

## **LEADERS IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)**

**28 SEPTEMBER TO 2 OCTOBER 2015**

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD/  
SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION  
PROGRAMME**

to be conducted by the

**ITE EDUCATION SERVICES  
(SUBSIDIARY OF THE INSTITUTE OF TECHNICAL EDUCATION,  
MINISTRY OF EDUCATION, SINGAPORE)**

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### **Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries. To date, Singapore has sponsored training courses and study visits for over 90,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### **ITE Education Services and the Institute of Technical Education, Ministry of Education, Singapore**

The Institute of Technical Education (ITE), Singapore was established as a post-secondary institution in 1992 under the Singapore Ministry of Education. ITE is a principal provider of career and technical education and a principal authority in developing standards and certification for national occupational skills to enhance Singapore's workforce competitiveness.

ITE Education Services (ITEES), a wholly-owned subsidiary of ITE, was set up in January 2003 with the objective of sharing ITE's expertise in Technical and Vocational Education & Training (TVET). Since its inception, ITEES has grown to become a global partner of choice in providing world-class consultancy and training services in the field of TVET.

## Course Objectives

This course shares Singapore's policy frameworks and systems for Technical and Vocational Education and Training (TVET), including our experience in TVET administration and delivery. Participants will also gain on-site appreciation of TVET in Singapore, and be equipped with possible action plans to adopt and adapt to their own institutions.

## Synopsis and Methodology

Topics to be covered should include:

- Understanding TVET development in Singapore
- Institutional management, curriculum design and development
- Engaging partners and stakeholders
- Visit to TVET campuses and educational institutions

## Duration

The course will be held from **28 September to 2 October 2015**.

## Application Information

Applicants should be:

- Principals, senior management of TVET institutions or government officials involved in TVET development
- Nominated by their respective Governments
- Proficient in spoken and written English
- In good health

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award and the Small Island Developing States Technical Cooperation Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided

in the hotel from the first day to one day after the course.];

- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

### Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

## Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to their respective home countries upon completion of the course.

## Application Procedure

(Closing date for nomination: **10 August 2015**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate **one (1)** suitable applicant.

Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal

Points for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 10 August 2015**.

Please address the forms to:

Director-General  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163

Attn: Mr Pek Kiap How  
Tel: (65) 6379 8472  
Fax: (65) 6479 3357  
E-mail: pek\_kiap\_how@mfa.gov.sg

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail/fax to the **email address/fax number stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Applicants should refrain from making telephone, fax and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made upon receipt of the Letter of Acceptance to the course.

## Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at [www.yoursingapore.com](http://www.yoursingapore.com)



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