

## ILO/SKILLS-AP/Japan/ Regional Workshop and Study Programme on Skills Development in the Workplace

Overseas Vocational Training Association, Chiba, Japan  
27 January to 6 February 2009

### DRAFT PROGRAMME

#### TUESDAY, 27 JANUARY 2009

- 0830 – 0900** Registration
- 0900 – 0940** ***Opening Addresses***  
Mr Masahiko Hayashi, Deputy Director, ILO Japan  
Mr Masaharu Tanaka, Director, Overseas Cooperation Division, Human Resources Development Bureau, Ministry of Health, Labour and Welfare, Japan  
Mr Isao Aoki, President, OVTA
- 0940-1000** ***Introduction of participants***  
Programme and arrangements for the meeting  
Group photograph
- 1000 – 1030** **Tea/coffee break**
- 1030 – 1100** ***Selection of Workshop Session Chairs and Panel Members***  
Individual meetings of Government, Employer and Worker participants  
Coordinated by: Ray Grannall, Manager, SKILLS-AP
- 1100 – 1210** ***Technical session 1: Skills Development in the workplace - the international experience***  
Panel Chairperson: Government participant  
Presentations: David Lancaster, ILO Consultant  
Nobuo Matsubara, Deputy Director  
Overseas Cooperation Division, MHLW, Japan
- 1210 – 1230** ***Comments from Panel members:***  
Workers' and employers' perspectives (5 minutes each)
- 1230 – 1400** **Welcome lunch hosted by OVTA**
- 1400 – 1515** ***Technical session 2A: Skills Development in the Workplace : How it operates and how it is supported - experience of countries in the region***
- ways that skills development in the workplace operates in your country
  - the extent to which workplace learning is supported by government and the various employer and worker and organizations
  - the status and issues of the returned trainee/workers, who have acquired skills through the international scheme, such as the Technical Internship Training Programme
- Panel Chairperson: Employer participant

Country presentations: Government representative from Bangladesh, China and Indonesia (10 minutes each) workers' and employers' views (5 minutes each)

1515 – 1545

Tea/coffee break

1545 – 1700

**Technical session 2B: Skills Development in the Workplace: How it operates and how it is supported experience of countries in the region (continued)**

- ways that skills development in the workplace operates in your country
- the extent to which workplace learning is supported by government and the various employer and worker and organizations
- the status and issues of the returned trainee/workers, who have acquired skills through the international scheme, such as the Technical Internship Training Programme

Panel Chairperson: Worker participant

Country presentations: Government representatives from Philippines, Thailand and Vietnam (10 minutes each) workers' and employers' views (5 minutes each).

**WEDNESDAY, 28 JANUARY 2009**

0900 – 1000

**1<sup>st</sup> Working Group Session: Identification of Key Issues**

Panel Chairperson: Government participant

Introduced by: Ray Grannall, Manager, ILO/SKILLS-AP

Three working groups (mixed according to country and background)

1000 – 1030

**Presentations from the 1<sup>st</sup> Working Group discussions**

Panel Chairperson: from previous session

Presentations from: Chairs of the Working Groups (10 minutes each)

1030 – 1100

Tea/coffee break

1100 – 1210

**Technical Session 3: Workplace learning and Designing Training Programmes to meet specific Workplace Needs**

Panel Chairperson: Employer participant

Presentations by: David Lancaster, ILO Consultant

Kazuo Takebuchi, AGP Co. Japan

1210 – 1230

**Comments from Panel members:**

Government and workers' perspectives

1230 – 1400

Lunch

1400 – 1500

**2<sup>nd</sup> Working Group Session: Designing Training Programmes to meet specific Workplace Needs**

Panel Chairperson: Worker participant

Introduced by: David Lancaster, ILO Consultant

Three working groups (mixed according to country and background)

1500 – 1530

Tea/Coffee break

1530 – 1600

**Presentations of the 2<sup>nd</sup> Working Groups and discussion**

Panel Chairperson: from previous session (worker participant)

Presentation from: Chairs of the Working Groups

**1600 – 1700**      ***Technical Session 4: Partnerships between Industry and Training Organizations***

Panel Chairperson: Government participant  
Presentations by: David Lancaster, ILO Consultant

**1700 – 1715**      ***Comments from Panel members:***  
Workers' and employers' perspectives (5 minutes each)

**THURSDAY, 29 JANUARY 2009**

**0900 – 1000**      ***Technical Session 5 - Workplace Learning – International examples***

Panel Chairperson: Employer participant  
Presentation by: Yoshiyuki Fukuzawa, Director, Foreigner's Training Office, MHLW  
Margaret Willis (Director VETAB Australia)

***Comments from Panel members:***  
Government and workers' perspectives

**1000 – 1030**      **Tea/coffee break**

**1030 -- 1045**      ***Technical Session 5a – Workplace Learning – Draft Guide***

Panel Chairperson: Government participant  
Introduced by: Ray Grannall Manager SKILLS-AP  
Introduction to the Draft Guide to Workplace Learning.

**1045 -- 1115**      ***3<sup>rd</sup> Working Group Session: Guide to Workplace Learning***

Panel Chairperson: from previous session (Government participant)  
Three working groups (mixed according to country and background)

**1115 -- 1130**      ***Presentations of the 3<sup>rd</sup> Working Groups and discussion***

Panel Chairperson: from previous session (Government participant)  
Presentation from Chairs of the Working Groups

**1130 – 1230**      ***Technical session 6a: Skills Development in the Workplace: Labour market and skills assessment - experience of countries in the region***

- labour market structure and labour market information;
  - skills training and job assessment systems;
  - workplace learning within private sector organizations;
- Panel Chairperson: Worker participant  
Country presentations: Government representative from Bangladesh, China and Indonesia (10 minutes each) workers' and employers' views (5 minutes each).

**1230 – 1400**      Lunch

**1400 – 1500**      ***Technical session 6b: Skills Development in the Workplace: Labour market and skills assessment - experience of countries in the region (continued)***

- labour market structure and labour market information;

- skills training and job assessment systems;
  - workplace learning within private sector organizations;
- Panel Chairperson: Employer participant  
Country presentations: Government representatives from Philippines, Thailand and Vietnam (10 minutes each) workers' and employers' views (5 minutes each).

**1500 – 1530**                    **Tea/coffee break**

**1530 – 1630**                    ***Technical Session 7: Recognition of Prior Learning (RPL) – RPL following skills development in another country***

Panel Chairperson: Worker participant  
Introduced by: Ray Grannall, ILO SKILLS-AP; and  
Presentation by: David Lancaster, ILO Consultant  
Nobuo Matsubara, Deputy Director Overseas Cooperation Division, MHLW Japan

***Comments from Panel members:***  
Government and Employers' perspectives

**1630 – 1700**                    ***General Discussion***

**FRIDAY, 30 JANUARY 2009**

**0900 - 1030**                    ***4<sup>th</sup> Working Group session: Supporting Trainees when they return Effective Approaches to Skills Development in the Workplace (three mixed working groups)***

- measuring workplace learning
  - skills training and job assessment systems;
  - recording information
- Panel Chairperson: Government participant  
Introduced by: Ray Grannall and David Lancaster  
Three mixed working groups

**1030 – 1100**                    **Tea/Coffee Break**

**1100 – 1130**                    ***4<sup>th</sup> Working Group Reporting Back***

Panel Chairperson: Government participant  
Presentation from: Chairs/rapporteurs of the Working Groups

**1130 – 1230**                    **TBA**

**1230 – 1400**                    **Lunch**

**1400 – 1530**                    ***Technical Session 8 – Workplace learning for technical, operational and management roles (Role of managers, project design, job shadowing, job sharing, mentoring programmes etc)***

Panel Chairperson: Employer participant  
Introduced by: David Lancaster, ILO Consultant

***Comments from Panel members:***  
Government and workers' perspectives

1530 – 1600 Tea/Coffee Break

1600 – 1700 ***Introduction to the Field Visit Programme and Reporting***

- Japanese approach to learning and training in the workplace
- Overview of the visit programme – OVTA representative
- Data Collection – David Lancaster, ILO consultant

**SATURDAY, 31 JANUARY 2009**

**Own Arrangements**

**SUNDAY, 1 FEBRUARY 2009**

**P.M. *Travel to Hiroshima*  
Overnight in Hiroshima**

**MONDAY, 2 FEBRUARY 2009**

**A.M. *Visit to Japanese enterprises*  
(Details to be arranged)**

**P.M. *Travel to Kyoto*  
Overnight in Kyoto**

**TUESDAY, 3 FEBRUARY 2009**

***Visit to Japanese enterprises*  
(Details to be arranged)**

**Overnight in Kyoto**

**WEDNESDAY, 4 FEBRUARY 2009**

**Visit (to be arranged)**

**Return to Chiba ETA 16:00**

**THURSDAY 5, FEBRUARY 2009**

0900 – 1030 ***De-briefing from the Field Visits***

- Key features observed
- Lessons learnt

Panel Chairperson: Worker participant  
Introduced by: David Lancaster

1030 - 1100 **Tea/coffee break**

1100 – 1230 ***Development of National Action Plans (Country Working Groups)***

- Using various methods to identify workplace training needs;
- Strategies to identify demand for training.
- International cooperation:
- Cooperation in sharing information and experiences on skill
- Career development focusing on 'Workplace Learning'.

- Changes to Government regulation required
- Government support required

Panel Chairperson: Government participant  
 Introduced by: Ray Grannall

**1230 – 1400**

**Lunch**

**1400 – 1700**

***Development of National Action Plans (Country Working Groups)***  
 Continuation of discussion

**FRIDAY, 6 FEBRUARY 2009**

**0900 – 1030**

***Presentations of the National Reports and Action Plans***

Panel Chairperson: from previous session (Government)  
 Panel: Representatives of the Country Working  
 Groups: Bangladesh, China and Indonesia

Open discussion

**1030 - 1100**

**Tea/coffee break**

**1100 – 1230**

***Presentations of the National Reports and Action Plans***

Panel Chairperson: from previous session (Government)  
 Panel: Representatives of the Country Working  
 Groups: Philippines, Thailand and Vietnam

Open discussion

**1230 – 1400**

**Lunch**

**1400 – 1500**

***Synthesis of major issues***

- **Issues identified in the meeting**
- **discussion of follow up action**

Panel Chairperson: Ray Grannall, ILO SKILLS-AP  
 Synthesis and Review by: David Lancaster, ILO consultant

**1500 – 1530**

**Tea/coffee break**

**1530 - 1600**

***Closing session***

Chairperson: ILO and OVTA  
 Statements by: Representatives of Governments,  
 Employers' and Workers' organizations

**17:30**

***Farewell Party hosted by OVTA***