



SEAMEO VOC TECH Regional Centre,
Brunei Darussalam

ANNUAL REPORT

FISCAL YEAR 2023 - 2024

'Inclusive TVET for a Green and Digital Future'

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Chairman's endorsement to the SEAMEO Council through the President

His Excellency

SEN. JUAN EDGARDO SONNY ANGARA

Secretary of the Department of Education

Republic of The Philippines

Your Excellency, SEAMEO Council President,

On behalf of the Governing Board, it is both an honour and a privilege to present the SEAMEO VOTTECH Regional Centre Annual Report for the Fiscal Year 2023/2024 to the SEAMEO Council.

This report highlights the Centre's key activities and achievements during the fiscal year. The programmes and services offered to our stakeholders are organised under the following Key Result Areas: Professional Development, Research and Development, Knowledge Management, Organisational Sustainability, and Corporate Social Responsibility.

Your endorsement will greatly enhance the credibility of these initiatives, reinforcing our dedication to the SEAMEO mission. With your support, we are confident that these programmes will positively impact many lives across the region, equipping individuals with the skills and knowledge needed to build a prosperous future.

We respectfully seek your formal endorsement, allowing us to present these initiatives to the SEAMEO Council through the President. We extend our deepest gratitude for the Council's continued trust and support, and we hope that the accomplishments outlined in this report meet the Council's expectations.

Best Regards,

DR. HJ. MOHD ZAMRI HJ. MOHD SABL

Chairman, Governing Board

SEAMEO VOTTECH Regional Centre

Brunei Darussalam

Centre Director's Endorsement to the Chairman of SEAMEO VOCTECH Governing Board

Yang Mulia

DR. HJ MOHD ZAMRI HJ MOHD SABLI

Chairman, Governing Board

SEAMEO VOCTECH Regional Centre

Brunei Darussalam

Dear Mr. Chairman,

It is with great pleasure that I present to the Governing Board the accomplishments of the SEAMEO VOCTECH Regional Centre for fiscal Year 2023/2024.

This Annual Report for Fiscal Year 2023/2024 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 categorised by the following Key Result Areas: Professional Development, Research and Development, Knowledge Management, Organisational Sustainability and Corporate Social Responsibility.

We would very much appreciate 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"

Best Regards,

HAJI NORJEMEE BIN JENEK

Centre Director

SEAMEO VOCTECH REGIONAL CENTRE

Brunei Darussalam

SEAMEO VOCTECH's Vision, Core Values and Mission

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

In the fiscal year 2023/2024, SEAMEO VOCTECH Regional Centre has continued its focus on Training and Professional Development, aligning with its vision and mission. The Centre is dedicated to delivering these programs to a wide range of stakeholders, including both private and public entities, as well as individuals seeking its services and expertise.

During this period, the Centre successfully conducted a total of 37 training programmes and workshops which were attended by 993 participants. There were 5 Regional Training Programmes (RTP), attended by 95 participants. The Centre also conducted 5 In-Country Training Programmes (ICTP), which were attended by 94 participants encompassing SEAMEO Member Countries from Brunei Darussalam, Cambodia, Malaysia, Lao PDR, the Philippines and Vietnam. 23 Customised Training Programmes (CTP) were conducted, attended by 667 participants.

There was also 1 Special Training Programme (STP) that was conducted in collaboration with partner institution Nanjing Vocational Institute of Transport Technology (NJITT), China held online, and 3 Special Training Programmes were conducted for SEAMEO VOCTECH staff as part of capacity-building efforts to familiarise them with the new FYDP.

KRA 2: Research and Development

Research and Development (R&D) play a fundamental role in SEAMEO VOCTECH's operations as an international organisation. Their active involvement in research and consultancy efforts enables them to create valuable knowledge and provide exceptional services, benefiting Brunei, fellow SEAMEO member nations, and beyond.

R&D activities are divided into Institutional Research, focusing on improving the Centre's programs, and Applied Research, addressing current TVET issues and trends. This division, led by the research manager with support from a research officer and specialists, conducts research studies, validates findings, and participates in conferences. They also offer training programmes on research methodologies and provide consultancy services to strengthen TVET on both local and international levels.

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KRA 3: Knowledge Management

SEAMEO VOTTECH, an international organisation, serves as a trusted source of accurate information. It provides individuals and institutions, whether local or global, with comprehensive access to knowledge through its library and database system. They efficiently manage both explicit and tacit knowledge, using advanced technology to align with global collaboration needs and strategic objectives. The primary objective is to enhance the knowledge management system for local and international clients and partners.

The Centre makes effective use of information sharing services, including digital and online publications, to showcase its programmes, services, and achievements to its audience. Social media is fully utilised for broad marketing outreach and alumni reconnection. Furthermore, the Centre collaborates with media organisations to cover and communicate its activities to the public, ensuring widespread visibility.

KRA 4: Organisational Sustainability and Corporate Social Responsibility

Organisational Sustainability and Corporate Social Responsibility are fundamental components of SEAMEO VOTTECH's internal operations. These initiatives revolve around four key operational facets: financial management, infrastructure improvements, human resource management and development, and business and marketing. As SEAMEO VOTTECH strives for global recognition, it is imperative to incorporate in its strategic plan the enhancement of physical facilities, transparent financial asset management, the reinforcement of human capital capabilities, and the augmentation of the Centre's visibility and commitment to Corporate Social Responsibility.

Throughout this fiscal year, SEAMEO VOTTECH has been dedicated to strengthening and expanding its partnerships, clientele, and funding sources. This collaborative effort ensures not only the Centre's enduring reputation but also broadens the range of services available to its target community. Furthermore, the Centre's proactive marketing of services and facilities is geared towards generating additional revenue to facilitate the implementation of more programmes.

EXECUTIVE SUMMARY

SEAMEO VOCTECH actively seeks global visibility and fulfils its social responsibilities by participating in SEAMEO-initiated meetings, reinforcing partnerships with relevant international organisations, and engaging in international conferences. The annual SEAMEO VOCTECH Governing Board Meeting provides crucial guidance and policy direction in fulfilling the Centre's mandate. Additionally, the Centre has expanded its network by signing new Memorandums of Understanding (MoU) and Memorandums of Agreement (MoA) with various institutions and organisations. These agreements reflect the commitment to collaboration and support, thereby fostering SEAMEO VOCTECH's role as a leading institution in the field of Technical and Vocational Education and Training (TVET).

Future Initiatives

SEAMEO VOCTECH has outlined a comprehensive vision for its upcoming fiscal years, which includes programs such as Training of Trainers and In-Company Trainer Certification, Micro-Master Teachers Training, and the establishment of the Regional TVET Teacher Training Academy (RT3A). Furthermore, they plan to expand the reach and scope of the Regional Knowledge Platform, SEA-VET.net and promote innovative training programmes such as Smart Lab technology. The Centre also aims to identify funding donors for flagship research projects, publish thematic materials on contemporary TVET issues, create appealing marketing packages for both local and international markets, and initiate environmental awareness programs, reflecting a commitment to sustainability and social responsibility.

KRA 1

**TRAINING AND
PROFESSIONAL DEVELOPMENT**

Key Result Area 1:

Training and Professional Development

One of the focus areas of SEAMEO VOCTECH (SV) Regional Centre is on Training and Professional Development. The Centre, intent on achieving its vision and mission, is prepared and equipped to deliver these programmes to both private and public entities; in effect, any institution or individual that needs its services and expertise.

In Fiscal Year 2023/2024, SEAMEO VOCTECH Regional Centre conducted a total of 37 training programmes and workshops, with 993 participants in attendance. This included 5 Regional Training Programmes attended by 95 participants.

Additionally, the Centre delivered 5 In-Country Training Programmes with 94 participants, representing SEAMEO Member Countries such as Brunei Darussalam, Indonesia, Myanmar, Lao PDR and Thailand. A total of 23 Customised Training Programmes were conducted, with 667 participants.

The Centre also organised 1 Special Training Programme through a collaborative online initiative, along with 3 Special Training Programmes for SEAMEO VOCTECH staff as part of capacity-building efforts to familiarise them with the new Five-Year Development Plan (FYDP).

Regional Training Programmes (RTP)

5 Regional Training Programmes were conducted by the Centre for Fiscal Year 2023/2024. The training programmes were attended by a total of 95 participants. Table 1 shows the breakdown for this fiscal year by date, venue, and distribution of participants by gender.

Table 1 – Regional Training Programmes, Fiscal Year 2023/2024.

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
1	Hybrid RTP on Enhancing TVET Instruction through Interactive and Digital TVET.	29-31 January; & 26 February - 2 March 2024	Online Onsite: Politeknik Sultan Salahuddin Abdul Aziz Shah, Shah Alam, Malaysia.	9	7	16

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
2	(VIRTUAL) 21 st Century Leadership Skills for TVET Leaders.	14-16 & 19-20 February 2024	Online	14	8	22
3	(VIRTUAL) Coaching and mentoring to Enhance Teacher Effectiveness.	4-8 March 2024	Online	9	11	20
4	Robotics and Smart Systems.	24 June - 5 July 2024	ITE College Central, Singapore.	19	1	20
5	Hybrid RTP on Integrating Transferable Skills in the TVET Curriculum.	24 June - 4 July 2024	Online & Onsite: Brunei Darussalam.	11	6	17
TOTAL				62	33	95

In-Country Training Programmes (ITP)

In-Country Training Programmes allow the Centre to address the specific training needs of SEAMEO member countries, particularly those of TVET practitioners, educators, and administrators in the host country. These courses are selected from a list of identified training themes, with costs shared between the host country and the Centre.

During this fiscal year, 5 In-Country Training Programmes were conducted, with a total of 94 participants. Table 2 provides details on these programmes, including the date, venue, and the gender distribution of participants.

Table 2 – In-Country Training Programmes, Fiscal Year 2023/2024.

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
1	Competency-Based Assessment.	21-24 & 28 August 2023	IBTE, Brunei Darussalam.	2	7	9

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
2	Applying Student-Centered Teaching and Learning Methodology.	13-17 November 2023	BBPPMPV BOE, Malang, Indonesia.	15	5	20
3	(Virtual) Conducting Tracer Study for TVET Institutions – Myanmar.	07-09 May 2024	Online	5	20	25
4	(Virtual) 21st Century Leadership Skills for TVET – Lao PDR.	28-30 May 2024	Online	11	3	14
5	Curriculum Development to Match Industrial Needs and Workplace Requirement.	27-31 May 2024	OVEC, Thailand.	12	14	26
TOTAL				45	49	94

Customised Training Programmes (CTP)

Customised Training Programmes are tailored to address the internal capacity-building needs of staff or stakeholders from requesting organisations. The courses can either be selected from the list of training themes for regional and in-country programmes or developed specifically to meet the unique needs of the requesting organisations.

In this fiscal year, 23 Customised Training Programmes were conducted, with a total of 667 participants. Table 3 provides details of these programmes, including the date, venue, and the gender distribution of participants.

Table 3 – Customised Training Programmes, Fiscal Year 2023/2024.

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
1	Customer Care Training Services for JPMC (Batch 14).	4-7 July 2023	Brunei Darussalam	12	13	25

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
2	SV-Labtech Hybrid Teacher Upgrading Programme on "Empowering Teachers for IR 4.0 Using Virtual Technology".	10-25 July 2023	Online Onsite: Labtech Batam, Indonesia	12	8	20
3	Customer Care Training Services for JPMC (Batch 15).	25-27 July 2023	Brunei Darussalam	9	17	26
4	Customer Care Training Services for JPMC (Batch 16).	1-3 August 2023	Brunei Darussalam	6	16	22
5	Basic English at Workplace, IPA.	16-17 August 2023	Brunei Darussalam.	13	18	31
7	Managing TVET Institution in Response to IR 4.0, Don Bosco Philippines.	6-7 September 2023	Don Bosco, Philippines	24	5	29
8	Customer Care Training Services for JPMC (Batch 17).	19-21 September 2023	Brunei Darussalam	15	19	34
9	Customer Care Training Services for JPMC (Batch 18).	7-9 November 2023	Brunei Darussalam	10	32	42
10	Basic English at Workplace, IPA.	8-9 November 2023	Brunei Darussalam	10	23	33
11	8 Habits of Highly Effective People for Department of Energy, PMO.	7 & 9 November 2023	Brunei Darussalam	7	20	27
12	Customer Care Training Services for JPMC (Batch 19).	12-14 December 2023	Brunei Darussalam	8	21	29
13	Workshop Facilitation Skills, L3C.	17, 18 & 20 January 2024	Brunei Darussalam	6	14	20
14	Training of Trainers Certification (Batch 12)	29-31 January, 1 & February 2024	Brunei Darussalam	9	2	11
15	Customer Care Training Services for JPMC (Batch 20).	13-15 February 2024	Brunei Darussalam	7	20	27

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
16	Business Etiquette for the Micro, Small, and Medium Enterprise (MSMEs), DARE.	21-22 February 2024	Brunei Darussalam	5	5	10
17	Customer Care Training Services for JPMC (Batch 21).	27-29 February 2024	Brunei Darussalam	12	26	38
18	Customer Care Training Services for JPMC (Batch 22).	16-18 April 2024	Brunei Darussalam	10	12	22
19	Customer Care Training Services for JPMC (Batch 23).	30 April - 2 May 2024	Brunei Darussalam	10	19	29
20	Customer Care Training Services for JPMC (Batch 24).	7-9 May 2024	Brunei Darussalam	15	21	36
21	Customer Care Training Services for JPMC (Batch 25).	14-16 May 2024	Brunei Darussalam	16	29	45
22	Customer Care Training Services for JPMC (Batch 26).	11-13 June 2024	Brunei Darussalam	21	16	37
23	Customer Care Training Services for JPMC (Batch 27).	18-20 June 2024	Brunei Darussalam	10	35	45
TOTAL				271	396	667

Special Training Programmes (STP)

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 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 4 special training programmes attended by SEAMEO VOCTECH staff. Table 4 shows the special training programme conducted for this fiscal year, the date, the venue and the distribution of participants by gender.

Table 4 – Special Training Programmes, Fiscal Year 2023/2024.

NO	TITLE	DATES	VENUE	NO. OF PARTICIPANTS BY GENDER		
				MALE	FEMALE	TOTAL
1	Internal Auditor Training for SV Staff.	17–18 July 2023	Brunei Darussalam	4	9	13
2	Retreat on Developing SV 7 th FYDP Strategic Planning Workshop.	2–3 October 2023	Brunei Darussalam	9	18	27
3	Internal Training on Creating 2D Animated.	26 December 2024	Brunei Darussalam	2	7	9
4	Joint Webinar with Nanjing Vocational Institute of Transport Technology (NJITT), China.	29 April 2024	Online	52	36	88
TOTAL				<u>67</u>	<u>70</u>	<u>137</u>

Summary of Training Programmes Conducted

Overall, the Centre was able to conduct 37 training programmes attended by 993 participants. Of the overall total participants, 445 were male while the female participants comprised 548 participants. The summary of the training programmes conducted in the Fiscal Year 2023/2024 is shown in Table 5.

Table 5 – Summary of Training Programmes, Fiscal Year 2023/2024.

TYPE OF TRAINING PROGRAMMES	NO. OF TRAINING PROGRAMMES	NO. OF PARTICIPANTS BY GENDER		
		MALE	FEMALE	TOTAL
Regional Training Programme	5	62	33	95
In-Country Training Programme	5	45	49	94
Customised Training Programme	23	271	396	667
Special Training Programme	4	67	70	137
TOTAL	37	445	548	<u>993</u>

KRA 2

RESEARCH AND DEVELOPMENT

Key Result Area 2:

Research and Development

Research and Development (R&D) is a core component of SEAMEO VOCTECH's operations as a reputable regional organisation. Through extensive research and consultancy efforts, the Centre generates valuable knowledge and provides high-quality services to Brunei, SEAMEO member nations, and furthermore. R&D at SEAMEO VOCTECH focuses on two main areas: (1) **Institutional Research**, to enhance the Centre's performance and (2) **Applied Research**, to address current issues and emerging trends in TVET. This division is led by a research manager, supported by a research officer and a team of specialists.

The Institutional Research is designed to strengthen the Centre's programmes, with a particular focus on improving its training initiatives. In contrast, external and applied research projects are conducted in response to requests from the governing board, partners, and donors. These projects address key challenges and trends within the TVET sector. R&D activities also play a crucial role in increasing the Centre's global presence by showcasing and disseminating research through presentations and publications.

SEAMEO VOCTECH's R&D efforts span a wide range of activities, including conducting research studies, validating findings, participating in conferences and forums to present research papers, publishing research outputs, and facilitating training programmes focused on research-related topics. Additionally, the division offers training programmes focused on research methodologies, including specialised courses such as Impact Evaluation studies. The Centre also offers consultancy services to support the execution of research studies, validation processes, and advisory roles, both locally and internationally. These initiatives are designed to strengthen TVET systems and enhance capacity within the region and globally.

Research

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 2023/2024. This evaluation was administered at the end of the programme.

The results of the 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. For this fiscal year, the Centre has continued to progress in the following research projects:

- Readiness of TVET Institutions for IR 4.0 in the Southeast Asia (completed),
- Behavioural Study of Reskilling & Upskilling for Women in ASEAN region (completed),
- ‘Motivations of Teachers in Southeast Asia: Foresight on Making Teachers Stay in the Profession’ led by SEAMEO INNOTECH (in progress),
- Validation for Graduate Employment Study 2022 for Institute of Brunei Technical and Education (completed),
- Validation for Graduate Employment Study 2023 for Institute of Brunei Technical and Education (completed),
- Validation for Graduate Employment Study 2022 for Department of Higher Education, MOE (completed),
- Validation for Graduate Employment Study 2023 for Department of Higher Education, MOE (completed),
- Employer Satisfaction Study 2022 for Department of Higher Education, MOE (completed),
- Employer Satisfaction Study 2023 for Department of Higher Education, MOE (in progress),
- Graduate Employment Study 2024 for Department of Higher Education, MOE (in progress).

Consultancies

Besides research activities, the Centre also conducted the following consultancy during the Fiscal Year 2023/2024:

- TVET Quality Manuals for *National Institute for Labour Force Development (INDMO), Timor Leste* - with support from INDMO and APTC (completed).
- Study on the Employability of Vocational Graduates in the Agri-Food Sector in ASEAN, EU-ASEAN Sustainable Connectivity Package – Higher Education Programme (SCOPE-HE) (in progress).

Papers Presented

Seventeen (17) papers were presented by Centre's specialists and management at online and onsite conferences, meetings, seminars and webinars conducted by national, regional and international organisations. Below are the papers presented during the Fiscal Year 2023/2024:

1. 'SEAMEO VOCTECH Best Practice in Learning Management System SEA-VET.net' at 2nd SEAMEO Knowledge Management Learning & Sharing Forum, Manila, Philippines,
2. 'Motivations of Teachers in Southeast Asia: Foresight on Making Teachers Stay in the Profession', SEAMEO INNOTECH, Manila, Philippines,
3. 'Current Trends and Issues In TVET', Universitas Ahmad Dahlan Open Lecture for master's Students of Vocational Teacher Education (Presented Online),
4. 'Skills Initiatives from the Education Sector', The 7th Regional Skills Technical Working Group Meeting: The Way Forward for the Mutual Recognition of Skills Initiative, organised by ASEAN Secretariat, ILO, Korea Partnership Programme, Bangkok, Thailand,
5. Implementation Strategies of the Regional TVET Teacher Standards for ASEAN', The Post Graduate Schools of Universitas Pendidikan Indonesia, Indonesia (Presented Online),
6. 'Reflections on the Ways Forward of Micro Credentials in ASEAN', 2023 UNESCO-KEDI Asia-Pacific Regional Policy Seminar Micro-credentials: Driving Innovation in ASEAN Higher Education, Bangkok, Thailand,
7. Keynote speech 'TVET Institutional Management 4.0', 19th Asian Academic Society for Vocational Education and Training (AASVET) International Conference, Yogyakarta, Indonesia,
8. 'Regional Findings on The Readiness of TVET Institutions for IR 4.0 in Southeast Asia', 19th Asian Academic Society for Vocational Education and Training (AASVET) International Conference, Yogyakarta, Indonesia,
9. 'Quality Assurance in TVET: Enhancing Standards and Industry Partnerships', CSPC International Conference on Revolutionizing the Future Workforce: Transformative Pathways for TVET towards 2023, Manila, Philippines,
10. 'The Integration of STEM in TVET', Experts Meeting and Knowledge Exchange Forum on the Integration of STEM in Technical Vocational Education and Training (TVET), Chiang Mai, Thailand,

11. 'Inclusive TVET for a Green and Digital Future: Regional Initiatives in Southeast Asia', Skills and Training WG: SEAMEO VOCTECH Webinar, organised by British Expertise International,
12. 'Authentic & Holistic Assessment in technologically rich TVET environment', 12th SEAMEO-University of Tsukuba Symposium, Tsukuba, Japan (Presented Online),
13. 'Regional Findings on The Readiness of TVET Institutions for IR 4.0 in Southeast Asia', 7th SEAMEO Centre for Policy and Research Network (CPRN) Summit, Bandar Seri Begawan, Brunei Darussalam,
14. 'Towards Inclusive Up-Reskilling: Leveraging Behavioural Insights to Foster Women's Engagement in Adult Training in Southeast Asia', 7th SEAMEO Centre for Policy and Research Network (CPRN) Summit, Bandar Seri Begawan, Brunei Darussalam,
15. Keynote speech 'Igniting Innovation: Fostering Entrepreneurial Culture in Post-Secondary TVET and Applied Higher Education, International PSA Innovation, Technology, Engineering & Commercialization Conference (IPiTEC), Selangor, Malaysia (Presented Online),
16. 'Global and Regional Trends in Workforce Education and Development', Yogyakarta State University Open Lecture, Yogyakarta, Indonesia,
17. 'STEM in TVET in Southeast Asia: ASEAN TVET Council's Perspectives', 4th Integrated STEM Leadership Summit in Asia, Bangkok, Thailand (Presented Online).

KRA 3

KNOWLEDGE MANAGEMENT

Key Result Area 3:

Knowledge Management

SEAMEO VOCTECH serves as a reliable source of accurate and accessible information for individuals and institutions, both locally and globally. The Centre's library and database systems allow for the acquisition and utilisation of knowledge, which is carefully managed through systematic classification and dissemination.

Upgraded technology has been employed to support global collaborations and align with the Centre's strategic goals. These efforts aim to enhance the knowledge management system for the benefit of local and international clients and partners.

The Centre also leverages digital platforms and online publications to share information about its programmes, services, and accomplishments with its stakeholders. Social media is actively used to broaden outreach and reconnect with alumni.

- **Information Sharing**

The Centre used digital and online publications as the main medium in sharing new development in TVET, studies and research, 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 continued to prioritise digital publications as a key medium for disseminating and sharing information, further enhanced by the upgraded website launched in the last fiscal year, 2022/2023. Participants in the regular training programmes consistently received digital copies of course materials.

Additionally, the corporate multimedia was updated to reflect the latest information on the Centre's activities, new programmes, and services. For this fiscal year, the digital publications developed by the Centre include:

✓ Annual Report 2022/2024 – endorsed at last year's GBM.

✓ 34th GBM Report – distributed to GB Members.

Moreover, the learning management system, EDUNET, has been successfully migrated to SEA-VET.net, SEAMEO VOCTECH's Regional Knowledge Platform for TVET. EDUNET remains the primary database for two of the Centre's flagship training programmes, accessible to both participants and alumni.

To further enhance training delivery, the Thinkific LMS has been integrated into SEA-VET Learning, serving as the upgraded platform for all newly introduced training programmes. New training courses will also be introduced in the upcoming fiscal year through a partnership with GIZ RECOTWIN.

• **Governing Board Meeting**

On 23rd October 2023, SEAMEO VOCTECH held its 34th Governing Board Meeting (GBM) in conjunction with the 1st Timor-Leste International Skills Week, in collaboration with the Instituto Nacional Desenvolvimento De Mão-De-Obra (INDMO) in Dili, Timor-Leste.

During the Opening Ceremony of the GBM, SEAMEO VOCTECH launched three TVET Quality Manuals for Timor-Leste's National Institute for Labour Force Development (INDMO), developed with support from INDMO and APTC. The launch was witnessed by His Excellency Mr. Francisco Kalbuadi Lay, Vice Prime Minister and Minister Coordinator for Economic Affairs, alongside Timor-Leste's Minister of Education and Secretaries of State.

The meeting was attended by Governing Board Members and representatives from 10 SEAMEO Member Countries, as well as the Centre Director, managers, and officers. A total of nineteen (19) working papers were presented, resulting in the approval of three (3) key resolutions and the acknowledgment of five (5) initiatives and reports on the implementation of the Centre's programmes and services. It was also agreed that the next Governing Board Meeting will be held in Brunei Darussalam from 22-24 October 2024.

Following the 34th GBM, SEAMEO VOCTECH supported the Learning Sessions held during Timor-Leste's 1st International Skills Week, under the theme "Enhancing TVET Excellence and Innovation." These sessions featured panel discussions with professionals, experts, and industry leaders, including representatives from ADB, ILO, GIZ, Labtech International, and SEAMEO VOCTECH's Governing Board Members. The event was hosted by INDMO and supported by SEAMEO VOCTECH.

Additionally, as part of the 1st Timor-Leste International Skills Week, the Timor-Leste International TVET Product and Technologies Exhibition took place from 23rd to 26th October. The Centre was honored by the visit of His Excellency Mr. Francisco Kalbuadi Lay to SEAMEO VOCTECH's exhibition.

- **SEA-VET.net – One-Stop Hub for TVET Information and Sharing in SEA**

SEA-VET.net has made significant strides in advancing its e-learning initiatives in close collaboration with SEAMEO VOCTECH and reputable e-learning course providers, all while ensuring the sustainability of the Regional TVET Platform.

- **Website Performance Data**

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.

As of 30 June 2024, SEA-VET.NET registered 558,626 visits (pageviews is the total number of pages viewed: repeated views of a single page are counted) by 129, 502 users (users who have initiated at least one session during the date range). It has published 660 TVET news articles, 222 events, 309 publications, 37 initiative programmes, 15 good practices, 25 newsletters, and facilitated 12,207 downloads of various publications.

- **SEA-VET Learning**

The following are the latest updates on SEA-VET Learning’s progress as of June 2024:

- A total of 53 online courses have been uploaded to SEA-VET Learning, providing TVET professionals with valuable opportunities to gain new skills and advance their careers.
- SEA-VET Learning offers courses in six key categories: Curriculum Design and Development, Information Communication and Technology, Onboarding, Teaching, Learning and Assessment, TVET Management, and TVET Research.

- **Private Sector Page**

On 12th February 2024, the Private Sector Page expanded its content to provide more comprehensive information on effective skills development for TVET. The webpage now features a collection of in-depth case studies from Lao PDR, Thailand, and Vietnam, showcasing how businesses actively contribute to skills development and TVET. The featured organisations in this series show a commitment to equipping their workforce with innovative, future-ready skills to meet the needs of a changing job market, offering users examples of good practices to adopt.

Subsequently, on 30th May 2024, the Private Sector Page launched the 'Inclusive Reskilling and Upskilling' initiative in collaboration with GIZ. This initiative, housed within the page, provides industries such as tourism, construction, and manufacturing with actionable insights and strategies focused on gender, diversity, and inclusion (GD&I). The initiative aims to support the development of a skilled, adaptable, and inclusive workforce, thereby enhancing the long-term competitiveness and sustainability of businesses in the global economy.

In addition to this initiative, the Toolbox was developed to help stakeholders integrate gender diversity and inclusion into reskilling and upskilling efforts, providing foundational assessments through the Toolbox Carousel to prepare the workforce for future challenges and opportunities.

- **ASEAN TVET Council Webpage**

Following the launch of the ASEAN TVET Council (ATC) webpage in fiscal year 2022/2023, SEA-VET.net, as the host and creator of the platform, continues to collaborate closely with the ATC Secretariat to strengthen its partnership with the Council. As the operational team managing the webpage, SEA-VET.net plays a vital role in facilitating information dissemination and knowledge exchange among Council members.

SEAMEO VOTTECH continues to be an active member of the ATC having recently participated in the 3rd Regional Policy Dialogue, titled "Reskilling and Upskilling in ASEAN," held in Bali, Indonesia, from 27th to 28th February 2024. The dialogue focused on the importance of reskilling and upskilling in response to rapid digitalisation and technological advancements, aligning with the Council's strategic goal to promote workforce development across ASEAN.

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 for SEAMEO VOCTECH, focusing on four critical aspects: financial management, infrastructure enhancement, human resource management and development, and business and marketing strategies. As the Centre aims for global recognition, its strategic plan should incorporate the enhancement of physical facilities, the sound and transparent management of financial assets, the continuous development of its human capital, and the strengthening of its visibility and Corporate Social Responsibility initiatives.

During this fiscal year, SEAMEO VOCTECH has focused on strengthening its relationships with partners, clients, and funding donors to support programme implementation. Following the conclusion of its partnership with GIZ-RECOTVET, the Centre secured continued support through the GIZ-RECOTWIN project, ensuring the maintenance of SEA-VET.net and expanding training offerings via SEA-VET Learning. These efforts have helped sustain the Centre's reputation while broadening its services to its target communities.

Additionally, SEAMEO VOCTECH collaborates with media organisations to publicise its activities and engage with the wider public. The Centre also actively markets its services and facilities to generate additional revenue for future programmes. To enhance its global visibility and fulfil its social responsibility, SEAMEO VOCTECH participated in SEAMEO-initiated meetings, expanded partnerships with international organisations, and attended international conferences. The annual SEAMEO VOCTECH Governing Board Meeting was also held to seek guidance and policy direction for the Centre's activities.

In its mission to further expand its training programmes, the Centre also signed new Memorandum of Agreement (MoA) Go Study Global Education in China, and Memoranda of Understanding (MoU) with Nanjing Vocational Institute of Transport Technology (NJITT), China, Centre for Technology Excellence Sarawak (CENTEXs), Sarawak, Malaysia, Universiti Tun Hussein Onn Malaysia (UTHM), and Universiti Sains Malaysia (USM) as well as Agreed of Minutes of Meeting Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA).

Financial Management

• Overview

In the financial year of 2023-2024, SEAMEO VOCTECH has experienced a decrease in its income, with the total income of B\$1,908,294 in financial year 2022-2023 to B\$1,698,420, marking a decrease of 11% as compared to the previous year. Total Expenditure decrease by 11% from B\$1,898,791 to B\$1,692,929 this financial year.

• Annual Income

The Centre's yearly income can be categorised as follows:

- ✓ Grants from the Government of Brunei Darussalam
- ✓ Other Funds
- ✓ Unallocated Funds – Income generated from commercial activities of the Centre

For the FY 2023-2024, the regular funds of the Centre were derived mainly from grants provided by the Brunei Government. The Centre also maintained its financial viability by generating additional income through income generating projects. Eighty percent (80%) or B\$1,356,959 of the Annual Income was contributed by the Government of Brunei Darussalam, 14% or B\$240,978 was generated from Income Generating Activities (IGF) and the remaining 6% or B\$100,482 was from Other Fund.

• Operating Funds (OF)

During the fiscal year, the Centre received B\$1,195,151 from the Government of Brunei Darussalam, allocated mainly for the operating funds of the Centre.

Ninety percent (98%) of the grants were expended on Staff Payroll and Allowances and the remaining 2% were spent on utilities.

• Special Education Development Funds (SEDF)

The main function of the Special Education Development Fund (SEDF) is to facilitate funding for the Centre to carry out its Training and Research Scholarship programmes.

This fiscal year, the Government of Brunei has allocated a grant of USD120,000 or B\$161,808 to help the Centre conduct both Regional and In-Country Training Programmes, the Governing Board Meeting (GBM), Research and CPRN Conference.

• **Income Generating Funds (IGF)**

Income Generating Funds (IGF) are designated to generate income from activities that were not funded by either the Government of Brunei Darussalam or other funding agencies.

In the fiscal year, 44% of IGF’s total income was generated through Customised Training Programmes offered by the Centre, while an additional 25% was obtained from the rental of facilities including conference/syndicate room, restaurant and office. Consultation and Research activities contributed 21% to the total income, with the remaining 10% coming from various other income generating activities.

• **Staffing and Development**

For the fiscal year 2023/2024, the approved number of personnel, including management, officers, and support staff, is 45. Currently, the Centre's staff strength stands at 36, leaving 9 positions to be filled.

During the fiscal year, the Centre welcomed one new management team member and one new officer. Table 6 provides details, including the name, position and the start of employment at the Centre.

Table 6 – New staff members at SEAMEO VOCTECH

NO	NAME	POSITION	DATE OF JOINING
1.	Haji Norjemee Jenek	Centre Director	01/01/2024
2.	Nur Haidatul Fatinah binti Haji Marzuki	Training Officer	01/01/2024

Additionally, the Centre hosted six internship students and two part-time research assistants during the fiscal year as seen on Table 7.

Table 7 – Internship students at SEAMEO VOCTECH

NO	NAME	COURSE	NAME OF INSTITUTION	PERIOD OF ATTACHMENT	
				START	END
1.	Anshrah Warraich	Majoring in Accounting & Finance	UBD	01/08/2023	31/12/2023
2.	Koo Shwu Tsy	Majoring in Accounting & Finance	UBD	01/08/2023	31/12/2023

NO	NAME	COURSE	NAME OF INSTITUTION	PERIOD OF ATTACHMENT	
				START	END
3.	Syarfa Aniya Binti Said	Majoring in Business Administration	UBD	01/08/2023	31/12/2023
4.	Nur Rizwana Binti Masrizal	Business Administration	UBD	01/08/2023	31/12/2023
5.	Melvin Moning	Bachelor of Science (Hons) In Communication	UTB	02/01/2024	29/06/2024
6.	Nur Syahiidah Binti Awang Hata	Diploma in Business Accounting and Finance	PB	29/06/2024	29/06/2024

UBD: Universiti Brunei Darussalam
 UTB: Universiti Teknologi Brunei
 PB: Politeknik Brunei

Table 8 noted the leaves of several members, including former Centre Director, Specialists and apprentice due to end of term and further studies respectively.

Table 8 – Former staff members at SEAMEO VOCTECH

NO	NAME	PREVIOUS POSITION
1.	Aina Nazurah @ Nabilah binti Haji Nordin	Research Assistant (Part-time)
2.	Alias Bin Haji Abu Bakar	Centre Director
3.	Saiful Anuar Bin A. Rahim	TVET Consultant
4.	Silva Das S. Rajagopal	TVET Consultant
5.	Lim Bee Yew	TVET Specialist (Teacher Education) Cum Knowledge Management Manager
6.	Norzahidah Binti Bushari	Research Assistant (Part-time)

Table 9 shows the management and support staff distributed among the different offices and divisions.

Table 9 – Centre's Management and Staff, Fiscal Year 2023/2024

DESIGNATION / POSITION	NO. OF STAFF
Centre Director	1
Deputy Director of Administration	1
Deputy Director for Professional Affairs/Research Development Manager/Research Specialist	1
Human Resource Manager	n/a
Corporate Affairs Manager/TVET Specialist	1
Training and Professional Development Manager/TVET Specialist	1
Information and Technology Manager	1
*Knowledge Management Manager	n/a
Finance and Procurement Manager	1
**Facilities Management Manager	n/a
Sales and Marketing Manager	1
Office of Centre Director	1
Office of Administration	2
Office of Corporate Affairs	2
Training and Professional Development Division	3
Research and Development Division	1
Knowledge Management Division	3
Sales and Marketing Division	1
Finance and Procurement Division	4
Information and Technology Division	1
Facilities Management Division	10
TOTAL	<u>36</u>

* Acting by KMO.

** Acting by SMM.

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. In this line, the Centre staff attended training programmes, conferences and forums as participants, resource persons or keynote speakers. Table 10 shows the local courses/conferences/meetings/webinars attended by the staff during the Fiscal Year 2023/2024.

**Table 10 – Local Courses/Webinars/Conferences/Meetings Attended by Officers and Staff,
Fiscal Year 2021/2022**

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	VENUE	DATE
Ariffin bin Haji Yusof Noorfitriah Hafiizah binti Md Hassan Muhammad Afiq Rafiuddien bin Haji Burhanuddin	SEAMEO VOCTECH-LABTECH Hybrid Teacher Upgrading Programme On “Empowering Teachers for IR 4.0 Using Virtual Technology”	SEAMEO VOCTECH (Virtual)	10 – 13 July 2023
Haji Salleh bin Haji Mahmud@Salleh Anak Junny	Kursus Fire Marshal	Bilik Taklimat Ar-Rahman, Balai Bomba Rimba	07 – 09 Aug 2023
Alias bin Haji Abu Bakar Pg Haji Mohamad Sufri bin Pg Ali Dr. Paryono Halimahtun Saadiyah binti PDIS Mejar jeneral (B) Dato Paduka Seri Haji Sulaiman Haji Nordin bin Haji Ahmad Noorahayati Cynthia binti Abdullah Dr. Jaya Priyah Kasinathan Lim Bee Yew Ariffin bin Haji Yusof Leanne binti Abdullah Lee Saiful Anuar bin A. Rahim	1 st Strategic Planning Workshop Retreat on Developing SEAMEO VOCTECH 7 th Five-Year Development Plan	SEAMEO VOCTECH	11 – 12 September 2023

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	VENUE	DATE
Silva Das S. Rajagopal			
Hazleyanawaty Susanti binti Abdullah			
Mimi Syafi'ah binti Hj Ja'afar			
Hajah Siti Rusiah binti Hj Kawang			
Nursyuhaidah binti Haji Ahmad			
Aiman Bazilah binti Hj Alihan			
Dr. Hartini binti Haji Mashod			
Monarita binti Haji Harris Mohd Noor Ilham			
Mohammad Faris Zai'em bin Haji Zanie			
Noorfitriah Hafiizah binti Md Hassan	SEAMEO VOCTECH-LABTECH Hybrid Teacher Upgrading Programme On “Empowering Teachers for IR 4.0 Using Virtual Technology”	SEAMEO VOCTECH (Virtual)	10 – 13 July 2023
Muhammad Afiq Rafiuddien bin Haji Burhanuddin			
Nur Haidatul Fatinah binti Haji Marzuki			
Dr. Foo Sze Yeng			
Nurul Amin Salehah binti Mahmud			
Muhd Al-Aiman Syazwi bin Abdullah Bupor			
Muhamad Syafiq bin Dabeding			
Muhammad Rahimi bin Md Yassin			
Muhammad Khairuddin bin Haji Abd Rahman			
Norzaidah binti Buhasri			

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	VENUE	DATE
Syarfa Aniya binti Said Muhammad Khairuddin bin Haji Abd Rahman Norzaidah binti Buhasri Syarfa Aniya binti Said Nur Rizwana binti Masrizal Anshrah Warraich Koo Ahwu Tsyrr	SEAMEO VOCTECH-LABTECH Hybrid Teacher Upgrading Programme On “Empowering Teachers for IR 4.0 Using Virtual Technology”	SEAMEO VOCTECH (Virtual)	10 – 13 July 2023
Mohammad Faris Zai'em bin Haji Zanie	Kursus Peraturan – Peraturan Kewangan (FR)	Institut Perkhidmatan Awam	26 – 27 September 2024
Alias bin Haji Abu Bakar Pg Haji Mohamad Sufri bin Pg Ali Dr. Paryono Halimahtun Saadiah binti PDIS Mejar jeneral (B) Dato Paduka Seri Haji Sulaiman Haji Nordin bin Haji Ahmad Noorahayati Cynthia binti Abdullah Dr. Jaya Priyah Kasinathan Lim Bee Yew Ariffin bin Haji Yusof Leanne binti Abdullah Lee Saiful Anuar bin A. Rahim Silva Das S. Rajagopal Hazleyanawaty Susanti binti Abdullah Mimi Syafi'ah binti Hj Ja'afar	Strategic Planning Workshop Retreat on Developing SEAMEO VOCTECH 7 th Five-Year Development Plan	SEAMEO VOCTECH	02 – 03 October 2023

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	VENUE	DATE
Hajah Siti Rusiah binti Hj Kawang Nursyuhaidah binti Haji Ahmad Aiman Bazilah binti Hj Alihan Dr. Hartini binti Haji Mashod Monarita binti Haji Harris Mohd Noor Ilham Mohammad Faris Zai'em bin Haji Zanie Noorfitriyah Hafiizah binti Md Hassan Muhammad Afiq Rafiuddien bin Haji Burhanuddin Nur Haidatul Fatinah binti Haji Marzuki Dr. Foo Sze Yeng Nurul Amin Salehah binti Mahmud Muhd Al-Aiman Syazwi bin Abdullah Bupor Norzaidah binti Buhasri Syarfa Aniya binti Said Nur Rizwana binti Masrizal Anshrah Warraich Koo Ahwu Tsyr			
Hartini binti Haji Harun Zulinah binti Haji Zulizam Syarfa Aniya binti Said Nur Rizwana binti Masrizal	Post Singapore Workshop (PSW) on Skills Upgrading in Hotel Management with Industry 4.0 (Customer Relationship Management)	The Rizqun International Hotel	17 – 18 October 2023

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	VENUE	DATE
Anshrah Warraich Koo Ahwu Tsyr			
Pg Haji Mohamad Sufri bin Pg Ali	Brunei Darussalam National Capacity Development Workshop Planning for Education System Transformation	ICC	06 – 09 November 2023
Mohammad Faris Zai'em bin Haji Zanie Norakasmawaty binti Awg. Simpul Norlia binti Haji Dullah Muhd Al-Aiman Syazwi bin Abdullah Bupor	Briefing-TAFIS FY2324 Year End Closing	Dewan Theater, Kementerian Kewangan dan Ekonomi	13 November 2023
Mohammad Faris Zai'em bin Haji Zanie Muhammad Afiq Rafiuddien bin Haji Burhanuddin	Penamaan Pentadbir Skim Persaraan Kebangsaan (SPK)	Bangunan Kementerian Kewangan dan Ekonomi	13 December 2023
Ariffin bin Haji Yusof Mohammad Faris Zai'em bin Haji Zanie	Bengkel Penerangan Peraturan Jawatankuasa Keselamatan dan Kesihatan di tempat kerja (WSH Committees) - SHENA	Auditorium iCentre	23 January 2024
Ariffin bin Haji Yusof Muhammad Afiq Rafiuddien bin Haji Burhanuddin	Microsoft AI ASEAN TTT (Session 2)	Virtual	03 – 04 April 2024

During this fiscal year, the 'Tahlil' Prayer has been held every Thursday morning, providing staff with an ongoing opportunity for spiritual renewal. As part of their sacred duty, the staff also observe all Islamic Religious celebrations. Additionally, the Centre organised staff development programmes aimed at enhancing professional competencies, while also supporting their physical and spiritual well-being. This included regular Saturday sports activities, an Eid celebration for the staff, and charitable donations to those in need.

SEAMEOs and International Conferences, Workshops, Meetings and Visits (Overseas)

As part of its duties as a SEAMEO Regional Centre for TVET, the Centre's representatives are often invited to participate in conferences, workshops, and meetings organised by SEAMEO and international organisations, either as speakers or attendees. Centre officials consistently engage in SEAMEO discussions and events. Beyond fulfilling its responsibilities to partners, these activities also help the Centre maintain existing relationships and build new collaborations.

**Table 11 – OVERSEAS COURSES/MEETINGS/CONFERENCES/ WORKSHOPS/SEMINARS/ACTIVITIES
PHYSICALLY ATTENDED BY SEAMEO VOCTECH STAFF (July 2023 – June 2024)**

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	DATE & VENUE
Alias Hj Abu Bakar	The Temasek Foundation Environmental Policy Leaders Prog in SEA, in Partnership with The Institute for Environment and Sustainability, Lee Kuan Yew School of Public Policy	18 – 29 August 2023, Singapore
Nursyuhaidah Haji Ahmad Aiman Bazilah Haji Alihan	2nd SEAMEO Knowledge Management Learning and Sharing Forum	22–23 August 2023, Philippines
Dr. Jaya Priah Kasinathan	CTP: Effective Project Management & Management of TVET Institutions in Response to IR 4.0 (Don Bosco)	4 – 7 September 2023 Philippines
Dr. Paryono Leanne Abdullah Lee	2023 China-ASEAN Conference on Vocational Education Cooperation and Development	15 – 16 September 2023 Nanning, China
Muhammad Afiq Rafieuddin Hj Burhanuddin	1. 2023 China-ASEAN Vocational Education Exhibition and Forum Opening Ceremony 2. China-ASEAN Vocational Education Techniques and Skills Exhibition and Show	15 – 16 September 2023 Nanning, China
Dr. Jaya Priah Kasinathan	Regional Research Forum Motivations of Teachers in Southeast Asia: Foresight on Making Teachers Stay in the Profession (SEAMEO INNOTECH)	19 – 21 September 2023 Philippines
Dr. Paryono	7 th Regional Skills Technical Working Group Meeting	28 – 29 September 2023 Bangkok, Thailand
Dr. Paryono	2023 UNESCO-KEDI Seminar on Micro Credentials: Driving Innovation in ASEAN Higher Education	12 – 13 October 2023 Bangkok, Thailand
Dr. Paryono	10th ADB International Skills Forum	17 – 19 October 2023 Philippines
Alias Hj Abu Bakar Pg Hj Mohammad Sufri Pg Ali	ITEES 20th Anniversary Distinguished Partner Award	20 October 2023 Singapore

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	DATE & VENUE
Alias Hj Abu Bakar Dr. Paryono Dr. Jaya Priah Kasinathan Noohayati Cynthia Abdullah Leanne Abdullah Lee Nursyuhaidah Haji Ahmad Aiman Bazilah Haji Alihan Dr. Hartini Haji Mashod	34th SEAMEO VOCTECH Governing Board Meeting (GBM) & 1st Timor Leste International Skills Week	23 – 25 October 2023, Dili, Timor Leste
Nursyuhaidah Haji Ahmad Aiman Bazilah Haji Alihan	2nd Capacity Building Workshop for the ASEAN-ROK TVET Mobility: Reflections, Partnership and Progress	7–9 November 2023, Philippines
Alias Hj Abu Bakar Dr Paryono Leanne Abdullah Lee Dr. Hartini Haji Mashod	19th Asian Academic Society for Vocational Education and Training (AASVET) International Conference (Universitas Yogyakarta)	8 – 10 November 2023 Yogyakarta, Indonesia
Muhammad Afiq Rafieuddin Hj Burhanuddin	2023 TVET Leadership Programme on Digital Transformation	13–18 November 2023, Shenzhen, China
Hjh Siti Rusiah Hj Kawang (Training Assistant)	In-country Training Programme for Indonesia on Applying Student-Centred Teaching and Learning Methodologies	13–18 November 2023 Malang, Indonesia
Alias Hj Abu Bakar Pg Hj Mohamad Sufri Pg Ali	3rd Meeting of The ASEAN TVET Council (ATC)	15 – 16 November 2023 Singapore
Alias Hj Abu Bakar Dr. Paryono Hj Nordin Hj Ahmad	46th SEAMEO High Official Meeting (HOM) & Launching of Global Education Monitoring (GEM) 2023 SEA Regional Report on Technology in Education	28 – 30 November 2023 Bangkok, Thailand
Noorhayati Cynthia Abdullah	International Conference “Ensuring Quality Assurance in TVET: Enhancing Standards and Industry Partnerships” (Colombo Plan Staff College CPSC)	4 December 2023 Philippines
Dr. Paryono	3rd ILO–Korea TVET Forum: Skills Development for an Inclusive Education Monitor in Future for Asia Pacific Region	7 – 8 December 2023 Bangkok, Thailand
Ariffin Hj Yusof	CENTEXS 8th Convocation & Memorandum of Understanding Exchange Ceremony	5 February 2024 Sarawak, Malaysia
Dr. Paryono Dr Hartini Haji Mashod	Expert Meeting and Knowledge Exchange Forum on the Integration of Stem in Technical Vocational Education and Training (TVET) in Celebration of the UN International Day of Women and Girls in Science	5 – 7 February 2024 Chiang Mai, Thailand 5 February 2024 Chiang Mai, Thailand
Ariffin Hj Yusof	Hybrid RTP: Enhancing TVET Instruction Through Interactive and Digital TVET	26 Feb – 2 Mar 2024 Selangor, Malaysia

NAME	COURSE/MEETING/CONFERENCE/ WORKSHOP/SEMINAR/ACTIVITY	DATE & VENUE
Hj Norjemee bin Jenek Dr Paryono	ASEAN TVET Council Organisational Development (ATC-OD) & Regional Policy Dialogue (ATC-RPD)	27 - 29 February 2024 Denpasar, Bali
Dr. Paryono Dr. Jaya Priah Kasinathan	On-Site Training: The Hybrid RTP "Enhancing Gender Responsiveness of TVET Management Personnel in ASEAN"	4 - 8 March 2024 Bangkok, Thailand
Hj Norjemee bin Jenek Dr Paryono	2nd Strategic Workshop on Monitoring, Evaluation & Learning SEAEMEO Policy Research & Publication Capacity Building Workshop	27 - 28 March 2024 Bangkok, Thailand
Dr Hartini Haji Mashod Noorfitriah Hafizah Md Hassan	ASEAN Stakeholder Summit on Generative AI for Education	14 - 15 May 2024 Kuala Lumpur, Malaysia
Noorhayati Cynthia Abdullah	In-Country Training Programme: Curriculum Development to Match Industrial Needs and Workplace Requirement	27 - 30 May 2024 Bangkok, Thailand
Nur Haidatul Fatinah Hj Marzuki (Training Assistant) Norlia Hj Dullah (Training Assistant)	SEAMEO VOCTECH TAMASEK-ITEES Regional Training Programme on Specialist Skills Upgrading Course: Robotics and Smart Systems (24 June - 5 July 2024)	24 June 2024 Singapore
Hj Norjemee bin Jenek	RTP Closing Ceremony: Specialist Skills Upgrading Course - Robotics and Smart System	4 - 6 July 2024 Singapore
Dr Paryono	3rd Strategic Workshop on Monitoring, Evaluation & Learning	15 - 16 July 2024 Bangkok, Thailand
Hj Norjemee bin Jenek	Centre Director Meeting (CDM)	17 - 18 July 2024 Bangkok, Thailand
Dr. Paryono	3rd Strategic Workshop on Monitoring, Evaluation & Learning, and (2) Inter-Center collaboration workshop	16 - 18 July 2024 Bangkok, Thailand
Nursyuhaidah Haji Ahmad	3rd Strategic Workshop on Monitoring, Evaluation & Learning, and (2) Inter-Center collaboration workshop	16 - 17 July 2024 Bangkok, Thailand
Dr Hartini Haji Mashod	Inter-Center Collaboration (ICC) Workshop (back-to back with CDM 2024)	17 July 2024 Bangkok, Thailand
Ariffin Hj Yusof	Leadership Forum: Digital Transformation in Skills Education	15 August 2024 Singapore

Networking and Partnership

For Fiscal Year 2023/2024, the Centre signed three (1) Memorandum of Agreement as follow:

1. Go Study China on 12 July 2023

The Centre also signed (4) Memorandum of Understanding with:

1. Nanjing Institute Vocational of Transport Technology, China on 30 April 2024
2. Centre for Technology Excellence Sarawak (CENTEXs), Sarawak, Malaysia on 5 February 2024
3. Universiti Tun Hussein Onn Malaysia (UTHM) on 28 July 2023
4. Universiti Sains Malaysia (USM) on 4 December 2024

Additionally, the Centre also signed an Agreed Minutes of Meeting with

1. Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA) on 28 July 2023

In a significant diplomatic and educational development, following the commencement of the 34th Governing Board Meeting concurrently with the 1st Timor Leste International Skills Week in Dili, Timor-Leste, the President of the Republic, His Excellency José Ramos-Horta, warmly welcomed delegation from SEAMEO VOCTECH.

The delegation, which included SEAMEO VOCTECH Management, Governing Board Members, officials, and invited partners such as representatives from ILO, GIZ Germany, NISAI Group, and FESTO Didactic, convened at the Nicolau Lobato Presidential Palace in Dili on Tuesday, 24th October 2023. This important meeting marks a significant step forward in advancing TVET in Timor-Leste and strengthening ties with the SEAMEO member countries.

The Centre not only established new partnerships during this fiscal year, but more crucially it sustained collaborations with various institutions and organisations in the TVET field. These partnerships encompass skills training, professional development, capacity building, and innovative human resource initiatives. They also include strategic collaborations with industry stakeholders to advance digital and green TVET, along with joint research, personnel exchanges, and participation in international research conferences.

Fiscal Year 2023/2024:

- Centre for Technology Excellence Sarawak (CENTEX), Malaysia
- China Education Association for International Exchange (CEAIE), China

- Colombo Plan Staff College (CPSC), Philippines
- Department of Technical & Vocational Education, Lao PDR
- Don Bosco–One TVET, Philippines
- GIZ–RECOTVET, Germany
- Guizhou Provincial Department of Education (GPDE), China
- Institute of Brunei Technical Education (IBTE), Brunei Darussalam
- Korea Research Institute of Vocational Education and Training, The Republic of Korea
- Malang State University, Indonesia
- Manpower Planning and Employment Council (MPEC) Secretariat i-Ready Apprenticeship Programme, Brunei Darussalam
- Nisai Group, United Kingdom
- Rajamangala University of Technology Thanyaburi (RMUTT), Thailand
- Sarawak Skills, Malaysia
- SEAMEO for Education in Science and Mathematics (SEAMEO RECSAM), Malaysia
- SEAMEO Regional Centre for Innovation and Technology (SEAMEO INNOTECH), Philippines
- SEAMEO Regional Centre Open Learning Centre (SEAMOLEC), Indonesia
- SEAMEO for Technical Education Development (SEAMEO TED), Cambodia
- Shenzhen Polytechnic University, China
- Technical Education and Skills Development Authority (TESDA), Philippines
- Temasek Foundation and ITE–ES, Singapore
- UNESCO Asia and Pacific Bureau for Education, Bangkok
- UNESCO–UNEVOC, Germany
- Universiti Sains Malaysia (USM), Malaysia
- Universiti Teknologi Brunei (UTB), Brunei Darussalam

Future Initiatives

- SEAMEO VOCTECH envisions undertaking the following programmes, projects and activities for the succeeding fiscal years:
- Offer Training of Trainers and In-Company Trainer Certification Programmes
- Offer Micro-Master Teachers Training Programme
- Establish Regional TVET Teacher Training Academy (RT3A)
- Expand the scope and reach of the Regional Knowledge Platform: SEA-VET.net
- Identify relevant funding donors for flagship research projects
- Publish thematic materials on contemporary issues in TVET
- Establish an attractive marketing package for the local and international markets
- Initiate environmental and staff well-being awareness programmes

GOVERNING BOARD MEMBERS

GOVERNING BOARD MEMBERS

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Timor Leste 	MRS. DRA. ISABEL F. LIMA Director, National Labor Force Development Institute (INDMO), Ministry of Education, Youth and Sports Rue De Vila Verde, Dili, Timor Leste	E-mail: afamata@yahoo.com
Vietnam 	WAITING FOR NOMINATION	

The background is a solid teal color. Overlaid on this are several large, semi-transparent yellow geometric shapes. A large semi-circle is positioned in the upper right quadrant. A large circle is partially visible in the lower right, with its bottom edge cut off by the bottom of the frame. Another semi-circle is visible in the lower left quadrant.

SEAMEO VOCTECH MANAGEMENT AND STAFF

SEAMEO VOCTECH MANAGEMENT AND STAFF



MANAGEMENT

1. Haji Norjemee bin Jenek	Centre Director
2. Pg. Haji Mohamad Sufri bin Pg Ali	Deputy Director Administration
3. Dr. Paryono	Deputy Director Professional Affairs / Research and Development Manager
4. Halimahtun Saadiah binti PDIS Mejar Jeneral (B) Dato Paduka Seri Haji Sulaiman	Human Resource Manager
5. Haji Nordin bin Haji Ahmad	Finance & Procurement Manager
6. Norhayati Cynthia binti Abdullah	TVET Specialist (Curriculum) cum Corporate Affairs Manager
7. Dr Jaya Priah Kasinathan	TVET Specialist (Management) cum Training & Professional Development Manager
8. Ariffin bin Haji Yusof	IT Manager
9. Leanne binti Abdullah Lee @ Yen Chin	Sales & Marketing Manager

SEAMEO VOCTECH MANAGEMENT AND STAFF

DIRECTOR'S OFFICE

10. Hazleyanawati @ Hazleyana Susanti binti
DP Othman

Confidential Secretary

QUALITY ASSURANCE DIVISION

11. Mimi Syafi'ah @ Rajmah binti Haji Ja'afar

Quality Assurance Officer

TRAINING & PROFESSIONAL DEVELOPMENT DIVISION

12. Hajah Siti Rusiah binti Haji Kawang

Training & Professional
Development Officer

13. Nurhaidatul Fatinah binti Haji Marzuki

Training & Professional
Development Officer /
Assistant Content Officer
SEA-VET.net

14. Mohd Kasim bin Haji Abdul Rahman

Training Assistant

RESEARCH & DEVELOPMENT DIVISION

15. Dr Hartini binti Haji Mashod

Research & Development
Officer

IT DIVISION

16. Monarita binti Haji Harris Mohd Noor Ilham

ICT Application Officer

17. Afiq Rafieuddin bin Haji Burhanuddin

IT Officer SEA-VET.net

SEAMEO VOCTECH

MANAGEMENT AND STAFF

KNOWLEDGE MANAGEMENT DIVISION

18. Aiman Bazilah binti Haji Alihan	Acting Knowledge Management Manager / Public Relations Officer
19. Noorfitriah Hafiizah binti Mohd Hassan	Creative Officer SEA-VET.net

CORPORATE AFFAIRS DIVISION

20. Nursyuhaidah binti Haji Ahmad	Corporate Affairs Officer
21. Nurul Amin Salehah binti Mahmud	Corporate Clerk

SALES & MARKETING DIVISION

22. Hartini binti Haji Harun	Sales & Marketing Clerk
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HUMAN RESOURCE DIVISION

23. Nooraini binti Haji Lamit	Administration Clerk
24. Asmad bin Haji Lamat	Administration Clerk

FINANCE & PROCUREMENT DIVISION

25. Muhammad Faris Zai'em bin Haji Zanie	Acting Human Resource Manager / Finance and Procurement Officer
26. Muhd Al-Aiman Syazwi bin Abdullah Bupor	Finance & Procurement Storekeeper

SEAMEO VOCTECH

MANAGEMENT AND STAFF

FINANCE & PROCUREMENT DIVISION

27. Norakasmawaty binti Awang Simpul	Payroll & Procurement Clerk
28. Norlia binti Haji Dullah	Finance & Treasury Clerk

FACILITIES MANAGEMENT DIVISION

29. Saronni bin Haji Rashid	Maintenance Personnel
30. Haji Md Nur Alief Shahfie bin Abdullah	Maintenance Personnel
31. Asarwih bin Siandok @ Abdullah	Transport Personnel
32. Haji Muhd Suhaili bin Haji Abas	Front Desk Personnel
33. Nordin bin Haji Dullah	Front Desk Personnel
34. Ashraful Qushaini bin Haji Abdul Momin	Front Desk Personnel
35. Zulinah binti Haji Zulhizam	Front Desk Personnel
36. Sunerddy bin Haji Abdullah Sani	Housekeeping Personnel
37. Nazman bin Haji Musa	Housekeeping Personnel
38. Haiati binti Haji Ibrahim	Housekeeping Personnel
39. Haji Salleh bin Haji Mahmud @ Salleh Anak Junny	Security Personnel
40. Lamat bin Haji Lamit	Security Personnel

Annual Report Prepared by

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Fiscal Year 2023-2024

