



SEAMEO VOTTECH
Southeast Asian Ministers of Education Organisation
Regional Centre for Vocational and Technical Education and Training
Brunei Darussalam

ANNUAL REPORT FY 2013-2014

TRANSFORMING VTET IN THE 21ST CENTURY
"Together We Excel"

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Chairman's Endorsement To the SEAMEO Council President

Your Excellency Prof Dr Pham Vu Luan

SEAMEO Council President
Minister of Education and Training
49 Dai Co Viet Street, Hai Ba Trung
Hanoi, Vietnam

Your Excellency,

The Governing Board is pleased to submit the SEAMEO VOCTECH Regional Centre Annual Report for Fiscal Year 2013-2014.

The report contains the accomplishments of the Centre for the concluding fiscal year of the 4th Five Year Development Plan. It was unanimously approved by the Governing Board Members representing the Southeast Asian member countries during its regular meeting from 1 – 3 October 2013 in Ha Long City, Quang Ninh Province, Vietnam.

The programmes and services undertaken by the Centre are presented based on the 4th Five-Year Development Plan Key Result Areas: Training for Professional Development, Research and Development, Knowledge Management and Information Sharing, Networking and Partnerships, Organisational Capacity and Financial Viability and Management.

We are hoping that the accomplishments presented in this report meet the Council's high expectations in the Centre's capability to assist in enhancing the TVET System of SEAMEO member countries.

On behalf of the Governing Board Members, I wish to extend our gratitude for the Council's continuous support, trust, and confidence to the Centre.

Best regards,

PG DR. HJ MD ESA AL-ISLAM BIN PG HJ MD YUNUS

Chairman. Governing Board
SEAMEO VOCTECH Regional Centre
Brunei Darussalam



Centre Director's Endorsement To the Governing Board Chairman

Yang Mulia Pg Dr. Hj Md Esa Al-Islam Bin Pg Hj Md Yunus

Chairman, Governing Board
SEAMEO VOCTECH Regional Centre
Brunei Darussalam

Dear Mr. Chairman,

Fiscal Year 2013 – 2014 is the last year of the SEAMEO VOCTECH's 4th Five-Year Development Plan. I am greatly honoured to present to the Governing Board the accomplishments of the Centre in the culminating year of the five-year plan.

The Annual Report for Fiscal Year 2013-2014 is a documentation of the events, programmes and services the Centre has undertaken to meet its mandate of strengthening and improving the quality of vocational and technical education and training in Southeast Asia through human resources development, research and information sharing.

In reference to the Five-Year Development Plan, the accomplishments presented in this report are categorized by the following Key Result Areas: Training for Professional Development, Research and Development, Knowledge Management and Information Sharing, Networking and Partnerships, Organisational Capacity, and Financial Viability and Management.

We are hoping that the accomplishments presented in this annual report will merit the Governing Board's endorsement to the SEAMEO Council

On behalf of the management and staff of the Centre, I would like to express our deepest appreciation to the SEAMEO VOCTECH Governing Board Members for the continuous support extended to us in implementing our programmes and services.

"Together We Excel"

Very truly yours,

HJ MD SHARIFUDDIN BIN HJ MD SALLEH

Centre Director
SEAMEO VOCTECH REGIONAL CENTRE
Brunei Darussalam

Executive Summary

KRA 1: Training for Professional Development

SEAMEO VOCTECH Regional Centre has implemented 47 training programmes for Fiscal Year 2013-2014. This is an increase of 67.86% from the previous year of 28 training programmes. The number of participants also increases by 15.67% from 1,021 last year to 1,181 for this fiscal year. The participants comprised of education policymakers, education and training institution administrators, teachers, instructors, lecturers and other VTET implementers. These training programmes are classified as regional, in-country, customised, special and forum/seminar/workshop. Of the overall total, 640 are female comprising 54.2% while the male participants comprised 45.8% or 541. Participants who attended the regular training programmes are from SEAMEO member countries except Timor Leste.

KRA 2: Research and Development

The research and development activities of the Centre includes conducting research studies, presenting research paper in conferences and forums, and conducting a training e on research-related themes. The Centre regularly conducted the Institutional Research to Measure Customer Satisfaction Index (CSI) which is intended to generate participants' backs for regular, in-country, and customised training programmes during FY 2013-2014. During the Fiscal Year 2013-2014, with the assistance of SEAMEO VOCTECH, Department of Technical Education, Ministry of Education, Brunei Darussalam, was able to complete a study on the "Transferable Skills in Brunei Darussalam". Representatives of the Centre presented various research works to different conferences conducted by international organisations. Seven research works were presented to by Centre representative to different conferences and two research training programmes were conducted for this fiscal year attended by total of 63 participants.

KRA 5: Knowledge Management and Information Sharing

The Centre issued its regular print publications during the fiscal year which includes the SEAMEO VOCTECH newsletter – The Digest (July-December Issue 2013 and January-June Issue 2014), Training Information Guide 2013-2014, Annual Report 2012-2013 and the 24th Governing Board Meeting Final Report. Other print publication issued this fiscal year is the book “TVET Teacher Education” which is a compilation of the issues and challenges of teacher training in Southeast Asian based on the presentations by the representative of each country during the Experts Meeting organised by SEAMEO VOCTECH in collaboration with UNESCO-UNEVOC. Leading media organisations, both print and broadcast media, continued to be a partner in disseminating the important events in the Centre. The opening and closing programme of the regional, customised and special training programmes, including the forums and conferences were always covered by the media organisations.

KRA 4: Networking and Partnership

Centre officials attended the following SEAMEO meetings as part of its obligations and networking and partnership activities. The Centre Directors Meeting (CDM) was held from 1 – 3 July 2013 and the 36th High Officials Meeting was held from 18 – 20 February 2014 both in Bangkok, Thailand. The 24th SEAMEO VOCTECH Governing Board Meeting was held on 1 – 3 October 2013 in Ha Long City, Vietnam with the Honorable Prof. Dr. Bui Van Ga, Vice Minister of Education and Training, Vietnam as the guest of honor. The Governing Board was able to approve four resolutions, and also acknowledged the proposed initiatives of the Centre and the reports on the implementation of its programmes and services. As part of its obligations as a SEAMEO regional centre for VTET and to its partners, the Centre representatives were invited as a keynote speaker and/or as a participant in meetings, conferences and workshops, and was able to visit educational institutions that deal with the development of VTET in the region and beyond. The Centre signed two new partnership agreements with institutions in China during the visit of the Centre Director. Another agreement was also signed with the Oak Tree Simulations, LLC, USA., a private industry institution from USA. The areas of agreement among the partners include joint implementation of training programmes, collaborative research projects, exchange of expertise and students, and resource and information sharing.

KRA 5: Organisational Capacity

The Centre has a total staff complement of 47 management and support staff distributed among the different offices and divisions. The upgrading of the professional competencies and the physical and spiritual well-being of the staff has been at the forefront of the Centre's strategy in strengthening its organisational capacity. Centre staffs attended local and international training programmes, conferences and forums as participant, resource person or keynote speaker. As a means of spiritual renewal, the staff continuously practiced the Thursday Prayers or "Tahlil" Prayers and the observance of all Islamic religious celebrations. The staff's regular physical fitness programmes showed good participation every Saturday of the month. In terms of infrastructure development, the Centre undertook some improvements in its physical facilities through upgrading the Front entrance and car porch and the opening of the 'Serenity Garden'. To maintain assurance to quality standards, re-certification audit was conducted by SAI Global from 12th until 14th November 2013.

KRA 6: Financial Viability and Management

SEAMEO VOCTECH recorded an increase in its total income from B\$1.8 million in 2013 to B\$2.1 million mainly due to the increase of income from Income Generating Activities (IGF) held during FY 2013/2014.

As of 30 June 2014, 65% of the Total Income of the Centre was contributed by the Government of Brunei Darussalam, and 34% were generated from Income Generating Activities (IGF) and the remaining 1% was from Endowment Fund provided by SEAMEO Secretariat.

Future Agenda

The Centre will continue to strengthen its efforts on the three main services: training, research and development, and information sharing. One significant development that the Centre will undergo is the implementation of 5th Five-Year Development Plan Fiscal Years 2014/2015 – 2018/2019. The Fiscal Year 2014/2015, marks the 1st year of its implementation. Among the initiatives the Center will undertake in the coming fiscal year include innovating the training programmes, solicit relevant and flagship research partners, update the list of research funding donors, publish reliable and updates printed materials to inform (and promote to) stakeholders inside and within the region of accomplishments, publish thematic materials on contemporary issues and manuals in TVET, enhance a database for existing and potential pool of resource person, develop and implement international relations programme, establish an attractive marketing package for the local and international markets and Initiate environmental awareness programmes. All strategies will be implemented under Five (5) Key Results Area in the 5th Five-Year Development Plan, namely; Professional Development, Research and Development, Knowledge Management, Organisational Sustainability as well as Visibility and Social Responsibility.



KRA 1:

Training for Professional Development



Key Result Area 1

Training for Professional Development

SEAMEO VOCTECH Regional Centre implemented 47 training programmes for Fiscal Year 2013 - 2014. This is an increase of 67.86% from the previous year of 28 training programmes and increase in the number of participants by 15.67% from 1,021 last year. The participants comprised of education policymakers, education and training institution administrators, teachers, instructors, lecturers, and other VTET implementers. These training programmes are classified as regional, in-country, customised, special and forum/seminar and workshop.

Regional Training Programmes

Five regional training programmes were conducted by the Centre for Fiscal Year 2013 - 2014. The training programmes were based on the themes selected by the Governing Board from a list covering five training areas pertaining to curriculum design and evaluation, research and development, training and assessment, management, and information and communication technology. The themes for each training area are provided in the 4th



The participants of the regional training programme ongoing discussion with one of the Centres' Specialist.

Five-Year Development Plan for Fiscal Years 2009 - 2010 to 2013 - 2014. Compared to the previous fiscal year, where there were four, this year there were five training programmes that were conducted this year which were selected by the Governing Board. Furthermore, a training programme was developed in combination of training themes; information and communication technology and management. All the training programmes were attended by 139 participants which is 8.3% more than the previous year's with 109 attendees. The increase in the number of participants is due to the acceptance of fee-paying participants in almost all of the regional training programmes. The participants came from the SEAMEO member countries except Timor Leste.

Table 1 – Regional Training Programmes, FY 2013 – 2014

NO	TITLE	DATE	PARTICIPANTS BY SEAMEO MEMBER COUNTRIES											
			BRU	CAM	IND	LAO	MAL	MYA	PHI	SIN	THA	VIE	CHI	Total
1	Development of Learning Package to Enhance Student-Centered Learning	24 June – 6 July 2013	10	1	-	1	4	1	2	2	2	1	2	26
2	Technical Skills Upgrading Programme in Industry Electronics (in Collaboration with TEMASEK and ITEES)	19 Aug – 6 Sept 2013	8	2	4	2	6	2	2	-	2	2	-	30
3	Effective Application of MOODLE Learning Management System in Delivering Rich Media Learning Content	21 Oct – 2 Nov 2013	19	1	2	1	2	1	2	2	2	1	-	33
4	Enhancing the Corporate Image of Educational Institutions	3 – 15 Feb 2013	10	1	2	1	2	1	2	2	2	1	-	24
5	Essential Research Competencies for Innovative Policymakers	7 – 19 Apr 2014	10	1	2	1	4	1	2	2	2	1	-	26
TOTAL		57		6	10	6	18	6	10	8	10	6	2	139
*BRU – Brunei CAM – Cambodia IND – Indonesia LAO – Lao PDR					MAL – Malaysia MYA – Myanmar PHI – Philippines SIN – Singapore					VIE – Vietnam				

In-Country Training Programmes

To expand the reach and meet the specific training needs of SEAMEO member countries, the Centre provided in-country training programmes which are solely attended by VTET practitioners in the host country. From a list of training themes, the host country will select one programme and share the cost with the Centre.

For this fiscal year, the recipients of the in-country programme are Vietnam, Malaysia and Philippines. A total of 120 participants attended the in-country training programmes which is a decrease of 36.1% than last year's 188 participants. Table 2 presents the training programme title, date, requesting SEAMEO member countries and the distribution of participants by gender.



A group photo of in-country training participants from Malaysia.

Table 2 – In-Country Training Programmes, FY 2013 - 2014

NO	Title	Date	SEAMEO Member Countries	No. of Participants by Gender		
				Male	Female	Total
1.	Conducting an Impact Study for a Project/Intervention	12 – 17 Aug 2013	Philippine	23	14	37
2.	Facilitating Classroom Teaching & Learning Through Technology & Learning Management Systems (LMS) in Vocational Institution	9 – 14 Mar 2014	Malaysia	17	12	29
3.	Marketing Strategies for Educational Organisation	9 – 13 June 2014	Vietnam	34	20	54
	TOTAL			74	46	120

Customised Training Programmes

Customised training programmes are designed to meet the internal capability-building needs of the staff or stakeholders of a requesting organisation. The courses are selected from the list of training themes for regional and in-country training programmes or developed based on the specific training needs of a requesting organisation.



Discussion amongst participants and the Resource Person during one of the DACUM workshop.

For this Fiscal Year, there were 21 customised training programmes conducted by the Centre which is a great increase of 133.3% compared to last year's 9 training programmes. A total of 429 participants have attended these training programmes which is higher by 151% than last year's 171 participants. All of the customised training programmes were conducted for Brunei

Darussalam's VTET teachers and staff of the Ministry of Education, Department of Technical Education, religious teachers and staff of the Ministry of Religious Affairs, staff of the Prime Minister's Office, and the general public.

Table 3 shows the customised training programme conducted for this fiscal year, the date, the venue and the distribution of participants by gender.

Table 3 – Customised Training Programmes, FY 2013 - 2014

NO	TITLE	DATE	Venue	No. of Participants by Gender		
				Male	Female	Total
1	Getting Professional with Digital Photography for Ministry of Defence	9 – 12 Sep 2013	Brunei	14	1	15
2	ISO 9001:008 Internal Auditor Training	23 – 26 Sep 2013	Brunei	10	7	17
3	Effective Blended Teaching and Learning Approach to Course Delivery for Politeknik Brunei – (Batch 1)	22 – 26 Sept 2013	Brunei	5	15	20

4	Techniques for writing Working Paper Reports for Ministry of Religious Affairs	28 – 31 Oct 2013	Brunei	13	16	29
5	Continuous Professional Development Programme for DTE Teachers on Authentic Teaching, Learning and Assessment (ATLAS) – Batch 2	18 – 30 Nov 2013	Brunei	1	9	10
6	Video Editing with Videopad for Ministry of Religious Affairs	19 – 25 Nov 2013	Brunei	19	6	25
7	Effective Blended Teaching and Learning Approach to Course Delivery for Politeknik Brunei – Batch 2	23 – 29 Nov 2013	Brunei	12	8	20
8	Curriculum Design, Development and Assessment Programme (Part 1: DACUM Process) @ITE College Central, Singapore	9 – 13 Dec 2013	Brunei	5	5	10
9	Curriculum Design, Development and Assessment Programme (Part 2: Assessment & Live DACUM Workshop)	17 Feb – 7 Mar 2014	Brunei			
10	Continuous Professional Development Programme for DTE Teachers on Authentic Teaching, Learning and Assessment (ATLAS) – Batch 3	13 – 25 Jan 2014	Brunei	2	10	12
11	Internet and Computing Core Certification (IC3) for Ministry of Religious Affairs	20 – 29 Jan 2014	Brunei	9	11	20
12	Techniques for Writing Letters, Minute, Memo & Filing for Ministry of Religious Affairs	3 – 6 Feb 2014	Brunei	5	27	32
13	Continuous Professional Development Programme for DTE Teachers on Authentic Teaching, Learning and Assessment (ATLAS) – Batch 4	3 – 14 Feb 2014	Brunei	6	6	12
14	Assessment of Student's Competency for Politeknik Brunei	12 – 21 Feb 2014	Brunei	7	13	20
15	Effective Curriculum Development and Evaluation for Politeknik Brunei	25 Feb – 3 Mar 2014	Brunei	15	6	21
16	Public Relations at Government Organisation for Ministry of Religious Affairs	10 – 13 Mar 2014	Brunei	17	14	31
17	Effective Method in Writing Working Paper, Report & Minutes of Meeting for Ministry of Religious Affairs	12 – 15 May 2014	Brunei	13	16	29
18	Basic Usage of Microsoft Excel 2010 for Ministry of Religious Affairs	19 – 21 May 2014	Brunei	10	30	30
19	Database Programme: MS Access for Ministry of Religious Affairs	19 – 24 May 2014	Brunei	11	19	30

20	Strengthening the Role of IGS Teachers in TVET	28 May & 4 June 2014	Brunei	17	15	32
21	Development of Electronic Books for Digital Libraries (in Collaboration with SEAMOLEC)	2 – 4 June 2014	Brunei	6	8	14
TOTAL				197	232	429

Special Training Programmes

Special training programmes are conducted by the Centre for the public or for a specific group of clients. These training programmes are classified as community service/corporate social responsibilities or externally funded/donor programmes.

Community Service Programmes deal on the contemporary educational, technological and developmental trends, issues and challenges. The courses are offered free of charge to the participants as part of the Centre's corporate social responsibility.



One of the participants with the resource person during the Workshop on Mailmerge for Civil Service Institute

Externally Funded Programmes are provided jointly by SEAMEO VOTTECH and a partner organisation to meet the needs of specific target beneficiaries. These programmes are funded by the partner organisation. For this Fiscal Year 2013-2014, The Centre conducted 1 community service/corporate social responsibilities and 13 external funded/donor special training programmes throughout the year.

Shown in Table 4 are the special training programme title, date, the venue and the distribution of participants by gender.

Table 4 – Special Training Programmes (Community Services/External Funded)

NO	Title	Date	Venue	No. of Participants by Gender		
				Male	Female	Total
a) Community Services / Corporate Social Responsibilities						
1.	Consultation on Visioning Process and Strategic Plan Enhancement for Politeknik Brunei	27 Mar 2014	Brunei	10	8	18
b) External Funded / Donor						
2.	Mailmerge for Civil Service Institute	1 – 2 Jul 2013	Brunei	4	8	12
3.	Microsoft Powerpoint for Civil Service Intstitute	1 – 3 Oct 2013	Brunei	11	4	15
4.	Microsoft Powerpoint for Civil Service Institute	4, 6 & 7 Nov 2013	Brunei	1	14	15
5.	Mailmerge for Civil Service Institute	2 – 3 Dec 2013	Brunei	6	11	17
6.	Workshop on “Integration of Transferable Skills in TVET Curriculum, Teaching, Learning & Assessment (Sponsored by British Council and British High Commission)	13 – 15 Mar 203	Brunei	16	5	21
7.	Unleashing 21 st Century Learning with windows in Classroom Readiness to Educators – (Batch 1) in collaboration with Microsoft (B) Sdn Bhd	31 Mar 2014	Brunei	2	18	20
8.	Unleashing 21st Century Learning with windows in Classroom Readiness to Educators – (Batch 2) in collaboration with Microsoft (B) Sdn Bhd	1 April 2014	Brunei	8	12	20
9.	Unleashing 21st Century Learning with windows in Classroom Readiness to Educators – (Batch 3) in collaboration with Microsoft (B) Sdn Bhd	2 April 2014	Brunei	7	12	19
10.	Unleashing 21st Century Learning with windows in Classroom Readiness to Educators – (Batch 4) in collaboration with Microsoft (B) Sdn Bhd	3 April 2014	Brunei	7	13	20
11.	Mailmerge for Civil Service Institute	5 – 6 May 2014	Brunei	6	10	16
12.	Microsoft Powerpoint for Civil Service Institute	6 – 8 May 2014	Brunei	5	9	14
13.	International Forum on Enhancing Corporate Image and Study Visits by Teachers’ Organisation of the Philippines	12 – 15 May 2014	Brunei	2	17	19
14.	Mailmerge for Civil Service Institute	24 – 25 Jun 2014	Brunei	4	14	18
Total				89	155	244

Forums/Seminar and Workshop

The Centre conducted three regional forums and one regional seminar during the fiscal year attended by 249 participants. This is two forums and seminar/workshop more compared to last year. In terms of total number of participants, this year is slightly higher by 5.5% than last year's 236 participants.



The panel speakers and moderator during one of the regional forum.

Except for the seminar, the three forums were integral part of the regional training programmes.

Prominent local and international resource persons from industry and education sectors were invited to share their ideas on the main topic. The forums were attended not only by the participants of the regular training programme but also by invited educators and other interested persons.

Shown in Table 5 are the forum title, date, the venue and the distribution of participants by gender.

Table 5 – Forums and Seminar/Workshop Conducted, FY 2013 - 2014

NO	Title	Date	Venue	No. of Participants by Gender		
				Male	Female	Total
1.	Regional Forum on Student-Centered Learning: Issues and Challenges	3 July 2013	Brunei	29	35	64
2.	Regional Seminar on Virtual Learning, Hybrid Learning, Online Learning: Challenge in Planning and the Technologies for Creating Resources to support Online and Offline Teaching and Learning.	24 October 2013	Brunei	30	55	85
3.	Regional Forum on “The Best and Unique practices in Corporate image	11 Feb 2014	Brunei	19	29	62

	Building for Educational Institutions”					
4.	Regional Forum on “Research and Policy Making:Connecting the Missing Links”	15 April 2014	Brunei	9	12	38
Total				105	144	249

Summary of Training Programmes Conducted

Overall, the Centre was able to conduct 47 training programmes attended by 1,181 participants. Of the overall total, 640 are female comprising 54.2% while the male participants comprised 45.8% of 541. The summary of the training programmes conducted for Fiscal Year 2013 – 2014 is shown in Table 6.

Table 6 – Summary of Training Programmes Conducted, FY 2013 - 2014

Type	Number of Training Programmes	Gender		Total
		Male	Female	
Regional	5	76	63	139
In-Country	3	74	48	120
Customised	21	197	232	429
Special	14	89	155	244
Forum	4	105	144	249
Grand Total	47	541	640	1,181



KRA 2:

Research and Development



Key Result Area 2

Research and Development

The research and development activities of the Centre includes conducting research studies, presenting research paper in conferences and forums, publishing a research work and conducting a training programme on research-related topics. These activities supported the Centre in fulfilling its mandate as a regional centre for vocational technical education.

Research Conducted

The Institutional Research to measure Customer Satisfaction Index (CSI) which is intended to generate participants' feedbacks for regional, in-country and customised training programmes was regularly conducted by the Centre during FY 2013 – 2014. This evaluation was administers during the first half and at the end of the programme. The results of the “first half of the programme” evaluation were used to make adjustments while the programme is on-going, while the “end of the programme” evaluation will be used to enhance future programmes. The indicators of the CSI are organization and planning, instructional delivery, contents, facilitator, and the usefulness of the session. Two research projects were conducted for this FY 2013-2014 are as follows:

- **TRANSFERABLE SKILLS IN TVET IN BRUNEI DARUSSALAM.**

In Brunei Darussalam, transferable skills are called life skills which were previously known as common skills. These skills have been integrated in the Technical and Vocational Education and Training (TVET) system in the country for more than 12 years. During the Fiscal Year 2013/2014, SEAMEO VOCTECH in coordination with UNESCO Bangkok and Regional Cooperation Platform (RCP) conducted a research project on this area by investigating the status of its implementation including how these skills are perceived, addressed and integrated in teaching and learning. The methods of the study included document analyses and interviews to 25 administrators, teachers, curriculum developers, government officials, and experts. The interview investigated around their involvement and experience in integrating transferable skills in TVET according to their roles. Using content analysis, a report was produced that highlights salient findings in response to the research

questions on the current status of its implementation, issues and challenges, and areas for improvements.

- **ENHANCING RESEARCH NETWORK THROUGH COLLABORATIVE RESEARCH ON TRANSFERABLE SKILLS IN SIX SELECTED SOUTHEAST ASIAN COUNTRIES.**

This research project focused on the integration of transferable skills which a follow up and an extension of the study in Brunei Darussalam. This follow up activity of a collaborative research project was funded by British Council and British High Commissioner.

This project will focus on a follow up study and a meta-analysis to solicit lessons learned from six SEAMEO member countries namely Brunei Darussalam, Indonesia, Malaysia, Philippines, Thailand, and Vietnam. In addition, the project also included a workshop to develop models for the integration of transferable skills in TVET curriculum, teaching-learning processes, and assessment.



Discussion among the participants during the Transferable Skills Workshop



Group photo with the invited guests and researchers during the opening ceremony of the Transferable Skills Workshop.

The follow up study employed both qualitative and quantitative methods. The workshop was participated by 24 participants representing the 6 Southeast Asian countries, Brunei Darussalam, Indonesia, Malaysia, Philippines, Thailand, and Vietnam. From the UK was represented by two experts on life skills from Vocational and Technical Charitable Trust (VTCT), a UK Certification Body and also one from British

Council. UNESCO Bangkok, as the partner in organising this workshop also invited representative from various organisations and companies/industries such as Pearson, FTI, QLF, and RTI. A representative from SEAMEO Secretariat and from Brunei Embassy in Thailand also attended the Opening Ceremony.

During the two-day workshop, the country researchers presented their country report, followed by the presentation and workshop from UNESCO Bangkok and VTCT UK (Dr. Stephen Vickers and Dr. Nic Robinson). The workshop order started with the integration of transferable skills in TVET curriculum, followed by the integration of transferable skills in teaching and learning, and finally on how to monitor and assess transferable skills. Based on these presentations and workshop, SEAMEO VOCTECH has produced a comparative study report of transferable skills in TVET, including the models of the integration.

Research Works Presented

Several researches were presented by invited Centre representative to different conferences conducted by international organisations. The abstracts of the different research works presented during the Fiscal Year 2013 – 2014 are as follows:

- a. Delivered a paper, **“Mixed Methods Research in Education and Training: Southeast Asian Experience”** at the *International Mixed Methods Symposium*, Tokyo, Japan, on 20 October 2013.
- b. Delivered a paper, **“Anticipating ASEAN Economic Community 2015: SEAMEO VOCTECH’s initiatives on human resources development and recognition of professional qualifications”** at Regional Conference on Vocational Teacher Education, Shanghai, China on 24-25 October 2013.
- c. Delivered a paper, **“Regional Approaches and Initiatives on Education and Training for TVET Teachers and Instructors”**, at the International Experts Meeting on *“Professionalisation and Modernisation in initial and in-service training of TVET personnel in ASEAN”*, Bangkok, Thailand on 6-8 November 2013.
- d. Delivered a paper (video teleconference), **“TVET Initiatives, Trends, and Issues: Perspectives from Southeast Asian Region”** at Regional Forum on TVET in SADC—Monitoring Progress and Revitalizing Actions, Stellenbosch, South Africa on 28 November 2013.



- e. Delivered a paper, ***“Strategies for Youth Skills Development for Better Jobs in a Changing and Increasingly Digital World : SEAMEO VOCTECH’s Perspective”*** at Skills for Inclusive and Sustainable Growth in Developing Asia-Pacific, Asian Development Bank (ADB), Manila, 10-12 December 2013.



- f. Delivered a paper, **“Translating Standards into Education and Training Programmes”** at Regional TVET Conference 2014, Ensuring TVET Quality, Preparing for ASEAN Economic Community 2015, Jakarta, Indonesia 1-2 April 2014.
- g. Delivered a research paper, **“Transferable skills in TVET in Brunei Darusslam”** at the Regional meeting and workshop organised by SEAMEO VOCTECH in collaboration with British Council, British High Commissioner, and UNESCO Bangkok, Bangkok, 13-14 March 2014.



Research Work Published

The research work published for this fiscal year were as follows:

- a. SEAMEO VOCTECH. (April 2014). ***Integration of Transferable Skills in TVET Curriculum, Teaching Learning, and Assessment.*** A Final Report of Research Workshop organised by SEAMEO VOCTECH in collaboration with British Council, British High Commissioner, and UNESCO Bangkok, Bangkok, 13-14 March 2014. Transferable skills in Technical and Vocational Education and Training (TVET) in Brunei Darussalam

- b. Paryono. (June, 2014). **Transferable skills in TVET in Brunei Darusslam. In Integration of Transferable Skills in TVET Transferable skills in technical and vocational education and training (TVET) and vocational teacher education (VTE): Policies and implementation.** TVET@sia,3, *The Online Journal for Technical and Vocational Education in Asia*. <http://www.tvet-online.asia/>
- c. Paryono. (Dec. 2013). **Anticipating ASEAN Economic Community 2015: Regional initiatives on human resources development and recognition of professional qualifications.** TVET@sia,2, *The Online Journal for Technical and Vocational Education in Asia*. <http://www.tvet-online.asia/>

Research Training Conducted

Two research training programme were conducted for this fiscal year. The first In-country training organised by the Centre for the fiscal year 2013-2014 was on “An Impact Study for an Intervention Programme” which held in Boracay, Philippines, on 12 – 16 August 2013. It was attended by Thirty seven (37) participants comprising 10 Division Supervisors/Coordinators, 2 Regional Supervisors/Coordinators, 7 Head Teachers/Department Heads, 13 Principals/School Heads, 5 Central Office Technical Staff participated in this 5 days In-country Training Programme.



A Group photo during the Closing Ceremony of the training programme.

Regional Training Programme on Essential Research Competencies for Innovative Policymakers, 7 - 19 April 2014. Twenty six (26) participants from 10 SEAMEO member countries comprising policymakers, managers/directors, researchers, key administrators have participated in this training programme on Essential Research Skills for Innovative Policymakers. This training was organized in response to the request of the board members considering that policymakers are faced with more complex educational issues and challenges in this fast changes era.



KRA 3: Knowledge Management and Information Sharing



Key Result Area 3

Knowledge Management and Information Sharing

The information dissemination services, which include print and digital publications, were harnessed by the Centre in presenting its accomplishments and sharing information to its constituents. The Centre also coordinated with the leading media organisations to cover and convey its activities to the public.

Information Dissemination Services

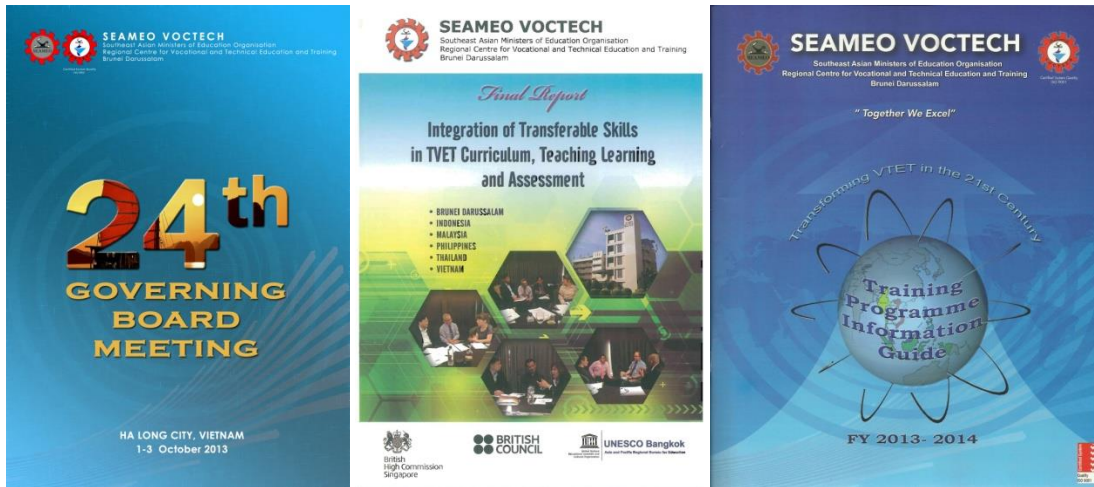
The Centre used print and digital publications as the main medium in disseminating new development in TVET, studies and researches, and important events to the public. These publications are thoroughly maintained and updated to ensure that interested parties are well-informed about the Centre's programmes and services.

- **Print Publication**

The Centre issued its regular print publications during the fiscal year. These publications are the SEAMEO VOCTECH newsletter - **The Digest** (July-December Issue 2013 Issue and January-June 2014 Issue), **Training Information Guide** 2014 – 2015, **Annual Report** 2012 – 2013 and the **24th Governing Board Meeting Final Report**. This Annual Report FY 2013 – 2014 will also be due for publication after its approval at the 24th Governing Board Meeting. All these publications were distributed to the Centre's stakeholders and made available to the public in general.

Other print publication issued this fiscal year is the book "TVET Teacher Education" which is a compilation on the status of teacher training in Southeast Asian and other countries. It also contains issues and challenges encountered by the countries in preparing their TVET teachers. The contents of this publication are based on the presentations by the

representative of each country during the Experts Meeting organised by SEAMEO VOTTECH in collaboration with UNESCO-UNEVOC.



- Digital Publication

The Centre maintained its digital publications as one of the main medium in disseminating and sharing information. The participants to the regular training programme are always provided with digital copy of the course materials. The corporate multimedia was upgraded to incorporate the latest information on the activities and new programmes and services of the Centre.



Online publication continued to be a major information dissemination medium of the Centre. The **SEAMEO VOTTECH Website** (www.vottech.org) was enhanced to include additional links for information sharing and dissemination. The learning management system EDUNET continue to serve as the database of all the learning materials used in the training programmes of the Centre which could

[SEAMEO VOTTECH Website](http://www.vottech.org)

be accessed by participants and alumni. The latest link to the Centre's website is the Regional Cooperation Platform Website (www.rcp-platform.com) which provides a forum for professional and scientific exchange in the field of initial and continual vocational teacher education and training in the East and Southeast Asian region.

The **Online Journal System (OJS)**, which is linked to the SEAMEO VOCTECH website, consists of the SEAMEO VOCTECH (SV) Journal and the SEAVERN journal which are both available for download. The SV Journal is the official journal of the Centre which contains abstract and full paper research works published in its printed publication counterpart. The SEAVERN Journal is a compilation of research information from the Southeast Vocational Education Research Network (SEAVERN) project comprises research reports, research conference proceedings and research abstracts of works done by other researchers. The website address of the journal system is <http://ojs.voctech.org> and is linked to TVET@Asia – The Online Journal for Technical and Vocational Education and Training in Asia (www.tvet-online.asia). Through this system, dissemination and access to the research works related to vocational and technical education is facilitated.



The Online Journal System

Media Publicity

Leading media organisations, both print and broadcast media, had always been a partner in disseminating the important events in the Centre. The opening and closing programme of the regional, customised and special training programmes, including the forums and conferences were always covered by the media organisations.

The leading English and Malay-language daily newspapers and some Chinese media groups in Brunei published news articles prepared by media correspondents and by the Centre. Most often, these articles were located in the prime page of their newspaper and were usually published in their online publications.

Aside from the print media, the broadcast media was always covering the Centre events and activities. The Radio Television Brunei (RTB) Network in its latest news broadcasting programme always aired the opening and closing ceremony of the regular training programme and the forums conducted by the Centre. In some cases, the Centre Director is invited as guest in their public affair programme to discuss the latest events in the Centre.



KRA 4:

Networking and Partnership



Key Result Area 4

Networking and Partnership

The networking and partnership activities of the Centre includes attending SEAMEO meetings, holding the SEAMEO VOCTECH Governing Board Meeting, attending other relevant meetings and conferences, conducting official visits to partner institutions, establishing new partners, and maintaining/renewing the existing partnerships. These networking and partnership activities enhanced the capacity of the Centre to implement its mandate.

SEAMEO Meetings

Centre officials regularly attend and participate actively in the deliberations of SEAMEO meetings. For this fiscal year, the meetings attended were the Center Directors Meeting, and the High Officials Meeting.

- The **Centre Directors Meeting** was held on 1 -3 July 2013 at the Marriot Hotel Sukhumvit, Bangkok, Thailand. The Centre was represented by Centre Director Haji Md Sharifuddin bin Hj Md Salleh and Deputy Director of Professional Affairs, Dr Paryono. The Meeting was organised by the SEAMEO Secretariat and was officiated by SEAMEO Secretariat Director, Dr Witaya Jeradechakul. Dr Witaya Jeradechakul, Director of SEAMEO Secretariat and Chair of the SEAMEO Centre Directors Meeting, emphasized the importance of the meeting of the SEAMEO Centres in responding to the resolutions of the SEAMEO Council.



SEAMEO Centre Directors discuss with invited partners during the collaborative and Networking Session

The three-day meeting focused on actions needed to follow-up on resolutions of SEAMEO Education Ministers during the 47th SEAMEO Council Conference in March 2013, as well as reporting on progress of major initiatives under the SEAMEO Strategic Plan 2011-2020. It also provided opportunity for invited international organisations and institutions to get to know the work of SEAMEO Centres better and discuss areas of possible partnership with them. Moreover, the SEAMEO Centre Directors Meeting provided the opportunity to thresh out issues that need to be submitted to the 36th SEAMEO High Officials Meeting in November 2013.

- The **36th High Officials Meeting** was held in Bangkok, Thailand on 18-20 February 2014 and was attended by Centre Director, Hj Md Sharifuddin bin Haji Md Salleh and Finance Manager, Haji Nordin bin Haji Ahmad. It was attended by over a hundred education officials and representatives from 17 countries and 28 international organisations and specialist institutions. The Meeting discussed the ongoing development of education agenda in Southeast Asia after 2015 which marks the conclusion of the “Education for All” movement which has been the flagship education agenda globally for the past three decades.

Various side events were also held during the 36th SEAMEO High Officials Meeting such as the special meeting on the Princess Maha Chakri Award by the Ministry of Education of Thailand, the signing of Joint Action Plan between SEAMEO and the Organisation of Ibero-American States for Education, Science and Culture (OEI), and the signing of Agreement in the



(From left) Mr Haji Md Sharifuddin bin Haji Md Salleh, Centre Director, SEAMEO VOCTECH and Dr Gil C Saguiguit, Jr, Centre Director, SEAMEO SEARCA, Mr Shigeharu Kato, Director-General for International Affairs, MEXT Japan, Dr Yasushi Hirosato, Principal Education Specialist, Southeast Asian Department, Asian Development Bank, Mr Luis Scasso, Director General for Cooperation and Lifelong Education, Mr Wang Daoyu, Deputy Director, Education, Culture and Tourism Division

Organization SEAMEO Congress among SEAMEO Secretariat, the British Council and the Institute for the Promotion of Teaching Science and Technology (IPST) Thailand.

- The **24th Governing Board Meeting** was held on 1-3 October 2013 at Halong City, Vietnam. The opening ceremony was graced with the presence of the Honourable Prof. Dr Bui Van Ga, Vice Minister, Ministry of Education and Training, Vietnam. The Meeting was also delighted with the presence of SEAMEO VOCTECH Governing Board from Brunei, Malaysia, Vietnam, Cambodia, Lao PDR, Singapore, Thailand and



Group photo of SEAMEO Governing Board Members with the Honourable Prof. Dr Bui Van Ga, Vice Minister, Ministry of Education and Training, Vietnam (3rd from left, seated)

For this

fiscal year, the Governing Board was able to approve the following resolutions:

- Follow-up actions on the resolutions of the 23rd Governing Board Meeting
- Annual Report for Fiscal Year 2012-2013
- Financial Report for Fiscal Year 2012-2013
- Proposed 5th Five-Year Development Plan

The Governing Board also acknowledged the proposed initiatives of the Centre and the reports on the implementation of its programmes and services. The proposed initiatives of the Centre are as follows:

- Cost sharing strategy for In-Country Training Programmes
- Proposal for a Revised Salary Package for Professional Staff

- Update on implementation of Technical Skills Training for TVET Teachers – Collaboration with Institute of Technical Education-Education Services (ITEES) and TEMASEK Foundation, Singapore
- Update on the Collaboration with Regional Cooperation Platform (RCP), GIZ in Vocational Teacher Education
- SEAMEO VOCTECH's Initiative to Collaborate with FESTO Didactic

Conference, Workshops, Meetings and Visits

As part of its obligations as a SEAMEO regional centre for TVET and to its partners, Centre representatives were invited to participate in meetings, conference and workshops and to visit educational institutions that deal with the development of TVET in the region and beyond. Aside from performing its obligations to its partners, it also serves as a way of establishing new partnership.

The meetings, conference, workshops and official visits attended by the Centre representatives during the fiscal year are as follows:

- Discussion forum on evaluation, Bangkok, Thailand, 4 July 2013.
- Social Visit to SEAMEO SEARCA and SEAMEO INNOTECH, Philippines, 17 – 20 August 2013.
- 2013 China-Asean Vocational Education Exhibition and Forum, Nanning, P.R China, 3 September 2013.
- Regional forum Asia and Pacific on Advancing TVET for youth employment and sustainable development, 4 – 7 September 2013.
- The 6th China ASEAN Education Cooperation week, Guizhou, P.R China, 16 – 17 September 2013.
- Regional Conference on VTE as Regional Task, Shanghai, China, 24 – 25 October 2013.
- International TVET Expert meeting Professional & Modernisation in Pre and In Service Training of TVET Personnel in ASEAN, Thailand, 6 – 8 November 2013.
- The Technology Enriched Instruction (TEI) workshop for Higher Education and Microsoft Partner in Learning (PIL) Launch, Indonesia, 19 – 20 November 2013.
- Skills for inclusive and sustainable Growth in developing Asia-Pacific, Philippines, 10 – 12 December 2013.

- 9th steering committee meeting of regional cooperation platform (RCP) for Vocational Teacher Education in Asia, Vientiane, Lao PDR, 18 January 2014.
- SEAMEO Consultation and Workshop on Post-2015 Education Scenarios and Post-EFA Education Agenda in Southeast Asia, Chiang Mai, Thailand, 28 – 30 January 2014.
- International Symposium On Bridging The ASEAN Community and Japan Through Education, Japan, 22 23 February 2014.
- Workshop on preparation of Delphi Survey Questionnaire for SEAMEO post-2015 Education Agenda, Thailand, 24 -25 March 2014.
- Technology Enriched Instruction Workshop, SHBIE, UBD, Brunei, 5 February 2014.

Partnership Agreements

The Centre signed three new partnership agreements during the fiscal year. In China alone, agreement were signed with Guizhou Provincial Department of Education (GPDE) and China Education Association for International Exchange (CEAIE), China, on cooperation in the field of education. Another agreement was also signed between the Centre and Oak Tree Simulations (OTS), LLC, USA. The new partners and the areas of collaboration are shown in Table 7.

Table 7 – New Partners and Areas of Collaboration, FY 2013-2014

Partner Institutions	Areas of Collaboration
Oak Tree Simulations, LLC, USA	• Centre's use of the OTS Mogul business simulation in its entrepreneurship training programs.
China Education Association for International Exchange (CEAIE), China Guizhou Provincial Department of Education (GPDE), China	• Cooperation in the field of Education. • Exchange of scholars and teaching staff. • Exchange of academic materials, scientific publications and other relevant information. • Cooperation in the field of Education. • Joint research activities • Joint workshops and seminars

Aside from signing agreements with new partners, the Centre maintained its partnerships with the following institutions for Fiscal Year 2013-2014:

- Korea Research Institute for Vocational Education and Training, South Korea
- Ansaldo Thomassen B.V, Netherlands
- Rajabhat University Network, Thailand
- Open University Malaysia, Malaysia
- Sunshine Coast Institute of Technical and Further Education (TAFE), Australia
- Yogyakarta Muhammadiyah University, Indonesia
- SEMAEO Regional Centre for Innovation and Technology (SEAMEO INNOTECH), Philippines
- SEAMEO Regional Centre for Tropical Biology (SEAMEO BIOTROP), Indonesia
- SEAMEO Regional Centre Open Learning Centre (SEAMEO SEAMOLEC), Indonesia
- Department of Technical Education, Brunei Darussalam
- Institute of Technical Education, Singapore
- National Centre for Vocational Education Research Ltd. (NCVER), Australia
- Colombo Plan Staff College (CPSC), Philippines
- GIZ, Germany
- Rajamangala University of Technology Thanyaburi (RMUTT), Thailand
- UNESCO, Bangkok
- UNESCO-UNEVOC, Germany
- University Technology Malaysia (UTM)



KRA 5: Organisational Capacity



Key Result Area 5

Organisational Capacity

To sustain its capacity to provide quality programmes and services, the Centre implemented several developmental activities. The staffs were sent to local and overseas training for upgrading of their knowledge and skills. A new training room was established and a garden named, 'Serenity Garden' was officially launched in this fiscal year. To ensure the quality of its programmes and services, the Centre maintained its ISO certification and accreditation as an authorized training centre of Certiport Company.

Centre Staffing

For Fiscal Year 2013-2014, the Centre has a total of 46 management and support staffs comprised the manpower complement of the Centre distributed among the different offices and divisions (Table 8). Three additional officers were hired to augment the workforce. Ms. Nur Fatin Hamamah binti Haji Burhanuddin, Ms. Hazleyanawati @ Hazleyana Susanti binti Abdullah, Mrs Hajah Siti Rusiah binti Kawang and Ms. Nursyuhaidah binti Haji Ahmad were appointed as Finance Officers, Training Officer and Documentation Officer, respectively.

Table 8 – Centre Management and Staffs, FY 2013 – 2014

DESIGNATION / DIVISION	NO. OF STAFF
Centre Director	1
Deputy Director (Professional)/Research and Innovation Manager/Research Specialist	1
Deputy Director (Administration)	1
Personnel and Administration Division	6
Finance Division	4
Training and Quality Assurance Division	4
Information and Public Relations Division	3
Information and Communications Division	2
Research and Innovation Division	1
Finance Manager	1
Sales and Marketing Manager	1

Information and Public Relations Manager/Curriculum Specialist	1
Training and Quality Assurance Manager/Training of Trainers Specialist	1
Management Specialist	1
Vocational and Technical Education Specialist	1
VOCTECH International House	17
TOTAL	46

Staff Development

The upgrading of the professional competencies and the physical and spiritual well-being of the staff is at the forefront of the Centre's strategy in strengthening its organisational capacity. Centre staffs attended training programmes, conferences and forums as a participant, a resource person or keynote speaker. The training programmes, conferences and forums attended by the staffs are either local or international. Table 9 and Table 10 show the local and international courses attended by the staff during the fiscal year.



The Centre's staff during one of the Islamic Religious celebration.

The Thursday Prayers or 'Tahlil' Prayers was continuously practiced by the staff as a means of spiritual renewal. As part of their sacred duty, the staff also observed all Islamic Religious celebrations.

The SEAMEO VECTECH staff regular physical fitness programmes showed good participation every Saturday. During the regional training programmes, the participants were invited to join the physical fitness activities.

Infrastructure Development

The Centre undertook some improvements in its physical facilities. During this fiscal year, the Centre



The improved Entrance – Reception Area

undertook some improvements in its physical facilities. The Front Reception and Entrance (Car Porch) areas were upgraded and improved in September 2013. Another significant development was the opening of 'Serenity Garden'. The main aim of the garden is it acts as an open area to have discussion or an outdoor study area and in-house guests can also have relaxing time at the Serenity Garden.

The Serenity Garden was inaugurated by the President of SEAMEO

Council, His Excellency Prof Dr Pham Vu Luan, Minister of Education and Training, Socialist Republic of Vietnam, during his visit to SEAMEO VOCTECH on 9th April 2014. A tree named, **BUCITA MOLENATI**, was plant by His Excellency which was purposely chosen due to its physical characteristics where the tree branches consistently pointing upwards as SEAMEO VOCTECH's aim is towards excellence.



The SEAMEC President officiating the Serenity Garden

Institutional Re-Certification and Accreditation

The Centre underwent internal and surveillance audit as a requirement in maintaining its ISO 9001:2008 certification. To maintain assurance to quality standards, re-certification audit was conducted by SAI Global from 12th until 14th November 2013. The objective of this audit was to determine the capability and effectiveness of the Centre's management system in: ensuring continual compliance with customer, statutory and regulatory requirements; meeting its specified objectives; and conformity of the management system to stated criteria. The management system has been generally well maintained in accordance with the requirements of the standard over the period of certification. Some areas of concern were identified during this re-certification audit that will require review and consideration by top management, so as to ensure appropriate preventive actions are implemented prior to the next audit. The observations for continual improvement to ensure

compliance will be held in the audit will be held in the next Fiscal Year 2014/2015. The Centre has maintained its accreditation as an authorized Training and Testing Centre of the internet and Computing Core and Certification (IC³) programme in Brunei by the Certiport Company. Through this accreditation, the Centre was able to provide training and certification to practitioners and government employees.

Table 9 – Local Courses Attended by Officers and Staff, Fiscal Year 2013 - 2014

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Hj Md Sharifuddin bin Hj Md Salleh Haji Ali Husaini bin Haji Mohd Diah Dr Paryono Haji Nordin bin Haji Ahmad Leane binti Abdullah Lee Mr Edward M. Delarosa Saiful Anuar A. Rahim Dr Marcelino C. Gapultos Noorhayati Cynthia Abdullah Mimi Syafi'ah binti Haji Ja'afar Noraarney binti Abdullah Apoh Noorashikin binti Haji Nawe Hazleyanawati binti Abdullah	Strategic for Five fifth Development Plan Workshop	SEAMEO VOCTECH	02 – 03 September 2013
Hj Md Sharifuddin bin Hj Md Salleh Mr Edward M. Delarosa Saiful Anuar A. Rahim Dr Marcelino C. Gapultos Noorhayati Cynthia Abdullah Asmad bin Haji Lamat Muhd Aiman Syazwi bin Abdullah Bupor Haji Shahron bin Haji Ismail	Training on Internal Auditing with Risk-Based Approach (ISO 9001:2008)	SEAMEO VOCTECH	25 – 26 September 2013

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Mohd Nur Alief Shahfie bin Abdullah Nurhidayah binti Haji Ibrahim			
Haji Ali Husaini bin Haji Mohd Diah	Forum Perdana Majlis Ilmu 2013	ICC	24 Oct 2013
Norakasmawaty binti Awg Simpul Norlia binti Haji Dullah	Invoice Tracking Forum, Kementerian Pendidikan	Kementerian Pendidikan	22 January 2014
Haji Md Sharifuddin bin Haji Md Salleh Haji Ali Husaini bin Haji Mohd Diah Haji Nordin bin Haji Ahmad	Off-Site Kementerian Pendidikan Kali ke-Tiga	The empire Hotel and Country Club, Jerudong	4 – 5 February 2014
Saiful Anuar bin A. Rahim	Technology Enriched Instruction Workshop	SHBIE, UBD	5 February 2014
Nur Fatin Hamamah @ Diyana binti Burhanuddin Norakasmawaty binti Awg Simpul	Taklimat mengenai TAP SCP Skim Tabungan Perumahan dan Perancangan Kewangan	Kementerian Pendidikan	16 April 2014
Ariffin bin Haji Yusof Monarita binti Hj Harris MNI Noraarney binti Abdullah Apoh Nursyuhaidah binti Hj Ahmad Hartini binti Haji Harun Muhd Hanif bin Jumat	Development Electronic Books for Digital Libraries	SEAMEO VOCTECH	2 – 4 June 2014

Table 10 – Overseas Courses Attended by Officers and Staff Fiscal Year 2013 - 2014

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Hj Md Sharifuddin bin Hj Md Salleh Dr Paryono	Centre Directors Meeting 2013	Bangkok, Thailand	1 – 3 July 2013
Dr Paryono	Discussion Forum On Evaluation	Bangkok, Thailand	4 July 2013
Hj Md Sharifuddin bin Hj Md Salleh Dr Paryono	In-Country Training Programme: Conducting An Impact Study For A Project Or An Intervention	Boracay, Philippines	10 – 16 August 2013
Hj Md Sharifuddin bin Hj Md Salleh Dr Paryono	Social Visit To SEAMEO SEARCA And SEAMEO INNOTECH	Philippines	17 – 20 August 2013
Noorhayati Cynthia Abdullah	TEMASEK Foundation - ITE Education Services – SEAMEO VOCTECH Technical Skills Upgrading Programme	Singapore	19 – 20 August 2013
Saiful Anuar A. Rahim	2013 China-Asean Vocational Education Exhibition And Forum	Nanning, P.R China	03 September 2013
Dr. Paryono	TAMASEK Foundation – ITE Education Services – SEAMEO VOCTECH Technical Skills upgrading programmes	Singapore	3 – 7 September 2013

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Dr Marcelino C. Gapultos	Regional Forum Asia And Pacific On Advancing Tvet For Youth Employment And Sustainable Development	Seoul, Korea	4 – 7 September 2013
Hj Ali Husaini bin Haji Mohd Diah	The 6 th China ASEAN Education Cooperation Week	Guizhou, P.R.China	16 – 17 September 2013
Haji Md Sharifuddin bin Haji Md Salleh Haji Ali Husaini bin Haji Mohd Diah Dr Paryono Dr Marcelino C. Gapultos Saiful Anuar A. Rahim	24 th SEAMEO VOCTECH Governing Board Meeting	Vietnam	1 – 3 October 2013
Mimi Syafi'ah binti Hj Ja'afar Hazleyanawati binti Abdullah	24 th SEAMEO VOCTECH Governing Board Meeting (Committee)	Vietnam	1 – 3 October 2013
Dr. Paryono	Regional Conference on VTE as Regional Task	Shanghai, China	24 – 25 Oct 2013
Dr. Paryono	International TVET Expert Meeting Professional & Modernisation in-Pre and In-Service Training of TVET Personnel in ASEAN	Thailand	6 – 8 Nov 2013

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Saiful Anuar A. Rahim	The Technology Enriched Instruction (TEI) workshop for Higher Education and Microsoft Partner in Learning (PIL) Launch	Indonesia	19 – 20 November 2013
Noorhayati Cynthia Abdullah	Developing A Curriculum (DACUM) Certification Training Programme Covering Curriculum Design, Development and Assessment	Singapore	9 – 13 December 2013
Haji Md Sharifuddin bin Haji Md Salleh Dr Paryono	Skills for inclusive and sustainable Growth in Developing Asia-Pacific	Philippines	10 – 12 December 2013
Dr. Paryono	9 th Steering Committee Meeting of Regional Cooperation Platform (RCP) for Vocational Teacher Education in Asia	Vientiane, Lao PDR	18 January 2014
Haji Md Sharifuddin bin Haji Md Salleh Dr. Paryono	SEAMEO Consultation and Workshop on Post-2015 Education Scenarios and Post-EFA Education Agenda in Southeast Asia	Chiang Mai, Thailand	28 – 30 January 2014
Haji Md Sharifuddin bin Haji Md Salleh Haji Nordin bin Haji Ahmad	36 th Seameo High Official Meeting (HOM)	Bangkok, Thailand	18 – 20 February 2014
Haji Md Sharifuddin bin Haji Md Salleh	International Symposium On Bridging The ASEAN Community and Japan Through Education	Japan	22 – 23 February 2014
Saiful Anuar bin A. Rahim	In-Country Training Programme: Facilitating Classroom Teaching & Learning Through Technology & Learning Management (LMS) for the Vocational Institutions	Penang, Malaysia	8 – 15 March 2014
Haji Ali Husaini bin Haji Mohd Diah Dr. Paryono Noraarney binti Abdullah Apoh	Enhancing Research Network Through Collaborative Research On Transferable Skills In Six Selected Southeast Asian Countries	Bangkok, Thailand	13 – 15 March 2014
Haji Md Sharifuddin bin Haji Md Salleh	Workshop on preparation of Delphi Survey Questionnaire for SEAMEO post-2015 Education Agenda	Thailand	24 – 25 March 2014

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Nur Fatin Hamamah binti Haji Burhanuddin Norakasmawaty binti Awg Simpul	Training On SEAMEO Financial Operating Manual	Thailand	24 – 28 March 2014
Dr. Paryono	Regional Tvet Conference 2014-Ensuring Tvet Quality-Preparing For The AEC 2015	Indonesia	1 – 2 April 2014
Haji Md Sharifuddin bin Haji Md Salleh Dr. Paryono	SEAMEO Centre Directors Meeting (CDM) 2014	Thailand	24 – 26 June 2014
Norhayati Cynthia binti Abdullah Leanne binti Abdullah Lee@ Yen Chin Saronni bin Haji Rashid Haji Mohamad Suhaili bin Haji Abas	SEAMEO VOCTECH - SEAMEO SEARCA Staff Development/Exchange Programme	Philippines	17 – 19 June 2014



KRA 6: **Financial Viability and Management**



Future Agenda

SEAMEO VOCTECH envisions to undertake the following programmes, projects and activities for the succeeding fiscal years:

- Design and develop innovative training programmes.
- Establish international standard conference.
- Consolidate evaluation of training programmes and analyse training impact and effectiveness.
- Solicit relevant and flagship research partners.
- Update the list of research funding donors.
- Publish reliable and updates printed materials to inform (and promote to) stakeholders inside and within the region of accomplishments.
- Publish thematic materials on contemporary issues and manuals in TVET.
- Collaborate with partners within and outside the region for knowledge generation, acquisition, dissemination and utilization.
- Enhance a database for existing and potential pool of resource person.
- Generate income from existing products and services.
- Implementation of a regular, preventive and corrective maintenance of the Centre's facilities and equipment.
- Implementation of a staff development programme based on a TNA.
- Develop and implement international relations programme.
- Establish an attractive marketing package for the local and international markets.
- Initiate and sponsor student-related activities and school-based competitions.
- Initiate environmental awareness programmes.
- Award a sponsorship on student/teacher leadership development training programme.

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Mr Yusrey Haji Gapor @Haji Mohd Daud

Mr Ashraful Qushaini Haji Abd Momin

Ms Sarinah Abdul Hamid

Ms Nurhidayah Haji Ibrahim

Mr Nazman Haji Musa

Mr Sunerddy Haji Abdullah Sani

Mrs Hajah Siti Hani Haji Simpun

Mrs Fatimah Haji Ibrahim

Mrs Haiati Ibrahim

Mrs Masnah Haji Ali Mustafa

Mr Pg Haji Omarali Pg Amat

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