



The Digest SEAMEO VOCTECH

Regional Centre for Technical and Vocational Education and Training

ISSN No. 1816-1073

DEC 2020
Vol. 28 No. 2 (61)



SPECIAL FEATURE

31st SEAMEO
VOCTECH Governing
Board Meeting

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SEAMEO VOCTECH
WORKING FROM
HOME (SV-WFH)

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Training of Trainers (TOT)
for Pusat Pembangunan
Kapasiti (PPK)

31st Governing Board Meeting 06 October 2020 | Brunei (Virtual)

The Governing Board of SEAMEO VOCTECH (SV) convened the 1st online meeting at SV Regional Centre on Tuesday, 06 October 2020. The meeting was attended by the Governing Board Members and representatives from the 11 SEAMEO Member Countries. The meeting was followed by a Sharing Session Presentation in the afternoon with the invited paper presenters from SV's partner such as GIZ-Recotvet, Nisai-Group, Labtech International Limited as well as Politeknik Brunei and Institute of Brunei Technical Education, Brunei Darussalam.

Also present were the representative from Ministry of Education Brunei Darussalam, Mr Haji Ady Syarmin Haji Md Taib, Assistant Vice Chancellor (Industry and Services) of Universiti Teknologi Brunei, and the Centre Director, Mr Alias Haji Abu Bakar, as well as SV Management and Staff.

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CENTRE DIRECTOR'S MESSAGE



The Fiscal Year 2020-2021 marks the second year of the implementation of SEAMEO VOCTECH Regional Centre's 6th Five-Year Development Plan (FYDP). This edition of July-December 2021 newsletter, includes the activities that the Centre undertook during the first six months of the fiscal year 2020-2021.

The government of Brunei Darussalam has managed the COVID-19 outbreak situation well, thanks to its whole-of-nation approach bringing together the private and the community in the fight against the coronavirus. With the support of government and private agencies, guided with the SOP from Ministry of Health, the Centre was able to conduct its Regional Training Programme (RTP) via online mode and Customised Training Programme (CTP) with local clients.

Among other significant international meetings conducted during this fiscal year were 31st Governing Board Meeting, Centre Director Meeting, and High Official Meeting which were conducted via online mode.

Following the ease of restrictions, the Centre was able to conduct few In-house Training as part of staff development for the 1st six months of the fiscal year 2020-2021. With the support of SV local and international partners and stakeholder, it is expected that the following months to come the Centre will be conducting more of Regional Training Programme, In-Country Training Programme and Customised Training Programme.

ALIAS HAJI ABU BAKAR

Centre Director

SEAMEO VOCTECH Regional Centre

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A number of working papers were prepared for the meeting, including – Follow-up actions and resolutions of the 30th SV-GBM; Annual Report and Financial Audit Report for Fiscal Year 2019-2020; Three Years Budget for Fiscal Years 2021-2022; Proposal for the Continuation/Implementation of Technical Skills Upgrading Training for TVET Teachers in SEA – a collaboration with Temasek Foundation and ITEES, Singapore; Update on the Regional Knowledge Platform: SEA-VET.NET – a collaboration with GIZ-RECOTVET; Update on the Development of Regional common Core Competencies for TVET Personnel – a collaboration with GIZ-RECOTVET; and the Proposal on the Conduct of In-Company Trainers and Assessors Certification Courses.

The GB Meeting is an annual event of SV that serves as an avenue to discuss priority issues of the Centre crucial in carrying out its mandate, and for the GB to review the Centre's activities and presentation of its accomplishments, as well as endorse resolutions and actions taken by the Centre. The next GB meeting will be held in October 2022.



The 31st Governing Board Meeting was followed by Welcoming and Appreciation Night at the Dynasty Restaurant, Gadong, in the evening. At the end of the event, souvenir was given to former Centre Director, Dr. Haji Mohd Zamri Sabli, and former Governing Board Chairman, Pg Dr. Saiful Bahrin Pg Duraman, as a token of appreciation for their service and contributions towards the Centre.



24 complete Fire Marshal Course 12—14 October 2020 | SEAMEO VOTTECH

Twenty four officers and staff of the SEAMEO VOTTECH Regional Centre concluded three-day fire marshal course organised by the Fire and Rescue Department (FRD) on 12 to 14 October 2020.

Director of SV, Alias Haji Abu Bakar said the course enhances their staff's competence on fire safety, exposure on safety awareness, usage of fire extinguishers and procedure for building evacuation.

Certificates were handed over to the participants on 11 November 2020 by FRD Commanding Officer of Operation 'A' Branch Acting Senior Superintendent Pengiran Haji Asmali bin Pengiran Haji Ahmad.

Also present were SO Pengiran Haji Mohamad bin Pengiran Tengah, DSO Hazwan bin Mawang and ASO Rustam Efandi bin Haji Metussin from the FRD, as well as Management and officers of SEAMEO VOTTECH Regional Centre.



One of the instructor from FRD delivering his presentation



Hands on activity during the 3-days training



Souvenir presentation to the FRD Commanding Officer of Operation 'A' Branch Acting Senior Superintendent Pengiran Haji Asmali bin Pengiran Haji Ahmad by the Centre Director of SV

Pediatric First Aid Awareness Workshop 28 November 2020 | SEAMEO VOCTECH

Since the establishment of Health, Safety and Security Environment Committee (HSSE) Committee in SEAMEO VOCTECH (SV), the Centre have been actively organizing HSSE related activities for the staff of SV. Among other activities was the conduct of First Aid Awareness programme held on 28 November 2020. The programme was attended by appointed HSSE Committee with the objective to provide awareness on the importance on First Aid which is much needed for a training Centre like SV.



Hands on activity by Mr Asmad during the workshop held at SV

In-House Training SEAMEO VOCTECH Business Plan and Development Workshop 2—3 December 2020 | SEAMEO VOCTECH



Group photo of the facilitator and SV management and officers who attended the workshop



Mr Bobby delivering his presentation

A 2-day Business Plan and Development Workshop that gets the Management and Officers of SEAMEO VOCTECH to discuss and present their business plan has been conducted on 2-3 December 2020. The topics presented during the workshop includes; understanding the purpose of a business plan, structure of business plan, writing an executive summary, understanding products or services, market research, organization, operation and financial strategy, creating and presenting business plan. The workshop ended with group final presentations and certificate presentation by Live WIRE Brunei Programme Manager, Haji Abdul Yusrin Dato Haji Mohd Salleh.



One of the group delivering their group presentation

Hari Raya Aidiladha back to back with Farewell of Intern Staff 07 August 2020 | SEAMEO VOCTECH



With the consent of His Majesty Sultan Haji Hassanal Bolkiah Mu'izzaddin Waddaulah ibni Al-Marhum Sultan Haji Omar Ali Saifuddien Sa'adul Khairi Waddien, Sultan dan Yang Di-Pertuan of Brunei Darussalam, the country celebrated the Hari Raya Aidiladha or the Feast of Sacrifice which falls on the 10th day of Zulhijjah.

The SEAMEO VOCTECH Regional Centre held an Eid Al-Adha Celebration back to back with the farewell on two Intern Staffs from IBTE, at SEAMEO VOCTECH on 7th August 2020.



The ceremony began with the recitation of Surah Al-Fatihah and Takbir led by Mr Ariffin Haji Yusof. It was followed by speech by Ms Nazihah, one of the Intern Staff from IBTE, and certification presentation by Dr. Haji Mohd Zamri Haji Sabli to the Intern Staffs.

It was organised by Administration and Finance and Procurement Division of the Centre.



Maulidur Rasul Celebration 12 November 2020 | SEAMEO VOCTECH



Certificate presentation to the Intern Staff, Ms Izzati



Souvenir presentation to the invited lecturer from Islamic Da'wah Centre

In conjunction with Maulidur Rasul 1442H, the Centre held ceremony to celebrate Maulidur Rasul at Seri Ker-na Hall, SEAMEO VOCTECH on 12 November 2020. The event began with recitation of Doa Selamat and Speech by the Centre Director, Mr Alias Haji Abu Bakar. It was followed by religious talk by Ustaz Mohd Nasyith bin Superi, lecturer from Islamic Da'wah Centre, Brunei Darussalam with the theme '*Meneladani Akhlak Rasulullah SAW*'.

The event ended with certificate presentation to Ms Izzati, Intern Staff from Univeriti Brunei Darussalam, and token of appreciation to the invited lecturer from Islamic Da'wah Centre, Ustaz Mohd Nasyith bin Superi.

It was organised by Health and Safety Security Environment (HSSE) Committee, SEAMEO VOCTECH.

International Meetings

43rd SEAMEO High Official Meeting (Virtual) 15 July 2020

The first-ever online 43rd SEAMEO High Officials Meeting (HOM) which marked the SEAMEO's fifty-five anniversary was successfully convened on 30 November 2020 with a total of 173 participants from 19 countries including Vice Ministers and Permanent Secretaries of 11 Southeast Asian countries as well as SEAMEO Associate Member Countries, SEAMEO Affiliate Members, SEAMEO Regional Centres and SEAMEO Partners.

SEAMEO VOCTECH were represented by the Centre Director, Alias Haji Abu Bakar, Deputy Director for Professional Affair, Dr. Paryono, and Finance Procurement Manager, Haji Nordin Haji Ahmad.



Photo of SV management representing the meeting via online mode

Regional Training Programme

Innovative Teaching and Learning for Industrial Changes due to Industry 4.0
23—27 November 2020 | SEAMEO VOCTECH (Virtual)



SEAMEO VOCTECH, in collaboration with its partner, GIZ-RECOTVET, is currently conducting a 5-day Regional Training Programme on Innovative Teaching and Learning for Industrial Changes due to Industry 4.0 (Module 1) via the SEA-VET Learning Platform.

The training programme will be held from 23 to 27 November 2020, attended by 16 participants comprising of teachers, trainers, instructors, and managers from SEAMEO Member Countries.

The training programme aims to develop a deeper understanding of the 4th Industrial Revolution (IR 4.0), in which this module introduces the changes going on based on lean production and will create a deeper understanding of the impact on skilled work, thus creating awareness of the workforce required for industry 4.0. This module also introduces the use of different data, the different safety systems and the use of IT safety systems to make work safer.

This training programme is facilitated by Dr. Paryono, Deputy Director of Professional Affairs cum Research Specialist, together with Prof. Dr. Georg Spöttl from University of Bremen and 2 lecturers from Thai-German Institute.

Regional Training Programme

Curriculum Design for Industry 4.0 Word Process 7—11 December 2020 | SEAMEO VOTTECH (Virtual)



A screenshot of Facilitator and Participants of the training programme

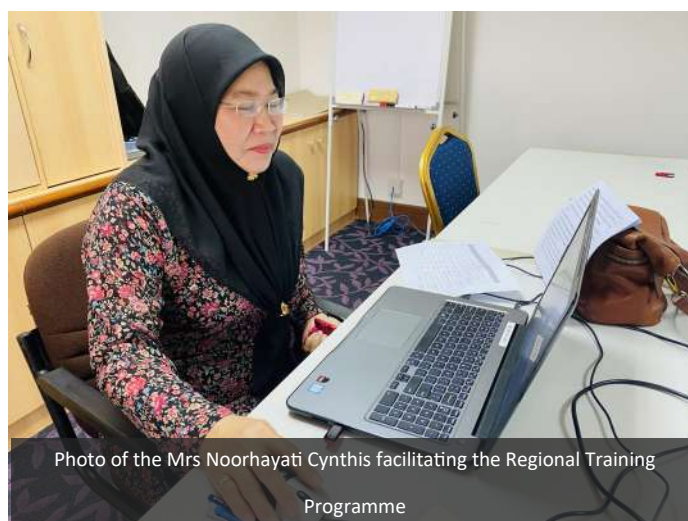


Photo of the Mrs Noorhayati Cynthia Abdullah facilitating the Regional Training Programme

SEAMEO VOTTECH Regional Centre, in collaboration with its partner, GIZ-RECOTVET, is currently conducting a 5-day Regional Training Programme on Curriculum Design for Industry 4.0 Work Process held virtually via the SEA-VET Learning Platform

The training programme is held from 07 to 11 December 2020, attended by 15 participants comprising of TVET teachers including teachers/instructors of all levels, master Trainers, and trainers of trainees from SEAMEO Member Countries, including 2 participants from Politeknik Brunei (PB) and Institute of Brunei Technical Education (IBTE), Ministry of Education Brunei Darussalam, respectively.

The training programme is designed for the development of work process-oriented curricula “Fit for In-

dustry 4.0”, in particular focusing on the labour market demands. It is expected that, at the end of this training programme, the participants will be able to carry through work process analysis for curriculum development and apply the self-reliant learning model in developing competencies that will respond to labour market needs.

This training programme is facilitated by Mrs Noorhayati Cynthia Abdullah, Training and Professional Development Manager cum TVET Specialist, SEAMEO VOTTECH Regional Centre, and Mrs Nabilah Ooi Abdullah from Malaysia.

Customised Training Programme

Designing effective Moodle-Based Blended Teaching & Learning for PB 29 July 2020 | SEAMEO VOCTECH

A total of 30 participants consist of Lecturers and Officers from Politeknik Brunei completed a customised training programme on Designing Effective Moodle-Based Blended teaching and learning at Seri Kerna Hall, SEAMEO VOCTECH.

Basic Customer Service for Micro Small & Medium Enterprises 28—29 September 2020 | DARE

The training aims to enhance the capabilities of the participants in their training delivery using effective presentation and facilitation skills and techniques. Specifically, it teaches the participants the relevance of competency in a competency-based learning, what is training and the roles of trainer, different learning theories and styles and principles of adult learning, prepare, implement, evaluate training, and prepare and deliver training outputs.

Food Safety & Hygiene for Food Handlers 12—13 October 2020 | Temburong (DARE)



Mrs Noorhayati Cynthis during the training programme on Food Safety & Hygiene for Food Handlers at Temburong district

Food poisoning outbreaks in the hospitality/food service industry are caused mainly by poor food handling and hygiene habits by staff involved in preparing food, lack of sanitation of the surrounding kitchen area, and improper storage of food at unsuitable temperatures for a prolonged period of time. In order to prevent this from happening, it is therefore important that everyone who handles food in the food industry needs to know how to handle it, and that all people who supervise food handlers, have the right skills and knowledge in food safety and food hygiene for the work they do. Implementing good food handling and hygiene practices during food preparation not only reduces the risk of food poisoning and ensures safe food, but also helps achieve public confidence, and improves both business performance and customer satisfaction, in the sense that customers know that the food served is not only delicious, but safe for consumption as well. SEAMEO VOCTECH Regional Centre is the provider of this training programme, with Mrs. Noorhayati Cynthia Abdullah, Training & Professional Development Manager cum TVET Specialist, as the programme Facilitator and Coordinator. Around 12-15 participants coming from the Temburong District are expected to attend this two day training programme organised by the Industry Business Academy, Darussalam Enterprise (DARE), Brunei Darussalam, from 12-13 October 2020, at Bukit Retak Hall, Pusat Belia, Temburong.

Customised Training Programme

Quantitative Data Analysis Using MS Excel 3—5 August 2020 | SEAMEO VOTTECH (L3C)



Group discussion during the training programme

In support of the Centre's upskilling and re-skilling training activity with L3C, Brunei Darussalam, SEAMEO VOTTECH conducted 3-days customised training programme on 'Quantitative Data Analysis Using MS Excel' from 3 to 5 August 2020.

Attended by 8 participants, the participants were taught on the use of SPSS using MS Excel in terms of speed, types and advances analysis, and appearance. It also offered participants with both theoretical and practical experience in data entry and nalysis of both descriptive and inferential statistics.

The training ended with certification presentation by Mr Sumardi bin Haji Abdul Hamid, Assistant Director (Administration), Lifelong Learning (L3C), Ministry of Education, Brunei Darussalam.



Certificate presentation to one of the participant by Mr Sumardi from L3C

Quantitative Data Analysis using SPSS 14—17 September 2020 | SEAMEO VOTTECH



Another Customised Training Programme held in support of the Centre's upskilling and reskilling training activity with L3C, Brunei Darussalam, was on 'Quantitative Data Analysis Using SPSS' from 14 to 17 September 2020, held at SEAMEO VOTTECH with a total of 6 participants. The training programme ended with the certification presentation by Mr Walter Chong Meng Siong, Asistant Director (Academic), Lifelong Learning Centre, Ministry of Education, Brunei Darussalam.

Customised Training Programme

Training of Trainers Certification Programme SEAMEO VOTTECH

Date: 21—25 September 2020

Venue: SEAMEO VOTTECH

Date: 9—14 November 2020

Venue: SEAMEO VOTTECH

Date: 10—18 December 2020

Venue: SEAMEO VOTTECH

SEAMEO VOTTECH have been conducting a series of customised training programme on Training of Trainers Certification Programme since the fiscal year 2019/2020. For this fiscal year, the training programmes continued with additional 3 batches. Conducted at different date, time and varieties of clients, the participants of this training programme were being introduced to the necessary skills set all competent trainers would require in order to effectively deliver and facilitate their respective courses.

The training programme also explored the various topics of competency-based training, training needs assessment, introduction of training, preparation for training, implementation of training, evaluation of training and lastly, preparation and delivery of training outputs through micro-teaching/training.

Moreover, the training programmes are being conducted by two SV Specialist, namely, Dr. Paryono, SV Deputy Director for Professional Affair cum Research Specialist, and Mrs Noorhayati Cynthia Abdullah, SV Training and Profesional development manager cum Teacher Education Specialist, both are the course coordinator and facilitator of this Customised Training Programme on Training of Trainers certification Programme.



Staff News

Welcoming New Staff of SEA-VET.Net Platform 01 July 2020



Photo of Ms Dessa Burca

The Centre would like to welcome the new staff of Regional Knowledge Platform, SEA-VET.Net, Ms Dessa Burca, Graphic Designer, SEAMEO VOCTECH Regional Centre.

General Assembly Welcoming New Centre Director 01 October 2020 | SEAMEO VOCTECH



CD, DDA and DDP during the 1st General Assembly welcoming the New CD



Photo taken during the general assembly

The SEAMEO VOCTECH Regional Centre welcomes the new Centre Director, Mr Alias Haji Abu Bakar, effective on 01 October 2020. A general assembly to welcome the new Director was held on 05 October 2020 at Seri Kerna Hall, SEAMEO VOCTECH. The event began with speech by the Centre Director and ended with question and answer session with management and staff.

The Centre is delighted to have Mr Alias Haji Abu Bakar as our new Centre Director. His remarkable skills will be a great addition to our team and the organization. A big congratulations on your new role and on behalf on management and staff of SEAMEO VOCTECH, we would like to extend our warmest welcome and good wishes. We look forward to a mutually beneficial relationship with you.

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EVENTSSCHEDULE OF TRAINING PROGRAMMES AND SEAMEO EVENTS
JANUARY TO JUNE 2021

Training Programmes	Date
CTP on Islamic Values in Customer Service for Tourism Industry of Brunei Darussalam (Batch 1)	25—26 January 2021
CTP on Training of Trainers Certification (Batch 5)	1—6 February 2021
CTP on Food Safety and Hygiene in Tourism Industry of Brunei Darussalam (Batch 1)	10—11 February 2021
CTP on Islamic Values in Customer Service for Tourism Industry of Brunei Darussalam (Batch 2)	15—16 February 2021
CTP on Role of Clean and Hygienic Public Toilets in Tourism Industry of Brunei Darussalam	24—25 February 2021
CTP on Islamic Values in Customer Service for Tourism Industry of Brunei Darussalam (Batch 3)	1—2 March 2021
CTP on Food Safety and Hygiene in Tourism Industry of Brunei Darussalam (Batch 3)	4—6 March 2021
CTP on Role of Clean and Hygienic Public Toilets in Tourism Industry of Brunei Darussalam (Batch 3)	8—9 March 2021
CTP on Food Safety and Hygiene in Tourism Industry of Brunei Darussalam (Batch 4)	22—23 March 2021
CTP on Role of Clean and Hygienic Public Toilets in Tourism Industry of Brunei Darussalam (Batch 4)	25—27 March 2021

Centre Events	Date
Safety at Workplace for SV Staff	20 February 2021
1st Aid Course	1—3 March 2021
Sambutan Nuzul Al-Quran & CSR	April 2021

SEAMEO Events	Date
SEAMEO Centres Policy Research Network (CPRN) Virtual Summit	10-12 March 2021
SEAMEO Congress	18-19 April 2021
51st SEAMEO Council Conference	31 May 2021

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