

**Fellowship Training Programme**  
**on the Management of Training Institution for**  
**Managers and Administrators of Technical/Vocational Training Institutions**  
**at Human Resources Development Service of Korea (HRD Korea)**

**Incheon, Republic of Korea, 15-28 April 2012**

*Supported by the ILO/Korea Partnership Programme*

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**PROGRAMME DESCRIPTION**

**A. Background:**

Most countries in Asia have identified the strengthening of current skills development systems to reduce skills mismatches and ensure inclusive and more equitable development as a priority. The investment in skills development for improved productivity, employment growth and development should prepare a nation for long term competitiveness and for global and technological changes.

This fellowship is one of the activities that will help with the realization of one of the ILO's strategic objectives listed under the regional priorities and outcomes of 2010-11, which is the 'creation of greater opportunities for women and men to secure decent employment and income'. Governments and social partners' skills experts from the ILO member States in this region commonly acknowledges the role of skills development to meet challenges and agreed that Regional Skills Network remains to be a common platform for improving the capacity of member States on skills issues by improving cooperation between partners and improve the knowledge base.

From one of the Regional Skills Network's conventions, many issues and needs for the countries in the Asia and the Pacific region have been identified. The issues that were raised are found to be common between countries, issues such as: skills shortages, the need to effectively manage skills migration, the need for improved partnerships with industry for instance. In addition, there is an increasing pressure on all the countries in this region to compete in a global market which means that the standard of quality of skilled workers must at least be comparable. Many countries in the Asia and the Pacific region find that quality is increasingly important as training organizations compete for funding or for fee-paying students who are themselves seeking high quality training at a reasonable price.

Effective public governance and management continue to be the key issues in the Technical/Vocational Education and Training (TVET) sector. National TVET systems and institutions vary from country to country and their management practices reflect the conditions in which they operate. However, all governments wish their TVET institutions to operate flexibly and cost-efficiently and to respond quickly to changes in the labour markets. TVET Institutions' responsiveness to market demand and their ability to operate flexibly and efficiently are strongly determined by the degree of their management, financial and academic autonomy for the benefit of their stakeholders, by also strengthening professional and management competence of their staff.

This fellowship aims to strengthen the skills and abilities of managers and administrators in the management and operation of Technical/Vocational Educational and Training institutions.

## B. Objectives / Target Participants:

- The objective is to strengthen the skills and abilities of managers and administrators in the management and operation of technical/ vocational education and training institutions
- Targets participants are the high-level managers and administrators of technical/vocational training institutions.

## C. Participants: 11 persons

Key managers and administrators in the technical/vocational education and training institutions from the following countries:

- Bangladesh
- Cambodia
- India
- Indonesia
- Lao People's Democratic Republic
- Mongolia
- Pakistan
- Philippines
- Sri Lanka
- Thailand
- Viet Nam

## D. Training contents:

- Systems and knowledge on the management of training institutions such as: human resources, administration of TVET institutions, performance monitoring and reporting, services and delivery of services.
- Leadership role and self-management for managers.
- Study visit and observation on Korean training institutions.

## E. Presentation to be prepared by participants:

The participants are required to prepare to present on the respective countries' methodologies of delivering vocational training depending on their knowledge and experiences.

## F. Tentative Programme

| Date           | Contents                                                                                                                                                                                                                                                                                                                                            | Hour          |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 4.15<br>(Sun)  | ○ Arrival                                                                                                                                                                                                                                                                                                                                           |               |
| 4.16<br>(Mon)  | ○ Orientation<br>○ Opening Ceremony<br>○ History of Korea Economy Development                                                                                                                                                                                                                                                                       | 1<br>1.5<br>4 |
| 4.17<br>(Tue)  | <b>Session 1</b><br><b>Managing TVET Institutions: overview, objectives and rationale</b><br>○ Management system and general policy of TVET institutions and government support policy in Korea<br>○ Management system and general policy of TVET institutions and government support policy in participating countries: presentations by countries | 2<br>5        |
| 4.18<br>(Wed)  | <b>Session 2</b><br><b>Planning and organizing training</b><br>○ Design and development of training curriculum<br>- Lecturing(system),development of training materials<br>- Evaluation on training curriculum<br>○ Design and development of TVET curriculum                                                                                       | 3<br>3        |
| 4.19<br>(Thur) | <b>Session 3</b><br><b>New management skill (e-content)</b><br><b>MS Project Management</b>                                                                                                                                                                                                                                                         | 7             |
| 4.20<br>(Fri)  | <b>Field visits</b><br>○ Industrial field visit to Ulsan<br>- Visit Hyundai Motors in Ulsan<br>- Visit Hyundai Heavy Industries in Ulsan                                                                                                                                                                                                            | 10            |
| 4.21<br>(Sat)  | <b>Visit historical places in Geongju(Cultural Activities)</b>                                                                                                                                                                                                                                                                                      | 5             |
| 4.22<br>(Sun)  | <b>Free Time</b>                                                                                                                                                                                                                                                                                                                                    |               |
| 4.23<br>(Mon)  | <b>Field visits and create and control educational environment</b><br>○ Assessment and monitoring on TVET training Referring<br>○ Planning of TVET institutions and creation of educational environment<br>- Plan and management of school facilities<br>- Creation and control of educational environment                                          | 3<br>3        |

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|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 4.24<br>(Tue)  | <ul style="list-style-type: none"> <li>○ Visit KUTE (Korea University of Technical Education)                             <ul style="list-style-type: none"> <li>- Introduction and its management status</li> <li>- Observation on training facilities</li> </ul> </li> </ul> <p><b>Session 4</b></p> <p><b>Fostering TVET instructors</b></p> <ul style="list-style-type: none"> <li>○ Importance of TVET instructors and related policy                             <ul style="list-style-type: none"> <li>- Policy to foster TVET instructors and its status</li> <li>- Treatment and post management of TVET instructors</li> </ul> </li> </ul> | 2<br><br>3        |
| 4.25<br>(Wed)  | <p><b>Session 5</b></p> <p><b>Self Leadership for high-level managers</b></p> <ul style="list-style-type: none"> <li>○ Self management leadership                             <ul style="list-style-type: none"> <li>- Theory and practice on effective coaching and mentoring</li> <li>- Control time-stress and career development</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                          | 5                 |
| 4.26<br>(Thur) | <ul style="list-style-type: none"> <li>○ Visit southern Incheon campus of Korea Polytech</li> <li>○ Visit vocational competency development center in Ilsan<br/>(→ Training center for the disabled)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7                 |
| 4.27<br>(Fri)  | <p><b>Session 6</b></p> <p><b>Visioning of TVET institutions</b></p> <ul style="list-style-type: none"> <li>○ Management Vision of TVET institutions                             <ul style="list-style-type: none"> <li>- Presentation of Management Vision of TVET institutions</li> <li>- Role and attitude of the managers of TVET institutions</li> <li>- Strategy of HRD requested by global community</li> </ul> </li> <li>○ Group Work and presentation, "My school in dream"                             <ul style="list-style-type: none"> <li>○ Individual action plan</li> </ul> </li> <li>○ Closing Ceremony</li> </ul>                  | 3<br><br>3<br>1.5 |
| 4.28<br>(Sat)  | <ul style="list-style-type: none"> <li>○ Departure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |

\*The participants have 1 or 2 hours group work every day after the lectures. It will be conducted without a lecturer, it is self group working.