

# Southeast Asian Ministers of Education Organization



## USER'S MANUAL FOR SEA-TVET CONSORTIUM WEBSITE

seatvet.seameo.org



#### **Southeast Asian Ministers of Education Organization Secretariat** (SEAMEO Secretariat)

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#### **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.

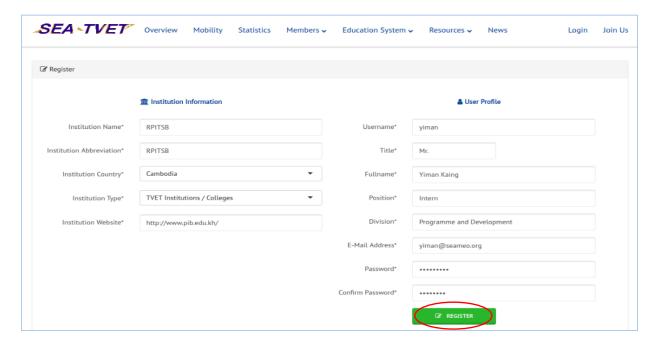
#### **NEW MEMBER**

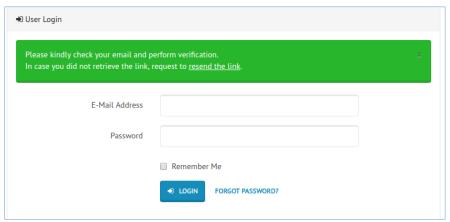
If you don't have an account, please follow the instruction below.

- 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

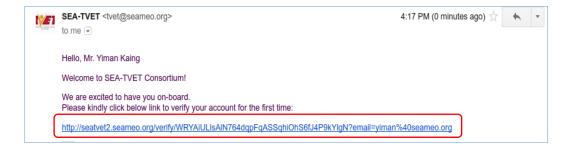




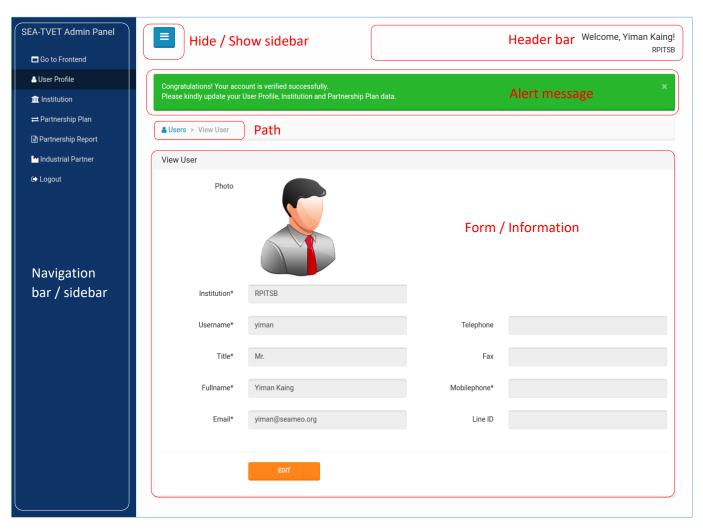
5) The system will send a verification email to your email address, you need to check your email's **INBOX** and find the email to verify your account.



- \*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



- \*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
- 2) Click LOGIN if you haven't login

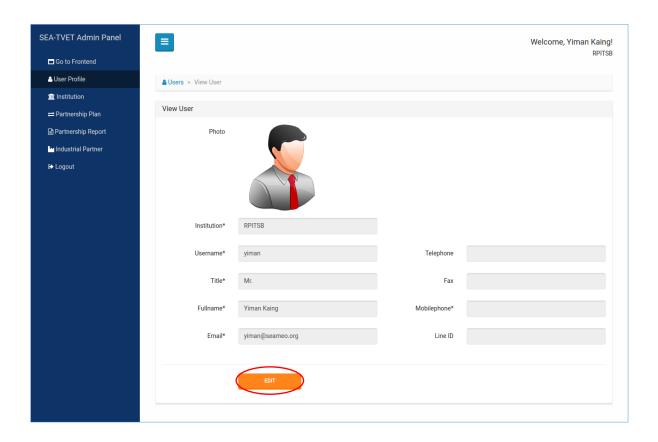


3) Type your email address which has been verified and type your password then click **LOGIN** button

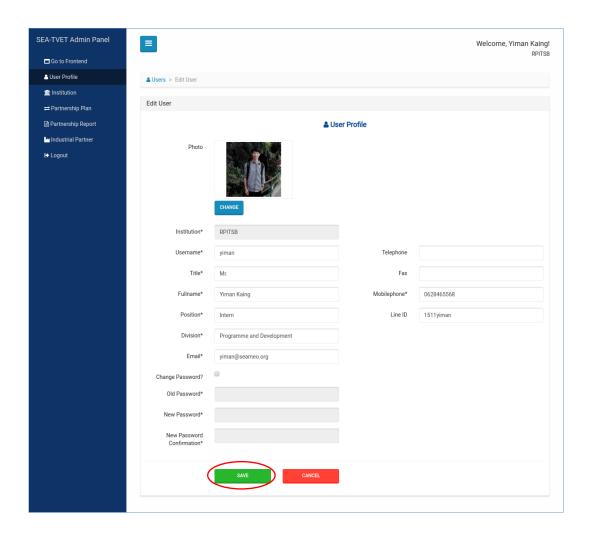


#### **EDIT PROFILE**

- 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

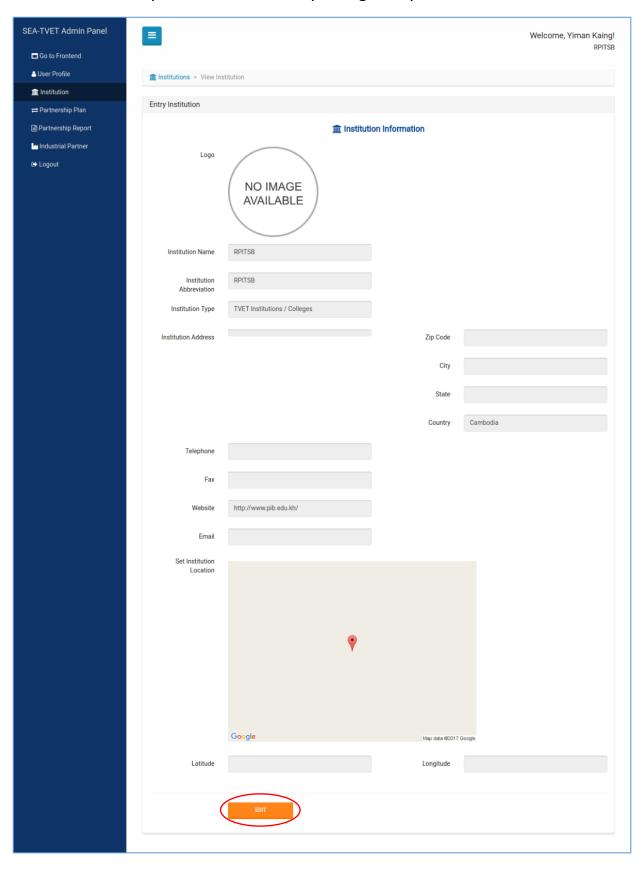


- 3) You can fill out all of your information. You can upload your profile picture and you also can change your current password.
- 4) After you complete this form, you just simply click on **SAVE** button to make the changes.

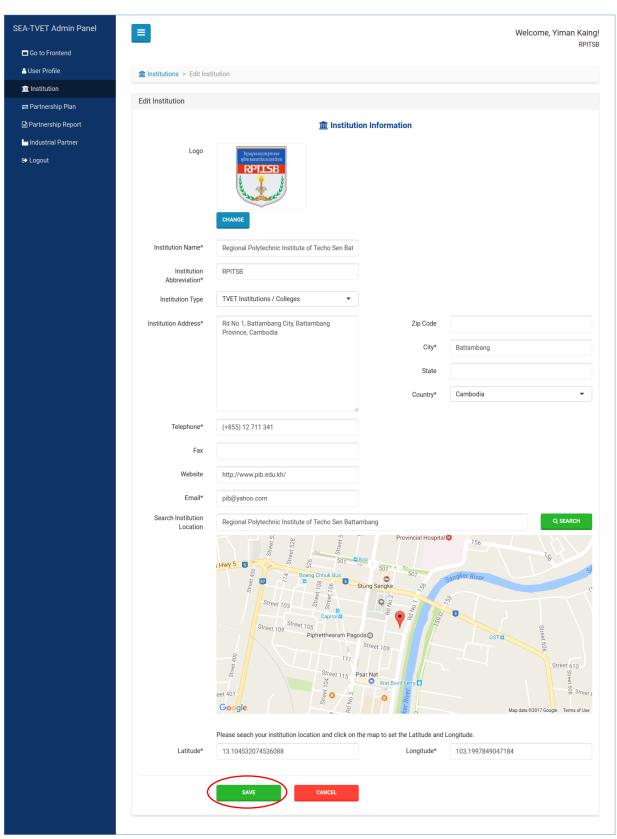


#### **EDIT INSTITUTION**

- 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.



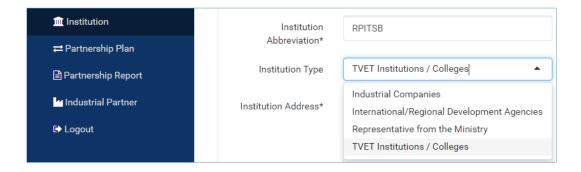
#### PARTNERSHIP PLAN

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.

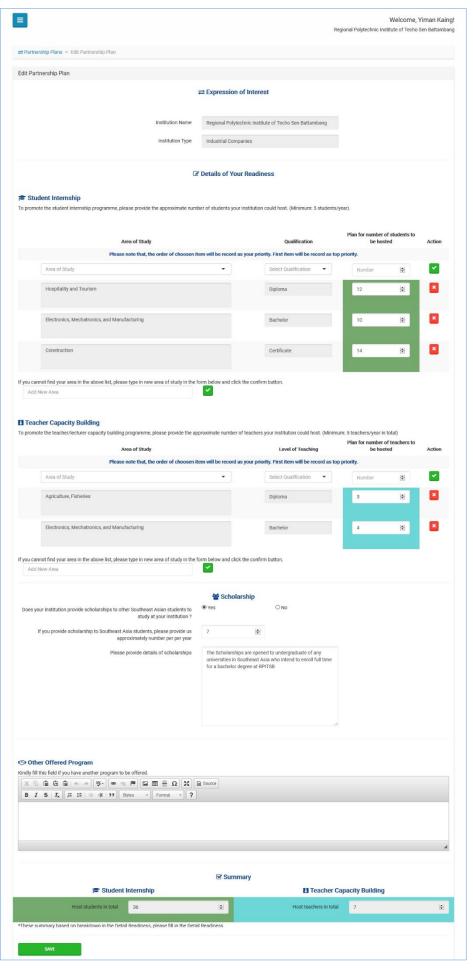
\*Choose only one institute type that tell your institute is.



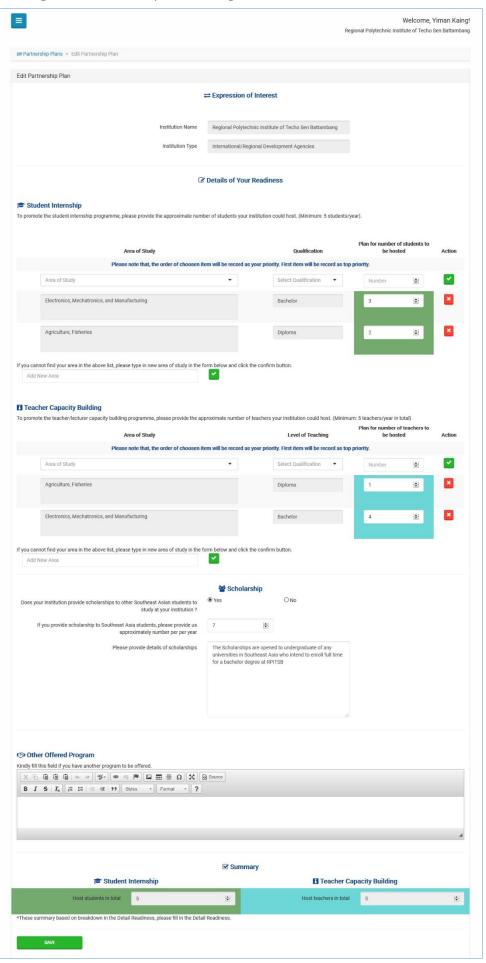


After filled out of all your information please click **SAVE** button ( \_\_\_\_\_\_\_ ) to finish

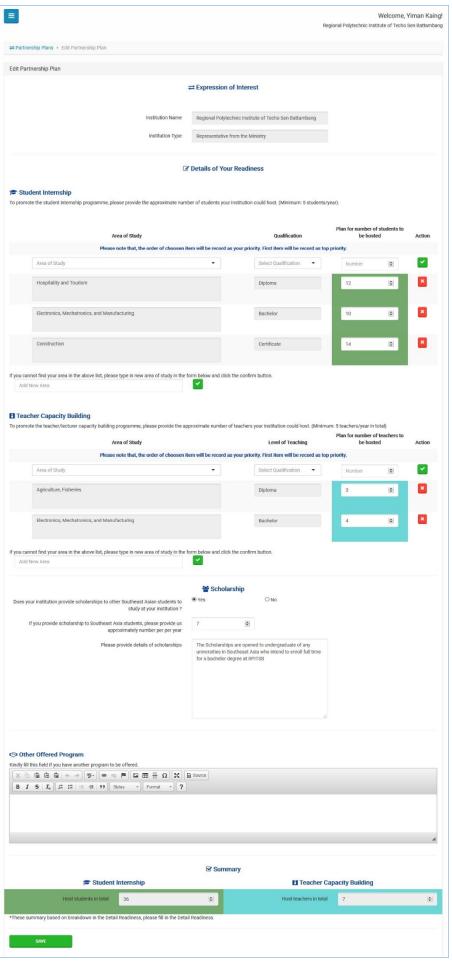
#### **Industrial Companies**



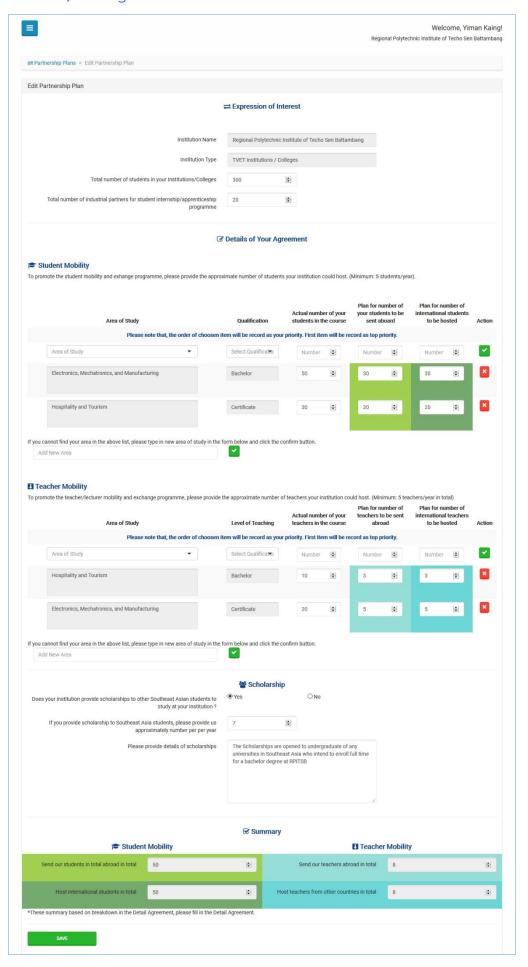
#### International/Regional Development Agencies



#### Representative from the Ministry



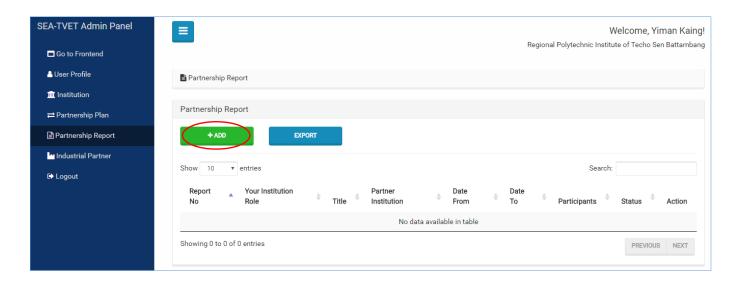
#### TVET Institutions /Colleges



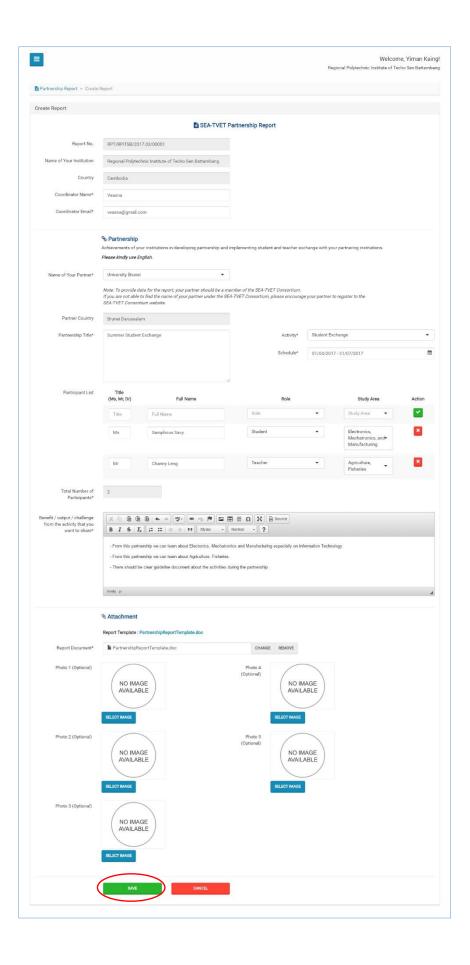
#### PARTNERSHIP REPORT

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

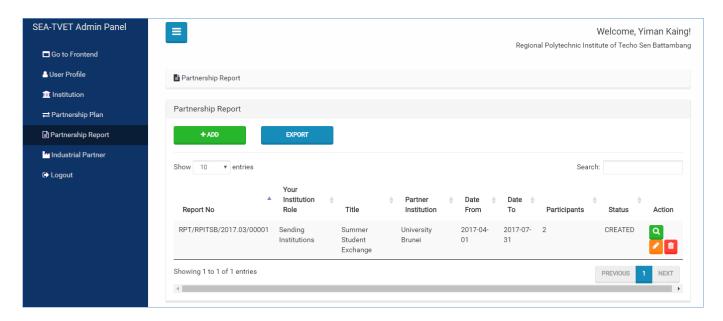
- 1) Go to PARTNERSHIP REPORT on the left sidebar
- 2) Click ADD to add your partnership report



#### 3) Save your information by click on SAVE button



#### One record has been added as you see in the picture below

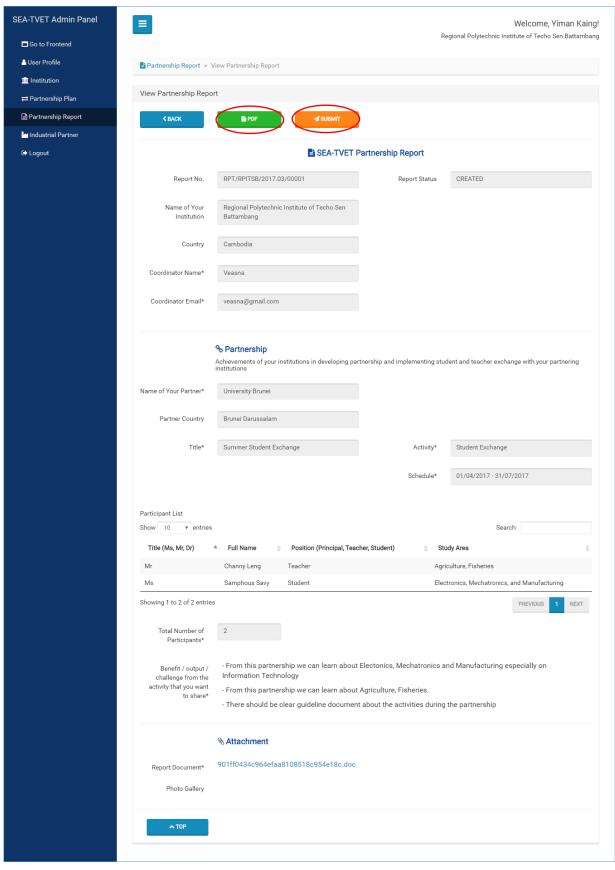


- You can click on this **GREEN** button to view this partnership report
- You can click on this **ORANGE** button to edit this partnership report
- You can click on this **RED** button to delete this partnership report

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

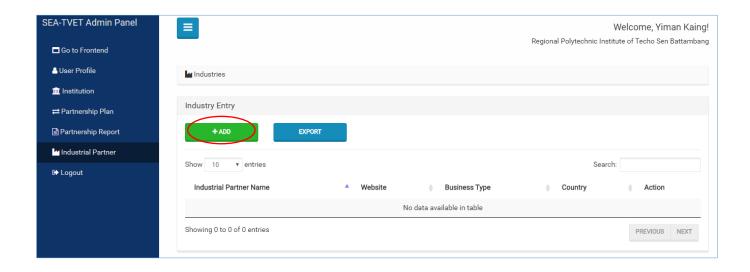


#### **INDUSTRIAL PARTNER**

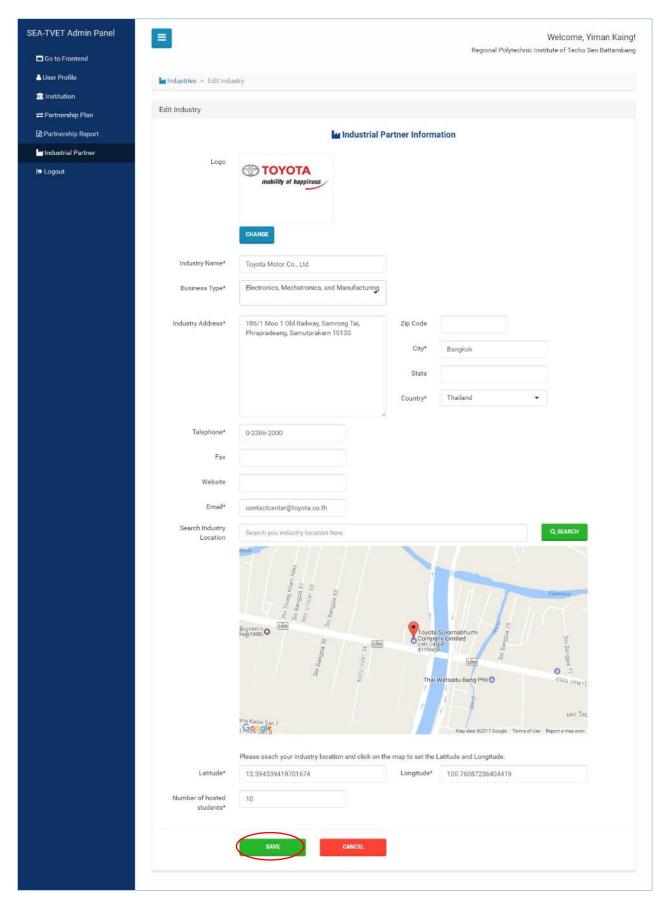
Industrial partners are companies or factories that your institution has internal relationship with.

You can list your industrial partners by follow these steps below

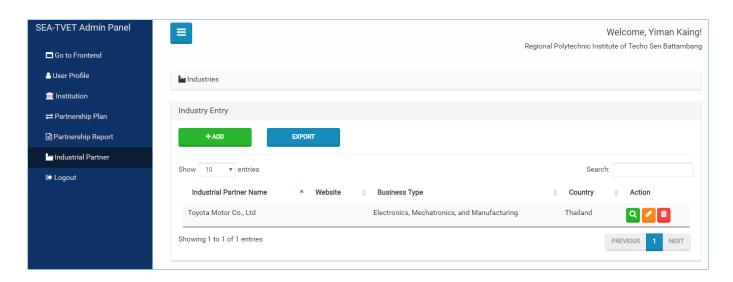
- 1) Go to INDUSTRIAL PARTNER on the left sidebar
- 2) Click ADD to add your industrial partner



#### 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 and then click on MOBILITY

In this page, there are three sections:

SEA TVET Overview

All countries

All study areas

Search Criteria

Study area of Consortium

Registered member(s)

**O** Legend

Institution

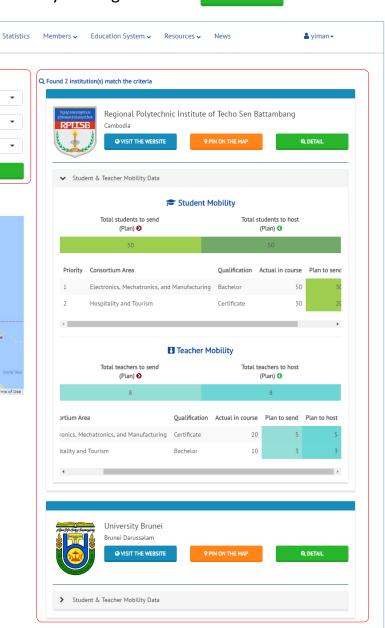
1. Search Criteria: You can search the institution by their country, name and study

area of Consortium.

2. Map : The institution location will display on the map.

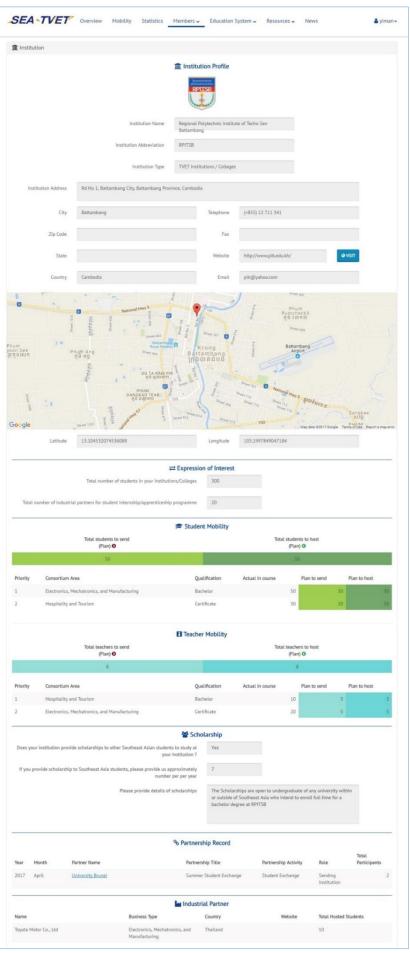
3. Search Result : The list of the institution will be displayed in this section.

You can see the detail of the institution by clicking on the



**Q** DETAIL

#### INSTITUTION DETAIL



#### Fully Supported By







#### **Our Partners**

























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