Contents

ABOUT SEA-TVET CONSORTIUM ................................................................................. 1
NEW MEMBER ............................................................................................................. 2
LOGIN ............................................................................................................................ 4
EDIT PROFILE ............................................................................................................. 4
EDIT INSTITUTION ..................................................................................................... 6
PARTNERSHIP PLAN .................................................................................................. 8
   Industrial Companies ............................................................................................... 9
   International/Regional Development Agencies ....................................................... 10
   Representative from the Ministry .......................................................................... 11
   TVET Institutions /Colleges .................................................................................. 12
PARTNERSHIP REPORT .............................................................................................. 13
INDUSTRIAL PARTNER ............................................................................................. 17
MOBILITY ..................................................................................................................... 20
ABOUT SEA-TVET CONSORTIUM

The establishment of the “SEA-TVET Consortium” was one of the recommended strategies from the TVET High Officials from the Southeast Asian countries to promote TVET student and staff exchange, which shall include cross-country industrial attachment and internship programmes. In addition, the SEA-TVET Consortium will formalise the partnership among TVET institutions and industry sectors, and operationalise SEA-TVET activities, implemented by SEAMEO in order to achieve the following goals.

1. To leverage the standard and competency of TVET in Southeast Asia through internationalisation and harmonisation;
2. To promote and develop the curriculum harmonisation, and internationalisation of study programmes through lecturer/student exchange, joint research programmes and industrial linkages; and
3. To create a sustainable networking platform among TVET leaders and institutions in Southeast Asia and industry, as well as other related development agencies and industry sectors.

SEA-TVET Consortium comprises TVET institutions in Southeast Asian countries that agree to work together in harmonising and internationalising their programmes through curriculum harmonisation, students and staff exchange, and industrial attachment, and resource sharing.
NEW MEMBER

If you don’t have an account, please follow the instruction below.

1) Go to seatvet.seameo.org

2) Click on JOIN US

3) Complete the registration form: Institution information and User Profile

4) Click the REGISTER button to submit your information
5) The system will send a verification email to your email address, you need to check your email’s **INBOX** and find the email to verify your account.

![Verification Email]

*If you cannot find the verification email, please check your **SPAM** folder.

8) Click on the **LINK** so that our system will verify your account automatically this

![Verify Account]

*This verification step is only required once after the registration.

9) You have successfully verified your account and now you can access the SEA-TVET Admin Panel as shown below
**LOGIN**
1) Go to [seatvet.seameo.org](http://seatvet.seameo.org)
2) Click **LOGIN** if you haven’t login

3) Type your email address which has been verified and type your password then click **LOGIN** button

---

**EDIT PROFILE**
1) Navigate to User Profile on the left sidebar or navigation bar
2) Click **EDIT** button if you want to make any changes to your current information
3) You can fill out all of your information. You can upload your profile picture and you also can change your current password.

4) After you complete this form, you just simply click on **SAVE** button to make the changes.
**EDIT INSTITUTION**

1) Navigate to **INSTITUTION** on the left sidebar or navigation bar

2) Click **EDIT** button if you want to make any changes to your current information
3) You can fill out all of your institute information such as logo, name, institution type and institute location on the map and so on. To set the location of your institution, you can search by your institution name, city, or province name then click on the map where your institution is.

4) After you complete this form, you just simply click on SAVE button to make changes to your current data.
**PARTNERSHIP PLAN**

Other institutions can come and look for other institution’s partnership plan to make partnership

1) Navigate to **PARTNERSHIP PLAN**

There are 4 institution types so the **PARTNERSHIP PLAN** will be different from each other.

*Choose only one institute type that tell your institute is.*

![Diagram of Partnership Plan selection]

- You need to click on this **GREEN** button to confirm your information
- You can remove your information by click on this **RED** button

After filled out of all your information please click **SAVE** button ( ) to finish
### Student Internship

To promote the student internship programme, please provide the approximate number of students your institution could host. (Minimum: 5 students/year).

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Qualification</th>
<th>Plan for number of students to be hosted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics, Mechatronics, and Manufacturing</td>
<td>Bachelor</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Agriculture, Fisheries</td>
<td>Diploma</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

If you cannot find your area in the above list, please type in new area of study in the form below and click the confirmation.

Add New Area

### Teacher Capacity Building

To promote the teacher capacity building programme, please provide the approximate number of teachers your institution could host. (Minimum: 5 teachers/year in total).

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Level of Teaching</th>
<th>Plan for number of teachers to be hosted</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Fisheries</td>
<td>Diploma</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electronics, Mechatronics, and Manufacturing</td>
<td>Bachelor</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

If you cannot find your area in the above list, please type in new area of study in the form below and click the confirmation.

Add New Area

### Scholarship

Does your institution provide scholarships to other Southeast Asian students to study at your institution?

- Yes
- No

If you provide scholarships to Southeast Asian students, please provide the approximate number per year.

The scholarships are open to undergraduate students from Southeast Asia who intend to enroll full-time for a bachelor degree at JIPTEC.

### Other Offered Program

Kindly fill in this form if you have another program to be offered.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Summary

- **Student Internship**: Host students in total: 5
- **Teacher Capacity Building**: Host teachers in total: 5

*These summary-based breakdown in the Detailed Readiness, please fill in the Detailed Readiness.
Representative from the Ministry

**Student Internship**
To promote the student internship programme, please provide the approximate number of students your institution could host. (Minimum: 5 students per year).

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Qualification</th>
<th>Plan for number of students to be hosted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture and Engineering</td>
<td>Diploma</td>
<td>12</td>
</tr>
<tr>
<td>Agriculture, Fisheries</td>
<td>Diploma</td>
<td>10</td>
</tr>
<tr>
<td>Life Sciences, Medicine, and Biotechnology</td>
<td>Bachelor</td>
<td>14</td>
</tr>
</tbody>
</table>

If you cannot find your area in the above list, please type in new area of study in the text box and click the confirm button.

**Teacher Capacity Building**
To promote the teacher capacity building programmes, please provide the approximate number of teachers your institution could host. (Minimum: 5 teachers per year in total).

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Level of Teaching</th>
<th>Plan for number of teachers to be hosted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Fisheries</td>
<td>Diploma</td>
<td>9</td>
</tr>
<tr>
<td>Life Sciences, Medicine, and Biotechnology</td>
<td>Bachelor</td>
<td>6</td>
</tr>
</tbody>
</table>

If you cannot find your area in the above list, please type in new area of study in the text box and click the confirm button.

**Scholarship**
Does your institution provide scholarships to other Southeast Asian students to study at your institution?

If you provide scholarship to Southeast Asian students, please provide an approximate number per year.

The scholarships are offered to undergraduate or postgraduate students from Southeast Asia who meet the academic qualification for a bachelor degree at MYIUS.

**Other Differed Program**
Study the field if you have another program to be filled.

**Summary**

- Student Internship: 5 students in total
- Teacher Capacity Building: 7 teachers in total

*Note: summary based on breakdown in the detail readiness, please fill in the detail readiness.
TVET Institutions /Colleges
**PARTNERSHIP REPORT**

If the institution already made partnership after they conducted the events so they need to create report about that event and how many participants.

1) Go to **PARTNERSHIP REPORT** on the left sidebar

2) Click **ADD** to add your partnership report
3) Save your information by click on **SAVE** button
One record has been added as you see in the picture below.

- You can click on this **GREEN** button to view this partnership report.
- You can click on this **ORANGE** button to edit this partnership report.
- You can click on this **RED** button to delete this partnership report.
Before you submit the **PARTNERSHIP REPORT** to SEAMEO Secretariat you need to review your information by click this 📋.

If you want to make it into PDF file, please click on 📄.

If your information is ready to submit, please click on 🌐.
**INDUSTRIAL PARTNER**

Industrial partners are companies or factories that your institution has internal relationship with.

You can list your industrial partners by follow these steps below

1) Go to **INDUSTRIAL PARTNER** on the left sidebar

2) Click **ADD** to add your industrial partner
3) Click **SAVE** button to record your information to our system
Your industrial Partner has been added as you see in the picture below

You can click on this **GREEN** button to view this Industrial partner

You can click on this **ORANGE** button to edit this Industrial partner

You can click on this **RED** button to delete this Industrial partner
**MOBILITY**

If you are looking for the partnership you can search the potential institution in the **MOBILITY** menu

Go to [seatvet.seameo.org](http://seatvet.seameo.org) and then click on **MOBILITY**

In this page, there are three sections:

1. **Search Criteria** : You can search the institution by their country, name and study area of Consortium.
2. **Map** : The institution location will display on the map.
3. **Search Result** : The list of the institution will be displayed in this section.

You can see the detail of the institution by clicking on the
### Institution Detail

**Institution Profile**

- **Institution Name:** Regional Polytechnic Institute of South East Bicol
- **Institution Abbreviation:** RPIC
- **Institution Type:** TVET Institutions / Colleges

**Institution Address:**
- **City:** Bicol
- **State:** Bicol
- **Country:** Philippines

**Evaluation of Interest**
- Total number of students in your institution: 500
- Total number of industrial partners for student internship/apprenticeship programs: 20

#### Student Mobility

<table>
<thead>
<tr>
<th>Priority</th>
<th>Consortium Area</th>
<th>Qualification</th>
<th>Actual in course</th>
<th>Plan to send</th>
<th>Plan to host</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronics, Mechanics, and Manufacturing</td>
<td>Bachelor</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hospitality and Tourism</td>
<td>Certificate</td>
<td>50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Teacher Mobility

<table>
<thead>
<tr>
<th>Priority</th>
<th>Consortium Area</th>
<th>Qualification</th>
<th>Actual in course</th>
<th>Plan to send</th>
<th>Plan to host</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hospitality and Tourism</td>
<td>Bachelor</td>
<td>10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Electronics, Mechanics, and Manufacturing</td>
<td>Certificate</td>
<td>20</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Scholarship

- Does your institution provide scholarships to other Southeast Asian students to study at your institution? Yes
- If you provide scholarship to Southeast Asia students, please provide us approximate number per year: 5

#### Partnership Record

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Partner Name</th>
<th>Partnership Title</th>
<th>Partnership Activity</th>
<th>Role</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>April</td>
<td>University Bond</td>
<td>Summer Student Exchange</td>
<td>Student Exchange</td>
<td>Sending Institution</td>
<td>2</td>
</tr>
</tbody>
</table>

**Industrial Partner**

- **Name:** Toyota Motor Co., Ltd
- **Business Type:** Electronics, Mechanics, and Manufacturing
- **Country:** Thailand
- **Total Hosted Students:** 10