

CONCEPT NOTE AND PROGRAMME

1. Background

Since the launch of ASEAN integration in 2015, all Southeast Asian countries have positioned Technical and Vocational Education and Training (TVET) in the mainstream of education systems and setting it as a priority in their education agenda in view of the fact that this type of education plays an 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, which was 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 21st 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 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 internship placement programme and other collaborations**.

With the agreement of participating TVET institutions at the 2nd SEAMEO Polytechnic Network Meeting on 10 October 2017 in Chiangmai, Thailand, the 1st batch of SEA-TVET Student Internship Exchange had been successfully implemented with participation of 55 TVET students from 12 TVET institutions in Indonesia, Philippines, Thailand and Vietnam. The internship period was agreed for 30 days from 8 January to 5 February; and 20 January to 18 February 2018. The participating students were the students from Diploma, Higher Diploma and TVET Bachelor who are studying in Engineering, IT, Hospitality&Tourism, Business, Food Technology, and Agriculture. (Details of the 1st batch of SEA-TVET Student Internship Exchange can be seen in the Appendix I and from this link: <http://seatvet.seameo.org/news/19#>)

To evaluate the 1st batch of SEA-TVET Student Internship Exchange Programme, and identify commitments and implementation steps among participating institutions, the SEAMEO Secretariat in collaboration with the Politeknik Elektronika Negeri Surabaya (PENS) will organise the **3rd SEAMEO Polytechnic Network Meeting: Implementation for the 2nd Batch of SEA-TVET Student Internship Exchange and SEA-TVET 3-2-1 Dual Programme on 5-6 April 2018 at the PENS, Surabaya, Indonesia**.

2. Objectives of the Meeting

- 1) To share and learn the successful practices of student internship exchange from the participating institutions
- 2) To review and evaluate the implementation of the 1st batch of the SEA-TVET student internship exchange and identify the improvement and action plan for the *2nd batch of SEA-TVET student*

internship exchange to be implemented in August-September 2018.

- 3) To explore the possible model and implementation process of SEA-TVET 3-2-1 Dual Programme.

3. Participants

It is expected that the meeting will be attended by approximately 100 participants who are 50 international representatives and 50 Indonesian representatives who are management level (Director, Deputy Director, Head of Programme, Head of International Relations, Head of Academic Affairs and others) from TVET Colleges, Polytechnics, Universities of Technology in Indonesia, Thailand, Philippines, Vietnam and other Southeast Asian countries.

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

- Hospitality and Tourism
- Mechatronics/Electronics and Manufacturing
- IT/ Informatics
- Agriculture/Animal Science
- Food Technology
- Business
- Others as agreed by participating institutions

4. Expected Outcomes

- 1) Experiences and lessons learned are shared for future improvement of student internship exchange programme.
- 2) Details of implementation plan for the 2nd batch of SEA-TVET Student Internship 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) An agreement on the 2nd batch of SEA-TVET student internship exchange are signed between institutions
- 4) Agreements on the model and implementation process for SEA-TVET 3-2-1 Dual Programme

5. Tentative Programme

Wed 4 April 2018	Arrival of participants and check-in at the arranged hotel
Thurs 5 April 2018	3rd SEAMEO Polytechnic Network Meeting Focused Areas: Implementation for the 2 nd Batch of SEA-TVET Student Internship Exchange Venue: PENS
<i>08.30</i>	<i>Depart the hotel to PENS (A bus will be arranged by PENS)</i>
<i>08.30 – 09.00</i>	<i>Onsite registration for international and local participants</i>
09.00 – 09.30	Opening Session <ul style="list-style-type: none">• Welcome Speech by Mr Zainal Arief, Director, Politeknik Elektronika Negeri Surabaya• Speech by Dr Gatot Hari Priowirjanto, Director of SEAMEO Secretariat• Opening Speech by the Minister of Research Technology and Higher Education (TBC)• Group Photo

09.30 – 09.45	Introduction of the Participants and Programme by Dr Amang Sudarsono, Head of International Office, PENS
09.45 – 10.00	Overview of the 1st Batch of SEA-TVET Student Internship Exchange and Evaluation Results by Ms Piyapa Su-angavatin, Coordinator, SEAMEO Secretariat
10.00 – 10.15	<i>Coffee/tea break</i>
10.15 – 10.30	TVET Institutional Internationalisation By Mr Zambri, Director; and Dr Paryono, Deputy Director of SEAMEO VOCTECH
10.30 – 12.00	Sharing Experiences from the 1st Batch Participating Institutions Moderated by PENS (8-10 minutes presentation and voluntary basis) <ul style="list-style-type: none"> • Coordinating teachers and students from PENS • Indonesia • Philippines • Vietnam • Thailand
12.00 – 13.30	<i>Lunch</i>
13.30 – 15.00	Discussion on collaboration for the 2nd Batch of SEA-TVET Student Internship Exchange Moderated by Dr Gatot Priowirjanto, Director of SEAMEO Secretariat Areas of Discussion: <ul style="list-style-type: none"> • Study area • Level of students • Internship duration (extension to be more than 1 month?) • Programme structure • Improvement of coordination mechanism • Implementation timeline • Confirmation of participating institutions in the 2nd batch
15.00 – 15.15	<i>Coffee/tea break</i>
15.15 – 15.30	Discussions on collaboration for the 2nd Batch of SEA-TVET Student Internship Exchange (Continued) <ul style="list-style-type: none"> • Singing of agreement • Summary and next steps
15.30 -16.30	Study visit to PENS
18.00 onwards	<i>Dinner (Free programme and by own arrangement)</i>
Friday 6 April 2018	3rd SEAMEO Polytechnic Meeting Focused Areas: Implementation for SEA-TVET 3-2-1 Dual Programme Venue: PENS
08.30	Depart the hotel to PENS
09.00 – 11.30	Extension of SEA-TVET Student Internship Exchange Programme to a New Initiative “SEA-TVET 3-2-1 Dual Programme” <ul style="list-style-type: none"> • Concept presentation by Dr Gatot Priowirjanto, Director of SEAMEO Secretariat • Discussion on the following areas:

	<ul style="list-style-type: none"> ○ Programme model/structure ○ Potential study areas ○ Course content and accreditation arrangement ○ Criteria for participating institutions ○ Criteria for selecting students ○ Tuition fee agreement ○ Cost sharing agreement for students ○ Implementation timeline ○ Report and evaluation mechanism ○ Coordination mechanism ○ Other concerns
11.30-14.00	<i>Lunch and Pray Time</i>
14.00-15.30	Closing Session <ul style="list-style-type: none"> ● Signing of agreements ● Conclusion and next steps ● Closing speech

6. Lunch/Coffee Break Fees

Due to the budget constraints, the host organisation would like to request the contribution from the participating institutions to **partially support** the coffee breaks and luncheons for their participants. These rates are for international and Indonesian participants.

- 1-Day Participation: 15 USD/day or 205,000 IDR/person
(The programme of 5 April will be focused on the implementation of SEA-TVET Student Internship Exchange)
- 2-Day Participation: 25 USD/day or 341,900 IDR/ person
(The programme of 6 April will be focused on the model and implementation of SEA-TVET 3-2-1 Dual Programme)

The payment can be directly made to PENS staff at the on-site registration.

7. Funding Support

The host organisation will support the arrangement of meeting venue, resource persons, meeting kits, transportation between the hotel to PENS.

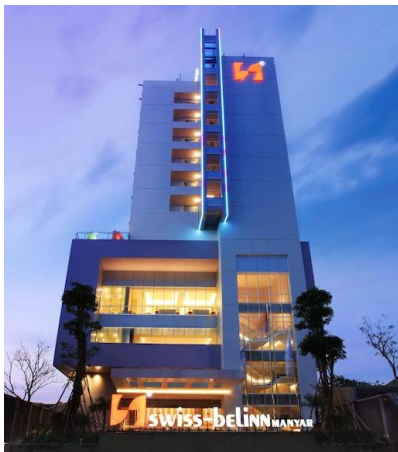
The travel expenses of international and Indonesian participants such as **return airfare ticket, hotel, taxi, and lunch/coffee break fees** in Surabaya should be supported by the participant's institution.

8. Administrative Arrangements

1) Accommodation

Hotel reservation will be made for all international participants at the **Swiss-Belinn Manyar Surabaya**.

Please indicate your room type in the Participation Form as attached. Participants are requested to be responsible for the hotel bills.



Address: Jl. Manyar Kertoarjo No.100, Manyar Sabrangan, Mulyorejo, Surabaya, East Java 60231

Approx. 3 km from PENS and 18 km from the Juanda International Airport, Surabaya.

Website: <https://www.swiss-belhotel.com/en-gb/swiss-belinn-manyar>

Room rate for deluxe-single and deluxe-twin: **588,000 IDR/night (or about USD 43/night)**

2) Transportation for airport transfer

The host organisation **is not able** to provide the transportation for airport transfer. The Swiss-Belinn Manyar Surabaya is about 18 km from the airport. The best way to go to the hotel is by local taxi at the airport which is about 150,000 IDR/ taxi.

However, if the participants would like to request the Pick-up Service from the hotel which will cost 220,000 IDR/person, please indicate the request in the Participation Form, and provide the flight details.

9. How to Participate

- a) To request the official invitation letter from SEAMEO, the interested TVET institutions can fill-up the following **Online Application Form** for expressing the interest to participate in the 3rd SEAMEO Polytechnic Network Meeting and the 2nd batch of SEA-TVET Student Internship Exchange. The online Application Form will be closed on 15 March 2018.

<http://bit.ly/applicationpolytechnicmeeting>

- b) 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.
- c) To confirm the participation, the institution can send the completed **“Participation Form”** by **Tuesday 20 March 2018**. The Participation Form can be sent to the SEAMEO Secretariat by email: secretariat@seameo.org; tvvet@seameo.org; (cc: piyapa@seameo.org; irin@staff.pens.ac.id)

The participating institutions should consider nominating at least 1-2 representatives who are the directorate or management level or the Head of International Relations/Student Exchange to participate in the meeting.

For additional information, the institutions can contact the focal persons at the SEAMEO Secretariat as in item 11.

10. Timeline

Activities	Schedule
1) Sending invitation to Ministries of Education, and institutions	23-26 February 2018
2) Closing date for the Online Application Form	15 March 2018

http://bit.ly/applicationpolytechnicmeeting	
3) Deadline for confirmation of international and Indonesian participants <ul style="list-style-type: none"> • Deadline for submitting "Participation Form" with information of hotel booking 	Tuesday 20 March 2018
4) Proper Meeting	Thu 5 - Fri 6 April 2018

11. Focal Persons

1) SEAMEO Secretariat

Ms Piyapa Su-angavatin, SEA-TVET Coordinator

Office: +66 2 391 0144

Mobile: +66 9 5165 5002 | Email: piyapa@seameo.org; tvvet@seameo.org

2) Politeknik Elektronika Negeri Surabaya (PENS)

Ms Irin Tri. Anggraini

Office Phone: +62 31 594 7280 ext 7106

Office Fax: +62 31 594 6114

Mobile: +62 856 4926 0096

Email: irin@staff.pens.ac.id

Summary of the 1st Batch of SEA-TVET Student Internship Exchange (January-February 2018)

1. Background

The 1st Batch of TVET Student Internship Exchange was agreed by the participating institutions at the 2nd SEAMEO Polytechnic Network on 10 October 2017 at the Rajamangala University of Technology Lanna, Chiang Mai, Thailand. The meeting aimed to:

- Share and learn the successful practices of student and teacher exchange from the participating institutions
- Review and evaluate the implementation of the student and teacher exchange of SEAMEO Polytechnic Network
- Discuss and plan for the student exchange to be implemented in January 2018.

The meeting was attended by 60 representatives who are management level (Directors, Deputy Directors, Heads of Programme, Heads of International Relations, and Heads of Academic Affairs) from TVET colleges, polytechnics, universities of technology in Indonesia, Philippines, Vietnam and Thailand. This also included representatives from Ministry of Higher Education, Malaysia, and Ministry of Research Technology and Higher Education, Indonesia.

2. Objectives of the SEA-TVET Student Internship Exchange

The objectives of the SEA-TVET Student Internship Exchange are:

- To enhance global competitiveness, employable opportunities and knowledge & technical skills of TVET students
- To improve inter-cultural understanding, regional perspectives, and English communication of TVET students
- To improve institutional internationalisation and create a sustainable partnership platform among polytechnics and TVET colleges/institutions in Southeast Asia.

3. Participating Institutions and Students

The 12 institutions from Indonesia, Philippines, Thailand and Vietnam confirmed the participation of 55 students in the 1st batch TVET Student Internship Exchange programme. The internship period started in January and February 2018 for 30 days. The participating institutions were as follows:

Institutions	Number of Sending Students	Number of Receiving Students
Indonesia		
College of Informatics & Computer Indonesia (STIKI Malang), Malang	2	1
Islamic University of Kalimantan Banjarmasin, South Kalimantan	5	3
Politeknik Elektronika Negeri Surabaya, Surabaya	2	2
Sebelas Maret University, Surakarta	4	1
STMIK Bina Insani, Tangerang Provinsi Banten	3	4
Universitas Muhammadiyah Purwokerto, Yogyakarta	4	4
Universitas Negeri Padang, West Sumatra	3	7
<i>Total of Indonesia</i>	<i>23</i>	<i>22</i>
Philippines		
Pangasinan State University, Pangasinan	22	25
Tarlac Agricultural University, Manila	5	1

<i>Total of Philippines</i>	26	26
Thailand		
Buriram Rajabhat University, Buriram Province	3	3
Eastern Technological College (E-TECH), Chonburi Province	0	3
<i>Total of Thailand</i>	3	6
Vietnam		
Hoa Sen University, Ho Chi Minh City	2	1
<i>Total of Vietnam</i>	2	1
Grand Total	55	55

The above 55 students are from Diploma, Higher Diploma and TVET Bachelor level. The study areas of the students are as follows:

Study Areas	Indonesia	Philippines	Thailand	Vietnam	Total
Electronic/Mechanical/ Electrical/ Technical Engineering	8	2	-	-	10
IT /Informatics	7	1	-	-	8
Civil Engineering	2	4	-	-	6
Hospitality & Tourism	-	8	-	2	10
Food Technology	-	3	-	-	3
Business Administration	4	5	3	-	12
Home Technology/ Culinary	1	2	-	-	3
Agriculture	-	1	-	-	1
Animal Husbandry	1	-	-	-	1
Economic Education	1	-	-	-	1
Total	24	26	3	2	55

4. Internship Duration and Programme Structure

The period of the 1st Batch TVET Student Internship Exchange conducted for 1 month or 30 days. The duration schedules of internship were as follows:

- 1st Travel Group: 8 January – 5 February 2018 (30 days)
- 2nd Travel Group: 20 January – 18 February 2018 (30days)

Within 30 days or 4 weeks of internship exchange period, the programme consisted of the following components:

- 1st week: Orientation, observing class at the receiving institutions
- 2nd – 4th week: Internship with companies arranged by the receiving institutions
- Excursions/cultural visits during the weekend.

5. Cost Sharing Agreement

The programme is based on a cost sharing basis. The parents have to support in arranging the airfare ticket, meals/daily allowance, passport fee, and international health insurance of the participating students.

The receiving institutions will be responsible for accommodation and transportation service from and to the nearest

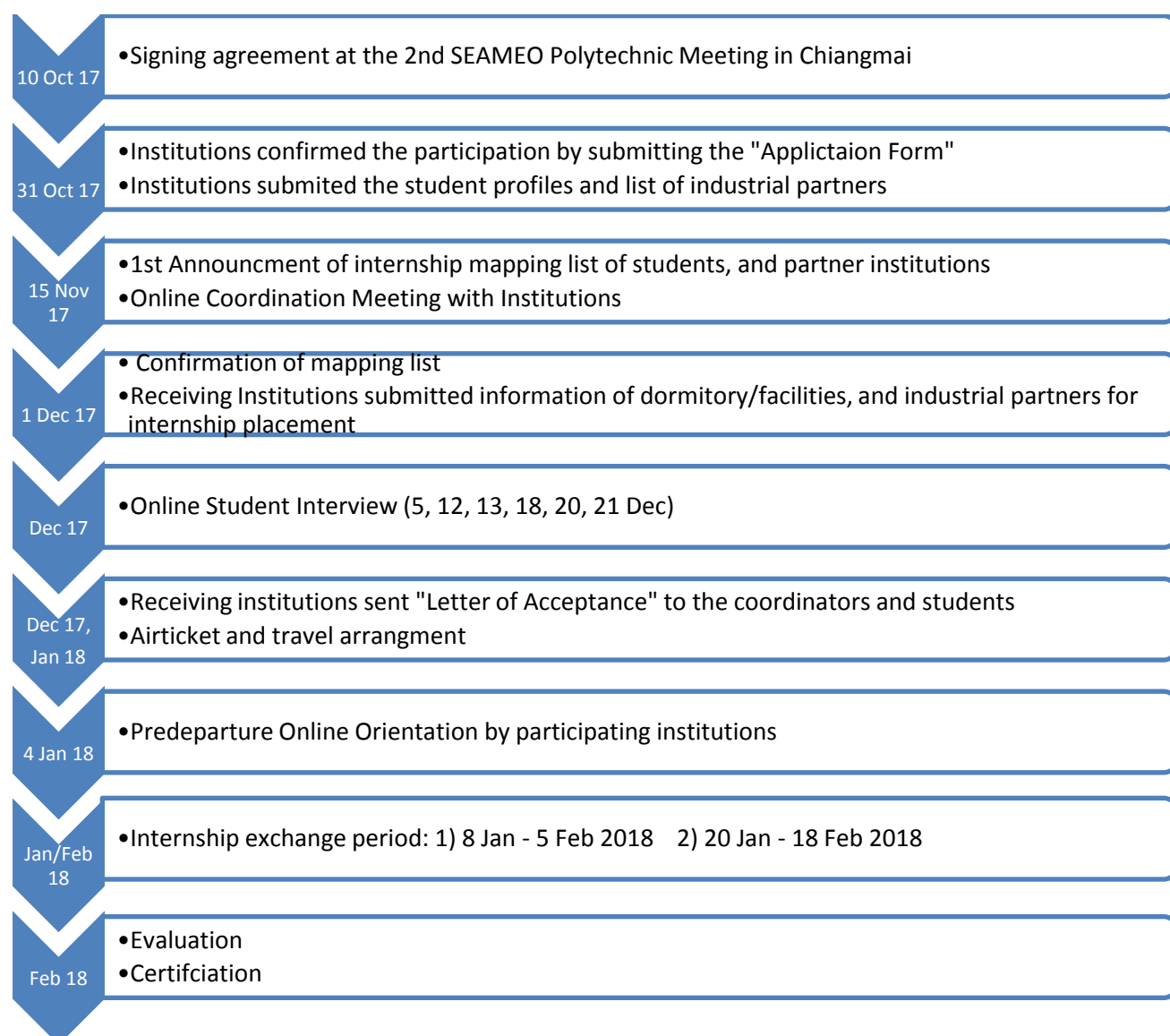
airport, tuition fees and expenses of other learning activities.

6. Coordination Mechanism and Implementation Procedures

According to the 3rd High Officials Meeting on SEA-TVET hosted by the Ministry of Education of Malaysia in Kuala Lumpur on 23-25 May 2017, the High Officials suggested the SEAMEO Secretariat to serve as a Coordinating Agency for facilitating the process of TVET student exchange among the participating institutions in Southeast Asia.

Therefore, the roles of SEAMEO Secretariat in this programme covering general coordination, starting from the signing of agreement at the 2nd SEAMEO Polytechnic Network Meeting in October 2017 until the actual student exchange in January-February 2018. This included mapping the list of students for internship exchange, based on level of education, study area, and availability of company for internship, arrangement of online orientation, evaluation and certification.

The total time frame for coordination and implementation was about 3-4 months. The implementation process can be summarised as follows:



7. Key Success Factors

The 1st Batch of SEA-TVET Student Internship Exchange was conducted successfully with the strong cooperation and commitment of the participating institutions. It can be concluded that the key success factors are as follows:

- Coordination and commitment of participating institutions and coordinators
- Closed coordination and communication between SEAMEO and participating institutions
- Excellence cooperation from coordinating teachers, mentors, and students
- Selection of qualified and enthusiastic students to participate in this programme
- Selection of international industrial partners to receive the students
- Individual online interview for all students to clarify the needs of industrial internship, and readiness of traveling
- Flexibility in accepting the students by the receiving institutions
- Excellence hospitality and accommodation arrangement of the receiving institutions
- Mentoring teacher and buddy assignment for students

8. Challenges

The challenges of this programme are as follows:

- Different academic period
 - Difficulty for mapping the study areas and qualification levels of students among institutions from different countries
 - Overwhelming of administrative coordination
 - Selection of qualified students in English and academic performance
 - Selection of international industrial partners for internship placement
 - Understanding of participating institutions in the implementation mechanism
 - Tight timeline
 - Communication and coordination
 - Follow-up of reports from students and coordinators
-