**Workforce Skills Development Workshop**

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**Workshop Title:**

**Workforce Skills Development**

**Workshop Description:**

**The “Workforce Skills Development Workshop" is aiming to strengthen participants’ capacities in understanding the Strategic Management and Quality Assurance Management of Technical and Vocational Education and Training TVET Systems and TVET Institutions (TVET Institutes, Centres & Schools) as well as understanding the relevance, effectiveness and efficiency of TVET and Workforce Skills Development Systems, policies, and related programmes and how the systems are responding to the needs of the individuals, society, and the economy.**

**The “Workforce Skills Development Workshop” will assist the participants to understand and realize how sound national demand-driven and quality-based TVET Systems and Skills Development Policies are key factors in the employability of Workers and the sustainability of Enterprises. The participants will be able to understand that the main objectives of TVET and Skills Development Systems are to ensure that the skills acquired are quality-based and matching the skills valued in the workplace as well as helping Workers and Enterprises to be adjusted to the change and prepared for the future.**

**Workshop Objectives:**

**The overall objective of the “Workforce Skills Development Workshop" is to help the participants to:**

* **Understand Continuing, Just-in-Time, Demand Based, Decentralized and Sustainable Qualitative TVET System**
* **Develops entrepreneurial management capacities in TVET Institutions’ Managers and Instructors / Trainers / Teachers**
* **Understand Challenges for TVET in Developing Countries**
* **Apply the Occupational Competencies Approach to TVET, Competency Frameworks, Competency Based Assessment and Verification as Quality Assurance of TVET System**
* **Know the tasks to be carried out by In-company and Inter-company (Outside company) TVET Centres in their capacity as Vocational Training Centres VTCs**
* **Explain how In-company TVET Centres conduct their training and how they deal with problems that arise in this connection**
* **Understand how to improve the performance of the TVET Institutions, develop and upgrade them into Institutions for education, knowledge and innovation i.e. Institutions of Excellence or Institutions of Competence**
* **Understand the roles of the TVET Institutions’ Managers, Instructors / Trainers / Teachers, Assessors and Verifiers**
* **Apply flexible TVET System that is independent from size and location of the respective TVET Institution**
* **Reduced administrative cost in training system through improved management and reporting systems**
* **Provides tools to improve the utilization rate of expensive TVET Institutions’ infrastructure and equipment**
* **Build the capacity of TVET Institutions’ Managers in revenue-based TVET, and reduction of financial assistance given by the government.**
* **Improve benefit-cost ratio (ratio of benefits relative to costs expressed in monetary terms) of government investment in TVET and Human Resources Development HRD**
* **Understand Continuing, Demand Based, Decentralized and Sustainable Qualitative TVET System in In-company and Intern-company (Outside company) TVET Institutions**
* **Link-up Strategies between Quality-managed TVET and Different Stakeholders to improve the TVET delivery of TVET Institutions**
* **Build the capacities of TVET Intuitions Managerial and Instructional Staff in the fields of Quality Assurance Management, Total Quality Management and Entrepreneurial Management**
* **Define the Quality Principals, Objectives and Benefits of Quality Assurance Management of TVET & TVET Institutions to Society and Economy**
* **Explain in detail the Quality Assurance Management System CAMS and associated Assessment, Verification and Certification Mechanisms**
* **Understand the role of Self Assessment and Inspection of TVET Institutions**
* **Understand the Contribution of Main Actors, Training Providers and Enterprises (ETPs) to Quality Assurance Management of TVET & TVET Institutions**
* **Recommendations for establishment of a National Group for Quality Assurance**
* **Understand the TVET Quality Key Performance Indicators KPIs as measuring tools for the quality of the TVET delivery of TVET Institutions**
* **Understand the role, factors affecting the performance, recruitment and selection of TVET Institutions**

**Specific Workshop Outline:**

**The following are the topics covered in the “Workforce Skills Development Workshop":**

**Section A: The Economic and Social Context of Workforce Development & TVET**

1. **Definitions Used in Technical Education TE**
2. **In-company and Inter-company TVET Centres**
3. **TVET for Sustainable Development SD**
4. **TVET as Continuing or Lifelong Learning**
5. **Training Providers**
6. **Demand Based and Supply Based TVET**
7. **Decentralized Enterprise TVET Provider Partnerships ETPs**
8. **Formal, Informal & Non-formal TVET & Validation**
9. **Prior Learning**
10. **Implementing a Lean Management System to Achieve TVET Institution Excellence**
11. **Challenges for TVET in Developing Countries**
12. **Fitness to Purpose of TVET System**
13. **Quality of TVET System**
14. **Stakeholders for the TVET System**
15. **Instructor Lead Training ILT and On-the-Job Training for Skilled Workers**
16. **TVET Strategic Concepts**

**Section B: Institutional Development ID of TVET Institutions**

1. **Introduction**
2. **TVET Institutions**
3. **General Policy for TVET Institutions**
4. **Knowledge / Skills / Experience Profile of TVET Institution Managers**
5. **Knowledge / Skills / Experience Profile of TVET Institution Instructors / Trainers / Teachers**
6. **Learning & Training Objectives of TVET Institution Instructors / Trainers / Teachers**
7. **Role of TVET Institution Instructors / Trainers / Teachers**
8. **Factors affecting Performance of TVET Institution Instructors / Trainers / Teachers**

**Section C: Occupational Competencies Approach to TVET**

1. **Objective**
2. **Competency**
3. **Competence Based Occupational Standards**
4. **Training Needs Analysis TNA**
5. **Occupational Areas**
6. **Occupational / Job Analysis**
7. **Occupational Competencies Approach to Education & Training and Impact to Productivity**
8. **Components of Competence Based Occupational Standards**
9. **Capacity Building**
10. **National Vocational Qualifications, Occupational Standards, Occupational Certification and Licensing**
11. **Competency Development Frameworks – Basic Principals – Module / Unit of Competency & Element of Competency (Task)**
12. **Critical Tasks (Elements)**
13. **Creation of Competency Development Frameworks**
14. **Key Assessment Subjects & Duties**
15. **Scales of Competency Standards (Levels)**
16. **Performance Assessment Criteria**
17. **Labour Qualifications**
18. **TVET Centre Organizational Aspects**
19. **Assessment Evidences**
20. **Assessment Data**
21. **Competency Assurance Management System CAMS**
22. **Trainers, Assessors and Verifiers**
23. **Evaluation of Assessment Results & Specific Gaps Elimination Programme SGEP**
24. **Training & Assessment Matrix Process - Process Flow Chart**
25. **Advantages of Competency Based Education & Training CBET for Workers**
26. **Advantages of Competency Based Education & Training CBET for Employers**
27. **Advantages of Competency Based Assessment**

**Section D: Quality Management of TVET & TVET Institutions**

1. **Why We Need to Assure the Quality of TVET & TVET Institutions**
2. **Definition of Quality in TVET**
3. **Stakeholders for the TVET System**
4. **Link-up Strategies between Quality-managed TVET and different Stakeholders**
5. **The Concept of Quality Assurance Management & Total Quality Management TQM in TVET & TVET Institutions**
6. **Implementation of Total Quality Management TQM in TVET**
7. **Factors Affecting Successful Implementation of TQM in TVET**
8. **Total Quality Management TQM for TVET Institutions**
9. **Entrepreneurship Development as Approach to Quality Assurance Management of TVET**
10. **Quality Principals**
11. **Objectives and Benefits of Quality Assurance of TVET to Society and Economy**
12. **Cost Effectiveness of Quality Based TVET**

**Section E: Competency Assurance Management System CAMS**

1. **Competency Assurance Management System CAMS**
2. **Assessment & Verification Management Corporate Policy**
3. **Personal Development Plan PDP**
4. **Minimum Assessment / Verification Standard & Evidence Based Processes**
5. **Trainees Assessment and Verification Process and Procedures**
6. **TVET Centre Internal Assessors & Responsibilities**
7. **TVET Centre Internal Verifiers & Responsibilities**
8. **Responsibilities of External Assessors / Verifiers in Assessing / Verifying Trainees**
9. **TVET Centre Internal Observers & Responsibilities**
10. **Stakeholders and Effectiveness of the TVET Quality Process**
11. **Implementation of Competency Based Assessment, Verification and Certification Mechanisms**

**Section F: Inspection of TVET Institutions - TVET Quality Criteria and Quality Indicators**

1. **Self Assessment of TVET Institutions**
2. **Role of Inspection of TVET Institutions**
3. **Main Objectives of Inspection**
4. **Activities undertaken by Inspection Teams**
5. **Contribution of Main Actors to Quality Assurance in TVET**
6. **Training Providers**
7. **Contribution of ETPs to Quality Assurance in TVET**
8. **National Group for Quality Assurance**
9. **TVET Quality Performance Indicators KPIs**
10. **Indicator No.1 - Fitness to purpose of TVET System**
11. **Indicator No.2 - Cost effectiveness of TVET**
12. **Indicator No.3 - TVET Courses (Curriculum) and Programmes**
13. **Indicator No.4 - Infrastructure and Training Equipment**
14. **Indicator No.5 - Training Plans**
15. **Indicator No.6 - TVET Assessment Processes**
16. **Indicator No.7 - TVET Quality and Competence of Instructors / Trainers / Teachers**

**Workshop Training Methodology:**

1. **Interactive/practical training**
2. **Two way communication**
3. **Exercises / Assignments**
4. **Brain Storming**
5. **Case Studies**
6. **Open Discussions**
7. **Ready to use samples**

**Workshop Location:**

**TBA**

**Who Should Attend?**

1. **From TVET Institutes, Centres & Schools**

**Principals, Managers, Directors, Heads of Training Departments, Competence Assurance Coordinators, Master Trainers, Instructors / Trainers, Curriculum Developers (Specialists), Assessors & Verifiers**

1. **From Enterprises & Oil & Gas Compasnies**

**Industry Trainers (Engineers & Supervisors), Training Programmes Development Specialists, Career Development Section Leaders**

1. **From TVET Stakeholders**

**Representatives from: Federations, Chambers, Construction and Industrial Councils, Unions, etc.**

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**Language**

**The training materials are in English**