



SEAMEO VOCTECH

Regional Centre for Technical and Vocational Education and Training
Brunei Darussalam

ANNUAL REPORT

FY 2019-2020

Preparing TVET for Industry 4.0





SEAMEO VOC TECH

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

ANNUAL REPORT

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“Preparing TVET for Industry 4.0”

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Chairman's Endorsement to the SEAMEO Council through the President



H. E. Dr. Maszlee Malik
SEAMEO Council President
Minister of Education
Malaysia

Dear Mr. President,

On behalf of the Governing Board, it is a great honor and privilege to present to the SEAMEO Council the SEAMEO VOCTECH Regional Centre Annual Report for Fiscal Year 2019/2020.

The report contains the accomplishments of the Centre for the fiscal year 2019/2020. The programmes and services provided by the Centre to its stakeholders are categorised into the following Key Result Areas: Professional Development, Research and Development, Knowledge Management, Organisational Sustainability and Corporate Social Responsibility.

We wish to extend our gratitude for the continuous support and trust of the Council in all our undertakings and we are hoping that our accomplishments presented in this report meet the Council's high expectations.

Best Regards,

PG. DR. SAIFUL BAHARIN BIN PG DURAMAN
Chairman, Governing Board
SEAMEO VOCTECH Regional Centre
Brunei Darussalam

Centre Director's Endorsement to the Governing Board through the Chairman



Yang Mulia
Pg. Dr. Saiful Baharin Bin Pg Duraman
Chairman, Governing Board
SEAMEO VOCTECH Regional Centre
Brunei Darussalam

Dear Mr. Chairman,

It is with great pleasure to present to the Governing Board the accomplishments of the Centre for Fiscal Year 2019/2020.

This Annual Report for Fiscal Year 2019/2020 presents the programmes and services undertaken by the Centre to meet its mandate of enhancing the TVET systems of SEAMEO member countries through innovative capability building, research and development, and information services, and reaching its vision of a globally recognised Regional Centre of Excellence in TVET.

Guided by the 6th Five-Year Development Plan, the accomplishments presented in this report are categorized by the following Key Result Areas: Professional Development, Research and Development, Knowledge Management, Organisational Sustainability and Corporate Social Responsibility.

In addition, the outbreak of pandemic disease, COVID-19 has very much affected the conduct of training activities of the Centre. However, the Centre is currently getting back on track in line with the activities focusing on local and regional clients.

We will appreciate very much the Governing Board's endorsement to the SEAMEO Council of the Centre's accomplishments presented in this annual report. On behalf of the management and staff of the Centre, please accept our deepest gratitude 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,

DR. HJ MOHD ZAMRI HJ MOHD SABLI
Centre Director
SEAMEO VOCTECH REGIONAL CENTRE
Brunei Darussalam

VISION

“A Leading Centre in Advancing TVET for Southeast Asia and Beyond”

CORE VALUES

Professionalism
Respect for Diversity
Accountability
Innovativeness
Synergy
Excellence

MISSION

“To Assist SEAMEO Member States in advancing their TVET Systems by providing relevant and effective programmes and services towards sustainable development of the region”

Executive Summary

KRA 1: Professional Development

For Fiscal Year 2019/2020, SEAMEO VOCTECH Regional Centre had implemented 17 training programmes attended by 411 participants. This is an increase of 21.43% from the previous year of 14 training programmes and a decrease in the number of participants by 14.55% from 481 participants last year. The number of training programmes and participants by category are as follows: three regional training programmes with 70 participants, four In-Country training programmes with 129 participants; Customised with six training programmes and 100 participants; seven Special training programmes with 168 participants. Of the overall total participants, 219 were male while 192 were female participants. The participants included education policymakers, education and training institution administrators, teachers, instructors, lecturers and other practitioners. Due to the outbreak of Pandemic Disease, COVID-19, two regional training programmes scheduled in January and March 2020 had to be postponed to the next fiscal year.

KRA 2: Research and Development

The research and development activities of the Centre for this fiscal year includes conducting research studies, presenting research papers in conferences, reviewing papers submission for proceedings, and forums. The Centre regularly conducts the institutional research to measure Customer Satisfaction Index (CSI) which is intended to generate participants' feedback for regular, in-country and customised training programmes. A noteworthy research activity was the Prevalence of Drug Abuse amongst Secondary and Tertiary Students in Brunei Darussalam, a research project funded by the Narcotics Control Bureau. In addition, the Centre continues to be appointed as a validator in the validation of Graduate Employment Study and Employer Satisfaction Survey of IBTE Graduates; as well as Validation of Graduate Employment Study (GES) 2018 for Higher Education Institutions in Brunei Darussalam. There are two research and

consultancy projects currently in progress, ASEAN-SWISS TVET Initiatives and Comparative Study on Laws and Policies of Migrant Workers in ASEAN Region.

KRA 3: Knowledge Management

The information sharing services of the Centre comprise of print, digital and online publications, and social media. The print publications issued by the Centre include SEAMEO VOCTECH newsletter – The Digest (July-December Issue 2019 and January-June Issue 2020), Annual Report 2018/2019, and 30th Governing Board Meeting Final Report. The SEAMEO VOCTECH Website and Online Journal System are maintained. The Centre's Facebook page at www.facebook.com/voctech.centre and Social Media - Instagram are used extensively to promote training programmes, regional forums, international conferences, and significant events and serves as a rallying point for the Centre's alumni to reconnect and to share their interests in Technical and Vocational Education and Training (TVET). The Centre also coordinated with the leading media organisations, both print and broadcast media, to cover and convey its activities to the public. The opening and closing programmes of the regular, customised and special training programmes, including the forums and conferences, were always covered by the media organisations. The Regional Knowledge Platform for TVET, SEA-VET.NET, continues to be the prime source for TVET information in the region and continues to be updated and enhanced.

KRA 4: Organisational Sustainability and Corporate Social Responsibility

The regular funds of the Centre were derived mainly from the grants provided by the Brunei Government. The Centre also maintained its financial viability by generating additional income through income generating projects. All these funds were judiciously spent to ensure that the targeted programmes and services of the Centre are properly accomplished. To upgrade the professional competencies of the Centre staffs, they were sent to attend local and international training programmes, conferences and forums as participants, resource persons or keynote speakers. As a means of spiritual renewal, the

staffs continuously practice the weekly prayer or “Tahlil” and the observance of all Islamic religious celebrations.

The Centre’s officials attended the following SEAMEO meetings as part of their obligations, and networking and partnership activities, namely; the China-ASEAN Vocational Education Exhibition and Forum at Nanning, China, on 19-20 September 2019; the 1st Don Bosco National TVET Conference at Philippines, on 3 October 2019; the 42nd SEAMEO High Official Meeting at Bangkok, Thailand, on 26-28 November 2019; and the workshop on Regional TVET Teacher Standard at Thailand, on 11-12 December 2019; and the 4th Workshop “Progress and Implementation of five Regional Training of Multipliers” Regional Training Modules for TVET Teachers and Managers, held in Bangkok, Thailand from 20th – 21st January 2020.

The 30th SEAMEO VOCTECH Governing Board Meeting was held on 9 – 12 September 2019 back-to-back with the 5th HOM SEA-TVET at the Centrepont Hotel, Brunei Darussalam. 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 TVET and to its partners, the Centre representatives were invited as a keynote speaker and/or as a participant in meetings, conferences and workshops in the region and beyond. The Centre signed one new memorandum of understanding with educational institutions from SEAMEO member countries. 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.

Future Initiatives

This fiscal year marks the 1st year of the implementation of the 6th Five-Year Development Plan Fiscal Years 2019/2020 – 2023/2024. The Centre will continue to strengthen its efforts on the three main services: training, research and development, and information sharing.

Among the initiatives the Center will undertake in the coming fiscal year includes; On training programmes, SV is offering Training of Trainers and Assessments as well as Training and Certification Programmes; developing innovative training programmes; consolidating the evaluation of training programmes and analysing their impact and effectiveness; identifying relevant research themes for fiscal year 2019/2020. On research and information sharing activities, SV is developing research proposals; developing and implementing E-Learning System; identifying relevant themes for thematic publications; publishing learning materials and research works; enhancing the database management system for alumni and resource persons; generating income from existing products and services; implementing a regular, preventive and corrective maintenance of the Centre's facilities and equipment; implementing relevant staff development programmes; and strengthening media relations both locally and internationally.

All these initiatives will be implemented under Four (4) Key Results Area in the 6th Five-Year Development Plan, namely; Professional Development, Research and Development, Knowledge Management, Organisational and Corporate Social Responsibility.



KRA 1: Professional Development



Key Result Area 1:

Professional Development

Training and Development is one of the focus areas of SEAMEO VOCTECH. With SV's revitalised vision and objectives, it intends to deliver these programmes to any institution or individual that needs the services and expertise of SV, both private and public entities.

For Fiscal Year 2019/2020, SEAMEO VOCTECH Regional Centre had implemented 17 training programmes attended by 411 participants. This is an increase of 21.43% from the previous year of 14 training programmes and a decrease in the number of participants by 14.55% from 481 participants last year. The decrease was mainly attributed to the outbreak of the pandemic disease, COVID-19 which lead to the postponement of two regional training programmes for this fiscal year. The training programmes are classified as regional, in-country, customised, special and forums.

Regional Training Programmes

Three regional training programmes were conducted by the Centre for fiscal year 2018/2019, in collaboration with GIZ-RECOTVET. The training programmes were attended by 70 participants from SEAMEO Member Countries which was 40% decrease than the previous year with 125 participants. The decrease was due to the outbreak of pandemic disease, COVID-19, that the world is facing, whereby two regional training programmes were postponed to the next fiscal year 2020/2021. Table 1 shows the title of the regional training programmes, date and number of participants for fiscal year 2019/2020.

Table 1 – Regional Training Programmes, FY 2019/2020

No.	Title	Dates	Venue	No. of Participants by Gender		
				Male	Female	Total
1	Innovative Teaching and Learning for Industrial Changes Due to Industry 4.0	5 – 16 August 2019	Thailand	18	2	20

	(Funded by GIZ-RECOTVET in collaboration with SV)					
2	Professional Development Training for TVET teacher on Industry 4.0 (Funded by GIZ-RECOTVET in collaboration with SV)	19 – 27 September 2019	Malaysia	24	0	24
3	Curriculum design for Industry 4.0 Work Process (Funded by GIZ-RECOTVET in collaboration with SV)	7 – 15 October 2019	Thailand	20	6	26
4	Conducting Impact Evaluation of Education and Training Programmes	13 – 24 January 2020 (postponed)	SV, Brunei Darussalam	Expected 11 scholarships 9 fee-paying		
5	Integrating 21st Century Skills in TVET Curriculum	2 – 13 march 2020 (postponed)	SV, Brunei Darussalam	Expected 11 scholarships 9 fee-paying		
Total				62	8	70

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 were attended by TVET practitioners, educators, and administrators in the host country. From a list of training themes provided, the host country will select one programme and share the cost of training with the Centre.

For this fiscal year, the recipients of the in-country programme were Brunei Darussalam, Lao PDR, and the Philippines. A total of 129 participants attended the in-country training programme. Compared to last year's 57 participants, this fiscal year's number of participants increased by 55.82%. Table 2 presents the in-country training programme title, date, requesting SEAMEO member countries and the distribution of participants by gender.

Table 2 – In-Country Training Programmes, FY 2019/2020

No.	Title	Date	SEAMEO Member Countries	No. of Participants by Gender		
				Male	Female	Total
1	Service Excellence in Hospitality	26-27 August 2019	Brunei Darussalam	13	12	25

2	Authentic Teaching and Learning and Assessment focused on Problem-Based Learning	21-25 October 2019	Lao PDR	16	6	22
3	Authentic Teaching and Learning and Assessment focused on Problem-Based Learning	2-6 December 2019	Philippines	19	25	44
4	Assessment of Competencies			17	21	38
Total				65	64	129

Customised Training Programmes

Customised training programmes are designed to meet the internal capability-building needs of the staff or stakeholders of requesting organisations. 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 requesting organisations.

For this fiscal year, six customised training programmes were conducted by the Centre attended by 114 participants. Table 3 shows the customised training programmes conducted for this fiscal year, the date, the venue and the distribution of participants by gender.

Table 3 – Customised Training Programmes, FY 2019/2020

No.	Title	Date	No. of Participants by Gender		
			Male	Female	Total
1	Workshop on Food Safety Hygiene in the Hospitality Industry for Darussalam Enterprise (DARE)	28-29 August 2019	10	13	23
2	Designing Effective Moodle-Based Blended Teaching and Learning for Politeknik Brunei	25 September 2019	13	17	30
3	In-House Saville International Wave & Aptitude Accreditation	14-16 January 2020	1	6	7
4	Embarking on Industry 4.0 for IBTE	26, 27 and 29 February 2020	11	17	28

5	KNX System Training for IBTE	9-12 March 2020	9	5	14
6	Training of Trainers for PPK	16-22 June 2020	10	2	12
Total			54	60	114

Special Training Programmes

Special training programmes are classified as community service or externally funded training programmes. Community service programmes are based on contemporary educational, technological and development trends and issues. The courses are offered are free of charge to the participants as part of the Centre's corporate social responsibility. Externally funded programmes are provided jointly by SEAMEO VOCTECH and a partner organisation to meet the training needs of specific target beneficiaries.

For this fiscal year, the Centre conducted four special training programmes attended by 98 participants. Four special training programmes fall under Community Service conducted for the Ministry of Primary Resources and Tourism, Brunei Darussalam. Table 4 shows the special training programmes conducted for this fiscal year, the date, the venue and the distribution of participants by gender.

Table 4 – Special Training Programmes, FY 2019/2020

No.	Title	Dates	Venue	No. of Participants by Gender		
				Male	Female	Total
A. Community Service						
1	Service Excellence in Hospitality for MPRT (Batch 1)	20 – 21 August 2019	Brunei Darussalam	7	15	22
2	Service Excellence in Hospitality for MPRT (Batch 2)	3 – 4 September 2019	Brunei Darussalam	7	17	24
3	Service Excellence in Hospitality for MPRT (Batch 3)	28 – 29 October 2019	Brunei Darussalam	9	19	28
4	Service Excellence in Hospitality for MPRT (Batch 4)	13 – 14 November 2019	Brunei Darussalam	15	9	24
TOTAL				38	60	98

Summary of Training Programmes Conducted

Overall, the Centre was able to conduct 17 training programmes attended by 411 participants. Of the overall total participants, 219 male while the female participants comprised 192 participants. The summary of the training programmes conducted for Fiscal Year 2019/2020 is shown in Table 5.

Table 5 – Summary of Training Programmes, FY 2019/2020

Type of Training Programmes	Number of Training Programmes	Gender		Total
		Male	Female	
Regional	3	62	8	70
In-Country	4	65	64	129
Customised	6	54	60	114
Special	4	38	60	98
Grand Total	17	219	192	411



KRA 2: Research and Development



Key Result Area 2:

Research and Development

Research and Development (R & D) is an important and built-in component in SEAMEO VOCTECH's function as an international civil organisation. R & D activities such as academic inquiries, demographic surveys, validators, and needs analyses are significant sources of SV in determining professional development programmes that need to be promoted.

The research and development activities of the Centre includes conducting research studies, presenting research papers in conferences and forums, publishing research works, and conducting a training programme on research-related topics.

Research Conducted

The institutional research to measure Customer Satisfaction Index (CSI), which is intended to generate participants' feedback for regional, in-country and customised training programmes was regularly conducted by the Centre during FY 2019/2020. This evaluation was administered 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 organisation and planning, instructional delivery, contents, facilitator, and the usefulness of the session.

A noteworthy research study on "The Prevalence of Drug Abuse amongst Secondary and Tertiary Students in Brunei Darussalam" was completed in June 2019. The research study was funded by the Narcotic Control Bureau, Brunei Darussalam. Another one was the "Validation of Graduate Employment Study for Higher Education Institutions in Brunei Darussalam, and the "Validation Research of IBTE on Graduates Employment Study and Employers Satisfaction Survey", for IBTE Brunei Darussalam, completed in November and December 2019 respectively. SEAMEO VOCTECH acted as a consultant and validator

for the studies carried out by the Research and Statistics Division (RSD) of the Institute of Brunei Technical Education (IBTE) and Higher Education Division, Ministry of Education Brunei.

On another note, R&D is currently working on the revision draft of the research study on “Comparative study on Laws and Policies of Migrant Workers in ASEAN Region, a study funded by EU-READI. Workshop on data collection and report writing have been completed on 19 February 2020. To date, four deliverables have been submitted and are awaiting feedback.

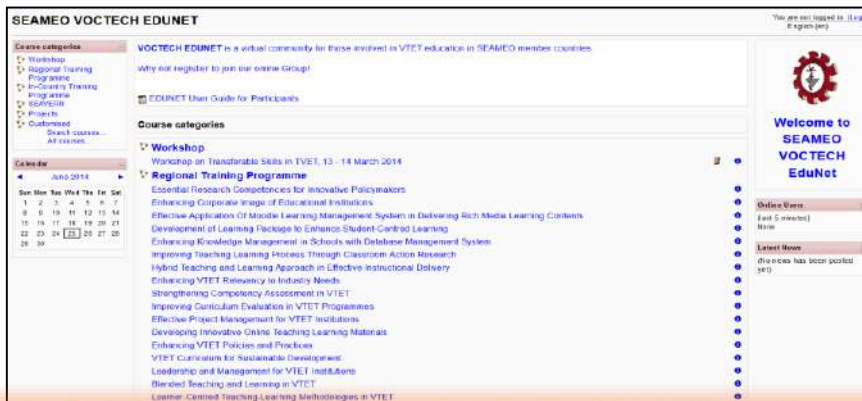
In addition to that, an upcoming research activity which will be implemented in the following fiscal year on “Human Resources Development Readiness in ASEAN”, a study funded by ASEAN Secretariat.

Research Papers Presented

Several researches were presented by invited Centre representatives to different conferences conducted by international organisations. Below are the research works presented during the Fiscal Year 2019/2020:

- **“SEAMEO VOCTECH’s roles in Preparing TVET for IR 4.0”**, at TVET Goes Digital for IR 4.0 Webinar on 21 May 2020.
- **“ASEAN Qualifications Reference Framework and Referencing Process”**, at Online Skills Development of SEAMEO Indonesia and Directorate of TVET Indonesia via virtual online meeting on 26 March 2020.
- **“Education for Industry 4.0: the ASEAN perspective and member states’ responses”**, at the Indonesia Xchange organised by Applied HE.com hosted by State University of Yogyakarta, Indonesia on 4 December 2019.

- **“Designing HOT Learning Skills for the Digital Future”**, at the 4th Politeknik Brunei International Symposium on Innovative Teaching & Learning (ISITL4), International Convention Centre, Brunei Darussalam on 30 – 31 October 2019.
- **“Preparing Home Economics for IR 4.0 Industrial Revolution: Thriving in the Era of digital disruption”**, at the 2nd International Conference on Social, Applied Science and Technology in Home Economics (ICONHOMECES 2019) organised by State University of Malang, Indonesia on 11 October 2019.
- **“Occupational Standards and Their Impact on Economy and Employability: Regional and National Perspectives”**, during the Future of TVET Occupational Standards and the 15th AASVET International Conference 2019 (OSAIC2019) on TVET Occupational Standards and Qualification in the Era of Digital Economy, Kuala Lumpur, Malaysia on 8 October 2019.
- **“The Role of TVET In Fostering Inclusive Growth at the Local Level in Southeast Asia”**, during the 1st Don Bosco National TVET Conference on “Increase Impact of TVET as approach for qualifying marginalized youth and poverty alleviation in the Philippines”, Taguig City, Philippines on 2 October 2019.



KRA 3: Knowledge Management



Key Result Area 3:

Knowledge Management

SEAMEO VOCTECH as an international organisation acts as a gatekeeper of accurate and reliable information whereby individuals and institutions, local or global, can have full access in acquiring and utilising knowledge in the library and database system of SV. The explicit and tacit knowledge were carefully managed through proper classification and dissemination, and used upgraded technology to conform to the needs of global collaborations and in line with its strategic goals. In addition, this effort is to enhance the knowledge management system for local and international clients and partners.

The information sharing services, which include digital and online publications were harnessed by the Centre in presenting its programmes and services, and accomplishments to its constituents. In addition, social media was also fully maximised for wider marketing reach and for reconnecting the alumni and the Centre. The Centre also coordinated with media organisations to cover and convey its activities to the public.

Information Sharing

The Centre used digital and online publications as the main medium in sharing 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.

- **Digital and Online Publication**

The Centre maintained its digital publications as one of the main mediums 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. For this fiscal year, the digital publications developed by the Centre includes:

- ✓ SEAMEO VOTTECH newsletter – The Digest (July-December Issue 2019 and January-June Issue 2020)
- ✓ Annual Report 2018/2019
This Annual Report FY 2019/2020 will be due for publication after its approval at the 31st Governing Board Meeting.
- ✓ The 30th Governing Board Meeting Final Report.

Online publication continues to be a major information dissemination medium of the Centre. The **SEAMEO VOTTECH Website** (www.voctech.org) was enhanced to include additional links for information sharing and dissemination.

Our learning management system, EDUNET, continues to serve as the database of all the learning materials used in the training programmes of the Centre. All the learning materials of the regular training programmes for this fiscal year were uploaded to EDUNET which could be accessed by participants and alumni.



SEAMEO VOTTECH Website



The EDUNET

- **Social Media**

SEAMEO VOCTECH incorporated social media tools into its broader marketing and communications programs as one of many pillars supporting a main message. This includes dissemination of news, promotions, interactions with prospective participants/alumni, posting professional videos, photo-sharing and community building.

The Centre's Facebook page at www.facebook.com/voctech.centre and Instagram page at www.instagram.com/seameovoctech/ are being used extensively to promote training programmes, regional forums, international conferences, and significant events. The page aims to build collaborative communities around a shared experience or interest especially in the areas of ICT, Curriculum Design, Teaching & Learning, Management and Research. In addition, the page also serves as a rallying point for the Centre's alumni to reconnect and to share their enthusiasm for Technical and Vocational Education and Training (TVET).



Screen shot of SEAMEO VOCTECH Instagram account



Screen shot of SEAMEO VOCTECH Facebook account

Media Publicity

Leading media organisations, both print and broadcast media, have always been important partners in disseminating the important events of the Centre. The opening and closing programmes of the regular, customised and special training programmes,

including the forums and conferences, were always covered by media organizations. 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 always covered the Centre's events and activities. The Radio Television Brunei (RTB) Network in its latest news broadcasting programme always air the opening and closing ceremonies of the regular training programmes and the forums conducted by the Centre. In some cases, the Centre Director would be invited as guest in their public affair programme to discuss the latest events in the Centre.

SEA-VET.net as a One-Stop Shop for TVET Information and Sharing in Southeast Asia.

During this fiscal year, under Key Result Area 3, on Knowledge Management, in relation to the SEA-VET.net, during the 5th High Official Meeting on SEA-TVET held on 9-10 September 2019, an official announcement of Industry 4.0 Feature in SEA-VET.Net was done by Dr. Haji Mohd Zamri bin Haji Sabli, Centre Director of SEAMEO VOCTECH. The Centre Director also shared some of the achievements of the online platform since its official launch in 2018 and highlighted the achievement in terms of knowledge uploaded and number of viewers. The project manager from GIZ-RECOTVET, Mr Lexander Tsironis, demonstrated the use of the online platform highlighting its purpose and function and how the audience can use and contribute. The participants were encouraged to join the community and to start downloading and uploading materials.

Approximately 110 participants attended the Meeting consisting of Secretary Generals/Director Generals on TVET of Ministries of Education, Ministries of Labour and Training, Ministries of Science and Technology, Ministries of Higher Education and other related Ministries from the Southeast Asian countries, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam and Timor Leste.

In addition, representatives from partner countries such as Germany, United Kingdom, Japan, China and Korea participated in the meeting. The participants also included 37 local participants from Brunei Darussalam who are TVET Policy Makers, TVET Institution Administrators, Industry Associations and companies in Brunei Darussalam.



Group photo of GB members and other participants from the event



During the official announcement on SEA-VET.NET by Mr. Alex from GIZ-RECOTVET



Presentation by Deputy Director for Professional Affair, Dr. Paryono



KRA 4: Organisational Sustainability and Corporate Social Responsibility



Key Result Area 4:

Organisational Sustainability and Corporate Social Responsibility

Organisational Sustainability and Corporate Social Responsibility is a key result area in which activities revolve around the internal operations of SEAMEO VOCTECH. It focuses on four important aspects of operation which are financial management, infrastructure improvements, human resource management and development, and business and marketing. In as much as SEAMEO VOCTECH is geared towards achieving global recognition, it would be prim and proper to include in its strategic plan the enhancement of its physical facilities, sound and transparent management of its financial assets, intensive reinforcement of capabilities of its existing human capital and strengthen the Centre's visibility and Corporate Social Responsibility.

During this fiscal year, SEAMEO VOCTECH has been working on strengthening and expanding partners, clientele and funding donors to collaborate and support each other in implementing the Centre's programmes. By doing so, this will sustain the image of the Centre and offer more services to the targeted community. In addition, the Centre is also working on marketing its services and facilities to create additional revenues to implement more programmes. Customised training programmes and funding for projects from partners, such as GIZ-RECOTVET and IBTE are some of the examples, not to mention renting Centre's facilities.

To ensure global visibility and to meet its social responsibility, the Centre participated in SEAMEO-initiated meetings, continued expanding and strengthening its partnership with relevant international organisations, and participated in international conferences. The annual SEAMEO VOCTECH Governing Board Meeting was also held to seek guidance and policy direction in carrying out the mandate of the Centre. SEAMEO VOCTECH also signed three new memorandum of understanding (MOU) with foreign educational institutions during the fiscal year.

Staff Development

For Fiscal Year 2019/2020, the Centre has a total of 38 manpower complement comprising the management and support staffs distributed among different offices and divisions. For this fiscal year, the Centre was able to augment one seconded officer from Institute of Brunei Technical Education, Brunei Darussalam, Pengiran Hajah Hamidah bin Pengiran Haji Hidup who was appointed as Deputy Director of Administration on 01 January 2020. Table 6 shows the management and support staffs distributed among the different offices and divisions.

Table 6 – Centre’s Management and Staff, Fiscal Year 2019/2020

Designation/Position	No. of Staff
Centre Director	1
Deputy Director in Administration	1
Deputy Director of Professional Affair/Research Development Manager/Research Specialist	1
Training and Professional Development Manager/Teacher Education Specialist	1
Knowledge Management Manager	1
Human Resource Manager	1
Finance and Procurement Manager	1
Estate Management Manager	1
Business Marketing Manager	1
Office of Centre Director	1
Office of Administration and Human Resource Division	2
Training and Professional Development Division	3
Knowledge Management Division	4
Business and Marketing Division	1
Finance and Procurement Division	3
Estate Management Division	15
Total	38

The upgrading of the professional competencies and the physical and spiritual well-being of the staffs is at the forefront of the Centre’s strategy in strengthening its organizational capacity. Centre staffs attended training programmes, conferences and forums as participants, resource persons or keynote speakers. The training programmes,

conferences and forums attended by the staffs were either local or international. Table 7 and 8 show the local and international courses attended by the staffs during the Fiscal Year.

The outbreak of pandemic disease COVID-19 have affected the region/world, where many countries have experiences lock down and adopted Work-From-Home (WFH) Policy, including Brunei Darussalam. The Centre have also implemented the WFH policy as an alternative of work arrangements for the staff starting from 25 March until 28 April 2020. Communications during WFH were made via emails, websites, social medias, and Google Duo apps.

In adapting the 'new norm' of working, precautionary measures against the outbreak of COVID-19 are continuously cultivated to the staff, such as social and physical distancing, compulsory daily temperature check, practice personal and environmental hygiene as well as practice proper cough and sneeze etiquette.

For fiscal year 2019/2020, the Centre was able to organise a Khatam Al-Quran held on 15 May 2020 to mark the completion of reading (30 Juzuks Al-Quran) of the holy book. As the nation was still battling with COVID-19 pandemic, the event was held guided by the



SOP from the Ministry of health, with limitation of only invited 30 officers and staffs. The event was followed by presentation of goodies to the officers and staff of SEAMEO VOCTECH, and presentation of charity donation to selected orphans in Brunei Darussalam.

For this fiscal year, 'Tahlil' Prayer is held every Thursday morning and is continuously practised by the staffs as a means of spiritual renewal. As part of their sacred duty, the staffs also observes all Islamic Religious celebrations. The Centre's staffs regular physical fitness programmes showed good participation every friday afternoon.

Table 7 - Local Courses/Programmes Attended by Officers and Staff, Fiscal Year 2019/2020

Name	Course/Meeting/Conference/Workshop/Seminar /Activity	Place	Date
Hajah Noor Arbieyah binti Haji Noor Kaseh	<i>Penyelarasan Perancangan Sumber Tenaga Manusia Jangka Mas Sederhana (5 Tahun)</i>	Ministry of Education	16 September 2019
Hajah Noor Arbieyah binti Haji Noor Kaseh	Human Resource Organisational Development (HROD) Roundtable 2019	ICC	13-14 November 2019
Hajah Noor Arbieyah binti Haji Noor Kaseh Mohammad Iswandi bin Hamdi	<i>Persidangan Perkhidmatan Awam (PPA) 2019 Pengukuhan Integriti & Inovasi Perkhidmatan Awam Dalam Era Revolusi Industri 4.0 (4 IR)</i>	Jabatan Perdana Menteri	19 November 2019
Pg Hajah Hamidah binti Pg Haji Hidup Hajah Noor Arbieyah binti Haji Noor Kaseh Norakasmawaty binti Awg Simpul Norlia binti Haji Dulah Nooraini binti Haji Lamit	<i>Taklimat Sistem TAFIS</i>	IBTE	16 June 2020
Ariffin bin Haji Yusof	E-Learning for Information Security Environment (ELISE) Fundamentals	SEAMEO VOCTECH	17 June 2020
Nursyuhaidah binti Haji Ahmad	<i>Taklimat Prosedur baru perkhidmatan percetakan Print Plus SDN BHD</i>	Jabatan Percetakan Kerajaan	30 June 2020
Dr. Haji Mohd Zamri bin Haji Sabli	SEAEMO Centre Director Meeting (Virtual)	SEAMEO VOCTECH	15 July 2020
Pg Hajah Hamidah binti Pg Haji Hidup	<i>Penyediaan Laporan Kertas Kerja Berkualiti</i>	IPA, Brunei	25-29 February 2020

Table 8 - Overseas Courses/Programmes Attended by Officers and Staff, Fiscal Year 2019/2020

Name	Course/Meeting/Conference/Workshop/Seminar/Activity	Place	Date
Noorhayati Cynthia binti Abdullah Leanne binti Abdullah Lee @ Yen Chin	China-ASEAN Vocational Education Exhibition and Forum	Nanning, China	19-20 September 2019
Dr. Paryono	The 1 st Don Bosco National TVET Conference with the theme, <i>"Increase Impact of TVET as approach for qualifying marginalized youth and poverty alleviation in the Philippines"</i>	Philippines	3 October 2019
Noorhayati Cynthia binti Abdullah	Training of Multipliers 'Curriculum Design for Industry 4.0 Work Process'	Bangkok, Thailand	7-15 October 2019
Noorhayati Cynthia binti Abdullah	ICTP: Authentic Teaching, Learning and Assessment	Lao PDR	21-25 October 2019
Dr. Haji Mohd Zamri bin Haji Sabli	The 42nd SEAMEO High Official Meeting	Bangkok, Thailand	26-28 November 2019
Noorhayati Cynthia binti Abdullah	ICTP: Authentic Teaching, Learning and Assessment	Philippines	2-6 December 2019
Dr. Paryono	The impact of IR 4.0 on higher education and applied higher education	Indonesia	3-4 December 2019
Noorhayati Cynthia binti Abdullah	ICTP: Strengthening Assessment of Competencies	Philippines	9-13 December 2019
Dr. Paryono	The Workshop on Regional TVET Teacher Standard	Thailand	11-12 December 2019
Noorhayati Cynthia binti Abdullah	The 4th Workshop "Progress and Implementation of five Regional Training of Multipliers" Regional Training Modules for TVET Teachers and Managers	Bangkok, Thailand	20-21 January 2020

SEAMEO Meetings

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

- **The 42nd High Officials Meeting.** The SEAMEO High Officials Meeting (HOM) precedes the regular SEAMEO Council Conference organised by the SEAMEO Secretariat. It attempts at reviewing existing programmes, expenditures, legal aspects, and matters concerning SEAMEO as an intergovernmental organisation's administration and activities. The 42nd SEAMEO HOM was made up of two parts: The In-Camera Session on 26 November 2019, and the Plenary Session on 27-28 November 2019. The meeting presented the working papers on SEAMEO Regional Centres, SEAMEO Associate Members Countries, Affiliate Members, and Partners, as well as Inter-Centre Collaboration (ICC) on core interventions and programmes to promote education, culture, and science in the region, and highlighted the ongoing projects and programmes. A total 149 participants from 11 SEAMEO Member Countries, 2 Associate Member Countries, 4 Affiliate Members, 26 SEAMEO regional Centres, and 21 Partners attended and actively participated in this 42nd SEAMEO HOM. The high officials discussed and endorsed decisions on SEAMEO working papers for the In-Camera Session and 34 working papers for the Plenary Session. Such working papers will then be submitted for consideration and approval by the SEAMEO Council. SEAMEO VOCTECH was represented by the Centre Director, Dr. Haji Mohd Zamri bin Haji Sabli.

- **The 5th High Official Meeting on SEA-TVET.** Since the 1st High Officials Meeting on SEA-TVET organised in 2015, various new national and regional initiatives in TVET have been created and co-developed among the Southeast Asian countries, and Development Agencies with the purposes to improve the quality of TVET, to promote partnerships among TVET institutions, to strengthen involvement of industries, to leverage capacity of TVET personnel, to harmonise TVET curriculum among participating countries, and to promote the mobility of skilled workers, teachers and students. Various activities have been organised at all levels of TVET personnel, such as policy makers, TVET school/college leaders, researchers,

teachers and students. The 5th HOM on SEA-TVET with the theme of “Strengthening Efforts towards TVET 4.0” was organised by the Ministry of Education of Brunei Darussalam, Politeknik Brunei (PB), Institute of Brunei Technical Education (IBTE), and International Affairs Unit (MoE) on 9-10 September 2019 at the Centrepont Hotel, Gadong, Brunei Darussalam.

The meeting aimed to:

- Discuss the current situation of TVET collaboration during 2018-2019,
- Identify the strategies to improve the regional cooperation and harmonization for the region,
- Determine and plan for the regional directions and strategies to advance the quality of TVET in Southeast Asian countries that may enhance the responsiveness of the members state and the regions towards industry 4.0,
- Strengthen cooperation among the TVET Ministries/Departments and TVET development agencies among Southeast Asia and with other countries beyond Southeast Asian.

The meeting was attended by approximately 104 participants who are Secretary-Generals/Director-Generals/Directors on TVET of Ministries of Education, Ministries of Labour and Training, Ministries of Science and Technology, Ministries of Higher Education and other related Ministries from the Southeast Asian countries, namely Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam, and Timor Leste. The 5th HOM SEA-TVET was held back to back with SEAMEO VOCTECH’s 30th Governing Board Meeting.

- **Centre Directors Meeting** was held on 15-16 July 2020 via Virtual Online Meeting. A total of 100 participants, representing 26 SEAMEO Centres, SEAMEO Secretariat, Associate member Countries, Affiliate Members and 11 partners/observers reviewed the activities accomplished in FY 2019/2020, considered 6 proposals and projects updates from the Centres. The next meeting is scheduled in July 2021. SEAMEO VOCTECH was represented by the Centre Director, Dr. Haji Mohd Zamri bin Haji Sabli.

Governing Board Meeting

The 30th Governing Board Meeting back-to-back with the 5th HOM SEA-TVET and the culmination ceremony, was held from 9 to 12 September 2019 at SEAMEO VOCTECH Regional Centre. The culmination ceremony of the Technical Skills Upgrading Programme for Vocational and



Photo of GB Chairman, Director of SEAMES, and the Centre Director

Technical Teachers in Southeast Asia on 12 September 2019 signifies the success of the initiative to produce 90 Master Trainers in the areas of Hospitality, Restaurant Services and Operations and Automotive Engineering from SEAMEO Member Countries.



Photo of GB representatives from Lao PDR, Indonesia, and GB Member from Malaysia

For this fiscal year, the Governing Board approved the following resolutions:

- Follow-up actions on the resolutions of the 29th Governing Board Meeting
- Annual Report for Fiscal Year 2018/2019
- Financial Audit Report for Fiscal Year 2018/2019

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:

- Regional Training Programme Theme for Fiscal Year 2020/2021
- Update on the implementation of Technical Skills Upgrading Programme (TSUP) for TVET Teachers and Trainers in Southeast Asia
- Update on Regional Knowledge Platform: SEA-VET.NET
- Update on the Development and Adoption of Regional TVET Teacher Standard

International Conferences, 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 attend, either as paper presenters or participants in conferences, workshops and meetings, by international organisations in the region and beyond. Aside from performing its obligations to its partners, it also serves as a way of maintaining and establishing new partnerships.

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

- The China-ASEAN Vocational Education Exhibition and Forum at Nanning, China on 19-20 September 2019.
- The 1st Don Bosco National TVET Conference with the theme, “Increase Impact of TVET as approach for qualifying marginalized youth and poverty alleviation in the Philippines” at the Philippine on 3 October 2019.
- The impact of IR 4.0 on higher education and applied higher education in Indonesia on 3-4 December 2019.
- The workshop on Regional TVET Teacher Standard in Thailand on 11-12 December 2019.
- The 4th Workshop “Progress and Implementation of five Regional Training of Multipliers” Regional Training Modules for TVET Teachers and Managers, held Bangkok, Thailand from 20th – 21st January 2020

Networking and Partnership

For Fiscal Year 2019/2020, The Centre signed one Memorandum of Understanding with Nisai Group Ltd, United Kingdom to collaborate and support the Centre in enhancing Industrial Revolution 4.0 readiness and bring innovation to TVET Skills Education in the ASEAN Region.

Aside from signing agreements with new partner, the Centre maintained its partnerships with the following institution for Fiscal Year 2019/2020:

- Don Bosco-One TVET, Philippines

- The Council of Higher Education, Research, and Development Central Board of Muhammadiyah, Indonesia
- Pusat Pengembangan dan Pemberdayaan Pendidik dan Tenaga Kependidikan Medan, Indonesia
- SEAMEO Regional Centre Open Learning Centre (SEAMOLEC), Indonesia
- Guiyang Vocational and Technical College, China
- UNESCO Asia and Pacific Bureau for Education
- Korea Research Institute of Vocational Education and Training
- Oak Tree Simulations, LLC, USA
- China Education Association for International Exchange (CEAIE), China
- Guizhou Provincial Department of Education (GPDE), China
- Research Institute for Vocational Education and Training, Korea
- National University of Laos (NUoL)
- Ho Chi Minh City of Technical Education, Ho Chi Minh
- Universiti Tun Hussein Onn, Malaysia
- Tongji University, Shanghai
- Ansaldo Thomassen B.V, Netherlands
- Rajabhat University Network, Thailand
- Open University Malaysia, Malaysia
- Yogyakarta Muhammadiyah University, Indonesia
- SEAMEO Regional Centre for Innovation and Technology (SEAMEO INNOTECH), Philippines
- SEAMEO Regional Centre for Tropical Biology (SEAMEO BIOTROP), Indonesia
- Institute of Brunei 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
- UNESCO, Bangkok
- Rajamangala University of Technology Thanyaburi (RMUTT), Thailand
- UNESCO-UNEVOC, Germany
- University Technology Malaysia (UTM)
- Malang State University, Indonesia

- Polytechnic Padang, Indonesia
- Tabung Ekonomi Gagasan Anak Bumiputera Sarawak, Malaysia
- Don Bosco-One TVET, Philippines
- The Council of Higher Education, Research, and Development Central Board of Muhammadiyah, Indonesia

Future Trends

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

- Offer Training of Trainers: Training Certification Programme
- Develop and implement E-Learning System.
- Design and develop innovative training programmes.
- Organize conferences on TVET sustainability.
- Consolidate evaluation results of training programmes and analyse impacts and effectiveness.
- Identify relevant funding donors for flagship research projects.
- Publish thematic materials on contemporary issues in TVET.
- Collaborate with partners within and outside the region for knowledge generation, acquisition, dissemination and utilisation.
- Enhance database management system for alumni, and existing and potential pool of resource person.
- Generate income from existing products and services.
- Implement a regular, preventive and corrective maintenance programme for the Centre's facilities and equipment.
- Implement staff development programmes based on a TNA.
- Develop and implement international relations programmes.
- Establish an attractive marketing package for the local and international markets.
- Initiate and sponsor student-related activities and adopt a school programme.
- Initiate environmental awareness programmes.
- Award sponsorship for student/teacher leadership development training programme.

Governing Board Members



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Norlia binti Haji Dullah

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Hajah Siti Rusiah binti Haji Kawang

Md Kasim bin Haji Abd Rahman

BUSINESS & MARKETING DIVISION

Hartini binti Haji Harun

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Monarita binti Haji Harris Mohd Noor Ilham

Nursyuhaidah binti Haji Ahmad

Nurul Amin Salehah binti Mahmud

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Haji Mohd Sofian bin Haji Julaihi

Saronni bin Haji Rashid

Md Nur Alief Shahfie bin Abdullah

Nordin bin Haji Dullah

Haji Muhd Suhaili bin Haji Abas

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