heads
All Others Concerned

1. This office is hereby disseminating Memorandum No. DM-CI 2018-00233 from John Arnold S. Siena, Director IV, NEAP, OIC, Office of the Undersecretary for Curriculum and Instruction, and Regional Memorandum No. 0527 s. 2018. Relative to the Nomination of Participants for Full and Fee-Paying Paying Participant Scheme for the Regional Training Programme on Learning and Course Management System (LMS) Best Classroom Technology Integration.
2. For more details, please read attached Communication Regional Memorandum and other related documents
3. Immediate dissemination of this Memorandum is desired.


VIRGINIA C. ZAPANTA Ed.D., CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 19 2018


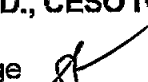
REGIONAL MEMORANDUM

No. **0527**, s. 2018

NOMINATION OF PARTICIPANTS FOR FULL AND FEE-PAYING PARTICIPANT SCHEME FOR THE REGIONAL TRAINING PROGRAMME ON "LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"

To : Schools Division Superintendents/OICs

1. Enclosed is Memorandum No. DM-CI-2018-00233 from John Arnold S. Siena, Director IV, NEAP, Officer-in-Charge, Office of the Undersecretary for Curriculum and Instruction, dated July 12, 2018 relative to the **Nomination of Participants for Full and Fee-Paying Participant Scheme for the Regional Training Programme on "Learning and Course Management System (LMS) Best Classroom Technology Integration."**
2. For details, refer to the attached communication, and other related documents.
3. For the appropriate action of all concerned.


JULIET A. JERUTA, Ph.D., CESO IV
Director III
Officer-in-Charge 

JAJ/STJMGB/srb

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"


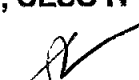
REGIONAL MEMORANDUM

No. _____, s. 2018

**NOMINATION OF PARTICIPANTS FOR FULL AND FEE-PAYING PARTICIPANT SCHEME FOR
THE REGIONAL TRAINING PROGRAMME ON "LEARNING AND COURSE MANAGEMENT
SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"**

To : Schools Division Superintendents/OICs

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2. For details, refer to the attached communication, and other related documents.
3. For the appropriate action of all concerned.


JULIET A. JERUTA, Ph.D., CESO IV
Director III
Officer-in-Charge 


JAJ/STJ/MGB/srb



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-001233

TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : 
JOHN ARNOLD S. SIENA
Director IV, NEAP
Officer-in-charge, Office of the Undersecretary
for Curriculum and Instruction

SUBJECT : **NOMINATION OF PARTICIPANTS FOR FULL AND FEE-PAYING PARTICIPANT SCHEME FOR THE REGIONAL TRAINING PROGRAMME ON "LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"**

DATE : 12 July 2018

The SEAMEO-VOCTECH offers two (2) slots for a two-week course on the above topic in Brunei Darussalam on 22 October - 02 November 2018. The Centre is also offering seats for a few paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 2 - Training Nomination Form.

The following criteria may be used in the selection of the participants:

1. Participant (s) must have a basic background knowledge on the abovementioned course; and
2. Participant (s) must comply with all the requirements and training rules of the course as stipulated in Appendix 1.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme.

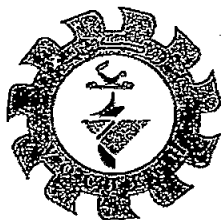
Scholarship participants are also required to prepare a COUNTRY REPORT to be presented at the beginning of the training programme. Guidelines for preparing a country paper are reflected in Appendix 3.

The deadline for submission of nomination of a candidate together with the completed forms and scanned passport is on **3 August 2018**.

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: List of Requirements*
- B: Course Outline*
- C: Appendix 2: Training Nomination Form*
- D: Appendix 3: Guidelines for Preparing a Country Paper*



ايس. ايم. ايه. عم. اي. او. نوكتيك

SEAMEO VOCTECH

Southeast Asian Ministers of Education Organisation
REGIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING
Jalan Pasar Bahu, Gadong BE1318, Brunei Darussalam. Tel : 673-2447992 / 80 / 81 Fax : 673-2447955
Email : Info@voctech.edu.bn Website : www.voctech.org

Our ref: SV/T/RTP-1819/02 [07]

05 July 2018

SECRETARY OF EDUCATION
Department of Education
DepED Complex, Meralco Avenue
Pasig City, Metro Manila
REPUBLIC OF THE PHILIPPINES

Fax No.: +(632) 636 4879/ 637 6209

Your Excellency

OFFERING OF FULL SCHOLARSHIP & FEE-PAYING PARTICIPANT SCHEME FOR
THE REGIONAL TRAINING PROGRAMME ON
"LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"
22 OCTOBER - 02 NOVEMBER 2018

We are pleased to inform Your Excellency that SEAMEO VOCTECH will be conducting a two-week course on the above topic in Brunei Darussalam.

In this regard, the Centre is offering Scholarships (Two Slots) and also seats for a few fee paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 1. Through these arrangements, SEAMEO VOCTECH's training services are being extended to as many qualified beneficiaries as possible.

The following criteria may be used in the selection of the participants:

1. Participant(s) must have at least a basic background knowledge on the above said course.
2. Participant(s) must comply with all the requirements and training rules of the course as stipulated in Appendix 1.

Enclosed are the Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) to be filled-up by the nominee(s). We will appreciate it very much if the completed form, attached together with his/her scanned passport could reach us on or before 12 AUGUST 2018.

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the training programme; please refer to the attached Guidelines for Preparing a Country Paper (Appendix 3) and the Course Outline (course requirements).

We reiterate to Your Excellency of our Centre's commitment in the implementation of our human resources development mission. We also wish to express our sincere thanks and appreciation on Your Excellency's continuous support to our programmes.

Thank you and warm regards.

Yours sincerely

ENSURING GREATER IMPACT OF TVET FOR SUSTAINABLE DEVELOPMENT

[DR HAJI MOHD ZAMRI BIN HAJI SABL]
Centre Director

cc: MR. ELMER K. TALAVERA, (SEAMEO VOCTECH Governing Board Member)
Executive Director, National Institute for Technical Education and Skills Development TESDA, Philippines



Course Outline

Regional Training Programme on

“Learning and Course Management Systems (LMS) for

Best Classroom Technology Integration”

22 October – 02 November 2018 | Brunei Darussalam

RATIONALE

The internet is becoming an important part in our modern life and the main driver of globalisation, the integration of economic, political, cultural, religious, and social systems reaching across the world. It has swept across entire industries, and radically altered the way they do business. A good example is the entertainment industry. In the past, a considerable budget, studios, actors - among others - were required to shoot a movie, for example. Nowadays anyone with a camcorder can film something and post it online, reaching an audience far greater that was previously possible.

In the same context, the IT revolution has completely transformed the way teaching is delivered in the 21st century. Digital learning environments have transcended temporal and spatial boundaries, and content is becoming increasingly visual as opposed to being text-driven. “In many ways education has lagged behind some of these trends and is just beginning to feel their wake” (Downes, 2006,) but links replaced by internal ones). Consequently, two terms as e-learning’ and ‘computer based training’ have emerged. Distance education, it is defined as a planned teaching/learning experience that uses a wide spectrum of technologies, mainly administered on/via the Internet, to reach learners at a distance. Lately, in most Universities, e-learning is used to define a specific mode to deliver a course or programmes of study where the students rarely, if ever, attend face-to-face or for on-campus access to educational facilities. However, despite rapid Information and Communication Technology (ICT) advancements, TVET still uses outdated methods of delivering training, as training personnel are not equipped and trained to use new teaching techniques to plan, design and deliver programmes. Today’s TVET and education institutions are encountering many challenging and complicated issues, including increasing student enrollment in their education programmes and expanding an infrastructure such as a Learning Management Systems (LMS) (Dobre, 2015). For instance, to meet the need for a supportive learning environment in higher education institutions, various types of LMS vendors such as proprietary LMSs, open- source LMSs, and cloud-based LMSs have been introduced into higher education institutions (Dobre, 2015). Nearly 99% of higher education institutions in the United States currently adopt and run an LMS (Dahlstrom, Brooks, & Bichsel, 2014). Due to the learner-centric nature of teaching, TVET teachers need to ‘learn how to learn, to be able to teach’, and embrace ICT to impart education.

The “Learning and Course Management Systems (LMS) for Best Classroom Technology Integration” regional training takes advantage of the strengths of the internet as a teaching and learning environment, namely its open, distributed, dynamic, globally accessible, filtered, interactive, and archival nature” (Caplan, n.d.). It is designed for TVET personnel, specifically teachers who share a commitment as educators to improve the quality of education by using digital technologies to produce teaching materials that correspond to the current learning trends.

OBJECTIVES

The main objective of this course is to equip participants with relevant knowledge, skills and attitudes to use learning managements systems effectively for teaching and learning in the 21st century. At the end of the course, participants should be able to:

- Apply pedagogical underpinnings and theories in designing digital content
- Decide the nature of content and select the most appropriate 'learning object' to promote further knowledge creation
- Identify the levels of ICT integration in the learning environment of institution in SEAMEO member countries represented in the course
- Produce e-content that does not violate copyright issues by using royalty-free images, videos, audios etc., and selecting open-source, free software
- Apply latest ICT tools and applications to develop learning contents for the LMS
- Introduction to the most popular LMS systems and explore their features/ functions
- Identify and distinguish the different types of learning content that can be hosted on a LMS and the tools that can be used to manage such contents
- Identify user-friendly software and technology for developing learning material in the chosen LMS format
- Manage and administer students and courses on Moodle
- Conduct online teaching learning instruction in virtual classroom environments
- Evaluate online teaching and learning materials via the help of rubrics

COURSE CONTENT

- 1. Pedagogical underpinnings and theories in online teaching and learning**
This segment will help TVET teachers to comprehend how learning takes place online, viz., via social media platforms, so that they can develop materials that are guided by the 'psychology of learning', and created and delivered via the 'technological tools of digital space'.
- 2. Instructional design in online teaching and learning**
This module will cover the core principles of 'curriculum design, including assignment and assessment design'. Participants will review learning styles theories; the approach in integrating technology, the related pedagogical theories, and the multimedia developing strategies that need to be considered in preparing learning contents using the ADDIE model.
- 3. Country Reports on the Country Status of ICT Penetration in Education and Status of Learning Management Systems implementation at their organisation.**
Participants will present country reports focusing on the status of ICT penetration in education in their respective country, the status of LMS application in their respective organisation, major issues, challenges, and future directions in the use of Learning Management Systems (LMS) in delivering courses in their organisations.
- 4. Introduction to Learning Management Systems (LMS)**
This module will cover a brief definition and introduction of learning management systems, the history and influence of learning management systems, open source implementations and proprietary commercial LMS - the most popular available LMS today with their respective unique features,

advantages and disadvantages. Participants will learn about how LMS can also be implemented as part of a blended learning programme.

5. MOODLE Basic Requirements, Installation and Working environment

Participants will be introduced to a few implementation version of MOODLE which can be installed online on a virtual server or in a cloud. The session follows a hands-on approach and participants shall be using this installation throughout the course to manage their lesson activities and prepare Rich Media teaching resources to be tried and tested in the MOODLE learning environment.

6. Managing a Course in MOODLE

Participants will add resources and activities for their students to complete. They will learn how to manage a simple page with downloadable documents to a complex set of tasks where learning progresses through interaction to keep track of all students' access to ensure that students are referring to the learning resources that they have developed and hosted for them. The hands-on session will include the creation of student accounts, monitoring their access and providing with complimentary resources according to their level of attainment.

7. LMS Action Planning and Content Development Project

Participants are required to work in groups to prepare a sample course for hosting on a LMS. The richness of content supported by sound pedagogical approach to create an engaging learning experience for learners will be the focus of this project. Furthermore, they will draft an action plan to be implemented in their institution upon completion.

DELIVERY METHOD

Most of the training sessions will be in groups, using online teaching and learning materials. The course will primarily comprise practical work on PCs/laptops, and course content will be in the form of demonstrations, storyboards, discussions, analysis of materials, quizzes, presentations, audio-visuals, among others. Assignments and project-based tasks will be given to participants to encourage 'learning by doing' for developing context-specific online teaching and learning materials.

EXPECTED OUTPUT

On completion of this course, participants will be able to:

1. Apply the theories of learning and instructional design
2. Apply practical technological and pedagogical skills in developing learning content to be integrated into learning management systems for teaching and learning
3. Discuss the operational requirements for implementing learning management systems using Open Source Software and Cloud Based services in the context of teaching and learning
4. Select free-to-use images and creating relevant graphics, recording screen and video lecturing, organising video conference call session
5. Develop learning material that promotes and enhances distance learning via digital platforms
6. Create a basic layout/blog/glossary/wiki/forum and more
7. Create and host a sample course and upload all instructional materials produced during the course on cloud based Moodle platform.

By the end of the course participants will produce a group project and action plan.



Course Outline

Regional Training Programme on “Learning and Course Management Systems (LMS) for Best Classroom Technology Integration”

22 October – 02 November 2018 | Brunei Darussalam

RATIONALE

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By the end of the course participants will produce a group project and action plan.

TARGET PARTICIPANTS

Curriculum and e-learning developers, lecturers, teachers and practitioners from various TVET and General Education institutions.

COURSE REQUIREMENTS

1. Scholarship participants are required to submit a country paper containing the following information:
 - a. Description of current educational setting, trends and issues or challenges in his/her country.
 - b. Status of ICT penetration in education in their respective country
 - c. Status of LMS application in their respective organisation
 - d. Major issues, challenges, and future directions in the use of Learning Management Systems in delivering courses in their organisations (if already applied, otherwise discuss possible challenges in initiating such activity in their organisation)
2. All participants should also bring along a Notebook computer each which runs any operating system, connected to the internet.
3. Teachers/ Instructor are required to bring along sample lesson contents in their area of teaching for reference in preparing the learning resources

FUNDING SOURCES AND FEE

1. **SCHOLARSHIP PARTICIPANT:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)
2. **SUBSIDISED-SCHOLARSHIP PARTICIPANT:** A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.
3. **FEE-PAYING PARTICIPANT:** A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,000)	International (USD2,000)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee

Component	Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,000)	International (USD2,000)
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	SV	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	SV	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

NOTE: SV - SEAMEO VOCTECH
RM/I - Respective Ministry/Institution
NA - Not Applicable

SEAMEO VOCTECH PROCEDURES

1. **Participants are required:**
 - a. Maximum age of 55
 - b. Healthy and fit to travel and attend training overseas.
 - c. Pregnant woman is not advisable to attend training overseas.
 - d. A cover letter signed by your nominating organisation
 - e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
 - a. 30 days before the training period: 70% refundable
 - b. 15 days before the training period: 50 % refundable

Account Name - SEAMEO VOCTECH Regional Centre
Account No. - 01-001-001569-00
Bank - Standard Chartered Bank (Main Branch)
Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei
Darussalam
Swift/BIC Code - SCBLBNBB

Please take note
All payment should be made **ONE WEEK** before the commencement of the training programme.
For Electronic Transfer an additional bank charges are to be borne by the participants.
Please email the transaction slip to training@voctech.edu.bn for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
 - a. **Training (In Class) and Educational Visits**
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
 - b. **Social Visits/Activities**
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: training@voctech.edu.bn or fax to: +(673) 244-7955.

COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

DR. ABBES SEBIHI
Head of Knowledge Management Division/TVET Senior Specialist
SEAMEO VOCTECH Regional Centre
Jalan Pasar Baharu, Gadong BE1318
Brunei Darussalam

Phone: 673-244-7992 | Fax: 673-244-7955 | E-mail: abbes.sebihi@voctech.org.bn

PRESCRIBED READING

1. E-learning methodologies: A guide for designing and developing e-learning courses (2011) Retrieved from <http://www.fao.org/docrep/015/i2516e/i2516e.pdf>
2. University of Warwick. (2017). E-Tutoring: Teaching, Supporting, Managing and Assessing Students Online. Retrieved from University of Warwick website: <https://www2.warwick.ac.uk/services/ldc/resource/eguides/etutoring/#curriculum>
3. Marjorie Vai & Kristen Sosulski. Essentials of Online Course Design: A Standards-Based Guide (Essentials of Online Learning)
4. Schoenborn, P., Poverjuc, O., Campbell-Barr, V., & Dalton, F. (2013). Challenges of 'Students as Producers' in web 2.0: A reflective account. *Journal of Teaching and Learning with Technology*, 2(2), 5-20. <http://jotlt.indiana.edu/article/view/3837>
5. Caplan, D. (n.d.). The Development of Online Courses (E-Reader Version). Retrieved from http://cde.athabascau.ca/online_book/ch7.html
6. ITL Research, (2012) 21st Century Learning Activity Rubrics. Microsoft Partners in Learning, 2012
7. J.I Moore, C. Dickson-Deane, K. Galyen (2011) e-Learning, online learning and distance learning environment: Are they the same? *Internet and Higher Education* 14 (2011) pp 129-135
8. Principles & Frameworks (<https://cft.vanderbilt.edu/teaching-guides/principles-and-frameworks/>)
9. Pedagogies & Strategies (<https://cft.vanderbilt.edu/teaching-guides/pedagogies-and-strategies/>)
10. Reflecting & Assessing (<https://cft.vanderbilt.edu/teaching-guides/reflecting-and-assessing/>)

 SEAMEO VOTTECH	TRAINING NOMINATION FORM
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(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. Training Programme

COURSE TITLE

Learning and Course Management Systems (LMS)
for Best Classroom Technology Integration

DATE OF TRAINING 22 Oct – 02 Nov 2018	VENUE Brunei Darussalam
------------------------------------------	----------------------------

2. Personal Information

TITLE <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	PARTICIPANT FULL NAME (As it appears on your passport)	*NAME TO APPEAR ON NAME TAG
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GENDER	MARITAL STATUS	DATE OF BIRTH (DD-MMM-YYYY)	*IDENTIFICATION CARD NO. (National ID/SSS/KTP/MyKad)	RELIGION
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NATIONALITY	PASSPORT NUMBER	*PASSPORT DETAILS		PLACE OF ISSUE
		DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)	

*MOBILE NO. (Country Code+Mobile No.)	*E-MAIL ADDRESS (Office or Personal E-mail Address)
------------------------------------------	--------------------------------------------------------

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"				
English Language:	Writing	Speaking	Reading	Listening Comprehension
IT Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOTTECH?
 YES If YES, please indicate the course title and year of participation:
 NO

*IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY		
NAME	RELATION	MOBILE NO.



GUIDELINES FOR PREPARING A COUNTRY PAPER

PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
 - 3.1 Country Profile
 - 3.2 Education System
 - 3.2.1 General Structure of the Education System
 - 3.2.2 Structure of TVET System (if any)
 - 3.3 Relevant Data. *Note: The data can be presented under other topics as support information.*
 - 3.4 Current Status of ICT in education in your country
 - 3.5 Current Practices, Major Issues and Challenges, and Future Directions
 - 3.6 Others, if any (*to be specified in the Course Outline*)
4. **References** (*indicate the sources of information*)

FORMAT

The format of the country paper must follow the specifications given below:

- | | | |
|-------------------------------|---|------------------------------------------------------------------------------------|
| Content Font | : | <i>Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double</i> |
| Main Title and Sub-Title Font | : | <i>The author is free to choose the font and the font size.</i> |
| Length | : | <i>Maximum 10 pages of A4 paper including properly labelled figures and tables</i> |
| Margins | : | <i>1" all sides with justification</i> |

SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word and MS Powerpoint could be sent through the email address: training@voctech.edu.bn




352455

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00133

TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : 
JOHN ARNOLD S. SIENA
Director IV, NEAP
Officer-in-charge, Office of the Undersecretary
for Curriculum and Instruction

SUBJECT : **NOMINATION OF PARTICIPANTS FOR FULL AND FEE-PAYING PARTICIPANT SCHEME FOR THE REGIONAL TRAINING PROGRAMME ON "LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"**

DATE : 12 July 2018

The SEAMEO-VOCTECH offers two (2) slots for a two-week course on the above topic in Brunei Darussalam on 22 October - 02 November 2018. The Centre is also offering seats for a few paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 2 - Training Nomination Form.

The following criteria may be used in the selection of the participants:

1. Participant (s) must have a basic background knowledge on the abovementioned course; and
2. Participant (s) must comply with all the requirements and training rules of the course as stipulated in Appendix 1.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme.

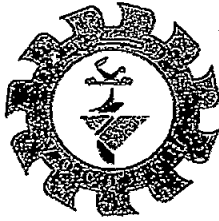
Scholarship participants are also required to prepare a COUNTRY REPORT to be presented at the beginning of the training programme. Guidelines for preparing a country paper are reflected in Appendix 3.

The deadline for submission of nomination of a candidate together with the completed forms and scanned passport is on **3 August 2018**.

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: List of Requirements*
- B: Course Outline*
- C: Appendix 2: Training Nomination Form*
- D: Appendix 3: Guidelines for Preparing a Country Paper*



إيس إيه. إي. أو. فوكتيك

SEAMEO VOCTECH

Southeast Asian Ministers of Education Organisation

REGIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING

Jalan Pasar Baharu, Gadong BE1318, Brunei Darussalam. Tel : 673-2447992 / 80 / 81 Fax : 673-2447955

Email : Info@voctech.edu.bn Website : www.voctech.org

Our ref: SV/T/RTP-1819/02 [07]

05 July 2018

SECRETARY OF EDUCATION

Department of Education
DepED Complex, Meralco Avenue
Pasig City, Metro Manila
REPUBLIC OF THE PHILIPPINES

Fax No.: +(632) 636 4879/ 637 6209

Your Excellency

**OFFERING OF FULL SCHOLARSHIP & FEE-PAYING PARTICIPANT SCHEME FOR
"THE REGIONAL TRAINING PROGRAMME ON**

**"LEARNING AND COURSE MANAGEMENT SYSTEM (LMS) BEST CLASSROOM TECHNOLOGY INTEGRATION"
22 OCTOBER - 02 NOVEMBER 2018**

We are pleased to inform Your Excellency that SEAMEO VOCTECH will be conducting a two-week course on the above topic in Brunei Darussalam.

In this regard, the Centre is offering Scholarships (Two Slots) and also seats for a few fee paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 1. Through these arrangements, SEAMEO VOCTECH's training services are being extended to as many qualified beneficiaries as possible.

The following criteria may be used in the selection of the participants:

1. Participant(s) must have at least a basic background knowledge on the above said course.
2. Participant(s) must comply with all the requirements and training rules of the course as stipulated in Appendix 1.

Enclosed are the Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) to be filled-up by the nominee(s). We will appreciate it very much if the completed form, attached together with his/her scanned passport could reach us on or before **12 AUGUST 2018**.

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the training programme; please refer to the attached Guidelines for Preparing a Country Paper (Appendix 3) and the Course Outline (course requirements).

We reiterate to Your Excellency of our Centre's commitment in the implementation of our human resources development mission. We also wish to express our sincere thanks and appreciation on Your Excellency's continuous support to our programmes.

Thank you and warm regards.

Yours sincerely

ENSURING GREATER IMPACT OF TVET FOR SUSTAINABLE DEVELOPMENT

[DR HAJI MOHD ZAMRI BIN HAJI SABL]
Centre Director

CC: MR. ELMER K. TALAVERA, (SEAMEO VOCTECH Governing Board Member)
Executive Director, National Institute for Technical Education and Skills Development TESDA, Philippines



Course Outline

Regional Training Programme on

“Learning and Course Management Systems (LMS) for

Best Classroom Technology Integration”

22 October – 02 November 2018 | Brunei Darussalam

RATIONALE

The internet is becoming an important part in our modern life and the main driver of globalisation, the integration of economic, political, cultural, religious, and social systems reaching across the world. It has swept across entire industries, and radically altered the way they do business. A good example is the entertainment industry. In the past, a considerable budget, studios, actors - among others - were required to shoot a movie, for example. Nowadays anyone with a camcorder can film something and post it online, reaching an audience far greater than was previously possible.

In the same context, the IT revolution has completely transformed the way teaching is delivered in the 21st century. Digital learning environments have transcended temporal and spatial boundaries, and content is becoming increasingly visual as opposed to being text-driven. “In many ways education has lagged behind some of these trends and is just beginning to feel their wake” (Downes, 2006,) but links replaced by internal ones). Consequently, two terms as e-learning’ and ‘computer based training’ have emerged. Distance education, it is defined as a planned teaching/learning experience that uses a wide spectrum of technologies, mainly administered on/via the Internet, to reach learners at a distance. Lately, in most Universities, e-learning is used to define a specific mode to deliver a course or programmes of study where the students rarely, if ever, attend face-to-face or for on-campus access to educational facilities. However, despite rapid Information and Communication Technology (ICT) advancements, TVET still uses outdated methods of delivering training, as training personnel are not equipped and trained to use new teaching techniques to plan, design and deliver programmes. Today’s TVET and education institutions are encountering many challenging and complicated issues, including increasing student enrollment in their education programmes and expanding an infrastructure such as a Learning Management Systems (LMS) (Dobre, 2015). For instance, to meet the need for a supportive learning environment in higher education institutions, various types of LMS vendors such as proprietary LMSs, open- source LMSs, and cloud-based LMSs have been introduced into higher education institutions (Dobre, 2015). Nearly 99% of higher education institutions in the United States currently adopt and run an LMS (Dahlstrom, Brooks, & Bichsel, 2014). Due to the learner-centric nature of teaching, TVET teachers need to ‘learn how to learn, to be able to teach’, and embrace ICT to impart education.

The “Learning and Course Management Systems (LMS) for Best Classroom Technology Integration” regional training takes advantage of the strengths of the internet as a teaching and learning environment, namely its open, distributed, dynamic, globally accessible, filtered, interactive, and archival nature” (Caplan, n.d.). It is designed for TVET personnel, specifically teachers who share a commitment as educators to improve the quality of education by using digital technologies to produce teaching materials that correspond to the current learning trends.

OBJECTIVES

The main objective of this course is to equip participants with relevant knowledge, skills and attitudes to use learning managements systems effectively for teaching and learning in the 21st century. At the end of the course, participants should be able to:

- Apply pedagogical underpinnings and theories in designing digital content
- Decide the nature of content and select the most appropriate 'learning object' to promote further knowledge creation
- Identify the levels of ICT integration in the learning environment of institution in SEAMEO member countries represented in the course
- Produce e-content that does not violate copyright issues by using royalty-free images, videos, audios etc., and selecting open-source, free software
- Apply latest ICT tools and applications to develop learning contents for the LMS
- Introduction to the most popular LMS systems and explore their features/ functions
- Identify and distinguish the different types of learning content that can be hosted on a LMS and the tools that can be used to manage such contents
- Identify user-friendly software and technology for developing learning material in the chosen LMS format
- Manage and administer students and courses on Moodle
- Conduct online teaching learning instruction in virtual classroom environments
- Evaluate online teaching and learning materials via the help of rubrics

COURSE CONTENT

- 1. Pedagogical underpinnings and theories in online teaching and learning**
This segment will help TVET teachers to comprehend how learning takes place online, viz., via social media platforms, so that they can develop materials that are guided by the 'psychology of learning', and created and delivered via the 'technological tools of digital space'.
- 2. Instructional design in online teaching and learning**
This module will cover the core principles of 'curriculum design, including assignment and assessment design'. Participants will review learning styles theories; the approach in integrating technology, the related pedagogical theories, and the multimedia developing strategies that need to be considered in preparing learning contents using the ADDIE model.
- 3. Country Reports on the Country Status of ICT Penetration in Education and Status of Learning Management Systems implementation at their organisation.**
Participants will present country reports focusing on the status of ICT penetration in education in their respective country, the status of LMS application in their respective organisation, major issues, challenges, and future directions in the use of Learning Management Systems (LMS) in delivering courses in their organisations.
- 4. Introduction to Learning Management Systems (LMS)**
This module will cover a brief definition and introduction of learning management systems, the history and influence of learning management systems, open source implementations and proprietary commercial LMS - the most popular available LMS today with their respective unique features,

advantages and disadvantages. Participants will learn about how LMS can also be implemented as part of a blended learning programme.

5. MOODLE Basic Requirements, Installation and Working environment

Participants will be introduced to a few implementation version of MOODLE which can be installed online on a virtual server or in a cloud. The session follows a hands-on approach and participants shall be using this installation throughout the course to manage their lesson activities and prepare Rich Media teaching resources to be tried and tested in the MOODLE learning environment.

6. Managing a Course in MOODLE

Participants will add resources and activities for their students to complete. They will learn how to manage a simple page with downloadable documents to a complex set of tasks where learning progresses through interaction to keep track of all students' access to ensure that students are referring to the learning resources that they have developed and hosted for them. The hands-on session will include the creation of student accounts, monitoring their access and providing with complimentary resources according to their level of attainment.

7. LMS Action Planning and Content Development Project

Participants are required to work in groups to prepare a sample course for hosting on a LMS. The richness of content supported by sound pedagogical approach to create an engaging learning experience for learners will be the focus of this project. Furthermore, they will draft an action plan to be implemented in their institution upon completion.

DELIVERY METHOD

Most of the training sessions will be in groups, using online teaching and learning materials. The course will primarily comprise practical work on PCs/laptops, and course content will be in the form of demonstrations, storyboards, discussions, analysis of materials, quizzes, presentations, audio-visuals, among others. Assignments and project-based tasks will be given to participants to encourage 'learning by doing' for developing context-specific online teaching and learning materials.

EXPECTED OUTPUT

On completion of this course, participants will be able to:

1. Apply the theories of learning and instructional design
2. Apply practical technological and pedagogical skills in developing learning content to be integrated into learning management systems for teaching and learning
3. Discuss the operational requirements for implementing learning management systems using Open Source Software and Cloud Based services in the context of teaching and learning
4. Select free-to-use images and creating relevant graphics, recording screen and video lecturing, organising video conference call session
5. Develop learning material that promotes and enhances distance learning via digital platforms
6. Create a basic layout/blog/glossary/wiki/forum and more
7. Create and host a sample course and upload all instructional materials produced during the course on cloud based Moodle platform.

By the end of the course participants will produce a group project and action plan.



Course Outline

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6. Create a basic layout/blog/glossary/wiki/forum and more
7. Create and host a sample course and upload all instructional materials produced during the course on cloud based Moodle platform.

By the end of the course participants will produce a group project and action plan.

TARGET PARTICIPANTS

Curriculum and e-learning developers, lecturers, teachers and practitioners from various TVET and General Education institutions.

COURSE REQUIREMENTS

1. Scholarship participants are required to submit a country paper containing the following information:
 - a. Description of current educational setting, trends and issues or challenges in his/her country.
 - b. Status of ICT penetration in education in their respective country
 - c. Status of LMS application in their respective organisation
 - d. Major issues, challenges, and future directions in the use of Learning Management Systems in delivering courses in their organisations (if already applied, otherwise discuss possible challenges in initiating such activity in their organisation)
2. All participants should also bring along a Notebook computer each which runs any operating system, connected to the internet.
3. Teachers/ Instructor are required to bring along sample lesson contents in their area of teaching for reference in preparing the learning resources

FUNDING SOURCES AND FEE

1. **SCHOLARSHIP PARTICIPANT:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)
2. **SUBSIDISED-SCHOLARSHIP PARTICIPANT:** A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.
3. **FEE-PAYING PARTICIPANT:** A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,000)	International (USD2,000)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee

Component	Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,000)	International (USD 2,000)
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	SV	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	SV	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

NOTE: SV - SEAMEO VOCTECH
RM/I - Respective Ministry/Institution
NA - Not Applicable

SEAMEO VOCTECH PROCEDURES

1. **Participants are required:**
 - a. Maximum age of 55
 - b. Healthy and fit to travel and attend training overseas.
 - c. Pregnant woman is not advisable to attend training overseas.
 - d. A cover letter signed by your nominating organisation
 - e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
 - a. 30 days before the training period: 70% refundable
 - b. 15 days before the training period: 50 % refundable

Account Name - SEAMEO VOCTECH Regional Centre
Account No. - 01-001-001569-00
Bank - Standard Chartered Bank (Main Branch)
Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam
Swift/BIC Code - SCBLNBB

Please take note:
All payment should be made **ONE WEEK** before the commencement of the training programme.
For Electronic Transfer, an additional bank charges are to be borne by the participants.
Please email the transaction slip to training@voctech.edu.bn for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
 - a. **Training (In Class) and Educational Visits**
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
 - b. **Social Visits/Activities**
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: training@voctech.edu.bn or fax to: +(673) 244-7955.

COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

DR. ABBES SEBIHI
Head of Knowledge Management Division/TVET Senior Specialist
SEAMEO VOCTECH Regional Centre
Jalan Pasar Baharu, Gadong BE1318
Brunei Darussalam

Phone: 673-244-7992 | Fax: 673-244-7955 | E-mail: abbes.sebihi@voctech.org.bn

PRESCRIBED READING

1. E-learning methodologies: A guide for designing and developing e-learning courses (2011) Retrieved from <http://www.fao.org/docrep/015/i2516e/i2516e.pdf>
2. University of Warwick. (2017). E-Tutoring: Teaching, Supporting, Managing and Assessing Students Online. Retrieved from University of Warwick website: <https://www2.warwick.ac.uk/services/ldc/resource/eguides/etutoring/#curriculum>
3. Marjorie Vai & Kristen Sosulski. Essentials of Online Course Design: A Standards-Based Guide (Essentials of Online Learning)
4. Schoenborn, P., Poverjuc, O., Campbell-Barr, V., & Dalton, F. (2013). Challenges of 'Students as Producers' in web 2.0: A reflective account. *Journal of Teaching and Learning with Technology*, 2(2), 5-20. <http://jotlt.indiana.edu/article/view/3837>
5. Caplan, D. (n.d.). The Development of Online Courses (E-Reader Version). Retrieved from http://cde.athabascau.ca/online_book/ch7.html
6. ITL Research, (2012) 21st Century Learning Activity Rubrics. Microsoft Partners in Learning, 2012
7. J.I Moore, C. Dickson-Deane, K. Galyen (2011) e-Learning, online learning and distance learning environment: Are they the same? *Internet and Higher Education* 14 (2011) pp 129-135
8. Principles & Frameworks (<https://cft.vanderbilt.edu/teaching-guides/principles-and-frameworks/>)
9. Pedagogies & Strategies (<https://cft.vanderbilt.edu/teaching-guides/pedagogies-and-strategies/>)
10. Reflecting & Assessing (<https://cft.vanderbilt.edu/teaching-guides/reflecting-and-assessing/>)

 SEAMEO VOCKETH	<h1>TRAINING NOMINATION FORM</h1>
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(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. Training Programme

COURSE TITLE

Learning and Course Management Systems (LMS)
for Best Classroom Technology Integration

DATE OF TRAINING 22 Oct – 02 Nov 2018	VENUE Brunei Darussalam
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2. Personal Information

TITLE <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		PARTICIPANT FULL NAME (As it appears on your passport)		*NAME TO APPEAR ON NAME TAG	
GENDER	MARITAL STATUS	DATE OF BIRTH (DD-MMM-YYYY)	*IDENTIFICATION CARD NO. (National ID/SSS/KTP/MyKad)	RELIGION	
NATIONALITY	*PASSPORT DETAILS		PLACE OF ISSUE		
	PASSPORT NUMBER	DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)		
*MOBILE NO. (Country Code+Mobile No.)		*E-MAIL ADDRESS (Office or Personal E-mail Address)			

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"				
English Language:	Writing	Speaking	Reading	Listening Comprehension
IT Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOCKETH?

- YES If YES, please indicate the course title and year of participation:
 NO

*IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY		
NAME	RELATION	MOBILE NO.



TRAINING NOMINATION FORM

3. Professional Information

[Kindly Write Your Name/Nickname Below ✓]

*HIGHEST QUALIFICATION

- Doctoral Degree
 Master Degree
 Bachelor Degree
 Advanced/Higher Diploma
 Diploma
 Others, please specify: _____

*AREA OF SPECIALISATION

- Education
 Research
 ICT
 Management
 Curriculum
 Business & Administration
 Engineering
 Mechanical
 Electrical
 Others, please specify: _____

*JOB TITLE / DESIGNATION

OFFICE TEL
(Country Code+Area Code+Number)

*NO. OF YEAR/S OF
WORK-RELATED EXPERIENCE
Year/s

*CURRENT WORKPLACE FULL ADDRESS

* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

4. Dietary Requirements and Medical Restrictions

DIETARY REQUIREMENTS

- None
 Muslim
 Vegetarian
 Others, please specify _____

MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES

- YES
 NO
 If YES, please specify _____

Applicant's Signature

I hereby certify that all facts stated above are true and correct.

Date

FOR SEAMEO VOCKETCH OFFICE USE:

- Scholarship
 Subsidised-Scholarship
 Fee-paying

*Required field to be completed.



GUIDELINES FOR PREPARING A COUNTRY PAPER

PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
 - 3.1 Country Profile
 - 3.2 Education System
 - 3.2.1 General Structure of the Education System
 - 3.2.2 Structure of TVET System (if any)
 - 3.3 Relevant Data. *Note: The data can be presented under other topics as support information.*
 - 3.4 Current Status of ICT in education in your country
 - 3.5 Current Practices, Major Issues and Challenges, and Future Directions
 - 3.6 Others, if any (*to be specified in the Course Outline*)
4. **References** (*indicate the sources of information*)

FORMAT

The format of the country paper must follow the specifications given below:

- | | | |
|-------------------------------|---|------------------------------------------------------------------------------------|
| Content Font | : | <i>Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double</i> |
| Main Title and Sub-Title Font | : | <i>The author is free to choose the font and the font size.</i> |
| Length | : | <i>Maximum 10 pages of A4 paper including properly labelled figures and tables</i> |
| Margins | : | <i>1" all sides with justification</i> |

SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word and MS Powerpoint could be sent through the email address: training@voctech.edu.bn