



Mission Report

3rd SEAMEO Polytechnic Network Meeting: Implementation for the 2nd Batch of SEA-TVET Student Internship Exchange and SEA-TVET 3-2-1 Dual Programme

5-6 April 2018

**Politeknik Elektronika Negeri Surabaya (PENS)
Surabaya, Indonesia**

Prepared by

Montita Ounpuk, Project Assistant

A. SEAMEO Officials and Staff Member on Mission

1. Dr Gatot Hari Priowirjanto, Director
2. Ms Piyapa Su-angkawatin, External Relations
3. Mr Achmad Purnomo Wijaya, Project Assistant
4. Ms Montita Ounpuk, Project Assistant

B. Background, Description and Objectives of the Activity

1. To promote the internationalisation of TVET institutions and leverage the global competitiveness and 21st century skills of TVET students in Southeast Asian countries, the Southeast Asian Ministers of Education Organization (SEAMEO) in collaboration with Ministries of Education and related Ministries and TVET institutions in Southeast Asia developed the SEAMEO Polytechnic Network in April 2016 as part of SEA-TVET Consortium. The network aims to enhance internationalisation and partnership of TVET institutions (colleges, polytechnics and university of technologies) in the region through cross-country internship placement programme and other collaborations.
2. With the agreement of participating TVET institutions at the 2nd SEAMEO Polytechnic Network Meeting on 10 October 2017 in Chiang Mai, Thailand, the 1st Batch of SEA-TVET Student Internship Exchange had been successfully implemented with participation of 55 TVET students from 12 TVET institutions in Indonesia, Philippines, Thailand and Vietnam. The internship period was agreed for 30 days from 8 January to 5 February; and 20 January to 18 February 2018. The participating students were from Diploma, Higher Diploma and TVET Bachelor who are studying in Engineering, IT, Hospitality and Tourism, Business, Food Technology, and Agriculture.
4. To evaluate the 1st Batch of SEA-TVET Student Internship Exchange Programme, and identify commitments and implementation steps among participating institutions, the SEAMEO

Secretariat in collaboration with the Politeknik Elektronika Negeri Surabaya (PENS) organized the 3rd SEAMEO Polytechnic Network Meeting: Implementation for the 2nd Batch of SEA-TVET Student Internship Exchange and SEA-TVET 3-2-1 Dual Programme on 5-6 April 2018 at the PENS, Surabaya, Indonesia.

Objectives

1. To share and learn the successful practices of student internship exchange from the participating institutions
2. To review and evaluate the implementation of the 1st Batch of the SEA-TVET student internship exchange and identify the improvement and action plan for the 2nd Batch of SEA-TVET student internship exchange to be implemented in August-September 2018.
3. To explore the possible model and implementation process of SEA-TVET 3-2-1 Dual Programme.

C. Participants

The meeting was attended by approximately 140 participants who are management level (Directors, Deputy Directors, Heads of Programme, Heads of International Relations, and Heads of Academic Affairs) from TVET colleges, polytechnics, universities of technology in Indonesia, Philippines, Malaysia and Thailand.

D. Organisers

Politeknik Elektronika Negeri Surabaya (PENS), Surabaya, Indonesia

E. Highlights of the Activity/Summary Points

Day 1 Highlights:

- The meeting was opened by Dr Zainal Arief, Director of Politeknik Elektronika Negeri Surabaya (PENS), followed by Dr Gatot Hari Priowirjanto, Director of SEAMEO Secretariat and Dr Patdono Suwignjo, Director, General of Institutional Affairs for Science and Technology.
- Ms Piyapa Su-angavatin presented the overview of the 1st Batch of SEA-TVET Student Internship Exchange and Evaluation Results.
- The discussion on collaboration for the 2nd Batch of SEA-TVET Student Internship Exchange Programme took place after the sharing Experiences of the 1st Batch. SEAMEO Secretariat facilitated the discussion and concluded the agreements in the Letter of Agreement.
- The participating institutions agreed on the Letter of Agreement and signed the LOA at the end of the meeting.

Day 2 Highlights:

- Dr Gatot Priowirjanto, Director of SEAMEO Secretariat presented SEA-TVET 3-2-1 Dual Programme.
- Dr Abi Sujak, Director of SEAMEO SEAMOLEC shared the Implementation of Online Distance Education and Student Exchange.

- Dr Udin Harun, Head of Distance Learning Programme, PENS presented a Case Study “Implementation of Online Course: Technology and Content”.
- The discussion took place after the presentation on the Possible Model and Implementation Process of “SEA-TVET 3-2-1 Dual Programme”. SEAMEO Secretariat facilitated the discussion and concluded the agreements in the Framework of Cooperation.

The discussion divided into 5 groups which are:

1. Agriculture and Fisheries
 2. Business
 3. Engineering
 4. Hospitality
 5. IT and Multimedia
- The participating institutions agreed and signed the Framework of Cooperation of SEA-TVET 3-2-1 Dual Programme at the end of the meeting.

F. Role/Participation of SEAMEO Secretariat

Staff	Details/Roles
1. Dr Gatot Hari Priowirjanto, Director	<ul style="list-style-type: none"> • Delivering a remarks • Facilitating the discussion on collaboration for the 2nd Batch of SEA-TVET Student Internship Exchange Programme and SEA-TVET 3-2-1 Dual Programme • Presenting “SEA-TVET 3-2-1 Dual Programme”
2. Ms Piyapa Su-angavatin, External Relations	<ul style="list-style-type: none"> • Overall programme coordination • Preparing presentations, draft LOA and Framework of Cooperation • Coordinating with PENS for meeting venue arrangement • Presenting overview of “The 1st Batch of SEA-TVET Student Internship Exchange and Evaluation Results” • Rapporteur of Business group of SEA-TVET 3-2-1 Dual Programme
3. Mr Achmad Purnomo Wijaya, Project Assistant	<ul style="list-style-type: none"> • Collecting profile of participants and contact details • Taking photos of the meeting and participants • Generating and providing certificates to participants • Issuing certificates of participants • Coordinating and updating LOA of Indonesian participants • Rapporteur of Engineering group of SEA-TVET 3-2-1 Dual Programme

<p>4. Ms Montita Ounpuk, Project Assistant</p>	<ul style="list-style-type: none"> • Collecting profile of participants and contact details • Taking photos of the meeting and participants • Coordinating with participants for registration, hotel booking and airport pick-up • Documenting the agreements and contact details of participants • Updating List of Participants • Generating certificates to participants • Coordinating and updating LOA of International participants • Rapporteur of Agriculture and Fisheries group of SEA-TVET 3-2-1 Dual Programme
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G. Follow-up Actions Needed

Piyapa

1. Uploading all documents, presentations and photos on website
2. Sharing all presentations, photos, documents to all participants
3. Developing “Institutional Application Form” and “Student Profile Form” and sharing to all participants

Purnomo

1. Uploading photos in the shared folder
2. Reorganising photos of participants for directory
3. Making and developing the Directory of Participants
4. Updating SEA TVET 3-2-1 Dual Programme about Groub Members.
5. Generating and fixing the misspelled certificates of participants and certificates for 1st Batch of SEA TVET Student Internship Exchange Programme.

Montita

1. Uploading photos in the shared folder.
2. Reorganising photos of participants for directory.
3. Making and developing the Directory of Participants.
4. Coordinating and following up the missing contact details and signatory of participants in the Letter of Agreement, SEA TVET 3-2-1 Dual Programme and List of Participants.
5. Updating Letter of Agreement of the 2nd Batch of SEA TVET Student Internship Exchange, SEA TVET 3-2-1 Dual Programme and List of Participants for 2nd Batch.
6. Drafting the Cover Letter for sending with certificates to institutions who participating the 1st Batch of SEA TVET Student Internship Exchange.
7. Preparing the printed certificates for sending by post for the 1st Batch of SEA TVET Student Internship Exchange Programme.
8. Preparing a write-up and a mission report for website.

H. Appendices/Related Meeting Materials and Outputs

1. Concept Note
2. List of Participants
3. Letter of Agreement of 2nd Batch of SEA-TVET Student Internship Exchange
4. Framework of Cooperation (Agriculture and Fisheries)
5. Framework of Cooperation (Business)
6. Framework of Cooperation (Engineering)
7. Framework of Cooperation (Hospitality)
8. Framework of Cooperation (IT and Multimedia)

I. Photos

