



## CONCEPT NOTE AND PROGRAMME

<http://seatvet.seameo.org/>

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### 1. Background

All Southeast Asian countries have placed Technical and Vocational Education and Training (TVET) in mainstream education because of its important role in the socio-economic development of a nation (Paryono 2013). In addition, TVET has been identified as one of the seven priority areas in education in Southeast Asia as agreed at the Strategic Dialogue of Education Ministers (SDEM) meeting in September 2014.

To promote the internationalisation of TVET institutions, and leverage the global competitiveness and 21<sup>st</sup> century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) in collaboration with Ministries of Education and related Ministries and TVET institutions in Southeast Asia developed the **SEAMEO Polytechnic Network** in April 2016 as a part of SEA-TVET Consortium. The network aims to enhance internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the region through **cross-country exchange programme and other collaborations**.

In addition, the 3<sup>rd</sup> High Officials Meeting on SEA-TVET hosted by the Ministry of Education of Malaysia in May 2017 also recommended to improve the student mobility by suggesting the SEAMEO Secretariat to serve as a Coordinating Agency (One Stop Service Unit) to facilitate the implementation process of TVET student exchange programme.

Since 2016, the SEAMEO Polytechnic Network Meeting has been organised as a “Meeting Platform” for TVET institutions to discuss, and commit for the implementation process of the TVET Student Exchange Programme. As a result from the SEAMEO Polytechnic Network Meetings, the SEA-TVET Student Exchange Programme has been implemented for 3 batches with the total number of **601 TVET students exchanged** in 2018-2019.

The following SEAMEO Polytechnic Network Meeting Meetings were conducted since 2016.

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
1 <sup>st</sup> SEAMEO Polytechnic Network Meeting, Brunei Darussalam, June 2016	6 Frameworks of Cooperation were signed.	62 participants from 6 Brunei Darussalam, Cambodia, Indonesia, Malaysia, Philippines and Thailand	The exchange was implemented by agreed partners	2017

SEAMEO Polytechnic Network Meeting	Outputs	Number of Participating Institutions	Number of Student Exchange	Exchange Period
2 <sup>nd</sup> SEAMEO Polytechnic Network Meeting, Chiangmai, Oct 2017	Letter of Agreement for 1 <sup>st</sup> Batch of SEA-TVET Student Exchange	<b>12</b> institutions from <b>4</b> countries: Indonesia, Philippines, Thailand, Vietnam	<b>55</b>	Jan- Feb 2018 for 30 days
3 <sup>rd</sup> SEAMEO Polytechnic Network Meeting, Surabaya, Apr 2018	Letter of Agreement for 2 <sup>nd</sup> Batch of SEA-TVET Student Exchange	<b>49</b> institutions from <b>5</b> countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	<b>233</b>	Aug-Sept-Oct 2018 for 30 days
4 <sup>th</sup> SEAMEO Polytechnic Network Meeting, Pangasinan, Oct 2018	Letter of Agreement for 3 <sup>rd</sup> Batch of SEA-TVET Student Exchange	<b>50</b> institutions from <b>5</b> countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	<b>313-330 (On-going)</b>	Jan-Feb-Mar-April 2019 for 30 - 90 days
5 <sup>th</sup> SEAMEO Polytechnic Network Meeting, Ipoh, Malaysia, 26-27 March 2019	Letter of Agreement for 4 <sup>th</sup> Batch of SEA-TVET Student Exchange	<b>To be agreed by 60 institutions from 5</b> countries: Indonesia, Philippines, Thailand, Malaysia, Vietnam	<b>Estimation of 350 students to be exchanged</b>	Oct-Nov-Dec 2019 for 30-90 days

To evaluate the **3<sup>rd</sup> batch of SEA-TVET Student Internship Exchange** which is implemented in early 2019, and to identify commitments and implementation mechanisms among participating institutions for the 4<sup>th</sup> batch of SEA-TVET Student Exchange Programme, the SEAMEO Secretariat in collaboration with the Department of Polytechnic and Community College Education, Ministry of Education of Malaysia and Politeknik Ungku Omar will organise the **5<sup>th</sup> SEAMEO Polytechnic Network Meeting: Agreement for the 4<sup>th</sup> Batch of SEA-TVET Student Exchange on 26-27 March 2019 at Excelsior Hotel, Ipoh, Malaysia.**

## 2. Objectives of the Meeting

- 1) To share and learn the successful practices of student exchange from the participating institutions.
- 2) To review and evaluate the implementation of the 3<sup>rd</sup> batch of SEA-TVET student exchange during January-April 2019.
- 3) To identify the agreed mechanism and improvement for the 4<sup>th</sup> batch of SEA-TVET student exchange to be implemented during August-October 2019.
- 4) To seek commitments from participating TVET institutions in the 4<sup>th</sup> batch of SEA-TVET student exchange.

## 3. Host Organisation and Partners

Host Organization: Department of Polytechnic and Community College Education, Ministry of Education, Malaysia

Politeknik Ungku Omar (PUO)

Co-organiser	SEAMEO Secretariat
Implementing Partners:	Kepala Batas Community College (KKKB)
	Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA)
	Politeknik Tuanku Sultanah Bahiyah (PTSB)
	University of Utara of Malaysia (UUM)

#### 4. Date and Venue

Date:	26-27 March 2019 <ul style="list-style-type: none"> <li>• 26 March 2019 (Workshop: 09.00-17.30 hrs)</li> <li>• 27 March 2019 (Study Visit to PUO: 07.30-10.00 hrs and to KL/ or travel to Kedah for the SEA Teacher participants)</li> </ul>
Meeting Venue and Official Hotel:	EXCELSIOR Hotel, Ipoh, Malaysia Address: 43 Jalan Sultan Abdul Jalil 30300, Ipoh, Perak, West Malaysia <a href="http://www.hotelexcelsior.com.my/">http://www.hotelexcelsior.com.my/</a>
Meeting Room:	EXCELSIOR Ballroom, Level 13A, EXCELSIOR Hotel
Arriving Date:	25 March 2019 (Flight no later than 18.00 hrs)
Departure Date:	27 March 2019 (Flight in the afternoon after 15.00 hrs or at night) The SEA Teacher participants will depart after the study visit at 11.00 hrs by the bus arrangement of UUM.

#### 5. Participants

The meeting will be attended by approximately 100 participants comprising of 50 international representatives from TVET Institutions/Polytechnics/Universities in Indonesia, Philippines, Thailand, Vietnam, and 50 representatives from TVET Colleges/Community Colleges/ Polytechnics in Malaysia.

Since the meeting will require the decision from the TVET institutions during the meeting, the participants should be from the management level such as Director, Deputy Director, Head of Programme, Head of International Relations, Head of Academic Affairs, and others.

The participating TVET institutions should provide **Diploma/Higher Diploma, and TVET Bachelor** in the following priority study areas.

- Hospitality and Tourism
- Mechatronics/Electronics and Manufacturing
- Computer Science/IT/ Informatics
- Agriculture/Animal Science
- Business

##### **Limited Number of Participant:**

- Due to the budget constraints, the host organisation would like to request the maximum participation of 2 persons from each institution for both local and international participants.
- Additional participants will need to pay the registration fee of meeting package which is RM 55/person to Ungku Omar Polytechnic at the on-site registration desk on 26 March.

## 6. Expected Outcomes

- 1) Experiences and lessons learned are shared for future improvement of Student Exchange Programme.
- 2) Details of implementation plan for the 4<sup>th</sup> batch of SEA-TVET Student Exchange such as timeline, study areas, budgeting, programme structure, duration, preparation, evaluation & report, and certification for student exchange are agreed among the participating institutions.
- 3) A Letter of Agreement for the 4<sup>th</sup> batch of SEA-TVET Student Exchange Programme among the agreed institutions will be signed at the end of the meeting.

## 7. Tentative Programme

25 March 19	<ul style="list-style-type: none"> <li>• Arrival of participants and check-in at the EXCELSIOR Hotel, Ipoh</li> <li>• There are 2 bus schedules for departing from KL International Airport to the EXCELSIOR Hotel, Ipoh 1) 13.30-14.00 hrs and 2) 19.00-19.30 hrs.</li> </ul>
26 March 19	5 <sup>th</sup> SEAMEO Polytechnic Network Meeting Venue: EXCELSIOR Ballroom, Level 13A , EXCELSIOR Hotel, Ipoh
08.00 – 09.00	<i>Registration for international and local participants</i> Venue: In front of EXCELSIOR Ballroom, Level 13A , EXCELSIOR Hotel, Ipoh
09.00 – 09.30	<b>Opening Session</b> <ul style="list-style-type: none"> <li>• <b>Welcome Message (5 minutes)</b> by the Director of Politeknik Ungku Omar</li> <li>• <b>Message from Local Gov (3-5 minutes)- To be confirmed by PUO</b></li> <li>• <b>Message (5 minutes)</b> by Dr Gatot Hari Priowirjanto, Director of SEAMEO Secretariat</li> <li>• <b>Opening Remarks (8-10 minutes)</b> by the Director General of the Department of Polytechnic and Community College Education, Malaysia</li> <li>• <b>Group Photo</b></li> </ul>
09.30-10.00	<i>Coffee/tea break</i>
10.00 - 10.15	<b>Introduction of the Participants and Programme</b> by the Deputy Director of Politeknik Ungku Omar
10.15 - 10.30	<b>Evaluation Results and Issues of the 3<sup>rd</sup> Batch of SEA-TVET Student Exchange</b> by Ms Piyapa Su-angavatin, Coordinator, SEAMEO Secretariat
10.30 – 11.30	<b>Feedback from Industry: Competency and Soft Skills Requirement for TVET Students</b> Moderated by Politeknik Ungku Omar (10-15 minutes presentation and voluntary basis) <ul style="list-style-type: none"> <li>• Engineering Industry</li> <li>• Hospitality Industry</li> <li>• Business Industry</li> <li>• Agriculture Industry</li> </ul> (Photo session – Token by PUO or SEAMEO)

11.30 - 12.30	<p><b>Discussion on Problems of 3<sup>rd</sup> Batch and Solutions for the 4<sup>th</sup> Batch of SEA-TVET Student Exchange</b> (Moderated by SEAMEO Secretariat)</p> <p>Areas of Discussion:</p> <ul style="list-style-type: none"> <li>• Issues to be addressed (1 Month and 3 Months Exchange)</li> <li>• Agreement on study areas, internship schedule, duration</li> <li>• Improvement for student recruitment procedures</li> <li>• Visa requirement and other necessary documents of students</li> <li>• Improvement of coordination mechanism</li> <li>• Implementation timeline</li> <li>• Confirmation of participating institutions in the 4<sup>th</sup> batch</li> </ul>
12.30 – 14.30	<i>Lunch and Zuhur Pray Time</i>
14.30 – 16.00	<p><b>Discussion on Problems of 3<sup>rd</sup> Batch and Solutions for the 4<sup>th</sup> Batch of SEA-TVET Student Exchange</b> (Continued)</p> <p><b>Signing of the Letter of Agreement</b></p>
16.00 - 16.30	<i>Coffee/tea break</i>
16.30 – 17.00	<p><b>Closing Session</b></p> <ul style="list-style-type: none"> <li>• Presentation on the 6<sup>th</sup> SEAMEO Polytechnic Network Meeting, hosted by Duy Tan University on 16-19 October 2019, Danang, Vietnam</li> <li>• Ways Forward by Dr Gatot Hari Priowirjanto, Director of SEAMEO Secretariat</li> <li>• Presentation of Certificate</li> <li>• Closing Message by the Director of Politeknik Ungku Omar</li> </ul>
17.00 onwards	<i>Free programme</i>
<b>27 March 19</b>	<b>Study Visit to Politeknik Ungku Omar</b>
08.00	All participants should check-out from the hotel and travel to Politeknik Ungku Omar
08.30 – 10.00	Visit Politeknik Ungku Omar (For all participants)
10.00	<p>Depart from Politeknik Ungku Omar</p> <ul style="list-style-type: none"> <li>• SEA-Teacher Participants: Travel to Utara University, Sintok, Kedah by the arranged bus of Utara University (2 hrs from IPOH to Kedah)</li> <li>• SEA-TVET Participant: Travel to KL</li> </ul>
13.30 hrs	<p>Arriving KL/KL International Airport</p> <ul style="list-style-type: none"> <li>• Suggested flight to depart after 15.00 hrs. onwards.</li> </ul>

Note: For the SEA-Teacher Participants, we suggest you to depart Ipoh to Kedah on 27 March after the study visit by the bus arrangement of Utara University.

## 8. Funding Support

The Host Organisation will support the airport transfers, meals on 26 March, meeting venue, and meeting kits.

The travel expenses of international and local participants such as **return airfare ticket, hotel, taxi**, should be supported by the participant's institution.

## 9. How to Participate (For New Comers)

- **Participation of New Comers:** For the TVET colleges, institutions, polytechnics or universities in Southeast Asian countries who have never participated in 1<sup>st</sup> – 3<sup>rd</sup> Batch of SEA-TVET Student Exchange Programme and would like to join this programme, you can request the official invitation letter from SEAMEO by completing the following **Online Application Form** for expressing the interest to participate in the 5<sup>th</sup> SEAMEO Polytechnic Network Meeting and the 4<sup>th</sup> batch of SEA-TVET Student Exchange. The following Online Application Form will be closed on **28 February 2019**.

<http://link.seameo.org/5th-SEA-Polytechnic>

Please note that the **participating institutions in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Batch** of SEA-TVET Student Internship Exchange **do not need to fill up the above Online Application** as the invitation letter will be automatically sent to the institutions.

- After receiving the information in the Online Application Form, the SEAMEO Secretariat will send the “**Official Invitation Letter for Institution**” with Concept Note, Programme and Participation Form to the individual institution directly.
- To confirm the participation, the institution should send the completed “**Participation Form**” to email: [vetmeeting@seameo.org](mailto:vetmeeting@seameo.org) by **10 March 2019**.
- Details of **flight schedule** should be provided in the Participation Form or by sending a copy of e-ticket to the SEAMEO Secretariat before **20 March 2019**.
- The participating institutions should consider nominating a maximum of 2 representatives who have authorisation for making decision and signing in the Letter of Agreement such as the directorate or management level or the Head of International Relations/Student Exchange/Academic Affairs to participate in the meeting.

## 10. Administrative Arrangements

### a) Airport Transfers between Kuala Lumpur International Airport (KLIA) to Ipoh

The airport transfer services will be provided to both local and international participants who arrive at KLIA only.

It takes 3 hours from KLIA to Ipoh. We would like to recommend all international participants to proceed to the “Meeting Point” to meet with the staff of Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA).

- Suggested flight to Kuala Lumpur:
  - Arrive on 25 March - The arrival flight must be no later than 18.00 hrs.
  - Depart on 27 March - The departure flight should be after 15.00 hrs onwards or continue to participate in the SEA-Teacher Meeting in Kedah on 27 March.
- Location of Meeting Points in KLIA/KLIA2: **The map is to be provided.**
- Schedules of Shuttle Bus from KLIA/KLIA2 to IPOH:
  - For the participants who arrive at 9.15-12.00 hrs – The bus will depart from KLIA/KLIA2 at **13.30-14.00 hrs.**
  - For the participants who arrive at 12.55 -17.30 hrs – The bus will depart from KLIA/KLIA2 at **19.00-19.30 hrs.**

Notes:

- Please make sure that you will book the flight which arrives KLIA for **at least 1- 2 hrs. before the departure time of the bus.** This is to avoid the long waiting time at the airport.
- The shuttle bus service will not be available for participants who arrive KL after 18.00 hrs on 25 March.
- Contact Person at the Airport:
  - Mr Mohd Khalid Ustati, Politeknik Sultan Salahuddin Abdul Aziz Shah.  
Tel: +601 268 2469

**b) Meals and Coffee Break**

- A maximum of 2 participants from each institution will be waived for the meeting package.
- The additional participants from the same institution will be charged the meeting package of RM 55 per person for meals and coffee break. The payment can be provided at the on-site registration table on 26 March.

**c) Room Booking at the Excelsior Hotel**

Official Hotel:	EXCELSIOR Hotel
Address:	43, Jalan Sultan Abdul Jalil, 30300 Ipoh, Perak, Malaysia
Website:	<a href="http://www.hotelexcelsior.com.my/">http://www.hotelexcelsior.com.my/</a>
Room Rate:	Superior Single/Twin = @ RM 160/net per room/night (Based on 50 room booking guaranteed by the host, the room rate includes breakfast.)  The tourist tax of RM10.00 will be charged to all participants in addition to the room rate.
Check-in/Out Time:	2.00 pm onwards/ 12.00 noon
How to reserve the room:	Due to the payment regulations of the hotel, the Host Organisation are not able to reserve the rooms for participants in advance.  To reserve the rooms at EXCELSIOR Hotel, participants must reserve the room with the hotel staff directly, but need to state that they are participants of "5 <sup>th</sup> SEAMEO Polytechnic Network Meeting" for the special room rate.  Please contact Ms Zuraini, Assistant Sales Manager/ Ms Elaine, Sales Clerk/ Ms Zyra, Sales Department Email: <a href="mailto:asm1@hotelexcelsior.com.my">asm1@hotelexcelsior.com.my</a> ; <a href="mailto:ipohsales@hotelexcelsior.com.my">ipohsales@hotelexcelsior.com.my</a> Phone: +60 1752 76173; +60 5253 6666/ 8519

**11. Timeline**

Activities	Schedule
1) Sending invitation to 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> batch TVET institutions, and related Ministries of Indonesia, Malaysia, Philippines, Thailand, and Vietnam	10-15 February 2019
2) Email announcement for new TVET institutions to join.	10-15 February 2019
3) Closing date for the online application for new comers	By 28 February 2019

Activities	Schedule
4) <b>Deadline for confirmation of all participants</b> • Deadline for submitting “Confirmation Form”	<b>10 March 2019</b>
5) <b>Deadline for submitting the flight schedule</b>	<b>20 March 2019</b>
6) <b>Sharing draft Letter of Agreement to all participants for reviewing before the meeting</b>	<b>20 March 2019</b> (Participants are expected to send the feedback to SEAMEO by 24 March 2019)
7) Arrival of participants	25 March 2019 (Flight of participants must be no later than 18.00 hrs on 25 March)
8) Proper Meeting	26-27 March 2019
9) Check-out from hotel and departure of participants	27 March 2019 (Flight of participants must be after 15.00 hrs or onwards)

## 12. Focal Persons

- 1) **SEAMEO Secretariat (Overall programme coordination and international participants)**  
Ms Piyapa Su-angavatin  
Project Officer/SEA-TVET Programme Coordinator  
Email: piyapa@seameo.org; tvetmeeting@seameo.org  
Mobile/Whatsapp: +669 5165 5002  
Office: +66 2 391 0144
- 2) **Department of Polytechnic and Community College Education (Coordination with local participants)**  
Ms Ngah Fadzilah binti Abdul Jalil  
Deputy Director for TVET Coordination Internationalisation Unit  
Email: fadzilah.jalil@moe.gov.my  
Mobile/Whatsapp: +60 11 3251 2811
- 3) **Politeknik Ungku Omar – PUO (Overall and logistic coordination)**  
Ms Poh See  
Lecturer/International Relations Office  
Email: yeohpohsee@gmail.com; ypsee@puo.edu.my,  
Mobile/Whatsapp: +60 19 513 6299
- 4) **Politeknik Sultan Salahuddin Abdul Aziz Shah – PSA (Airport pick-up/transfers).**  
Mr Mohd Khalid Ustati  
Lecturer/International Relations Office  
Email: mkhalid@psa.edu.my; mohd.khalid.ustati@gmail.com  
Tel: +60 1268 2469
- 5) **Kepala Batas Community College (IT and Meeting Document)**  
Dr Anwar Hamid  
Email: anwarpa@kkkba.edu.my  
Tel: +60 17 201 9015
- 6) **Universiti Utara Malaysia - UMM (Transportation for SEA-Teacher participants to Kedah)**  
Dr. Massudi Mahmuddin  
Email: ady@umm.edu.my; mass845@gmail.com  
Tel: +60 19 415 1201