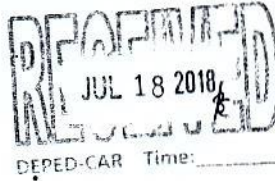


352111

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*
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

ICT - CD

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.



DEPED-CAR Time:



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
 Wangal, La Trinidad, Benguet



ENDORSEMENT

July 20, 2018

**TO: SCHOOLS DIVISION SUPERINTENDENTS
 ALL DIVISIONS
 ALL CONCERNED**

For information and dissemination.

MAY B. ECLAR
MAY B. ECLAR, Ph.D., CESO V
 Regional Director

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*

Milambiling/PDD/12/July/2018



ايس اي ايه . عم اي . او . فوكتيك

SEAMEO VOTTECH

Southeast Asian Ministers of Education Organisation
REGIONAL CENTRE FOR VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING

Jalan Pasar Beheru, Gadong BE1318, Brunei Darussalam. Tel : 673-2447992 / 80 / 81 Fax : 673-2447955
Email : info@vottech.edu.bn Website : www.vottech.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 VOTTECH 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 VOTTECH'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 SABLII]
Centre Director

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

-/hdo



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

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.

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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 (RM/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 B58811, 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:
- 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.
 - 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 VOCTECH | <h1>TRAINING NOMINATION FORM</h1> |
|---|-----------------------------------|

(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 |
| 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 VOCTECH?

- 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. |

*Required field to be completed.



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

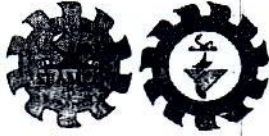
I hereby certify that all facts stated above are true and correct.

Date

FOR SEAMEO VOTTECH 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