

TABLE OF CONTENTS

CHAPTER 1	6
Introduction	6
 CHAPTER 2	8
Overview of the Project on ‘ASEAN-ROK TVET Mobility Programme’	8
2.1. Project Background	8
2.2. The Mobility Programme	11
A. Overview	11
B. Benefits and Impacts	12
C. Mobility Tools	14
 CHAPTER 3	15
Guide to the Steps Involved in Implementing the Mobility Programme ...	15
3.1. Overview of the Implementation Process	15
3.2. Operational Structure	16
A. Stakeholders	16
B. General Tasks	18
C. Communication and Coordination	21
3.3. Design of the Programme	22
A. Programme Structure	22
B. Curriculum Development	23
C. Selection of Industry Partners	25
3.4. Preparation of the Programme	28
A. General Information	28
B. Selection Process	30
C. Pre-departure Assistance	34
D. Preparation of Budget	35
E. Logistics	38

Prepared by

The Korea Chamber of Commerce and Industry (KCCI)

Republic of Korea

CHAPTER 4	39
Monitoring & Evaluation	39
4.1. Overview of the Monitoring & Evaluation Framework	39
4.2. Methodology	39
A. Data Collection Methods	39
B. Data Analysis Methods	40
4.3. Outcome Indicators and Definition	40
A. Participants' Satisfaction with the Mobility Programme	41
B. Learning and Understanding	41
C. Behavioural Changes	41
4.4. Data Collection	42
A. Pre-programme Survey	42
B. Post-programme Survey	42
C. Post-programme Interview	42
CHAPTER 5	45
Post-Mobility Support	45
5.1. Debriefing and Recognition	45
5.2. Re-entry Orientation	45
5.3. Transcript Evaluation	46
5.4. Evaluation and Feedback	46
CHAPTER 6	47
Safety Management	47
6.1. Instructions on Safety Alert System	47
A. Safety Management	47
B. Safety Alert System	48

6.2. Instructions on Three-Strike Warning System	51
A. Process	52
B. Warning Categories	52
6.3. Securing the Safety of the Participants	53
A. Pre-departure Orientation	53
B. Arrival Orientation	54
C. Accommodation	55
D. Safety Management for OJT/Internship	56
ANNEXES	57
ANNEX 1. Sample of Application Form	58
[Appendix 1] Sample of Supporting Document List	64
[Appendix 2] Sample of Visa Requirements	65
ANNEX 2. Sample of Mobility Tool 1	66
ANNEX 3. Sample of Participant Interview Rubric	68
ANNEX 4. Sample of Terms & Conditions	70
ANNEX 5. Sample of Incident Report	72
ANNEX 6. Sample of Weekly Report	73
ANNEX 7. Sample of Final Report	76
ANNEX 8. Sample of Budget Plan	89

CHAPTER 1

Introduction

1.1. Purpose of the Handbook

This handbook was developed as part of implementing the project on the ASEAN-ROK TVET Mobility Programme under the 'Master Plan on ASEAN Connectivity (MPAC) 2025', building on experience and lessons learned from the implementation of the intra-ASEAN TVET student exchange programmes as the project's output 6.

The handbook offers a clear and practical guide on developing and managing an intra-ASEAN TVET Mobility Programme, including student internship and teacher exchange programmes (hereinafter "Mobility Programme"). It provides step-by-step guidance covering all stages of the process from programme development, preparation, implementation, monitoring & evaluation, to post-programme support.

1.2. Target Users of the Handbook

This handbook is intended for use by stakeholders at both regional and national levels who are interested in implementing the TVET Mobility Programme, including but not limited to:

- Implementing agencies responsible for the overall management of the TVET Mobility Programme;
- Participating TVET institutions in ASEAN Member States (AMS);
- Supporting ministries or national government agencies; and
- Participants of the TVET Mobility Programme.

1.3. Contents of the Handbook

This handbook consists of six chapters.

Chapter 1 outlines the purpose of the handbook, and Chapter 2 provides an overview of the project 'ASEAN-ROK TVET Mobility Programme', which serves as the background for the creation of this handbook. Chapters 3 to 5 present guidelines for programme preparation, implementation, monitoring and evaluation, and post-mobility support. And Chapter 6 details safety protocols.



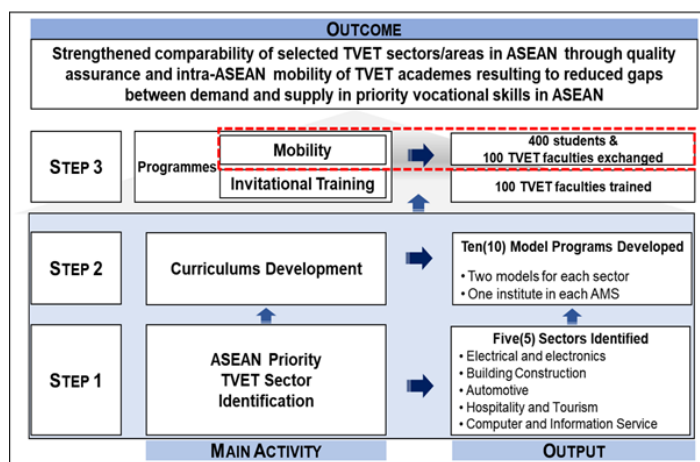
CHAPTER 2

Overview of the Project on ‘ASEAN-ROK TVET Mobility Programme’

2.1. Project Background

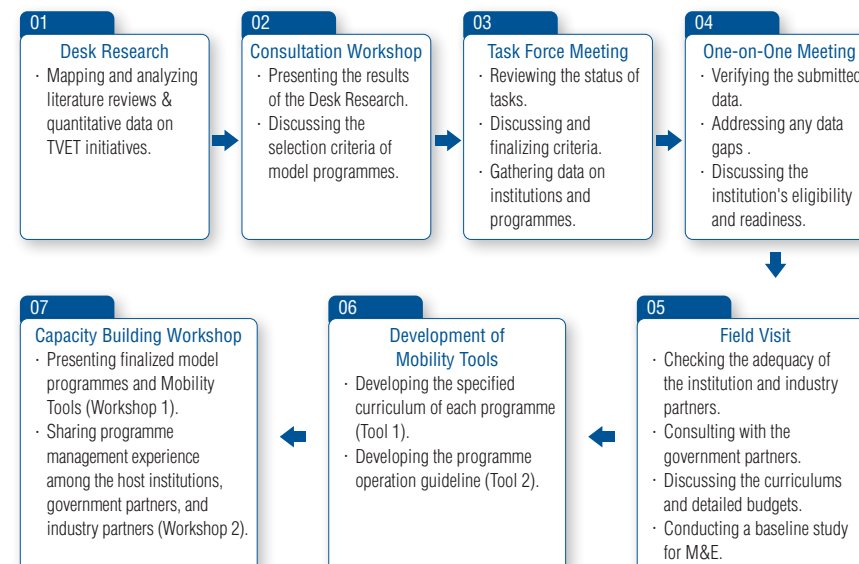
To reduce gaps between demand and supply in priority vocational skills in ASEAN, the project “ASEAN-ROK Technical and Vocational Education and Training (TVET) Mobility Programme” (hereinafter “Project”) commenced in January 2020. The Project was designed to strengthen the core areas of ASEAN's common TVET programmes and reduce the gap in job competency among countries through the implementation of Mobility Programmes in ASEAN. By introducing relevant training curriculums incorporating the Fourth Industrial Revolution (4IR), the Project contributed to the supply of skilled human resources in AMS. Furthermore, it contributed to the improvement of the quality of training through the cultivation of teachers' teaching skills.

<Figure 1. Logical Framework of the Project>



The ASEAN Senior Officials Meeting on Education (SOM-ED) was the lead sectoral body, and the ASEAN Senior Labour Officials Meeting (SLOM) was the relevant sectoral body, for the Project's implementation. The Project was funded by the ASEAN-ROK Cooperation Fund (AKCF) with the Korea Chamber of Commerce and Industry (KCCI) and the Korea University of Technology and Education (KOREATECH) as the implementing agencies. The project delivered the following key deliverables:

- Identified five priority TVET sectors among all ASEAN Member States (AMS) and their corresponding model TVET programmes;
- Developed mobility tools on curriculums for priority TVET programmes and guidelines for internship and faculty exchange;
- Implemented Mobility Programmes comprising intra-ASEAN cross-border student internship and faculty exchange; and
- Provided capacity-building for TVET personnel and forum/dialogue for policymakers.



The five priority TVET sectors were identified through desk research based on a comprehensive assessment, covering a literature review of ASEAN Member States' priorities and analysis on employment and foreign direct investment (FDI) trends in TVET sectors, taking into account the changing job market landscape with the 4IR and COVID-19 impact on labour market. By February 2021, the following five priority TVET sectors for the ASEAN-ROK TVET Mobility Programme were endorsed by the SOM-ED:

- A. Electrical and Electronics;
- B. Building Construction;
- C. Automotive;
- D. Hospitality and Tourism; and
- E. Computer and Information Service.

As part of the process of identifying the 10 model programmes across the five priority TVET sectors, a Task Force for the ASEAN-ROK TVET Mobility Programme was established in November 2021, with technical support from the ASEAN TVET Council. The Task Force consists of TVET experts from the AMS, KCCI and representatives from the Southeast Asian Ministers of Education Organization (SEAMEO) Secretariat, SEAMEO Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH), and the Regional Cooperation Programme to Improve the Quality and Labour Market Orientation of TVET (RECOTVET).

Through a six-month process of in-depth screening and ranking utilising a 4-step assessment exercise, 10 TVET model programmes were selected from a pool of 94 submitted TVET programmes by July 2022. The 10 “model” TVET Mobility Programmes served as potential hosts for the student internships and faculty exchanges across AMS.

<Table 1. List of 10 Model Programmes and Mobility Programmes>

#	AMS	Institution	Model Programme	Mobility Programme
1	Brunei Darussalam	Micronet International College	Pearson BTEC Level 5 Higher National Diploma in Computing (RQF)	Network Management
2	Cambodia	Preah Kossamak Polytechnic Institute	Sequence Control (PLC)	Sequence Control (PLC)
3	Indonesia	BBPVP Medan	Drawing Architecture / Hotel Management	Drawing Architecture / Barista and Bartender
4	Lao PDR	Skills Development Institute	Automotive Repair and Maintenance L1-5 Modular Based	Automotive Servicing
5	Malaysia	ADTEC (Advanced Technology Centre) Kemaman	Electrical Low Voltage Installation and Maintenance	Electrical Low Voltage Installation and Maintenance
6	Myanmar	Singapore-Myanmar Vocational Training Institute (SMVTI)	Hospitality & Tourism	(Not developed)
7	Philippines	Toyota Motor Philippines School of Technology, Inc.	Automotive Servicing NC IV	Automotive Servicing
8	Singapore	Nanyang Polytechnic	Information Technology	IT Applications and Development
9	Thailand	Phuket Vocational College	Hotel	Hospitality Management
10	Viet Nam	Ho Chi Minh City College of Construction	Construction Engineering Technology	Construction Engineering Technology

Through a series of visits to discuss the 10 model programmes and assess the host institutions' readiness, nine TVET Mobility Programmes, located in nine ASEAN Member States (AMS) were implemented. The nine TVET Mobility Programmes were conducted in three batches from 2023 to 2024.

2.2. The Mobility Programme

A. Overview

Each AMS hosted a TVET Mobility Programme focusing on TVET priority sectors in which they were ranked highly. These Mobility Programmes were designed to combine two-month curriculums consisting of lectures and practical training

at the host institutions, with the possibility of arranging internships with local Industry Partners. (Note: The Singapore Programme, hosted by NYP, provided 4-weeks of training and did not include company internship.)

The Mobility Programme provided opportunities for all AMS to participate as the host and the sending institutions, targeting the exchange of 400 TVET students and 100 faculty members. As this was an intra-ASEAN TVET Mobility Programme, each host institution accepted participants from all 10 AMS, instead of exchanging students between two pairing institutions. Depending on the TVET priority sector, the requirements varied, such as prior learning, language proficiency, or other specific qualifications, to ensure participants can fully engage in the programme.

B. Benefits and impacts



The Project has engaged various stakeholders such as government agencies responsible for education and labour sectors, host and sending TVET institutions from AMS, private sector which provided short-term internship opportunities, TVET students and faculties from all 10 AMS.

The Project has promoted cross-cultural understanding, knowledge exchange and cooperation. The Mobility Programmes are also expected to benefit its participants in the following ways:

• Enhanced knowledge and skills

The Mobility Programme provided participants with the opportunity to learn about different academic and professional practices, which can enhance their knowledge and skills in their field of study.

• Cross-cultural exchange

The Mobility Programme offered the opportunity to experience different cultures, values, and perspectives. It allowed participants to gain cultural awareness and tolerance, which are essential for effective communication, cooperation, and collaboration in the ASEAN region.

• Improved language skills

As the Mobility Programme was conducted in English, participants had the opportunity to enhance their English skills. Also, some participants were exposed to different linguistic environments during the internship, interacting with native speakers, and practising their language skills in real-life situations.

• Expanded professional network

The Mobility Programme allowed participants to build a professional network in other countries, which can be helpful for future career opportunities.

- **Personal growth**

The Mobility Programme provided participants with the opportunity to become more independent, self-reliant and self-confident as they navigate new and challenging environments.

- **Increased institutional collaboration**

The Mobility Programme fostered institutional partnerships and collaboration, which can lead to joint research, academic programs and other opportunities for cooperation among the participating institutions.

C. Mobility Tools

In supporting the implementation of TVET Mobility Programme (i.e. intra-ASEAN cross-border student internships and faculty exchanges), two Mobility Tools have been developed.

The Mobility Tool I is developed to provide an overview of the Mobility Programmes available across ASEAN countries and help participants identify the programmes that best align with their academic goals and interests. Specifically, it includes the profiles and curriculum of each programme, along with the required background knowledge and pre-requisites. This comprehensive guideline can help ensure that participants are well-informed and empowered to make informed decisions about their academic and personal development.

The Mobility Tool II is developed to serve as a framework for the overall operation of the Mobility Programmes. The tool provides detailed information on the implementation process, including the programme structure, curriculum development, selection process, interview, visa, logistics, orientation, training, internship (on-the job training), credit transfer, certification, and reporting. It also includes Monitoring and Evaluation (M&E) guidelines, a risk management section, and budget management information.

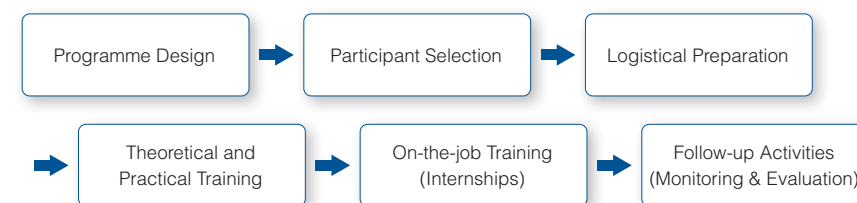
CHAPTER 3

Guide to the Steps Involved in Implementing the Mobility Programme

3.1. Overview of the Implementation Process

Implementing a successful Mobility Programme involves a structured and systematic approach that covers various stages from the initial design to the post-programme follow-up. The figure 2 below shows the overall process of the programme.

<Figure 2. Mobility Programme Process>



The table below shows the ideal timeline and the responsible body for each implementation stage.

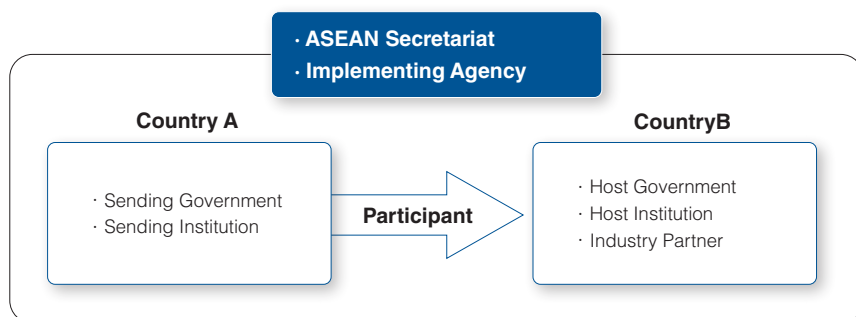
<Table 2. Ideal Timeline for Each Implementation Stage>

#	Timeline	Implementation Stage	Responsible Body
1	D-90	Finalise curriculum details and programme schedule.	Host Institution
2	D-80	Start the 'Call for Applications' to recruit participants.	Sending Government
3	D-70	Online Open-House Day.	Implementing Agency

4	D-50	Finish the screening process and send the screened applications to Implementing Agency.	Sending Government
5	D-40	Conduct online interviews.	Host Institution
6	D-35	Notify the final selection to Implementing Agency.	Host Institution
7	D-35	Start the visa process and logistics.	Implementing Agency
8	D-14	Send out budget.	Implementing Agency
9	D-0	Start of programme.	Host Institution

3.2. Operational Structure

A. Stakeholders



• Implementing Agency

The primary organiser of the Mobility Programme, responsible for managing the overall project, selecting participants, coordinating with host institutions, and managing the budget.

• Host Government

The government of the host country that provides support and assistance to ensure the success of the Mobility Programme.

• Host Institution

TVET institutions in ASEAN countries that host the participants during their Mobility Programme. They are responsible for providing academic and cultural support to participants, ensuring their safety and well-being, and arranging academic activities and cultural experiences.

• Sending Government

National governments of ASEAN countries that send participants to the Mobility Programme. They are responsible for selecting participants based on eligibility criteria, assisting with preparing travel documents, and supporting participants in the application and preparation process.

• Sending Institution

TVET Institutions that send their students or faculties for the Mobility Programme.

• Industry Partner

Local companies or private sector organisations that provide internship or OJT opportunities for the participants. They offer on-site training and exposure to real-world business practices, as well as potentially recruit talented participants as future employees.

The Industry Partners are assigned in consultation with the host government, host institutions, and implementing agency. During the field visit, the implementing agency evaluates and reviews the capacity to provide qualified OJT with in-house trainers. Additionally, the facilities and equipment for hands-on practices are closely inspected.

• Participant

Students and faculties who are selected to participate in the Mobility Programme. They are responsible for following programme rules and regulations, participating in academic and cultural activities, and representing their home institution and country respectively.

• ASEAN Secretariat

The ASEAN Secretariat serves as the primary organisation responsible for promoting regional cooperation among ASEAN countries. It supports the Mobility Programme by policy guidance, disseminating information, and promoting the programme among ASEAN Member Countries.

B. General Tasks

The initiative to strengthen the comparability of selected TVET sectors in ASEAN for this intra-ASEAN TVET Mobility Programme is a complex and ambitious project that requires the collaboration of various partners across ASEAN. This initiative aims to address the challenge of reducing the gaps between the demand and supply of priority vocational skills in ASEAN, which can only be achieved through close coordination and cooperation among stakeholders. The success of this project depends on the commitment and active participation of all partners, including governments, TVET institutions, Industry Partners, and relevant international and regional organisations, who need to work together to ensure that the project objectives are met.

The following are the general tasks for the implementation of the Mobility Programme. Please note that these are general guidelines and should be tailored to fit the specific needs of the Mobility Programme. The actual tasks may not be limited to the following:

• Sending Government

- Inform relevant TVET institutions in their respective country of the participant selection for each of the programmes. Each AMS should have an equal quota depending on the maximum capacity of each programme.
- Coordinate the selection process.
- Review the eligibility of the participants.
- Share the shortlisted applications with the Implementing Agency.
- Assist the participants to ensure that they have a valid passport, visa,

and international travel insurance and have undergone health check-ups before leaving the home country.

- Communicate with the Sending Institutions and participants before leaving the home country.

• Host Government

- Coordinate with relevant authorities to ensure a smooth visa process for the incoming participants.

• Host Institution

- Shortlist participants for each batch by conducting individual online interviews to meet the quota.
- Notify the Implementing Agency of the final list of participants.
- Submit an estimated budget plan (ANNEX 8) according to the number of participants, and a daily schedule of the Mobility Programme three weeks before the start of the programme.
- Coordinate the overall implementation of the Mobility Programme including the curriculum, internships (if applicable), and cultural exchange if included in the plan.
- Arrange options for appropriate accommodation, meals, transportation, and any materials or tools required for the programme participation.
- Monitor the participants' safety, well-being, and academic achievements. Urgent or important issues should be promptly reported to the Sending Government and Implementing Agency.
- Send the budget and submit appropriate financial documents after the implementation, according to the guideline provided by the Implementing Agency.
- Submit the final report (ANNEX 7) of the batch with supporting documents such as the participation evaluation form, participants' self-reports, and internship evaluation form (if applicable) within one month after the programme has been conducted and submit the same to the Implementing Agency and the ASEAN Secretariat.

• **Implementing Agency**

- Provide application form (ANNEX 1), Interview Rubric (ANNEX 3), and guidelines to the partners to use for the call for selection.
- Provide necessary guidance and support to the selected participants regarding logistical arrangements, visa application, and pre-departure orientation.
- Provide the necessary budget for the overall programme implementation such as a daily allowance for participants, accommodation, transportation, training, tools, and materials.
- Make a budget transfer to the Host Institution directly or through the Government three weeks before the start date of the programme.
- Dispatch support staff for chaperoning or professionals for special lecture purposes upon request from the Host.
- Monitor and evaluate the implementation of the programme, and provide necessary feedback and recommendations for improvement.
- Issue a Certificate of Completion to the participants.
- Maintain communication and coordination with the Government, the Host, and the participants throughout the programme.

• **Collective Responsibilities**

- **Transfer of Budget**

Once the selection of participants is completed, the final budget of each programme will be allocated and a separate agreement/contract will be prepared to verify the transfer of cost. If any of the parties request additional agreements or documents for visa processing, they should notify the Implementing Agency.

- **Cancellation of Participants**

Depending on the stage of preparation, Implementing Agency may suggest finding a replacement from the wait list or filling the position provided that the replacement has complied with all the requirements of the agreement.

- **Reporting and Conflict Resolution**

If any modifications are made to the implementation plan or if any incidents occur that may impact the secure and efficient execution of the project, it is mandatory to report them to Implementing Agency immediately. All parties involved agree to attempt to resolve any conflicts through mutual consultation and negotiation as a primary approach.

- **Privacy and Data Management**

All parties acknowledge that private information may be collected from the participants by the implementing agency and agree to handle and use such information in compliance with relevant laws and regulations in their respective countries. The collected information will be used solely for the implementation and management of the programmes, including but not limited to participant selection, placement, support, and monitoring and evaluation. Only authorised personnel from the relevant parties will have access to the information, and it will not be shared with any third party without the prior written consent of the participant, except as required by law. The information will be securely stored and disposed of in accordance with applicable policies and procedures. The information will be kept for one year by Implementing Agency after the end of the programmes for monitoring and evaluation purposes and shall be disposed of in a secure and appropriate manner.

C. Communication and Coordination

Effective communication and coordination are essential for the success of any project, including the implementation of the Mobility Programme. With multiple stakeholders involved and various tasks to be accomplished, it is crucial to establish clear channels of communication and coordination mechanisms to ensure that everyone is informed and aligned with the project's goals and progress. This section outlines the communication and coordination approach to be used throughout the implementation process and provides guidelines for stakeholders to follow.

• Communication Plan

By establishing clear coordination mechanisms, we can ensure that all stakeholders are informed, engaged, and working together towards a common goal. Depending on the purpose, the stakeholders are encouraged to communicate as below:

Purpose of Communication	Schedule	Information
Regular updates and General queries	Any time	Questions, and comments raised during programme implementation
Emergency response	Any time	Incidents that may affect the safety of participants or other significant matters

• Contact List

Each AMS should document a contact list among the stakeholders and this information should be made available to the participants.

3.3. Design of the Programme

A. Programme Structure

The programme structure of the Mobility Programme consists of two main parts: a 2-month training period at the Host Institution and a 1-month on-the-job training (OJT) or internship at a partner company. (Note: The Singapore Programme, hosted by NYP, provided 4-weeks of training and did not include company internship.) The Host Institutions are responsible for designing a comprehensive and appropriate curriculum for the training period, in consultation with the Implementing Agency. The curriculum should be aligned with one of the priority sectors identified for the programme.

During the training period, participants will be exposed to various theoretical and practical knowledge related to their chosen field. The Host Institutions are also encouraged to provide opportunities for the participants to interact with local industry experts and gain insights into local industry practices.

After the training period, the participants will move on to the OJT or internship phase, where they will work with a partner company in their chosen field.

The OJT/internship should be related to the curriculum provided by the Host Institution, and if it is not available, alternative activities such as industry-attached project participation or in-campus training provided by Industry Partners can be substituted. The OJT/internship phase provides the participants with the opportunity to apply the knowledge and skills they have gained during the training period in a practical setting and to learn from experienced professionals.

Overall, the Mobility Programme structure should be designed to provide a well-rounded training experience for the participants and equip them with the necessary knowledge and skills to excel in their chosen fields.

B. Curriculum Development

• Key considerations

When designing the curriculum for the Mobility Programme, it is important to consider certain key factors. The curriculum should be equivalent to ISCED 2011 Level 5: Short-cycle tertiary education. This means that they should be similar to higher technical education, community college education, technician or advanced/higher vocational training, associate degree, or bac+2.

In addition, regardless of the status of the TVET institution providing the programme, there are certain standards and criteria that must be met. These include:

- The curriculum should meet local and/or national industrial demands. This means that the curriculum should be designed in such a way that it meets the needs of the industries in the local or national context of the host country. This is essential because it ensures that the training provided to the participants is relevant and applicable to the local job market. The ultimate goal of the Mobility Programme is to enhance the employability of the participants and contribute to the economic development of the ASEAN Community. Therefore, it is important to consider the needs of the local or national industries to ensure that the programme produces graduates who possess the skills and knowledge that are in demand in the job market.

- The contents of the programme should be taught in English by the regular school faculties as the main language of communication for the Mobility Programme.
- The curriculum should also take into consideration the Fourth Industrial Revolution (4IR) and new skills. This is important as the world is rapidly changing and the programme should be designed to equip participants with the skills needed to adapt to new trends and technologies. These new technologies are changing the nature of work, and it is important that the curriculum of the Mobility Programme takes this into consideration. If the regular faculties are not equipped to provide lectures on certain topics included in the programme, external experts should be invited to provide the necessary training.

• Development process

- Developing Learning Objectives

Learning objectives are statements that describe what the participants will be able to do or know after completing the programme. These objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

- Designing the Curriculum

After developing the learning objectives, the next step is to design the curriculum. This involves deciding on the content, activities, and assessments that will be used to achieve the learning objectives. The curriculum should be structured logically and coherently, with a clear progression of skills and knowledge. It should also include opportunities for participants to practice and apply what they have learned. In designing the curriculum, it is important to consider the resources and time available, as well as the participants' learning styles and preferences.

C. Selection of Industry Partners

For students, internship or OJT experience is essential as it allows them to be exposed to more hands-on skills in real-world scenarios, and also obtain work-relevant soft skills such as communication and interpersonal skills. Future employers are also more likely to welcome students with prior work experience since it usually guarantees smoother transition from school to work. Considering its significance, it would be meaningful to find companies that can offer OJTs in extension to the curriculum offered. However, asking companies to allow one-month internships can be a major challenge. Usually, for expected graduates, TVET institutions either require or recommend students to join 3 to 6-month internship/OJTs. Thus, it is recommended to use the existing pool of Industry Partner first and reach out to others. This programme is quite unique that it involves international students, not locals. It would be important to highlight some of the positive aspects of joining in this initiative as follows:

• Development process

Contribution to the development of local and international communities by investing in the education and training of future professionals.

• Global PR Opportunity

Showcasing their industry/company across AMS.

• Recruitment of Talents

Access to a pool of talented and motivated international students with diverse backgrounds and perspectives and an opportunity to showcase their industry and attract potential future employees.

• Global Talent Network

Establishing and accessing a growing international network of young talents in the industry.

When the implementing agency selects an Industry Partner for each programme, there are key considerations to be prioritised.

- **Proximity to the training institution**

If the Industry Partner is located close to the institution, it can make coordination and communication much easier. Students may be able to easily commute to the workplace, and the institution may be able to provide more support and supervision for the students during their internship or OJT. Overall, proximity to the training institution can play a crucial role in the success of the partnership between the institution and the Industry Partner.

- **Close correlation to the curriculum provided at the institution**

The Industry Partner's activities and operations should be related to the curriculum that is being taught in the training institution. This allows for better alignment between the knowledge and skills that the students learn in the institution and the practical experience they gain during their internship/OJT in the Industry Partner.

- **Prior experience in accepting interns or trainers on-site**

This is to ensure that they have the necessary infrastructure and support in place to provide a positive and productive learning experience for the students. This means that the Industry Partner should have the capacity to provide guidance, supervision, and feedback to the students, as well as the necessary resources and equipment to support their learning.

Furthermore, having prior experience with interns or trainers on-site may also indicate that the Industry Partner has a better understanding of the expectations and requirements of the TVET institution, and therefore can better align their internship or OJT programme with the curriculum and learning outcomes of the programme. This can lead to a more effective and efficient use of time and resources for both the Industry Partner and the TVET institution.

- **Availability of in-house trainers**

The trainer should be knowledgeable and experienced in the industry, and able to provide guidance and feedback on the students' performance during their OJT or internship. They should also be able to assist in addressing any challenges or issues that may arise during the programme.

Having someone who can take care of the participants is also important in ensuring their safety and well-being while they are on-site at the Industry Partner. This person could be responsible for providing basic orientation and training on workplace safety, as well as addressing any health or emergency concerns that may arise.

- **English-speaking environment**

The Industry Partner should have staff who can communicate in English and can help the students with any language barriers they may face during their internship or OJT. This ensures that the students are able to fully understand the work they are doing and can communicate effectively with their colleagues and supervisors.

- **Provide evaluation on the participant performance:**

The Industry Partner should have a system in place to assess and provide feedback on the trainee's performance during their work placement. This can be done through regular check-ins or meetings, performance reviews, or any other appropriate methods. By providing a clear evaluation and feedback on the participant's performance, the Industry Partner can help the participant identify their strengths and areas for improvement, which can be valuable for their personal and professional development. Additionally, this feedback can also be used by the TVET institution to assess the effectiveness of the internship or OJT programme and make any necessary adjustments for future participants.

The processes for identifying and selecting Industry Partner/s would be outlined as follows:

- ① Implementing agency and Host Institutions reach out to potential Industry Partners and introduce them to the Mobility Programme. Highlight the positive aspects of joining the initiative and explain how they can benefit from it.
- ② Share the curriculum and the expected learning outcomes with potential Industry Partners, and discuss how they can contribute to the learning experience of the participants.
- ③ Conduct site visits to potential Industry Partners to assess their facilities, staff, and overall suitability for the programme.
- ④ Once suitable Industry Partners have been identified, establish formal partnerships through the signing of MOUs or agreements that outline the roles and responsibilities of both parties.
- ⑤ Ensure that ongoing communication and feedback mechanisms are in place to ensure that the partnership remains productive and beneficial for both the institution and the Industry Partner.

3.4. Preparation of the Programme

A. General information

Selecting the suitable participants for the programme is crucial to ensuring that they will benefit from the experience and contribute positively to the programme objectives. The participant selection process should be fair, transparent, and objective, with clear criteria for selection. The process should also consider the diversity of the participants to ensure a variety of perspectives and experiences are represented. In this section, we will discuss the key considerations and steps involved in the participant selection process for the international Mobility Programme.

• Eligibility Criteria

Defining eligibility criteria is important to ensure that the participants selected are suitable and have the necessary qualifications, skills, and experience to benefit from and contribute to the programme. Clearly defined eligibility criteria can help to prevent misunderstandings and disputes, as all parties involved understand the expectations and requirements for participation. It also ensures fairness and transparency in the selection process.

• Status

All applicants must be a citizen of an ASEAN Member State. All applicants must have valid passports (minimum 9-month validity when applying) and have no restrictions on international travel. All student applicants must be currently enrolled in TVET institutions or graduated within the last 6 months from the deadline of the application period. Applying faculty members must be currently teaching at TVET institutions. Applicants can also apply for the programmes in their respective countries. In this case, a passport and other international travel requirements are not applicable.

• Age limit

All student applicants should be between the age of 18 and 25 when applying. This is to ease the selection process of the students and also to match the level of the curriculums provided. For faculty member applicants, there is no age limit unless it is stated in the prerequisites of each programme in Mobility Tool 1 (ANNEX 2).

• Skills

All of the programmes require at least a basic understanding of each field, so all applicants should check the prerequisites and curriculum before applying. All of the Mobility Programmes will be operated in English and applicants will be screened accordingly during the application period in written form, subject to the requirement from each

faculty, and also in an online interview session. This interview will be conducted by the host institution. All applicants must possess basic IT literacy, able to use Microsoft Office applications such as Word, Excel, and PowerPoint.

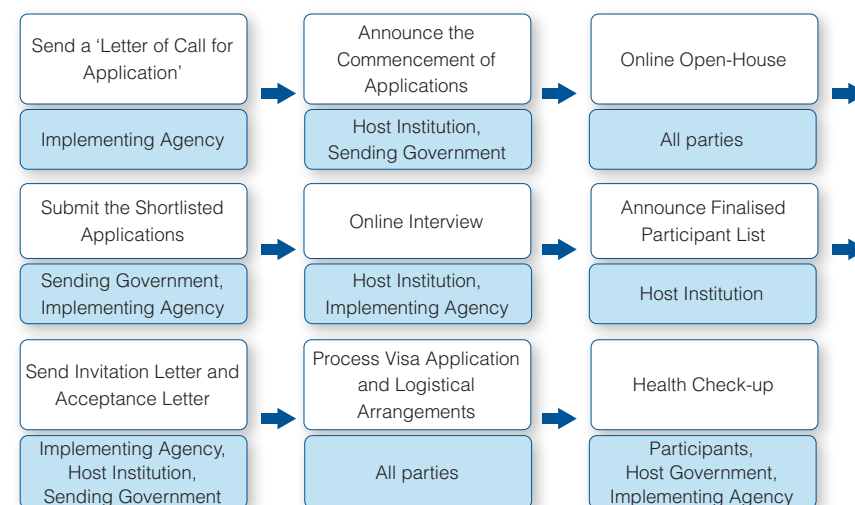
• Health

All of the applicants must provide detailed information on any health-related issues in the application form (ANNEX 1). Once selected as final candidates, the applicants will be required to submit a health form signed by a licensed physician. The cost of health check-up will not be covered by the project. The cost of any necessary vaccinations and tests is not covered by the project. Moreover, each country or institution may have different health requirements for incoming students. Please check the programme profile in Mobility Tool 1 (ANNEX 2).

B. Selection Process

The selection process is a critical stage in any international training programme. It is a meticulous process that requires careful planning, coordination, and communication between all stakeholders involved. The process entails ten steps that must be executed efficiently to ensure a successful outcome. Proper execution of each step is crucial to ensure that the selected participants are well-equipped to participate in the training programme and make the most out of their experience. This process normally takes up to 6 weeks.

<Figure 4. Participant Selection Process>



Even though the following information highlights each stakeholder in charge, the tasks are not only limited to each entity. Cooperative partnership is essential for the successful implementation of the Mobility Programmes.

① Send a 'Letter of Call for Application'

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> Draft a request letter to each 10 sending government, to start the process of participant selection; Coordinate with the sending government if any of the parties wish an official agreement or exchange of a MoU (Memorandum of Understanding); Provide necessary formats and documents, including application form (ANNEX 1), Interview Rubric (ANNEX 3) and guidelines to be used for the call for selection

② Announce the Commencement of Applications

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> Establish an internal selection process and announce important dates including deadlines and the overall schedule of the programme, to the implementing agency
Sending Government	<ul style="list-style-type: none"> Inform the relevant TVET institutions in their respective country of the commencement of applications for each programme Review the submitted applications to ensure the eligibility of the participants, including a valid passport.

③ Online Open-House

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Create a poster for the Online Open-House and announce it to all sending/host governments/institutions. • Communicate details about the Online Open-House with Host Institution, including date and time. • Present overview and introduction of the ASEAN-ROK TVET Mobility Programme, including objectives, benefits and criteria. • Follow-up communication with participants who inquire by email or messenger with interest in the Mobility Programmes.
Host Institution	<ul style="list-style-type: none"> • Present the introduction of the Mobility Programme, focusing on the curriculum, practices and internship. • Coordinate a Q&A session to address queries from participants. • Recruit former participants to join the session to share his/her experience to the potential candidates.
Sending Government / Sending Institution	<ul style="list-style-type: none"> • Encourage the potential candidates to register the Online Open-House to learn about the Mobility Programme in detail.
Participant	<ul style="list-style-type: none"> • Register online for the participation. • Use Q&A time to seek clarifications about the programmes and address any concerns.

④ Submit the Shortlisted Applications

Entity	Tasks
Sending Government	<ul style="list-style-type: none"> • Review the applications collected from the Sending Institutions and check if the applicant meets the eligibility criteria. • Submit the shortlisted applications to Implementing Agency according to the quota.
Implementing Agency	<ul style="list-style-type: none"> • Double-check on the eligibility of the submitted applications. • Deliver the screened applications and supporting documents to each Host Institution.

⑤ Online Interview

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> • Reach out candidates to setup interview schedule. • Conduct online interviews and evaluate according to the Interview Rubric (ANNEX 3) provided by the Implementing Agency. • Shortlist participants to meet the quota.
Implementing Agency	<ul style="list-style-type: none"> • Provide Interview Rubric (ANNEX 3) for the screening process. • Assist the Host Institutions for reaching out each candidate, if needed.

⑥ Announce Finalised Participant List

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> • Announce the finalised participant list to the Implementing Agency.

⑦ Send Invitation Letter and Acceptance Letter

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Issue an Invitation Letter to send to each participant. • Open a group chat for each Mobility Programme by WhatsApp or Google Chat, to instruct the next steps. • Provide necessary guidance to the selected participants regarding logistical arrangements, visa application, and pre-departure orientation;
Host Institution	<ul style="list-style-type: none"> • Issue an Acceptance Letter to send to each participant. • Open a group chat by WhatsApp or Google Chat, to instruct the next steps.
Sending Government	<ul style="list-style-type: none"> • Assist the participants with preparing necessary documents.

⑧ Process Visa Application and Logistical Arrangements

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Process logistical arrangements, including the items below. • Collecting the passports and ID cards (if needed). • Book round-trip flight ticket with a travel agency. • Purchase outbound travel insurance for all participant. • Coordinate with relevant authorities to ensure a smooth visa process.
Host Government	<ul style="list-style-type: none"> • Provide accurate information and guidance on the visa application process to participants. • Process the Visa Application.
Participants	<ul style="list-style-type: none"> • Apply for a visa (visa fee covered). • Submit all the necessary documents to the host institution.
Sending Government / Sending Institution	<ul style="list-style-type: none"> • Coordinate with relevant authorities to ensure a smooth visa process.

⑨ Health Check-up

Entity	Tasks
Participants	<ul style="list-style-type: none"> • Take a health check-up at a hospital or clinic (cost not covered). • Comply with the immunization requirements of the host country (cost not covered).
Host Government	<ul style="list-style-type: none"> • Check applications and notify up-to-date information on the health protocols.
Implementing Agency	<ul style="list-style-type: none"> • Ensure that all outbound participants have undergone health check-ups before leaving their home country.

C. Pre-departure Assistance

The selection process is a critical stage in any international training programme. It is a meticulous process that requires careful planning, coordination, and communication.

① Pre-departure Orientation (From Sending Government)

Creating a comprehensive pre-departure support system is crucial for the success of any Mobility Programme. Below is a suggested outline for the content to be included in the pre-departure support section.

- Programme Expectations

Explanation on the purpose of the programme and introduction of the contact person of the sending country.

- Documentation and Logistics

Explanation of necessary documents (passports, visa, insurance), logistics (flights, accommodations), and support provided in these areas.

- Health and Safety Guidelines

Overview of health requirements, vaccinations, travel insurance, and safety guidelines.

- Communication Guidelines

Guidance on staying in touch with family, friends, and the sending institution, including emergency contact information.

- Travel Process

Guidance on flight arrangements and airport information.

- Online Resources

Information on additional online resources including a group chat, for example, for continued support and connection.

- Alumni Network and Mentorship Opportunities

Inviting formal participant alumni to share their experience and tips for each programme and country.

② Programme Orientation (From Host Institutions)

- Cultural Awareness

Cultural orientation sessions covering customs, traditions, and social norms to help participants adapt seamlessly.

- Travel Information

Guidance on local transportation arrangements (airport pickups), and processing at the airport, ensuring participants have a smooth journey.

- Accommodation Details

Information on accommodation locations, facilities, and safety features.

- Financial Considerations

Daily allowance information, budgeting advice, and currency exchange information for participants during their stay.

- Academic Expectations

Insight into academic expectations, course schedules, and assessments at the host institution.

- Code of Conduct

Explanation of expected behaviour in the host country and adherence to a code of conduct, especially highlighting the warning and reporting system.

D. Preparation of Budget

• Budget criteria

In order to ensure that the Mobility Programme runs smoothly and efficiently, it is essential to prepare a comprehensive budget that takes into account all the necessary expenses. By carefully planning and preparing a detailed budget, organizers can ensure that the Mobility Programme runs smoothly and that participants have all the necessary resources to make the most of their experience.

The details of budget must be discussed with Implementing Agency, but the main category of the budget can be described as below:

Budget Category		Definition
Implementing Agency	Airfare	- Most direct round-trip airfare (economy class). - Domestic land transportation to the airport.
	Travel Insurance	International travel insurance fee.
	Visa Fee	Any cost required to obtain visas.
Host Institution	Accommodation	Any cost related to using the dormitory, hotel, or accommodation.
	Consumables	Tools, materials, handouts, and small equipment.
	Programme fee	Utilities, programme development/operation fee, teaching cost, facility rental cost, use of personnel, extra-curricular activities, tour, internship operational fee.
	Transportation	Transportation between the institution, accommodation, and internship companies (e.g. bus rental)
Participant (not covered by budget)	Daily Allowance	Cost to cover meals(if 3 meals are not provided by the institution), laundry, and daily expenses
	Passport	Cost to issue a passport
	Health check-up	Cost to take a health check-up
	Vaccination	Cost of vaccinations required to enter host country

• Process

The budget execution process is crucial to ensure that the allocated funds are used for their intended purpose and in the most efficient way possible. Each step requires close coordination and communication between the stakeholders to ensure that the project's financial resources are well-managed and utilised.

① Submit Budget Plan (ANNEX 8)

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> • Arrange options for appropriate accommodation, meals, transportation and any materials or tools required for the programme participation. • Prepare appropriate budget details with necessary supporting documents such as quotations and invoices.

② Review Budget Plan (ANNEX 8)

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Review the budget details. • Consult with Funding Agency on guidelines.
Host Institution	<ul style="list-style-type: none"> • Provide any supplementary documents.

③ Discuss the Budget Execution Plan

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Discuss the budget disbursement process and schedule. • Draft and sign a contract with a relevant party to transfer the fund abroad.
Host Institution	<ul style="list-style-type: none"> • Provide detailed information to receive budget. • Provide a list of vendors for supplies directly to Implementing Agency.
Host Government	<ul style="list-style-type: none"> • Assist with the Host Institution and Implementing Agency on receiving budget.

④ Transfer of Budget

Entity	Tasks
Implementing Agency	<ul style="list-style-type: none"> • Make the budget transfer to the Host Institution directly or through the Host Government, three weeks before the start date of the programme. • If a special arrangement is required, Implementing Agency should coordinate with relevant partners to utilise the budget wisely.
Host Government	<ul style="list-style-type: none"> • Assist in the budget transfer if the Host Institution cannot take the budget transfer directly from Implementing Agency.
Host Institution	<ul style="list-style-type: none"> • Receive the fund.

⑤ Execution of the Budget Plan (ANNEX 8)

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> • Submission of financial report.
Implementing Agency	<ul style="list-style-type: none"> • Provide a guideline on how to manage the budget and gather supporting documents. • Monitor regularly the status of the budget expense.

⑥ Draft and submit a financial report

Entity	Tasks
Host Institution	<ul style="list-style-type: none"> • Submission of financial report.
Implementing Agency	<ul style="list-style-type: none"> • Review the financial report and provide feedback. • Deliver to Funding Agency and ASEAN Secretariat.

• Key considerations

- Ensure that the budget is realistic and feasible for the programme's goals and objectives. This includes carefully assessing the costs associated with transportation, accommodation, and other expenses that will be incurred during the programme.

- Prioritise spending based on the most critical needs of the programme, such as flights, visas, and travel insurance. It may also be necessary to consider the availability of funding and explore options for cost-sharing or collaboration with partner institutions or organisations.
- Monitor and evaluate the budget spending throughout the programme as it is essential to ensure that spending remains on track and adjustments can be made if necessary.
- The host institutions must provide necessary supporting documents with a financial report, based on the guideline provided by Implementing Agency.

E. Logistics

• Transportation

The most direct, economical, economy-class round-trip airfare is covered by the budget, including necessary transits. If the participant needs any assistance in domestic travel, the cost also can be covered but on a reimbursement basis.

• Travel Insurance

The participant must register for a travel insurance that fully covers the training duration. The cost will be covered by the budget. A list of appropriate insurance companies may be provided by the Sending Government.

CHAPTER 4

Monitoring & Evaluation

4.1. Overview of the Monitoring & Evaluation Framework

The objectives of the monitoring and evaluation (M&E) of the ASEAN Mobility Programme are to assess the effectiveness of the programme in achieving its objectives, identify strengths and weaknesses of the programme implementation, gather feedback from programme participants and stakeholders, and use data and insights gathered to inform future programme improvements.

The ASEAN Mobility Programme aims to strengthen the comparability of selected TVET sectors/areas within ASEAN through quality assurance and promote the mobility of TVET scholars within ASEAN, which will lead to a reduction in the gap between the demand and supply of priority vocational skills in ASEAN.

4.2. Methodology

To conduct a comprehensive assessment, the monitoring and evaluation of the ASEAN Mobility Programme will employ a robust methodology that combines both quantitative and qualitative data collection and analysis methods. This will include the use of surveys, interviews, and focus group discussions to gather feedback from programme participants.

A. Data Collection Methods

- **Surveys** : Pre- and post-programme surveys to collect information on

participants' experiences, attitudes, and outcomes.

- **Interviews:** Conduct interviews with programme coordinators, staff, and other stakeholders to gather feedback on programme implementation.
- **Focus Group Interview:** Conduct focus groups with programme participants to gather more in-depth feedback on their experiences.

B. Data Analysis Methods

- **Quantitative analysis :** Analyse survey results to identify trends and measure programme outcomes.
- **Qualitative analysis:** Analyse interview and focus group data to identify key themes and provide more in-depth insights into student experiences.

4.3. Outcome Indicators and Definition

Once the target population of the Mobility Programme is established, including students, TVET faculty participating in the programme, and other stakeholders such as OJT company staff and government representatives, comprehensive methods will be recommended to measure and analyse the programme's outcomes. These methods will be used to assess the effectiveness of the programme.

To achieve the programme's intended outcomes, it is essential to focus both on effective implementation and ensuring high level of participant satisfaction. Furthermore, there should be measurable evidence of progress in the knowledge and skills gained by students and faculties through the programme's curriculum. Finally, upon completing the programme, participants should demonstrate a changed understanding of what they have learned, as well as apply this knowledge and practice in pursuits such as further studies, employment, or entrepreneurship.

Therefore, M&E aimed to measure the programme's stated outcome in terms of the following indicators.

A. Participants' Satisfaction with the Mobility Programme

The objective is to gauge students' satisfaction with the various aspects of the programme, including their engagement, participation and the value they derived from the experience. This evaluation aims to identify areas for improvement and enhance the effectiveness of future programme.

B. Learning and Understanding

The purpose of this is to evaluate the academic progress of the students by measuring changes in their acquired knowledge and skills.

The measurement is based on standardised theoretical/practical tests from the host institutions before and after the programme, to provide more accurate data for comparing academic progress.

C. Behavioural Changes

The objective is to assess the impact of the Mobility Programme on students by measuring the behavioural changes through skills and knowledge acquired during the programme when they return to their home country. These changes can manifest in various aspects, such as attitude, continued education, employment, and entrepreneurship, and can serve as a proxy indicator for the programme's goal, which is reducing the skills gap between AMS.

The measurement is based on self-evaluation through pre- and post-surveys, allowing the participants to assess their soft skills and behavioural performance, including self-confidence, decision-making, problem-solving, motivation, and interpersonal skills. Additionally, detailed narratives could be collected from the participants during the implementing agency's monitoring visits to each programme and in-depth interview.

4.4. Data Collection

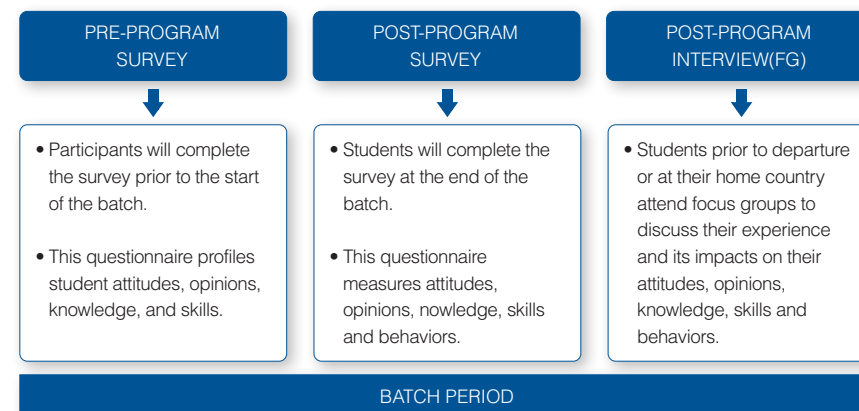
To evaluate the programme effectively, a combination of qualitative and quantitative methods should be used to explore students' self-perceptions, their outlook and opinions, and their attitudes towards the programme. For each cohort of students, data collection should be conducted at three different stages:

A. Pre-programme Survey : This survey should be conducted before each batch starts to gather baseline information about the respondents.

B. Post-programme Survey : This survey should be conducted at the end of each batch to collect information about the respondents and some of the information will be compared to the data gathered from the pre-programme survey.

C. Post-programme Interview : Upon analysing the survey results, some of the respondents will be selected to participate in an FGI to conduct in-depth investigation of meaningful information for analysing programme performance and deriving future improvement points. The FGI will be conducted in the participant's home country or via online interview after they return home.

<Figure 5> Data Collection Timeline



The methods for data collection, the schedule of collection, and the responsibility for which data will be collected for each indicator are outlined as follows.

<Table 3. Data collection methods, schedule, responsibility>

Outcome Indicator	Methods	Data collection schedule	Responsibility
Satisfaction with the Mobility Programme	Post-Programme Survey	Upon completion of the batch. Before departing to their country.	Implementing Agency
Learning and Understanding	Pre-Programme Survey Post-Programme Survey	At the end of the in-class curriculum using the host institute's form. Upon completion of the OJT using the company form.	Host Institute
Behavioural Changes	Post-Programme Survey Post-Programme Interview	Survey upon completion of the batch. Interview upon completion of the batch programme.	Implementing Agency

<Table 4. Example of Monitoring Form>

Outcome Indicator	Target	Data			
		1st Batch	2nd Batch	3rd Batch	Achievement
Satisfaction with the Mobility Programme	Achieve an average of over 80% among respondents.				
Learning and Understanding	More than 80% of respondents reported an improvement in their learning and understanding.				
Behavioural Changes	More than 80% of respondents reported experiencing behavioural changes.				
Output Indicator					
Number of students batch completed	(number targeted) students in total.				
Number of faculties batched completed	(number targeted) faculties in total.				

CHAPTER 5

Post-Mobility Support

Post-mobility support is an important component of any Mobility Programme, as it ensures a seamless transition for participants returning to their home institution and country. The primary objective of the post-mobility support is to help participants leverage their experiences, maximise the benefit of their newly acquired knowledge and skills, as well as contribute to the on-going enhancement of the Mobility Programme for future participants. Post-mobility support activities may include:

5.1. Debriefing and Recognition

- A debriefing session should be conducted after the Mobility Programme to allow participants to reflect on their experiences and share their feedback. This could be done in the form of a group discussion or individual interviews.
- Recognizing participants' achievements and contributions to the programme can help motivate them and promote the programme to future participants. This could include certificates of completion, awards, and recognition ceremonies.

5.2. Re-entry Orientation

- Provide a debriefing session for participants to discuss their experiences and reflect on what they have learned during the Mobility Programme. This could include a group discussion, individual interviews, or a written reflection exercise.
- Help participants integrate their experiences into their academic and

professional goals. This could include assisting them with academic credit transfer, job search strategies, or other career development activities.

- Provide ongoing support and resources to participants as they transition back to their home institutions and communities. This could include opportunities to stay involved in the programme alumni network, or access to resources for continued language and cultural learning. This could also include online forums, networking events, and mentorship opportunities.

5.3. Transcript Evaluation

- Participants' transcripts should be evaluated by their TVET institutions, which are 'Sending Institutions', upon return to ensure that academic credit is transferred appropriately.
- The transcript should include the full curriculum and the hours spent on each topic, allowing the sending institutions to review whether credit transfer is granted. The sending institutions can also formally request to the host institutions for detailed information on their students' performance.

5.4. Evaluation and Feedback

- Use evaluation findings to make improvements to the programme for future participants.
- Provide feedback to participants on their performance and progress during the programme, as well as any areas for improvement.

CHAPTER 6

Safety Management

6.1. Instructions on Safety Alert System

Ensuring the safety and security of students and faculties participating in the Mobility Programme is a top priority for all stakeholders involved. This is particularly critical when the host institution is receiving foreign nationals from other ASEAN Member States, as it requires thorough safety preparations to accommodate their unique needs and ensure their well-being. Furthermore, pro-active measures must be taken to prevent incidents such as illness, accidents, and violations of safety protocols throughout the training period.

This guideline provides a comprehensive framework for managing safety risks associated with Mobility Programmes. Key areas covered include selecting safe accommodation, conducting pre-departure orientations, preparing emergency response plans, and monitoring and mitigating risks during the Mobility Programme. By following these guidelines, host institutions and sending governments can collaboratively ensure a safe and secure environment for students and faculties to engage in their academic and cultural pursuits.

A. Safety Management

It is important for all stakeholders to have a clear understanding of their roles and responsibilities under safety management. Collaborative efforts are necessary to ensure the safety and well-being of participants in the Mobility Programme.

• Implementing Agency

- Provide guidance and support to ASEAN Member States in developing and implementing safety guidelines and protocols.

- Facilitate communication and collaboration among stakeholders to ensure effective safety management and reporting.
- Monitor the implementation of safety guidelines and protocols by ASEAN Member States and provide recommendations for improvement when necessary.

• **Host Institution/Government**

- Provide orientation and training to participants on safety guidelines and protocols.
- Ensure that accommodation facilities meet safety standards.
- Develop and implement emergency response plans and procedures.
- Act as first responders in medical emergencies or safety incidents and report these to Implementing Agency.
- Work closely with all stakeholders to ensure effective safety management and reporting.

• **Sending Institution/Government**

- Provide pre-departure orientation to participants on safety guidelines and protocols.
- Ensure that participants are adequately prepared for the programme, including obtaining necessary vaccinations and travel insurance.
- Provide the contact information of the Embassy or Consulate in the Host Country.
- Monitor the well-being of participants throughout the programme.

B. Safety Alert System

Given the diverse environments participants may encounter, they could be exposed to various types of risks. Therefore, categorising risks can enhance the effectiveness and efficiency of the reporting system by enabling stakeholders to quickly identify and prioritise risks according to their severity. The reporting system introduced in this section is divided into three levels: Red, Yellow, and Green. Red risks are high-priority and demand immediate attention and action,

while Yellow risks are important but may not require immediate action. Green risks are low-priority or minor concerns.

By categorising risks in this way, stakeholders can focus their resources and efforts on the most pressing issues first, while still being aware of and monitoring other risks. This helps to ensure that safety-related issues are addressed in a timely and effective manner, reducing the likelihood of incidents or accidents and promoting the overall well-being and security of the programme participants.

Each level of reporting would have a specific protocol for how the information is reported, who is responsible for reporting and receiving the information, and what actions are required based on the level of importance. This can help ensure that safety issues are addressed in a timely and appropriate manner based on their level of importance.

The following table illustrates some of the details of the alert system. However, it's important to note that the specific protocol may vary depending on the nature and severity of the incident, as well as the policies and procedures of the involved institutions and governments. In this regard, please consult with the project implementing party for any specific circumstances. In the event of any safety-related incident, the stakeholders must notify the Implementing Agency within 24 hours of becoming aware of the incident.

ASEAN TVET Mobility Safety Alert System

Flags	Definition	Type of incidents	Response
Red	<p>Immediate action required:</p> <p>This reporting level is designated for urgent and critical safety issues that demand immediate attention and intervention. Examples include serious injuries or illnesses, or major security threats.</p>	<ul style="list-style-type: none"> Any serious injury, illness, or medical emergency involving a participant. Any life-threatening situation, including natural disasters or terrorist attacks. Any incident involving physical violence, such as assault or sexual harassment. Any situation where a participant has been arrested or detained by authorities. Any serious threat to the safety or security of participants, such as a bomb threat or armed attack. Any other significant incident or emergency that poses an immediate threat to the safety or well-being of participants. 	<ul style="list-style-type: none"> <u>Host Institution</u> <ul style="list-style-type: none"> Immediately notify the implementing agency. Conduct an investigation to verify the cause of the incident. Provide necessary corrective actions. Record the detailed timeline on the Incident Report (ANNEX 5) and share to implementing agency. <u>Implementing Agency</u> <ul style="list-style-type: none"> Immediately notify the sending government and relevant stakeholders, including ASEAN Secretariat, about the incident. Review the Incident Report (ANNEX 5) and call for online meeting with all stakeholders, if needed. Provide immediate assistance to the affected participant, including early return. Closely follow-up with host institution and the engaged participants to ensure they receive appropriate and immediate medical treatment. <u>Sending Government</u> <ul style="list-style-type: none"> Immediately notify the sending institution and family of the participant, about the incident. Assist with the affected participant, including early return.
Yellow	<p>Significant concern:</p> <p>This reporting level is for safety issues that are concerning but not immediately life-threatening. It includes incidents such as minor injuries, safety violations, or security concerns that do not pose an immediate threat.</p>	<ul style="list-style-type: none"> Illness or injury requiring medical attention but not classified as an emergency. Minor accidents or near misses. Concerns regarding living conditions, such as maintenance issues in accommodations or limited access to basic necessities. Security concerns that do not pose an immediate threat, such as theft or vandalism. Any other incident that could potentially escalate if not addressed promptly. 	<ul style="list-style-type: none"> <u>Host Institution</u> <ul style="list-style-type: none"> Notify the implementing agency. Conduct an investigation to verify the cause of the incident. Provide necessary corrective actions. Record the detailed timeline on the Incident Report (ANNEX 5) and share to implementing agency. <u>Implementing Agency</u> <ul style="list-style-type: none"> Notify the sending government and relevant stakeholders, including ASEAN Secretariat, about the incident. Review the Incident Report (ANNEX 5) and call for online meeting with all stakeholders, if needed. Provide assistance to the affected participant. Closely monitor the situation and provide regular updates to all relevant stakeholders. Create a plan to address the incident and implement measures to prevent a recurrence. <u>Sending Government</u> <ul style="list-style-type: none"> Notify the sending institution and family of the participant, if needed. Assist with the affected participant.

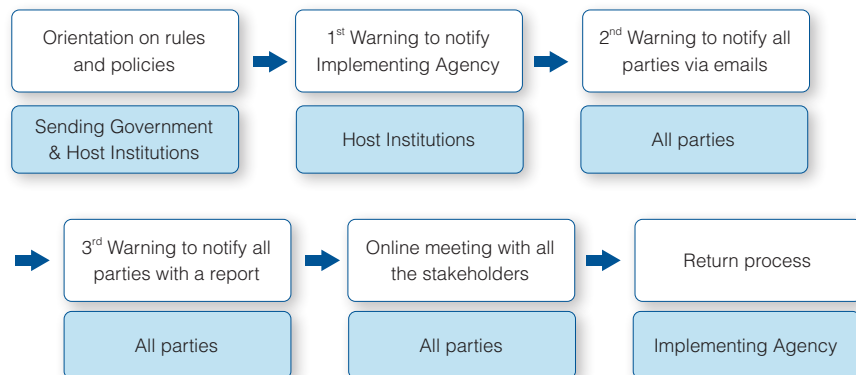
Flags	Definition	Type of incidents	Response
Green	<p>General information:</p> <p>This reporting level is used for routine safety updates and information, such as regular safety checks or updates on safety protocols.</p>	<ul style="list-style-type: none"> Minor injuries or illnesses that do not require medical attention. Minor property damage that does not affect the safety of participants. Minor incidents of miscommunication or cultural misunderstanding. Other minor incidents that do not pose significant risks to participants' safety or well-being but are worth keeping on record. 	<ul style="list-style-type: none"> <u>Host Institution</u> <ul style="list-style-type: none"> Notify the implementing agency. Provide necessary corrective actions. Monitor the situation and report any potential safety issues to the implementing agency. <u>Implementing Agency</u> <ul style="list-style-type: none"> Notify the sending government about the incident. Provide assistance to the affected participant. Monitor the situation and provide updates to all relevant stakeholders. Take appropriate preventive measures, such as providing safety training and briefings, to minimize the risk of incidents occurring. Conduct regular safety inspections and risk assessments to identify potential hazards and take appropriate measures to address them.

6.2. Instructions on Three-Strike Warning System

The objective of implementing this new system is to enhance safety management and participant accountability within our Mobility Programmes. By categorising potential issues into six distinct areas—Safety Violations, Code of Conduct Violations, Non-compliance with Programme Guidelines, Discrimination, Misuse of Resources, and Failure to Communicate—we aim to provide a comprehensive framework for evaluating participant behaviour. The establishment of a 3-strike warning system serves as a preventive measure and disciplinary tool, emphasising the importance of adhering to programme expectations. This system is designed to create a secure and inclusive environment, ensuring the well-being of participants and the successful execution of the Mobility Programme. It encourages responsible behaviour, reinforces programme guidelines, and established clear consequences for actions that may compromise safety, integrity, or the overall success of the programme. Through this proactive approach, we seek to promote a positive and constructive experience for all participants involved in the mobility initiatives.

Please note that incidents involving violence or harassment, categorised as "Red" in the warning system, will not be tolerated under any circumstances. Such incidents must be immediately reported and will trigger an investigation.

A. Process



B. Warning Categories

Any additional policies and rules must be fully communicated before they are applied to this warning system.

① Safety Violations

- Failure to adhere to safety guidelines and protocols.
- Engaging in risky or dangerous activities that jeopardize personal safety.
- Repeated failure to follow safety protocols, putting personal and other's safety at risk.

② Code of Conduct Violation

- Inappropriate or disruptive behaviour within the programme, Host Institution or community.
- Violation of local laws including institutions' policies.
- Repeated incidents of inappropriate behaviour, leading to legal consequences.

③ Non-compliance with Programme Guidelines

- Failure to meet programme requirements, including attendance, participation, or other obligations.
- Persistent non-compliance with programme requirements despite previous warnings.

④ Discrimination

- Engaging in any form of discrimination, whether based on race, gender, religion, or any other characteristic.
- Inappropriate behaviour or comments toward others.

⑤ Misuse of Resources

- Misuse of programme-related resources or equipment.
- Damage to host institution or accommodation facilities.

⑥ Failure to Communicate

- Consistent failure to make necessary reports requested by implementing Agency and Host.
- Ignoring or not responding to important communications from programme staff.

6.3. Securing the Safety of the Participants

A. Pre-departure Orientation

Before participants leave for their exchange programme, they should receive an orientation session that covers safety tips and guidelines for the host country. This could include information about local customs and traditions, potential safety risks, emergency contacts, and other relevant topics. It is recommended that the Host Institutions prepare an online meeting with participants and cover some of the topics below:

- Introduction to the Mobility Programme and its objectives.
- Details about the host institution, including location, contact information, and academic requirements.
- Information about the destination country and culture, including customs, laws, and social norms.
- Health and safety guidelines, including information on vaccinations, travel insurance, and emergency contact information.
- Travel information, including flight arrangements, transportation options, and visa requirements.
- Accommodation information, including location, facilities, and safety features.
- Financial considerations, including budgeting, currency exchange, and banking options.
- Academic expectations and requirements, including grading systems, course schedules, and assessments.
- Communication guidelines, including how to stay in touch with family and friends, and how to contact the sending institution or government.
- Support services available to participants, including counselling, language assistance, and cultural immersion programmes.
- Code of conduct and expectations for behaviour while abroad.
- Information about the re-entry process, including debriefing sessions and opportunities to share experiences and lessons learned.

B. Arrival Orientation

The arrival orientation should include important information and guidance for participants to ensure a smooth start to their programme. Here are some suggested contents for the arrival orientation:

- Welcome and introduction to the programme.
- Safety and security guidelines, including emergency contact information.
- Overview of the programme schedule and objectives.
- Information on local customs, traditions, and cultural norms.
- Orientation to the host institution and facilities.

- Overview of local transportation options and how to navigate the city.
- Guidelines for living arrangements and accommodation.
- Explanation of local laws and regulations that participants should be aware of.
- Tips for managing finances, including information on currency exchange.
- Information on healthcare and medical services in the area.
- Introduction to the local support team and how to contact them for assistance.
- Q&A session for participants to ask questions and clarify any concerns.

C. Accommodation

Participants should have safe and secure accommodation during their exchange programme. This could include on-campus housing, or other options that have been vetted by the host institution or programme coordinator. Here are some points that the Host Institutions should consider when selecting the accommodations:

- Check the safety and security of the area where the accommodation is located.
- Ensure that the accommodation meets local safety standards and regulations.
- Make sure the accommodation is clean and well-maintained.
- Ensure that the accommodation has working smoke detectors, fire extinguishers, and emergency exits.
- Verify that the accommodation has a secure locking mechanism and that keys are provided only to authorised individuals.
- Confirm that the accommodation has appropriate amenities, such as heating and cooling, hot water, and adequate lighting.
- Make sure that there is adequate space for participants to store their personal belongings securely.
- Ensure that emergency contact information for local authorities and medical facilities is posted in the accommodation.

- Provide participants with clear guidelines and instructions for safe behaviour while in the accommodation.
- Establish a protocol for addressing any safety concerns that may arise during the participants' stay.

D. Safety Management for OJT/Internship

Participants in OJT/Internship should also receive safety guidelines and procedures specific to their workplace. Here are some suggested contents for OJT/Internship safety management:

- Orientation to the workplace, including safety guidelines and procedures specific to the workplace.
- Training on the proper use of equipment and tools necessary for the job.
- Introduction to the workplace's emergency procedures and protocols, including fire safety and evacuation plans.
- Instruction on how to report safety concerns or accidents in the workplace.
- Clarification of the responsibilities and duties of the participants in terms of safety.
- Identification of potential hazards in the workplace and measures to minimize risks.
- Providing personal protective equipment (PPE) appropriate to the job, such as helmets, gloves, or safety goggles.
- Ensuring that the workplace is compliant with local health and safety regulations and standards.
- Establishing a system for regular safety inspections and reviews.
- Regularly monitoring the participants' working conditions and ensuring that they are safe and healthy.
- Providing support and assistance to participants in the case of any accidents, injuries, or emergencies that may arise in the workplace.
- Regularly communicating with the participants and the Industry Partners to address any safety concerns and to ensure that the participants are satisfied with their workplace experience.

ANNEXES

ANNEX 1. Sample of Application Form

[Appendix 1] Sample of Supporting Document List

[Appendix 2] Sample of Visa Requirements

ANNEX 2. Sample of Mobility Tool 1

ANNEX 3. Sample of Participant Interview Rubric

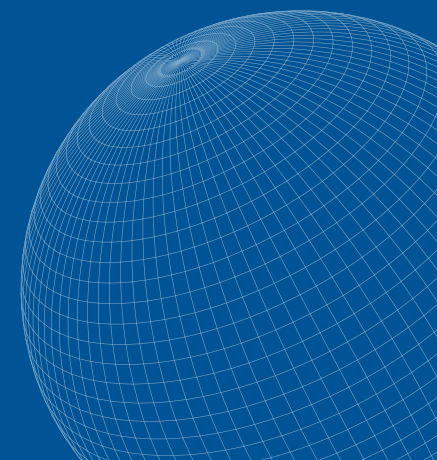
ANNEX 4. Sample of Terms & Conditions

ANNEX 5. Sample of Incident Report

ANNEX 6. Sample of Weekly Report

ANNEX 7. Sample of Final Report

ANNEX 8. Sample of Budget Plan



ANNEX 1**Sample of Application Form****A. Personal Information**

* Please TYPE on this form (DO NOT HANDWRITE).

** The information should be the same as on the PASSPORT.

*** Please refer to the Appendix 1 and Appendix 2 (attached at the end of the document) for the supporting documents for the application.

First/Given Name		(ID photo) * Passport photo(3x4) is preferred
Middle Name (if any)		
Last/Family Name		
Date of Birth (DD/MM/YY)	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Gender		
Nationality		
National Registration Number (NRC Number)		
Passport Number	* If your passport is in the process of issue at the time of submission, please fill in the expected receipt date.	
Current Address		
Closest international airport for departure		
Is a domestic flight required to reach the international airport?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Name of the domestic airport:)	
Any dietary restrictions, religious practices, or personal beliefs that require specific arrangements during the programme? If yes, please specify below. *Please note that there are no disadvantages in disclosing this information, as it is solely to ensure that we can make necessary arrangements for your convenience. <input type="checkbox"/> No / <input type="checkbox"/> Yes ()		

B. Application Information

Status	Please select the status
Applying Sector	Please select the sector
Applying programme 1	Please select the programme
Applying programme 2	Please select the programme

C. Education Background (Most recent education)

Name of TVET Institution	Please select the status
Current status	<input type="checkbox"/> Currently Enrolled <input type="checkbox"/> Graduated (Graduation Date (DD/MM/YY):)
Studied Period	<input type="checkbox"/> Less than 6 months <input type="checkbox"/> Less than 1 year
Major	
Level of the training	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Others(specify:)

D. Contact Information

Contact Information	
Mobile (with country code)	
WhatsApp or other messengers ()	<input type="checkbox"/> Less than 6 months <input type="checkbox"/> Less than 1 year
Email (Gmail, if any)	
Supervisor's Information	
Name(First / Last)	
Mobile (with country code)	
Email	
Emergency Contact and Insurance Beneficiary Information	
Name(First / Last)	
Date of Birth (DD/MM/YY)	
Mobile (with country code)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Relationship	

E. Work/Internship Experience

Company	Country	Period (MM/YY to MM/YY)	Position	Responsibilities

F. Language Proficiency

Native Language				
English				
	Excellent	Good	Fair	Basic
Listening				
Speaking				
Writing				
Reading				
Other Languages (please specify): _____				
	Excellent	Good	Fair	Basic
Listening				
Speaking				
Writing				
Reading				

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

3. Fair: A broader range of language related to expressing opinions, giving advice, and making suggestions. Limited compound and complex sentences & expanded paragraph formation.

4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

G. Computer Skills

Programme	Good	Fair	Basic	None
MS-Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS-Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS-PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS-Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Please specify: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Personal Statement

Please choose 2 questions from below and provide a short statement. Please do not exceed 500 words per question.

- What inspired you to apply to this international student exchange programme, and what do you hope to gain from the experience?
- In what ways do you think participating in this programme will help you achieve your academic, personal, or professional goals?
- What challenges or obstacles do you anticipate facing during the programme, and how do you plan to overcome them?
- How will you contribute to the international student exchange programme and the host community while you are there?
- What experience do you have working in multicultural or international environments, and how will this experience help you in the programme?
- How do you plan to apply what you learn during the programme to your future academic or career pursuits?
- Is there anything else you would like us to know about you that is not covered in the application form?

Q1.

Q2.

I. Self-Medical Check (to be completed by an applicant)

1. Present Status

- a. Are you currently experiencing any symptoms or health concerns that you would like to discuss with a healthcare professional? (Optional: If applicable, do you have any concerns related to pregnancy that you would like to discuss?)
☐ No
☐ Yes → Please explain ()
- b. Do you have any chronic medical conditions (such as diabetes, asthma, or heart disease) that require ongoing management or treatment?
☐ No
☐ Yes → Please explain ()
- c. Are you currently taking any medication or receiving medical treatment for any condition?
☐ No
☐ Yes → Name of Medication (), Quantity ()
- d. Have you had any surgeries or hospitalizations in the past year?
☐ No
☐ Yes → Please explain ()
- e. Do you have any allergies or sensitivities (such as to medications, foods, or environmental factors) that require special attention or accommodations?
☐ No
☐ Yes → ☐ Medication, ☐ Food, ☐ Other: ()
- f. Do you have any current or past history of mental health concerns or conditions (such as depression or anxiety)?
☐ No
☐ Yes → Please explain ()
- g. Are you up to date with your recommended screenings and vaccinations (such as mammograms or flu shots)?
☐ No
☐ Yes → Please explain ()
- h. To ensure that we can provide appropriate support and accommodations, please indicate if you have any needs arising from disabilities that might require additional support or facilities.
 ()

Note: Please note that while we strive to provide equal opportunities for all applicants, some programmes may have specific requirements or restrictions that could prevent the participation of individuals with certain disabilities or medical conditions. For example, for safety reasons, color-blind students may not be eligible to participate in our Electrical programme. If you have a disability or medical condition that you think may affect your participation in our programme, please contact us to discuss your specific needs and requirements

I am aware that any undisclosed pre-existing medical conditions may not be covered financially and may result in the termination of the participation. I acknowledge and accept this risk and take full responsibility for any consequences arising from my failure to disclose any relevant medical information.

Signature of Applicant:

Date(DD/MM/YY):

J. Final Checklist

#	Questions	Answer
1	Do you hold citizenship of one of the participating countries in the international student exchange programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Do you have a valid passport that will remain valid for at least 9 months from now? <i>* If you have already applied for the passport at the time of submission, please check "yes".</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Are you currently enrolled, graduated in 6 months or employed in a Technical and Vocational Education and Training (TVET) programme or institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Are you between the age of 18 and 25? (only applicable to students)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Do you have the required level of English language proficiency and IT skills, as specified in the programme guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Do you meet the prerequisites described in the guideline?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Are you in good physical and mental health, and able to participate in the programme without any medical or health concerns that could affect your safety or the safety of others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Have you received all necessary vaccinations and can provide evidence of vaccination as required by the programme guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Have you attached the necessary supporting documents listed on the last page?	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Please note that if any item on the checklist is not fulfilled (indicating "No"), the applicant will be regarded as ineligible at the screening process.

I confirm that the information provided in response to the preceding questions is accurate, complete, and truthful to the best of my understanding. I have read and understood the objectives and conditions in this application, and I am committed to complying with them to the best of my ability.

Signature

Date (DD/MM/YY)

[Appendix 1] Sample of Supporting Document List

*All documents must be written in English.

Students

1. Passport Copy (page 1, minimum 9-month validity)

* The passport copy is mandatory for both International and Domestic Travel.

** If you have already applied for the passport at the time of submission, please submit the official receipt

2. An official transcript in English (from a current or recent TVET institution)
3. A proof of enrollment/certificate of registration or a certificate of graduation/diploma
4. A proof of internship or employment experience (if applicable)
5. A recommendation letter from the TVET institution enrolled or recently graduated

Faculties

1. Passport Copy (page 1, minimum 9-month validity)

* The passport copy is mandatory for both International and Domestic Travel.

2. A proof of a certificate of graduation/diploma (final academic background)
3. A proof of current employment
4. A short CV

[Appendix 2] Sample of Visa Requirements

※ This should be reviewed during programme preparation.

Visa Requirements	
Brunei	Visa Fee: 20 BND (in cash at the arrival, will be reimbursed)
Cambodia	Arrival Visa(Ordinary Visa(E))+Extension
	- Visa Fee: 35 USD (in cash at the arrival, will be reimbursed)
Indonesia	ID Photo
	Electronic Customs Declaration (https://ecd.beacukai.go.id/)
Lao PDR	Arrival Visa (will be extended by the host institution)
Malaysia	Visa with Reference(VWR)
	Application by visiting the Malaysia embassy in your country
	- Visa Fee: less than 10 USD (will be reimbursed)
Philippines	Arrival Visa (will be extended by the host institution with 'Special Study Permit')
	e-Travel Registration (https://etravel.gov.ph/)
Singapore	SG Arrival Card (https://eservices.ica.gov.sg/sgarrivalcard/)
Viet Nam	Single entry (90 days)
	- ID Photo (passport-sized, white background)
	- 5 working days to process the visa
Thailand	Single entry (90 days) / Non-Immigrant "ED" Visa
	Application by visiting the Thai embassy in your country
	- Visa Fee: 60 or 80 USD depending on your nationality (will be reimbursed)
	- Passport Copy
	- ID Photo (2.8 X 3.5cm / blue background / with uniforms of school or company)
	- Registration Form (will be provided)

ANNEX 2**Sample of Mobility Tool 1****A. Overview**

General Information	
Name of the Institution	
Introduction of the Institution	
Sector	
Address	
Main Contact Person	Name: Title: E-mail address: Mobile: Messenger:
Number of Students	
Number of Staff	
Campus Facilities	
Mobility Programme	
Programme Title	
Participants Quota	
Eligibility (Pre-requisites)	
Special Requirement	
Level of Curriculum	
Schedule	
Programme Schedule	Course Period - Workshop: - On-the-job training (OJT): Preferred Arrival Date: Departure Date:

B. Curriculum

General Information			
Course Description			
Learning Outcomes			
Course Load (Hours)		- Lecture: - Practice:	
Assessment			
Detailed Syllabus / Course Outline			
Week	Subjects	Contents	Hours
1			
2			
3			
4			
Certification			

C. On-the-Job Training

Company Name	
Office Telephone	
Website	
Location/Distance from the Host Institution	
Operation Hours	
General Tasks	
Assessment	
Others	

ANNEX 3**Sample of Participant Interview Rubric****INTERVIEW RUBRIC**

Name: _____

Date: _____

1	2	3	4	5
Motivation & Purpose				
<ul style="list-style-type: none"> - Lack of understanding of the Programme's goals and objectives. - Lack of motivation for participation and contribution, lacking in both personal and academic reasons. 	<ul style="list-style-type: none"> - Minimal understanding of the Programme's goals and objectives. - Unclear motivation for participation and contribution, providing unclear personal and academic reasons. 	<ul style="list-style-type: none"> - Basic understanding of the Programme's goals and objectives. - Some motivation for participation and contribution, providing generic personal and academic reasons. 	<ul style="list-style-type: none"> - Clear understanding of the Programme's goals and objectives. - Strong motivation for participation and contribution, providing specific personal and academic reasons. 	<ul style="list-style-type: none"> - Exceptional understanding of the Programme's goals and objectives. - Exceptional motivation for participation and contribution, providing insightful personal and academic reasons.
Adaptability & Openness				
<ul style="list-style-type: none"> - Lack of adaptability in diverse or challenging situations with a positive and resilient attitude. - Lack of openness to new cultures, ideas, and different learning methods. 	<ul style="list-style-type: none"> - Minimal adaptability in diverse or challenging situations with a positive and resilient attitude. - Minimal level of openness to new cultures, ideas, and different learning methods. 	<ul style="list-style-type: none"> - Basic adaptability in diverse or challenging situations with a positive and resilient attitude. - General level of openness to new cultures, ideas, and different learning methods. 	<ul style="list-style-type: none"> - Strong adaptability in diverse or challenging situations with a positive and resilient attitude. - High level of openness to new cultures, ideas, and different learning methods. 	<ul style="list-style-type: none"> - Exceptional adaptability in diverse or challenging situations with a positive and resilient attitude. - Exceptional level of openness to new cultures, ideas, and different learning methods.

1	2	3	4	5
Interpersonal Skills & Collaboration				
<ul style="list-style-type: none"> - Lack of experiences of collaborative work with others. - Lack of a willingness to engage with peers from diverse backgrounds, lacking in interpersonal skills. 	<ul style="list-style-type: none"> - Few experiences of collaborative work with others. - Weak willingness to engage with peers from diverse backgrounds, with weak interpersonal skills. 	<ul style="list-style-type: none"> - Some experiences of collaborative work with others. - Basic willingness to engage with peers from diverse backgrounds, with common interpersonal skills. 	<ul style="list-style-type: none"> - Numerous experiences of collaborative work with others. - Strong willingness to engage with peers from diverse background, with effective interpersonal skills. 	<ul style="list-style-type: none"> - Insightful experiences of collaborative work with others. - Exceptional willingness to engage with peers from diverse background, with outstanding interpersonal skills.
Communication & Cultural Understanding				
<ul style="list-style-type: none"> - Inadequate expression of thoughts and ideas with lack of fluency. - Lack of the ability to communicate in a cross-cultural context to understand diverse cultural norms. 	<ul style="list-style-type: none"> - Unclear expression of thoughts and ideas with low level of fluency. - Low level of the ability to communicate in a cross-cultural context to understand diverse cultural norms. 	<ul style="list-style-type: none"> - Basic level of expression of thoughts and ideas with common level of fluency. - Basic level of the ability to communicate in a cross-cultural context to understand diverse cultural norms. 	<ul style="list-style-type: none"> - Clear expression of thoughts and ideas with high level of fluency. - Strong ability to communicate in a cross-cultural context to understand diverse cultural norms. 	<ul style="list-style-type: none"> - Effective expression of thoughts and ideas with proficiency. - Exceptional ability to communicate in a cross-cultural context to understand diverse cultural norms.
Global Awareness & Future Impact				
<ul style="list-style-type: none"> - Lack of awareness of global issues and relevance of the Programme to personal and academic growth. - Lack of articulation of future academic and career goals with a desire to contribute positively upon return. 	<ul style="list-style-type: none"> - Minimal awareness of global issues and relevance of the Programme to personal and academic growth. - Unclear articulation of future academic and career goals with a desire to contribute positively upon return. 	<ul style="list-style-type: none"> - Basic awareness of global issues and relevance of the Programme to personal and academic growth. - General articulation of future academic and career goals with a desire to contribute positively upon return. 	<ul style="list-style-type: none"> - Clear awareness of global issues and relevance of the Programme to personal and academic growth. - Specific articulation of future academic and career goals with a desire to contribute positively upon return. 	<ul style="list-style-type: none"> - Exceptional awareness of global issues and relevance of the Programme to personal and academic growth. - Exceptional articulation of future academic and career goals with a desire to contribute positively upon return.

ANNEX 4**Sample of Terms & Conditions****ASEAN TVET Mobility Programme Batch 1****Participants Commitment Agreement**

Participants commit to read, abide by, and respect the following terms and conditions:

1. Programme Policies and Safety:**A. Privacy and Copyright Policy**

- a. Participants agree that certain information, such as name, nationality, gender, contact information, organisation, and position, may be shared with relevant entities as required by programme stakeholders' policies, regulations, or related purposes.
- b. Participants grant programme stakeholders the right to use the documents or products they produce during the training programme (e.g., monthly reports, test results, surveys, interviews, photos, etc.) for programme-related purposes, including duplication, translation, distribution, and posting on websites.

B. Attendance and Punctuality Policy

- a. Submit/present reports on-time as requested.
- b. Be punctual for all programme activities. Punctuality will be assessed based on absences without prior notice, proper explanation, and habitual tardiness.

C. Policy on Misconduct

- a. Any form of harassment or insult based on discrimination, whether physical or verbal, will not be tolerated and will be dealt with through the Three-Strike Warning System.
- b. Sexual harassment, defined as behaviour characterized by sexually connotative words, acts, or gestures that undermine individual dignity and cause offense, and violating laws is considered serious misconduct and any offenders may be asked to leave the programme immediately.
- c. Any disturbances to the efficient operation of the programme, including arbitrary actions, breaking away from the training programme, or irresponsible behaviour, will not be tolerated, and may trigger warnings. Up to three warnings may lead to programme dismissal.
- d. Report damage caused by misconduct within the 24 hours of acknowledging the incident and report any witnessed misconduct instantly. Host and Implementing Agency will protect reporter anonymity.

2. Three-Strike Warning System:**A. Categories: Violations can fall into six categories, each triggering documented warnings:**

- a. Safety Violations: Ignoring protocols, engaging in risky activities, endangering others.
- b. Code of Conduct Violations: Disruptive behaviour, repeated inappropriate actions.
- c. Non-compliance: Failing programme requirements, including attendance, participation, deadlines.
- d. Discrimination: Any discriminatory behaviour or offensive comments towards others.
- e. Misuse of Resources: Damaging or misusing programme resources or facilities.
- f. Failure to Communicate: Consistent neglect of necessary reports requested by Implementing Agency and the host.

- B. Process:** Three confirmed violations within the programme duration will result in disciplinary action, including potential programme dismissal.
- C. Emphasis:** Early warnings promote reflection and improvement, aiming to prevent escalation.

3. Additional Commitments**A. Midway dropout**

- a. Recognize that mid-way dropout will have financial consequences. Participants may be required to refund their daily allowance when they dropout.
- b. All distributed equipment, tools, PPEs and materials must be returned upon dropout.

B. General Rules

- a. Personal Responsibility: Manage personal belongings, safety, health, and well-being, and are asked to conduct themselves accordingly. Especially, the participants are solely responsible of the daily allowance once it is distributed.
- b. Medical Treatment: medical treatments are covered by travel insurance up to certain limits for accidents or diseases caused during their participants' stay. Participants, however, are responsible for any treatment costs exceeding their medical coverage. Insurance coverage excludes pregnancy and the treatment of chronic diseases.
- c. Abide by the laws of the visiting country, and respect its culture and customs.
- d. Follow instructions given by the programme guidelines (Mobility Tool 2) and abide by the regulations set forth by the Host institutions.
- e. Bringing family members (dependents) to the country of training is prohibited.
- f. Refrain from engaging in political activities and any form of employment for profit or gain during your stay in the visiting country.
- g. Be liable for all liabilities arising from your actions during the training course, including damage to property caused by carelessness, negligence, omission or default.
- h. Respond to interviews, surveys, and other requests required by Implementing Agency after the programme ends.
- i. Leave the visiting country upon the completion of the training programme within the visa expiration date.

I, _____, of _____ have read and fully agree to
(name of applicant) (name of country)

the above Terms and Conditions set forth and declare that all the information given above is true and complete.

Date: _____ **Applicant's Name:** _____

Signature: _____

ANNEX 5**Sample of Incident Report****Incident Report**

Basic Details			
Name of Programme			
Date of Incident		Date of Report	
Place of Incident			
Recorded by			
Affiliation/Organization			

Timeline of the Incident	
(Date)	
(ex) 18:00	(description of the incident)
(ex) 18:20	(description of the incident)

I hereby confirm that I made this description based upon facts within my own knowledge from what I witnessed. I understand that this statement may be used in evidence for the purpose of clarifying the incident.

Date _____

Name(Signature) _____

ANNEX 6**Sample of Weekly Report****[Programme Name(Country Name)] Weekly Report(BATCH #)**

* Indicates required question

1. Participant Information

1. Name *

2. Programme Week *

Mark only one oval.

- ☐ WEEK 1 (17 April - 19 April)
☐ WEEK 2 (22 April - 26 April)
☐ WEEK 3 (29 April - 3 May)
☐ WEEK 4 (6 May - 10 May)
☐ WEEK 5 (13 May - 17 May)
☐ WEEK 6 (20 May - 24 May)
☐ WEEK 7 (27 May - 31 May)
☐ WEEK 8 (3 June - 7 June)
☐ WEEK 9 (10 June - 14 June)
☐ WEEK 10 (17 June - 21 June)
☐ WEEK 11 (24 June - 28 June)
☐ WEEK 12 (1 July - 5 July)
☐ WEEK 13 (8 July - 9 July)

2. Activities

3. Briefly describe the activities you were involved in during the week.

3. Challenges and Issues

4. Identify any challenges or issues you encountered during the week.

5. Please describe your health and mental condition during the week.

* If there is anything we should know, Please describe here.

4. Learnings and Insights

6. Share any new knowledge, skills, or insights gained during the week. Especially, explain how these learnings contribute to your overall development.

5. Collaboration and Networking

7. Describe any collaborative projects or networking activities you participated in. You may highlight any valuable connections made during the week.

6. Suggestions and Feedback

8. Provide suggestions or feedback to improve the program or mobility experience. Or you can share any recommendations for future participants.

7. Additional Comments

9. Include any additional comments or information you deem relevant to your experience.

Thank you for your cooperation.

This content is neither created nor endorsed by Google.

Google Forms

ANNEX 7**Sample of Final Report**

ASEAN-ROK TVET Mobility Programme

Batch #

FINAL REPORT

Title of the Programme

Name of the Host Institution

Month / Year

Place your logo here

CONTENTS

- I. Executive Summary
 - A. Programme information
 - B. Objectives and key outcomes
 - C. Summary of achievements and challenges
 - D. Recommendations for the next batch
- II. Programme Implementation
 - A. Timeline of main activities
 - B. Detailed Curriculum
 - C. On-the-Job Trainings(Internships)
 - D. Other activities (Project Work, cultural activities)
 - E. Any modifications or adjustments made during the program
 - F. Photos
- III. Participant Information
 - A. Selection Process
 - B. List of participants
 - C. Participant Assessment
- IV. Logistics and Support
 - A. Accommodation arrangements
 - B. Visa and immigration support
 - C. Health and safety measures

V. Budget and Financial Report

- A. Breakdown of programme expenses
- B. Financial challenges

VI. Evaluation

- A. Summary of in-house monitoring and evaluation
- B. Challenges and Lessons Learned
- C. Recommendations

VII. Appendices

I. Executive Summary

A. Programme Information

Programme Title	
Host Institute	
Duration	
Number of Participants	
Programme Budget	
Main Coordinator	
Contact Information	

B. Objectives and Key Outcomes

C. Summary of Achievements and Challenges

D. Recommendations for Next Batch

II. Programme Implementation

A. Timeline of Main Activities

No.	Date	Main Activities
1		
2		
3		
4		
5		

B. Detailed Curriculum

- Course Description

- Lectures

No.	Date	Contents
WEEK 1		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 2		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 3		Topic: Contents(00 hours): Assessment: Lecturer:

WEEK 4		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 5		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 6		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 7		Topic: Contents(00 hours): Assessment: Lecturer:
WEEK 8		Topic: Contents(00 hours): Assessment: Lecturer:

C. On-the-Job Trainings(Internships)

- Detailed Activities

Company	Date	Details
		Number of Participants Assigned: Main Tasks: Assessment: Main Supervisor:

- Achievements or Comments to Highlight the OJTs

- Challenges in the OJTs

D. Other Activities (Team Project, Cultural Activities)

Activities	Contents	Outcome

E. Any Modifications or Adjustments during the Program

No.	Modifications	Reasons
Subject		

F. Photos

Photos	
Week 1	Week 2

Week 3	Week 4
Week 5	Week 6
Week 7	Week 8
Week 9	Week 10
Week 11	Week 12

III. Participant Information

A. Selection Process

Number of applications submitted	Number of applicants interviewed	Interview criteria	Result

B. List of participants

No.	Name	Nationality	Gender	Institution	Type	OJT
1					Student /Faculty	Name of the company
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

C. Participant Assessment

Please rate the participant according to the criteria below in a 5-point-scale:

Criteria	
Academic performance	Ability to meet academic objectives and standards (based on assessments)
Interpersonal Skills	Ability to communicate and involve in teamwork well and respecting diversity and cultural sensitivity

Adaptability and Resilience	Ability to adapt to new environments and situations and demonstrate open-mindedness with positive attitude
Contribution to the Programme	active participation in activities and discussions, and willing to share knowledge and experiences with peers
Cultural Understanding	demonstrate knowledge and appreciation of the host country's culture, and adapt to cultural norms and etiquette

5-Point-Scale

Poor (1)	Participant performs well below expectations in this criterion. There is minimal or no achievement in this area, and significant improvement is needed.
Below Average (2)	Participant's performance in this criterion is below the program's expectations. There is room for improvement.
Satisfactory (3)	Participant meets the program's expectations in this criterion. They perform adequately but may benefit from some improvement.
Good (4)	Participant exceeds expectations in this criterion. Their performance is notably strong and contributes positively to the program.
Excellent (5)	Participant's performance in this criterion is outstanding and significantly enhances the program. They excel in this area and set a high standard for others.

No.	Name	Academic	Interpersonal	Adaptability	Contribution	Culture	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							

10							
11							
12							
13							
14							
15							

IV. Logistics and Support

A. Accommodation arrangements

Describe the arrangements, and type of facilities, items and services provided (for future reference)

B. Visa and immigration support

Describe details of the visa and immigration support you provided

C. Health and safety measures

Describe any incidents that were reported in regards to the participants' health and safety

V. Budget and Financial Report

A. Breakdown of programme expenses

Summary

Received Budget	Actual Expenses	Difference	Comment

Budget details

Budget Line	Total Budget	Unit Cost	Pax	Days/months
Daily Allowance				
Accommodation				

Attachment for supporting documents

Budget Line	Item	Supporting Documents	Document Reference Number
			<i>Attachment 1,2,3...</i>

B. Financial challenges

VI. Evaluation

A. Summary of in-house monitoring and evaluation

- a. Methods
- b. Major feedback and testimonials
- c. Lessons learned from the exercise

B. Challenges and Lessons Learned

- Any difficulties faced during the program
- How challenges were addressed
- Key lessons learned for future programs

C. Recommendations

- Suggestions for improvements in future program iterations
- How to enhance the program's impact?
- Any new opportunities or areas for expansion

VII. Appendices

Provide any supplementary materials, if any. Or provide a google drive link below for large files.

--- END OF DOCUMENT ---

ANNEX 8

Sample of Budget Plan

Details		Unit Cost	Pax	Days/ Months	Total
Accommodation	Dormitory Fee / Rent Fee				
Consumables	Equipment and Tools				
	Material for Final Group Project				
	Books and Handouts				
Training Fee	Curriculum Development				
	Teaching Cost				
	Administrative Cost				
	Staff Support				
	Opening / Closing Ceremony				
	Extracurricular Activities				
	Internship Cost				
Transportation	Airport Shuttle				
	Bus Rent				
Daily Allowance					
Visa Fee					
TOTAL AMOUNT					

Disclaimer of the Handbook

This handbook was produced with the financial support of the ASEAN-Korea Cooperation Fund ("AKCF"). The contents were developed and being the sole responsibility of the Korea Chamber of Commerce and Industry ("KCCI") and do not reflect the official views of AKCF.

This handbook, developed by the KCCI to assist project-related personnel in understanding relevant processes, is intended for reference purposes only and not a legally binding regulation or guideline. The applicability of the handbook may vary depending on each organization's internal policies, relevant laws, and actual circumstances.

All decisions and responsibilities arising from the use of this handbook rest solely with the user.

Unauthorized reproduction, distribution, or secondary use of this handbook is strictly prohibited.