

# ด่วนที่สุด

ที่ ศธ 0604/ 124



วิทยาลัยสารพัดช่างลำปาง  
รับที่..... 928  
วันที่..... 24 เมษายน 2567  
เวลา..... 10.20 น.

สำนักนโยบายและแผนการอาชีวศึกษา  
สำนักงานคณะกรรมการการอาชีวศึกษา  
กระทรวงศึกษาธิการ กทม. 10300

23 เมษายน 2567

เรื่อง ทุนฝึกอบรมหลักสูตร (Integrating Transferable Skills into the TVET Curriculum) ของศูนย์ SEAMEO VOCTECH  
เรียน ผู้อำนวยการสถาบันการอาชีวศึกษาและสถานศึกษาทุกแห่ง  
สิ่งที่ส่งมาด้วย รายละเอียดการสมัครรับทุน จำนวน 1 ฉบับ

ด้วยศูนย์ระดับภูมิภาคว่าด้วยเทคนิคและอาชีวศึกษาของซีมีโอ (SEAMEO VOCTECH) ประเทศบรูไนดารุสซาลาม แจ้งเกี่ยวกับโครงการฝึกอบรมระดับภูมิภาคของ SEAMEO VOCTECH หลักสูตรการบูรณาการทักษะที่ต่อยอดได้ในหลักสูตรการฝึกอบรมด้านเทคนิคและการอาชีวศึกษา (Integrating Transferable Skills into the TVET Curriculum) ระหว่างวันที่ 24 มิถุนายน – 4 กรกฎาคม 2567 ณ ศูนย์ SEAMEO VOCTECH ประเทศบรูไนดารุสซาลาม โดยผู้จัดจะรับผิดชอบค่าใช้จ่ายต่างๆรวมทั้งค่าเดินทางไป – กลับ ระหว่างประเทศ รายละเอียดการสมัครรับทุน ตามสิ่งที่ส่งมาด้วย

สำนักนโยบายและแผนการอาชีวศึกษาจึงขอประชาสัมพันธ์การรับสมัครทุนฝึกอบรมดังกล่าว ให้แก่ผู้สนใจทราบทั่วกัน ทั้งนี้ ผู้สนใจสามารถศึกษาข้อมูลและสมัครรับทุนฝึกอบรมดังกล่าว โดยส่งมายัง ระบบสารบรรณอิเล็กทรอนิกส์ (AMS e-Office) ของสำนักนโยบายและแผนการอาชีวศึกษา ภายในวันที่ 25 เมษายน 2567 เพื่อดำเนินการในส่วนที่เกี่ยวข้องต่อไป

จึงเรียนมาเพื่อทราบและดำเนินการในส่วนที่เกี่ยวข้องต่อไป

เรียน ผู้อำนวยการ

ด้วย สนผ. แจ้ง ทุนฝึกอบรมหลักสูตร Integrating Transferable Skills into the TVET Curriculum มาเพื่อ

ขอแสดงความนับถือ

- / เพื่อโปรดทราบ
- / เพื่อโปรดพิจารณา
- / เห็นควรแจ้ง..... ร้องฯ 4 ฝ่าย , ครูผู้สอนทุกท่าน , งานบุคลากร

นางสาวอัญชลี ธรรมศรีใจ  
หัวหน้างานบริหารงานทั่วไป  
24 เม.ย. 67

(นายบัณฑิต ออกแมน)

ผู้อำนวยการสำนักนโยบายและแผนการอาชีวศึกษา

- ทราบ.....
- แจ้ง..... ร้องฯ 4 ฝ่าย, ครูผู้สอนทุกท่าน
- มอบ..... งานบุคลากร.....

๒๔ เม.ย. ๖๗  
ร.ท.พ.อ.วช ลำปาง

กลุ่มยุทธศาสตร์การอาชีวศึกษาต่างประเทศและวิเทศสัมพันธ์  
โทร. 0 2026 5555 ต่อ 3012  
โทรสาร 0 2280 1252

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## Course Outline

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### Regional Training Programme on “Integrating Transferable Skills into the TVET Curriculum”

24 June – 4 July 2024 (Onsite – SEAMEO VOCTECH, Brunei Darussalam)

#### Rationale

Transferable skills are a core set of skills and abilities that are not specific to a particular job or industry but can be applied across a wide range of contexts. In today's rapidly changing labour market, it is therefore important for workers to have transferable skills that enable them to adapt to new technologies and ever-changing job requirements.

Technical and Vocational Education and Training (TVET) institutions play a vital role in ensuring that students receive a well-rounded education that prepares them for success in the workforce. Hence, it is crucial that these institutions recognise the increasing importance of integrating transferable skills into the TVET curriculum. This echoes the need for TVET teachers to have the necessary knowledge or skills to effectively integrate transferable skills into their teaching. Therefore, there is a need for a training programme that will provide TVET teachers with the knowledge, skills, and tools to integrate transferable skills into the TVET curriculum.

The 10-day training programme on "Integrating Transferable Skills into the TVET Curriculum" aims to address this need by providing participants with a foundation for an effective training programme on integrating transferable skills into the TVET curriculum, and the opportunity to network and learn from one another. By the end of the training programme, participants will have gained the knowledge, skills, and tools to effectively integrate transferable skills into the TVET curriculum, which will help them better prepare their students for the changing demands and requirements of the labour market.

#### Objectives

The main objective of the training programme is to provide TVET teachers with an in-depth understanding of transferable skills, how to identify them, and how to integrate them into the TVET curriculum.

# APPENDIX 1



Specifically, after the training programme, the participants should be able to:

- explain transferable skills and their importance in the workplace;
- discuss the trends and challenges in integrating transferable skills into the TVET curriculum faced by the TVET systems in the SEA region;
- identify and integrate transferable skills into the TVET curriculum;
- design and develop instructional strategies and materials on transferable skills;
- develop assessment tools relevant to assessing transferable skills; and
- develop an action plan to integrate transferable skills into the TVET curriculum.

## Contents

### **1. Understanding transferable skills and their importance in the workplace**

This module will cover the following: introduction to transferable skills; types of transferable skills; why transferable skills are important in the workplace; and identifying the transferable skills required in different industries.

### **2. Trends and challenges in the integration of transferable skills into the TVET curriculum faced by the TVET systems in the SEA-region**

This module will allow the participants to share and discuss various trends and challenges they face as they integrate the transferable skills into their TVET curricula, aimed at facilitating the formulation of effective strategies to improve the overall curriculum.

### **3. Identifying and integrating transferable skills into the TVET curriculum**

This module will introduce the participants to the steps to effectively identify and integrate transferable skills into the TVE curriculum, which include: (a) identifying the transferable skills that are most relevant to the TVET sector based on the industry trends and demands, as well as the needs of the learners, i.e., communication and interpersonal skills, problem-solving and critical thinking skills, etc. ; (b) reviewing the existing curriculum to determine where the transferable skills can be integrated; and (c) developing clear and measurable learning outcomes for each of the transferable skills that will be integrated into the TVET curriculum.

### **4. Designing instructional strategies**

This module will enable the participants to develop instructional strategies that are appropriate for teaching transferable skills, such as case studies, group projects, and experiential learning activities, which can be integrated into the existing TVET curriculum.

# APPENDIX 1



## 5. Developing instructional materials

In this module, participants will develop instructional materials that support the integration of transferable skills into the TVET curriculum. These materials could include textbooks, workbooks, videos, and online resources.

## 6. Developing assessment tools

This module will enable the participants to design simple but relevant assessment tools that are aligned with the learning outcomes for each transferable skill, to help assess student learning. These may include but are not limited to: include written tests, oral presentations, and skills-based assessments.

## 7. Action Planning

The final output of the participants is action planning which will underscore the activities that they will undertake after their participation in the training programme.

## Duration

The training programme will run for 10 days, divided into two parts: the first part consists of 2 days which will be held virtually from 9-10 Aug 2023, and the second part of 8 days will be held face-to-face, at SEAMEO VOCTECH Regional Centre from 21-30 Aug 2023.

## Delivery Method

Participants will engage in a range of activities, including sharing of experiences, brainstorming, discussion, industrial/institutional visits, lecture, case studies, role plays, and practical exercises. The use of these activities will provide them with practical experience, and help them to apply the concepts they will have learnt in the training programme.

## Expected Output

Upon completion of the training programme, each of the participants will have developed instructional/teaching strategies to integrate identified transferable skills into the curriculum, appropriate assessment tool/s to assess student learning on relevant transferable skills, and an action plan.

# APPENDIX 1



## Target Participants

Participants should have previous experience and exposure in curriculum development; they should have good oral and written English communication skills; should have basic working computer knowledge and skills, and have the capacity to carry out the action plans that they will develop.

## Course Requirements

Participants are required to submit a slides presentation on “Trends and challenges in the integration of transferable skills into the TVET curriculum faced by their institutions. The presentation should reach SEAMEO VOCTECH at least a month prior to the course. Each participant will be given a maximum of 15 minutes to showcase their presentations. The suggested parts of the paper will be as follows:

- Educational goals/vision TVET courses offered, type of curriculum used, and staff involved in its development
- Teaching-learning processes (in school and in-plant / on-the-job, etc.) and student assessment
- Teacher’s professional development and other benefits
- Facilities and work laboratories
- Challenges and strategies used in overcoming such challenges

## Course Coordinators

For further inquiries, please contact the Course Coordinators:

### **MRS. NOORHAYATI CYNTHIA NOORHAIZAMDIN**

TVET Specialist (Curriculum)/ Corporate Affairs Manager

SEAMEO VOCTECH Regional Centre, Jalan Pasar Baharu, Gadong BE 1318

Brunei Darussalam

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Email Add. : [cynthia.noorhaizamdin@voctech.edu.bn](mailto:cynthia.noorhaizamdin@voctech.edu.bn); [cnoorhaizamdin@gmail.com](mailto:cnoorhaizamdin@gmail.com)

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



## 1. TRAINING PROGRAMME

COURSE TITLED	DATE	VENUE
REGIONAL TRAINING PROGRAMME ON INTEGRATING TRANSFERABLE SKILLS INTO THE TVET CURRICULUM	24 June – 4 July 2024	SEAMEO VOTTECH

## 2. PERSONAL INFORMATION

TITLE	NAME	IDENTIFICATION CARD NO.		
<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
GENDER	MARITAL STATUS	DATE OF BIRTH (DD-MM-YYYY)	NATIONALITY	COUNTRY
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Married <input type="checkbox"/> Single			
MOBILE NUMBER ( +Country Code-Mobile No. )	EMAIL ADDRESS ( Primary / Personal Email Address )			
Click or tap here to enter text.	Click or tap here to enter text.			

## 3. ORGANISATION INFORMATION

JOB POSITION	DEPARTMENT	ORGANISATION NAME
ORGANISATION ADDRESS	BUSINESS PHONE NO. ( +Country Code-Phone No. )	

## 4. EDUCATIONAL, WORKING & KNOWLEDGE BACKGROUND

HIGHEST QUALIFICATION	FIELD OF EXPERTISE ( Education, Administration, Engineering, ICT, etc. )	
<input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Master Degree <input type="checkbox"/> Certificate <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Other		
WORKING EXPERIENCE	Tick in appropriate box	If YES, how many year(s)
a. Working experience in TVET	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Working experience in Industry or related fields	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap here to enter text.

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



TEACHING, LANGUAGE AND IT SKILLS COMPETENCIES	Tick in appropriate box		
	Excellent	Good	Poor
a. Your competence in the general field of TVET teaching with pedagogical background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Your competence in the course offered or related field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Your competence in conducting innovative teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Your english language proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. IT knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT	
a. Have you ever attended any Regional Training Programme(s) offered by SEAMEO VOTTECH as one of the Scholarship recipient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. If YES, please indicate the course titled and year of participation <small>Click or tap here to enter text.</small>	

## 5. OTHERS

FLIGHT ARRANGEMENT ( Departing from Home Country to the training venue Country )	
Departure Airport (City / Country)	<small>Click or tap here to enter text.</small>

DIETARY RESTRICTIONS

FOOD ALLERGIES, IF ANY

## 6. EMERGENCY CONTACT

NAME	RELATION	MOBILE NUMBER ( +Country Code-Mobile No. )

## 7. NOTE:

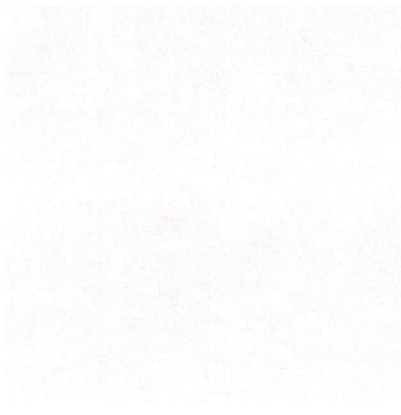
- a. **Registration.** The registration to the course should be submitted to your own respective Ministry / Organisation. Your Ministry / Organisation then submit the selected nominee(s) to SEAMEO VOTTECH. Any direct submission to SEAMEO VOTTECH will not be entertained.
- b. **Requirements.** Participant who is nominated to attend the course must be:
1. An existing trainer with basic technical expertise in the respective trade area
  2. Age - Should have a minimum of 5 years of service remaining.
  3. Good command in English and IT skills
  4. Experience related to the training offered at least three years or more.
  5. Healthy and fit to travel to attend any training outside home country.

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



- c. **Procedures.** Any Scholarship recipient who has attended Regional Training Programme offered by SEAMEO VOCTECH will only be eligible to apply again for **similar course** **THREE YEARS** after the date of last attended course.
- d. **Travel documents.** Participants are required to submit a copy of scanned passport details to SEAMEO VOCTECH when training is outside home country (outbound). ***Please check the validity of the travel document has to be one year before the commence of the training.*** Kindly submit and upload your picture and scan passport details on next page together with this form

**Please insert your picture below:**



**Please insert your scanned passport details below:**

