



สถาบันการอาชีวศึกษาภาคกลาง 2  
 เลขรับ 502  
 วันที่ 28 เม.ย. 2564  
 เวลา 10.30 น.

ที่ ศร 0604/154

สำนักนโยบายและแผนการอาชีวศึกษา  
 สำนักงานคณะกรรมการการอาชีวศึกษา  
 กระทรวงศึกษาธิการ กทม. 10300

๒๘ เมษายน 2564

เรื่อง ทู่นผี กอบรมหัวข้อ "Conducting an Impact Evaluation of Education and Training Programme"  
 ของศูนย์ซีมีโอไคเทค

เรียน ผู้อำนวยการสถาบันการอาชีวศึกษาและสถานศึกษาในสังกัดทุกแห่ง

- สิ่งที่ส่งมาด้วย
1. รายละเอียดทู่นผีกอบรมหัวข้อ Conducting an Impact Evaluation of Education and Training Programme ของศูนย์ซีมีโอไคเทค จำนวน 1 ชุด
  2. ใบสมัครรับทุน (Training Nomination form) จำนวน 1 ชุด

ด้วยสำนักงานปลัดกระทรวงศึกษาธิการแจ้งว่า ศูนย์ระดับภูมิภาคด้วยเทคนิคและอาชีวศึกษาของซีมีโอ (ศูนย์ซีมีโอไคเทค) ประเทศบรูไนดารุสซาลาม จะจัดฝึกอบรมให้แก่บุคลากรของประเทศสมาชิก ในหัวข้อ "Conducting an Impact Evaluation of Education and Training Programme" ระหว่างวันที่ 14-17 มิถุนายน 2564 ในรูปแบบการฝึกอบรมทางไกล โดยขอให้เสนอชื่อผู้สมัครรับทุน ซึ่งผู้ได้รับการเสนอชื่อควรเป็นครูผู้สอน หรือผู้บริหารที่รับผิดชอบเกี่ยวกับการประเมินผลการดำเนินโครงการต่างๆ ตลอดจนมีความรู้พื้นฐานด้านการวิจัย มีอายุไม่เกิน 55 ปี และมีความรู้ความสามารถด้านทักษะการใช้ภาษาอังกฤษ คอมพิวเตอร์และอินเทอร์เน็ตเป็นอย่างดี

ในการนี้ สำนักนโยบายและแผนการอาชีวศึกษา จึงขอให้สถาบันการอาชีวศึกษาและสถานศึกษาทุกแห่ง ประชาสัมพันธ์ทู่นดังกล่าวให้ข้าราชการทราบ และหากมีผู้สนใจสมัครรับทุนขอให้พิจารณาเสนอชื่อผู้มีคุณสมบัติเหมาะสม โดยส่งใบสมัคร (Training Nomination Form) มาที่สำนักนโยบายและแผนการอาชีวศึกษา ภายในวันที่ 28 เมษายน 2564 รายละเอียดดังสิ่งที่ส่งมาด้วย 1 และ 2

จึงเรียนมาเพื่อโปรดพิจารณาประชาสัมพันธ์ให้ผู้สนใจทราบต่อไป

ขอแสดงความนับถือ

(นายวิฑูรต์ ปิฎจมะวัต)

ผู้อำนวยการสำนักนโยบายและแผนการอาชีวศึกษา

เรียน เสนอมอ.สถาบันฯ ภาคกลาง 2  
 เพื่อ โปรดทราบ โปรดพิจารณา  
 เห็นควร  มอบ..... ๑๑๑ ๑๗-๑๖  
 แจ้ง.....

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

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## Course Outline

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### Virtual Regional Training Programme on Conducting an Impact Evaluation of Education and Training Programme 14-17 June 2021 | Brunei Darussalam

#### Rationale

An impact evaluation is a systematic analysis of lasting or significant change –positive or negative, intended or not – in people’s lives brought about by an action or a series of actions from an intervention (Roche, 1999 as cited in Intrac 2017). This is a continuous process to help the policymakers fully think through and understand the consequences of possible and actual interventions. This kind of study can be a tool to enable the policymakers or funding donors to weigh the positive and negative effects of such interventions.

Impact evaluations provide information about the impacts produced by an intervention (Rogers, 2014). According to INTRAC (2010), an impact study or impact evaluation/assessment can be used to (1) demonstrate success to donors, ourselves and the public; (2) learn to understand how our efforts impact on the communities in order to improve the effectiveness of our interventions, (3) be accountable to the people (stakeholders) for whom we are working, and (4) advocate for changes in behaviour, attitudes, policy and legislation at all levels.

This course will prepare participants with knowledge and skills in conducting an impact assessment. This training is very useful for those assigned to determine whether an intervention or a project going to be implemented will have any expected impact or the project implemented has had any impact on the targeted recipients and meeting the expectation/objectives. In the end, this can also be used as feedback in the examination of various development processes. The course will address various topics including the justification for conducting an impact study, common processes, various techniques in conducting an impact study, and writing an impact study proposal and report.

#### Objectives

After completing this course, the participants will be able to:

1. Explain various definitions, including considerations of when to perform an impact assessment/evaluation.
2. Explain the process of conducting an impact study.
3. Elaborate key elements of evaluation design.

## APPENDIX 1



4. Apply selected techniques of ex ante and ex post evaluations using quantitative methods.
5. Apply selected techniques of ex post evaluations using qualitative and mixed methods.
6. Write an impact study plan and report.

### Contents

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- 1. Overview of Impact Study**  
In this session, participants will be introduced with the definitions and examples of impact studies. The discussion will also cover the advantages and disadvantages of conducting impact study, including when to adopt the study.
- 2. Country Reports on the assessment of the effectiveness of projects/programmes**  
The participants will present country reports focusing on the practices, major issues, challenges, and future directions on the assessment of the effectiveness of projects/programmes.
- 3. Processes of Conducting an Impact Study**  
There are various ways of conducting an impact studies. One of the common processes will be elaborated which covers the following stages: Development, Options, Consultation, Final Proposal, Implementation, and Review.
- 4. Key Elements of Evaluation Design**  
This session will cover an example of key elements of evaluation designs. These include: (1) Adopting relevant theory (if any), (2) Identifying key evaluation questions including the baseline survey, (3) selecting the evaluation design/approach both under ex ante and ex post evaluation, (4) triangulating the findings, and (5) contextualizing the evaluation.
- 5. Selecting techniques in conducting an impact study using quantitative methods**  
This session will provide participants with knowledge and skills in selecting and using selected techniques under ex ante and ex post evaluations using quantitative methods.
- 6. Selected Techniques in using Qualitative and Mixed Methods in Impact Study**  
Using selected techniques under ex post evaluations using qualitative and mixed methods, participants will be guided through theory and practices to master the techniques.
- 7. Output and Action Plan**  
To provide a tangible output, this session will equip participants with knowledge and skills in writing an impact study plan and report based on selected case or project.

# APPENDIX 1



## Duration

This course will run online for Four (4) days. Each day, participants will be working individually or in group for 4 hours in the morning and in online class presentations and discussions for another 4 hours in the afternoon. It is schedule to be held from 14 to 17 June 2021.

## Delivery Method

The training will be delivered online using mixed approaches or techniques, independent study, brainstorming participants' experiences and ideas, followed by presentation/s of the resource persons and discussions. There will be hands-on exercises on how conduct an impact study and demonstration on how carry out each step. To optime the transfer of learning, the training will apply a flipped online classroom whereby participants will be provided the handouts and reading before the meetings. The participants will read and may discuss within the group in the morning before the online class and in the afternoon will be used for sharing and discussion or further clarification of the topics.

## Expected Output

At the end of the course, participants will have produced an action plan that will be implemented after the completion of the training programme.

## Target Participants

The participants of the training programme are teachers/instructors or administrators who have responsibilities for evaluating the implementation of projects or interventions. Preferably, they should have basic knowledge in research and computer skills: understanding basic quantitative research and having working computer knowledge and skills, e.g. computer applications on MSWord, Excel, and PowerPoint.

## Course Requirements

The participants are required to:

1. To prepare a presentation to share experience on Impact Evaluation.

# APPENDIX 1



## Funding Sources and Fee

1. **Scholarship Participant:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. For this online training, each SEAMEO member countries is entitled to send TWO scholarship participants and for Brunei Darussalam is entitled to send FIVE scholarship p[articipants].

## SEAMEO VOCTECH Procedures

1. **Participants are required:**
  - a. Maximum age of 55
  - b. A cover letter signed by your nominating organisation
  - c. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
3. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
4. **LAPTOP/NOTEBOOK:** Participants are required to have their own wifi-enabled laptop/notebook computer and stable internet connection.
5. **PARTICIPATION:** All participants are encouraged to wear modest outfit that is suitable for the photo taking and required to leave the video on whenever necessary.
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. For inquiries and registration, please contact: Training and Professional Development Division at email address: [training@voctech.edu.bn](mailto:training@voctech.edu.bn) or fax to: +(673) 244-7955.

# APPENDIX 1



## Course Coordinator

For further inquiries, please contact the Course Coordinator:

### **DR PARYONO**

Research Specialist / Research Manager

Deputy Director for Professional Affairs

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

Brunei Darussalam

Tel No. : +(673) 244 7992 ext 401; +(673) 8907963

Fax No. : +(673) 244 7955

Email Add. : paryono@voctech.edu.bn

## REFERENCES

- INTRAC. (2017). *Impact Assessment: Understanding and assessing our contributions to change*
- Khandker, S.R., Koolwal, G.B., & Samad, H.A. (2010). *Handbook on Impact Evaluation: Quantitative Methods and Practices*. Washington DC: The International Bank for Reconstruction and Development, The World Bank
- Roche, C. (1999). *Impact Assessment for Development Agencies*. Oxfam
- Rogers, P. (2014). *Overview of Impact Evaluation*. Methodological briefs. Impact Evaluation no 1. UNICEF.

 SEAMEO VOCTECH	<b>TRAINING NOMINATION FORM</b>
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(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

### 1. Training Programme

COURSE TITLE

**Virtual Regional Training Programme on  
“Conducting an Impact Evaluation of Education and Training Programme”**

DATE OF TRAINING <b>14-17 June 2021</b>	VENUE <b>BRUNEI DARUSSALAM</b>
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### 2. Personal Information

TITLE  <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	PARTICIPANT FULL NAME <small>(As it appears on your passport)</small>	*NAME TO APPEAR ON NAME TAG
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GENDER	MARITAL STATUS	DATE OF BIRTH <small>(DD-MMM-YYYY)</small>	*IDENTIFICATION CARD NO. <small>(National ID/SSS/KTP/MyKad)</small>	RELIGION
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NATIONALITY	PASSPORT NUMBER	*PASSPORT DETAILS	DATE OF ISSUE <small>(DD-MMM-YYYY)</small>	DATE OF EXPIRY <small>(DD-MMM-YYYY)</small>	PLACE OF ISSUE
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*MOBILE NO. <small>(Country Code+Mobile No.)</small>	*E-MAIL ADDRESS <small>(Office or Personal E-mail Address)</small>
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PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"

English Language:	Writing	Speaking	Reading	Listening Comprehension
IT Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOCTECH?

YES If YES, please indicate the course title and year of participation:

NO

*IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY		
NAME	RELATION	MOBILE NO.

 <b>SEAMEO VOTTECH</b>	<h1>TRAINING NOMINATION FORM</h1>
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### 3. Professional Information

[ \*\*Kindly Write Your Name/Nickname Below ↓ ]

**\*HIGHEST QUALIFICATION**

- Doctoral Degree   
  Master Degree   
  Bachelor Degree   
  Advanced/Higher Diploma   
  Diploma  
 Others, please specify: \_\_\_\_\_

**\*AREA OF SPECIALISATION**

- Education   
  Research   
  ICT   
  Management   
  Curriculum   
  Business & Administration  
 Engineering   
  Mechanical   
  Electrical   
  Others, please specify: \_\_\_\_\_

<b>*JOB TITLE / DESIGNATION</b>	<b>OFFICE TEL</b> (Country Code+Area Code+Number)	<b>*NO. OF YEAR/S OF COURSE-RELATED EXPERIENCE</b> Year/s
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**\* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

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<b>*OFFICE FULL ADDRESS</b>	<b>*HOME FULL ADDRESS</b>
_____	_____
_____	_____
_____	_____
<b>Country:</b>	<b>Country:</b>

### 4. Dietary Requirements and Medical Restrictions

**DIETARY REQUIREMENTS**

- None   
  Muslim   
  Vegetarian   
  Others, please specify \_\_\_\_\_

**MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES**

- YES   
  NO   
 If YES, please specify \_\_\_\_\_

\_\_\_\_\_ I hereby certify that all facts stated above are true and correct. \_\_\_\_\_  
 Applicant's Signature Date

**FOR SEAMEO VOTTECH'S USE ONLY. Please do not write in this section!**

- Scholarship   
  Subsidised-Scholarship   
  Fee-paying