



Guideline for TVET Institutions in Viet Nam

Building up effective Partnerships with Companies in Vocational Training



Thực thi bởi

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

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**Building up effective Partnerships with
Companies in Vocational Training**

Preface

The Vietnamese government has repeatedly formulated the necessity to increase the involvement of the business sector in Technical and Vocational Education and Training (TVET) to improve the quality and relevance of the training outcome. Engaging the business sector in TVET is also contributing to the so-called “socialization” of TVET in Vietnam. Progress so far, however, has not reached the expectations of the Government and effective mechanism to attract companies to participate in TVET still has not yet clearly appeared in practice.

Vietnam and Germany are working closely together to advance the Vietnamese TVET system. On behalf of the Federal Ministry of Economic Cooperation and Development the GIZ is implementing in cooperation with the General Department for Vocational Training / Ministry of Labour, Invalids and Social Affairs the Vietnamese-German Programme Reform of TVET in Viet Nam. Vietnamese and German experts are supporting the development and implementation of strategies and frame conditions to improve the design and delivery of demand-oriented vocational training. Advisory services and capacity building on standard development, cooperative training modes and effective teacher training models are provided and selected TVET institutions are facilitated in their efforts to improve the quality of TVET. In general, there are many different models and ways of how TVET can be more industrial demand orientated and the business community can get more engaged in the TVET sector.

One possible strategy to involve the industry is through the initiation of active collaboration measures by the TVET institutions. Though this list is not exhaustive, such collaborations could encompass activities as the following:

- Inviting industry representatives to join the board of a TVET institute consulting role.
- Working with industry representative to develop curricula and training courses.
- Actively supporting the advanced vocational training of teachers.
- Providing internship opportunities for students with companies.
- Offer project specific collaborations that involve the active participation of students.
- Involve students in the manufacturing of products for companies in the colleges.
- Sponsoring practical education.
- Sponsoring the technical facilities/equipment of a college.
- Working with industry representative to develop and conduct examinations.

The benefit for the students must be the first priority for all these collaborations. It can either be a direct benefit (through actively involving students) or an indirect benefit (i.e: better trained teachers pass their knowledge to students; facilities made available by the industry allowing for a better training of students...).

Any cooperation should always be planned long-term, as a win-win situation for both the college and the industry – this is the aim. If college and industry cooperate together on a level of playing field, both can profit from the cooperation.

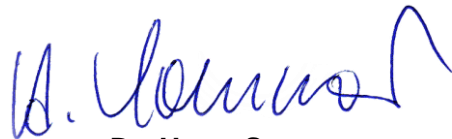
This guideline was developed to support this process. It is primarily aimed at the college management and the departments and employees who are responsible for collaborating with the industry. The booklet was deliberately designed as a very concise guideline to quickly get started and aid in the practical implementation of the desired collaborations. It is also a consolidation of successful results and practical experiences from implementation of a pilot project in a model of cooperation with business sector in An Giang Vocational College, which is one of beneficial TVET institutions in the Programme Reform of TVET in Viet Nam.

We wish all those involved joy and success in this endeavor.



Assoc. Prof. Dr. Duong Duc Lan
General Director

General Directorate of Vocational Training
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The basics for a successful cooperation with companies

One of the specificities of TVET is the consideration of head and hands. Only if a graduate of the training is capable of utilizing both his mind his manual skills, he will be successful.

Cooperation activities as part of the curriculum

Therefore it must be ensured at each college, that both aspects - head and hands - in the context of the curricula implementation are being served.

Now, not every college has the full infrastructure and experience necessary for all the practical training needed. The practical experience is best gained in real working life. Therefore, the optimal solution is the support of the college by the industry.

Each activity within the framework of cooperation must be a part of the Curriculum. This consistency ensures that such cooperation produces the greatest benefit for the students. The students must be prepared and informed in lessons about the cooperation activities.

Cooperation activities as a holistic approach

All areas of learning: -technology, safety, hygiene and cleanliness, environmental responsibility and social skills- must be taken into account. This is the only way to get a comprehensive benefit for all students from such a cooperation.

Cooperation with the industry as a long-term commitment.

Each collaboration with a company should be geared towards longevity. The longer a cooperation lasts, the better the quality of the activities and thus the benefits for all parties involved. Once such activities have been successfully finished, they can be used as a good example to make similar activities with other companies in the future. Project-oriented cooperation can also be obtained in coordination with companies outside of the specific training sector. For example, work clothes were sewn for a metal shop by the textile Department of An Giang college. Students of the electrical course can offer maintenance and repair of air condition equipment for banks or hotels.

Thus, once a college has recognized the need for support by the industry after the creation of a respective curriculum, all it needs is a little imagination and creativity and this guideline to come up with a plan for a successful cooperation and to allow for its long-term implementation.

1. Select and contact the potential partner company:

1.1. Make sure you are well prepared for selecting a potential partner company

The first crucial step is the selection of a potential partner company. In order to have a reasonably realistic chance of a first visit, the following aspects with regard to the selected company should be critically examined and evaluated in order to make an initial stop or go decision already before an actual company visit.

Why does a college need to cooperate with a company?

As a college, you should **be aware of your shortcomings; in order to complement them you need support contributions of a partner!**

Ask questions and find your answers:

- What are helpful areas for a cooperation with this company?
- Which conditions do we have to set in place for them?
- What do we expect from this company in this and that area?
- What are the benefits our students should get through this cooperation?

Why would a company be interested in a partnership with TVET?

As a college, you should **be aware of your strengths; this can benefit your partner!**

Ask questions and find your answers:

- In what areas do we have the experience to support this company?
- What benefits can we offer to the company in these areas?
- How can we make our strengths visible?
- What are the benefits of this cooperation for our students?

What are the preconditions for a successful relationship?

- Needs and interests of all involved partners complement each other
- “Life is a constant interplay of giving and taking” if you like to get something from someone you have to give him something beforehand
- Realistic expectations regarding the role of partners.
- Mutual trust.
- Long-term, collaboration; a cooperation is not a onetime action.

How to find a potential partner company?

Once it is clear why and for what benefit a cooperation is sought, you can search for a potential partner. There are different strategies. To find the best possible partner, as many sources of information as possible should be used:

- Business associations.
- Chamber of commerce – VCCI.
- Personal contacts - (not only of management, other employees or students/ alumni of the college may also know interested persons in a company ...).
- Directories - Yellow Pages.
- Internet.
- Other sources.

Try to develop a database of potential cooperation partners in order to be able to make use of it whenever you are in need of a cooperation partner.

1.2. Establishing a new contact

- Find out who is the decision maker inside the company.
- If someone from your College knows someone from the company, call and explain your interest and ask who is the responsible person to get officially in contact with.
- Send a letter of motivation to the company's responsible person.

The reason for the visit request must be clearly mentioned.

Dear Company Head!

As a TVET College we are in need of a training cooperation with industry for the benefit of our students in order to be able to fulfill the industry's demand. We are sure that your company can contribute a lot to improve the training in the right direction.

In return we offer our experience as a college (whatever this is, for example: workshop organization, 5S, Safety aspects, greening ...). Therefore, we would like to visit your company for discussing with your leaders, in particular the top management, and those responsible for personnel and production about the possibilities of a cooperation. At the same time we would appreciate to see your production facilities in order to get an impression about your business and the cooperation possibilities.

*Hopefully we have raised your interest and therefore we kindly ask you to suggest a date for a first visit.
Many thanks and friendly greetings*

College Dean

Sample of official letter to the company's management

Some days after sending the letter, call the company CEO. This should be done best by the Dean himself.

- Ask if they received the letter and what they think about it.
- If you feel that they didn't understand your aim 100%, take the chance and explain more in detail.
- At that time focus on the company's benefits!
- If there is a need you can ask once more for a date to visit and make the appointment binding.

This is the first “stop or go” milestone! Either you have an appointment date now, than go ahead or you don't, than let them go and try to find another company!

How to get prepared for the first visit

Make sure you have everything in place before you attend the first meeting:

Develop a detailed agenda:

- Introduction of college and purpose of visit – expected outcome
- Introduction of company and expectations
- Guided visit of shop floor
- Discussion about:
 - possible areas of cooperation,
 - benefits for the company,
 - expected support for college and students.
- Other important topics and findings

Choose the managers and teachers, which will take part in the visit:

Make sure that every participant knows his responsibility.

- Who is in charge for the introductory speech?
- Who has to take pictures during the shop floor visit?
- Who has to explain the possible benefits the company shall get from cooperation?
- Who has to present the expected fields of cooperation?
- Other responsibilities.

Make a list of everything you need to take with you for the first visit:

Just to go for a visit and simply talk will most likely not lead to tangible outcomes. To ensure success it needs more. Make sure that all necessary tools and documentations are available. **Make a list stating who is responsible for what:**

- Images, leaflets or information folder from the College.
- Gifts for the company managers.
- Video or Power point introduction of the college highlighting potential benefits for the company.
- Photo camera.
- Samples, pictures, reports and references of successfully completed collaborations with other companies.
- Other items or information.

1.3. Visiting the newly selected company

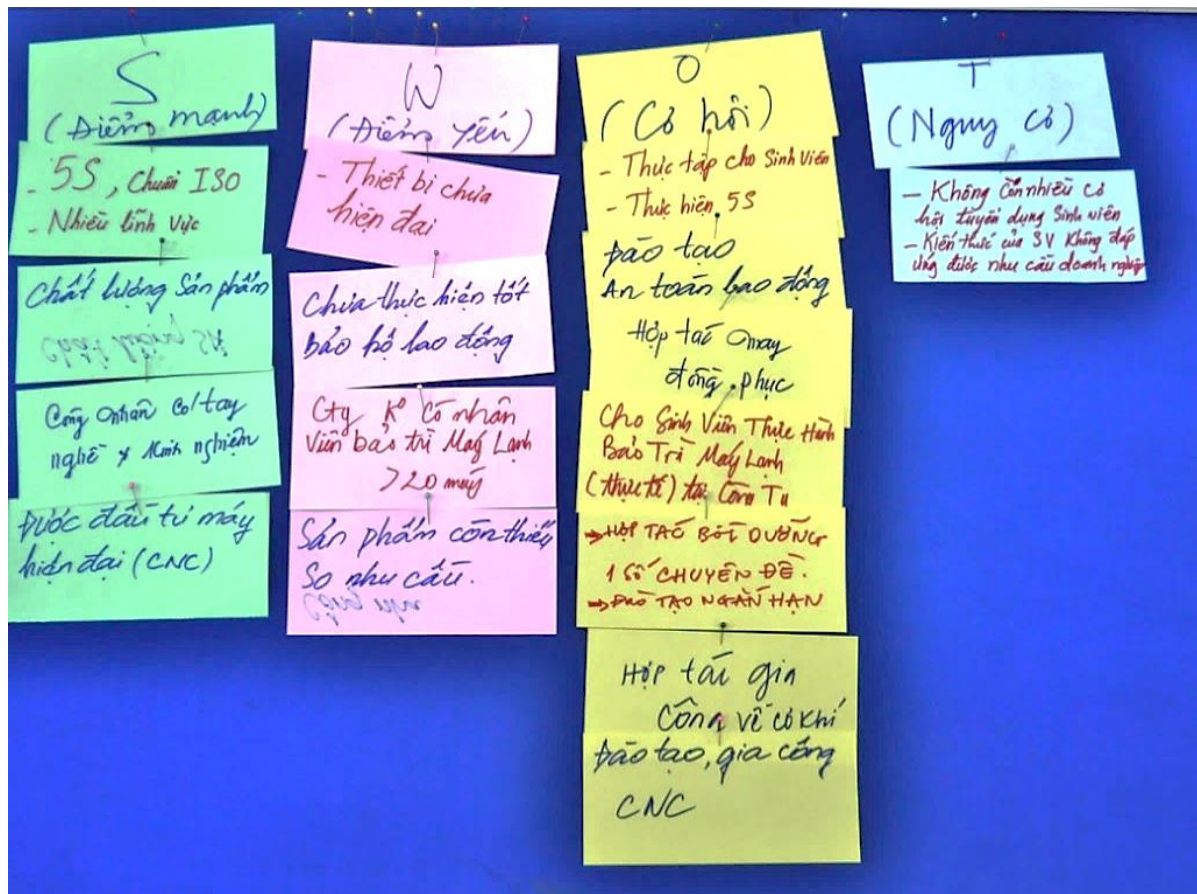
- Be prepared, be aware of your strengths and bring some “benefits” for the company.
- After the introduction ask for a possible shop floor tour before you go into discussion about the cooperation.
- Ask if it’s allowed to take pictures during the shop floor visit.
- Try to discover as much as possible as an additional input for the following discussion.
- Bring a photo camera for your tour through the company’s workshop.
- Ask if it’s possible to take as many pictures as possible from areas where you see future potentials to help the company.
- Take as much as possible pictures from areas where you see possibilities for your student’s benefits.
- Start a discussion on the Strength you have discovered inside the company (technology and inventory, cleanliness, safety aspects, greening, quality of products...).
- Ask if they already have identified some gaps and mention some areas where you have discovered space for improvement and let the company know where you have experience to help them to overcome some of their difficulties.
- Discuss potential areas of cooperation you have discovered and find a common understanding.
- Make sure there is a general commitment and interest for cooperation (agreement on next step) at the end of the visit.

- Decide to come up with a first draft of cooperation activities after maybe two weeks' time.

1.4. First follow-up visit on cooperation potentials - SWOT analyses

To find out in which areas a cooperation with this company makes sense, it can be helpful to analyze the **S**trengths and **W**eaknesses, **O**pportunities and **T**hreats.

This so-called SWOT analysis is used in modern management to plan for the future. For the assessment of the cooperation potentials relating thereto, all strengths and weaknesses of the company that were found during the visit, should be listed. Then the opportunities and threats for the cooperation are to be determined.



(Sample of SWOT analyses at An Giang College)

1.5. Identify possible areas of cooperation

Based on the result of the SWOT analyses, every department should identify possible fields of cooperation. To make sure, every activity shall generate direct or indirect benefits for the students, the following format could be helpful. As mentioned above, on the one hand side the cooperation should be a win-win for both partners, the college as well as the company and on the other hand side it should cover a 'give and take' from both side. So discuss and find a fair consent on everybody's necessary contributions (give) in order to be able to get some kind of benefits (take) for all involved. After filling in the form (see sample below) you'll have a clear picture about the potential value of every proposed action.

Action	Contribution			Benefit		
	TVET	Industry	Students	TVET	Industry	Students
Project oriented Cooperation: Maintenance of air condition systems at the company's shop floor	Students under the supervision of their teacher repair and maintain company's air condition system	Assign the maintenance of aircon system to the college and pay for material and labour	Actively repair and maintain the air condition system	Have the possibility to train students under real work conditions	Have a more beneficial repair and maintenance service option than from a professional service company	Have the possibility to do repair and maintenance in real work condition
Internship: Students work for some weeks in designated fields inside the company	Take the responsibility for coordinating and supervising internships. Ensure students work attitude and behavior during the internship	Offer space, infrastructure, machinery and material as well as expertise	Work on the designated jobs, try to learn as much as possible to improve their skills as expected from this internship programme	Have the possibility to add practical training to the curriculum	Students can be observed while working in order to select the best. Can the output of the students use for production	Have the possibility to learn and improve skills through practical work in real work environment
Representative of the company as advisors on the board of college	Offer the company the possibility to take care of their social responsibility	Experts and managers offer their expertise for overall improvement of the college management and demand oriented teaching	No contribution	Get ideas from the industry for overall improvement and demand orientation	Can influence and control the demand oriented training	Have better and demand oriented training and therefore better placement opportunities after graduation

Sample of possible cooperation activities

2. Selection of the most promising activities:

2.1. Selection criteria

After the collection of possible cooperation activities you should select the most promising ones. Therefore take the following aspects into consideration:

- Less is more, focus just on as many actions as you also have available resources for (manpower, equipment, financial budget).
- Focus on win-win for TVET and the company, but **select only activities that benefit the students!**
- Check potential benefits for the students in relation to the expenses and the feasibility.
- Ensure a balance of benefits for all parties involved.

2.2. How to develop a proposal for activities?

The following checklist can be used as the guideline for the development of any cooperation activity. By developing the proposal, all aspects with regard to the TVET College shall be described. The information and commitment needed from the company can be obtained and documented during the discussion after the presentation at the second company visit. Additionally some changes and corrections from the company side must be taken for granted. So do not design the proposal too detailed, but give the company some space for their inputs. Try to save as much as possible from your original proposal in order to get the best out of the cooperation measure.

1. **Name or title of measure**
2. **Expected outcome – benefits for all parties involved**
3. **Involved actors from College**
 - Teacher
 - Students
4. **Responsible person from college** (this is the one directly involved in the activities – it's NOT the Dean!)
 - Name; Position
 - Tel No
 - e-mail
5. **Responsible person from company** (this is the one directly involved in the activities – it's NOT the CEO!)
 - Name; Position
 - Tel No
 - e-mail
6. **Resources from college (3M – Manpower (including women)/Material and information/Machine and tool)**
 - Material and information (Handouts; manuals; reports: records; other files...)
 - Equipment, machinery, room, tools
 - Human resources (days, hours)
 - Cost calculation
7. **Resources from company (3M – Manpower (including women)/Material and information/Machine and tool)**
 - Material and information (Handouts; manuals; reports: records; other files...)
 - Equipment, machinery, room, tools
 - Human resources (days, hours)
 - Cost calculation
8. **Action schedule – time frame (duration as well as productive time)**
 - Be careful when developing the schedule; take into consideration all your other duties you have to fulfill during the same period of time!
 - Highlighting the start and end of every detailed activity. Additionally the milestones and involved persons
 - The action schedule shall provide information about the complete duration of the action as well as the productive time
 - In case of delay of one of the detailed activities, you can check how much time (the time between the remaining activities) you still have at your disposal.
9. **Communication**
 - Informal via telephone; SMS; e-mail directly between contact persons
 - Formal in written minutes of meetings;
 - Student attendance and performance records
10. **Documentation (from the very beginning up to the end of the cooperation action)**
 - The documentation must be created according to the type of cooperation.
 - Make a file containing the following chapter:
 - * First contact with company
 - * Definition of cooperation and agreement with goal setting
 - * Implementation of the cooperation
 - * Records of meetings and activities
 - * If students are directly involved: student's performance records for every activity
 - * Doc Documentation of the results and deviations
 - * Impact evaluation of goal achievement done by the college as well as by the company
 - * Final celebration of success (closing party; certification handover...)
11. **Contract for cooperation activity in written and signed by both parties (college and company)**

3. Presentation of proposals to the company management

This is the task you have to do in the second visit to the company. Make sure that you will continue to have an appointment with the company in order to get an opportunity for presenting proposals which you prepared for the planned cooperation activities. However, this presentation is not only a provision of the prepared information in the proposals, but also collection of additional inputs and corrections from the company as well as guidance the meeting in an appropriate strategy to achieve expected results. Following steps will be useful for you to fulfil the task.

3.1. How to get prepared for the proposal presentation?

Try to find answers for the following questions:

- Which information is important for the company to make a decision?
- How to present the information to attract and sensitize the company's management
- What do you need to know from the company.

There are different opportunities how to make a presentation successful:

- Power point presentation.
- Flipchart or pin board presentation.
- Written handouts.
- Role play – involvement of students.
- Real sample presentation.
- Just talk – round table.
- Additional ideas from your experience.

Select the one which is best for you and the specific case, perhaps mix more than one of the above mentioned opportunities.

Prepare your presentation by following the steps mentioned under chapter 2 of this guideline.

3.2. Presentation of the proposal to the company's management

- Start with potential benefits for the company.
- Focus on win –win aspects.
- Give the bigger picture about social responsibility, responsibility for the community...
- Make the presentation as practical as possible – show samples, pictures...
- Give room to suggestions from the company.
- Clarify all outstanding issues – contact person, resources...

3.3. Discussions, adaptations and decisions – further steps.

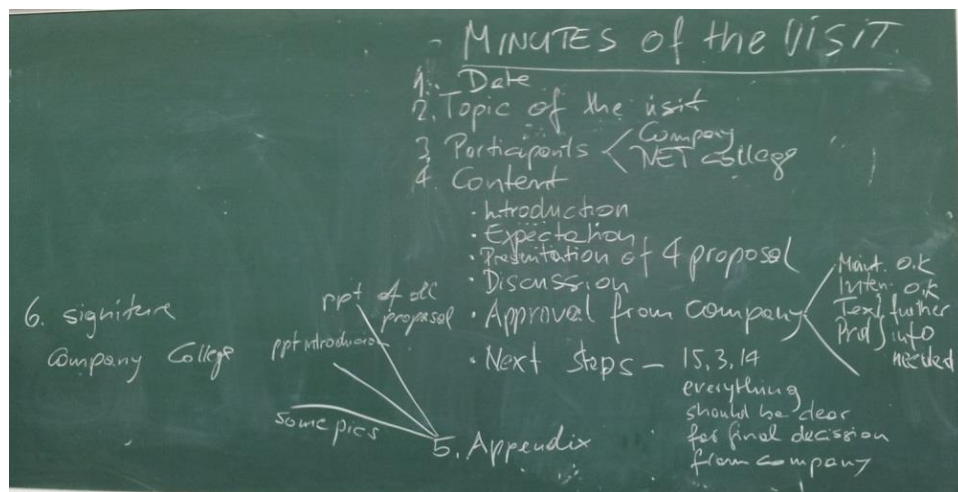
- Give room for discussion and be open for adaptations!
- Be aware you may have to compromise and redesign your proposal, but make sure it is still possible to cover your expectations at the end!
- At the end, a decision should be made - a clear stop or go decision!
- If go, clarify the next steps!

3.4. First written agreement

After the visit, minutes of the meeting have to be written and signed by both sides, the company's as well as the college's management.

The minimum contents of the minutes should be the following:

- Date, time and duration of the visit.
- Topics of the visit.
- Participants (from company, college, other visitors like consultants).
- Table of contents.
- Approval from company.
- Next steps agreed, including finalization dates.
- Appendix.



Sample of the process of writing the minutes at An Giang College

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập – Tự do – Hạnh phúc

BIÊN BẢN HỢP

1. Thời gian: ngày 06/3/2014
2. Địa điểm: công ty Cổ phần Cơ khí An Giang
3. Thành phần tham dự:

- Công ty Cổ phần Cơ khí An Giang:
Ông Lê Thanh Văn – PGD
Ông Trần Minh Thuận – P.TP.Kinh doanh và Thị trường
- Chương trình Đổi mới Đào tạo nghề, GIZ Việt Nam
Ông Nguyễn Đăng Tuấn – Cán bộ Chương trình
Ông Jan Peter Kalus – Thực tập sinh
- Viện Nghiên cứu Khoa học dạy nghề
Ông Michael Bueche – chuyên gia
Ông Nguyễn Quang Hưng – Nghiên cứu viên
- Trường CDN An Giang
Cô Trần Mỹ Hạnh – Phó TP. Khoa học công nghệ và Quan hệ doanh nghiệp
Cô Hoa Thị Ngọc Giàu – Trưởng khoa Kỹ thuật nữ công
Cô Trần Hồng Nhị – Giáo viên khoa Kỹ thuật nữ công
Cô Nguyễn Thị Yên – Giáo viên khoa Kỹ thuật nữ công
Thầy Đỗ Tăng Sang – P. trưởng khoa Điện
Thầy Trần Tấn Lộc – Giáo viên khoa Điện
Thầy Ngô Văn Hào – P. trưởng khoa Cơ khí chế tạo máy
Thầy Trần Hải Sâm – Giáo viên khoa Cơ khí chế tạo máy
Thầy Phan Đại Nhân – Giáo viên khoa Cơ khí chế tạo máy

4. Nội dung cuộc họp:

- Mục đích cuộc họp: Trường CDN An Giang trình bày và trao đổi thông tin với đại diện Công ty CP Cơ khí An Giang về các đề xuất hợp tác với công ty.
- Kết quả mong đợi: Công ty và Trường CDN An Giang có thêm thông tin để cùng hoàn thiện và triển khai các hoạt động hợp tác có thể.
- Các đề xuất được trình bày trong cuộc họp:
 - Bảo trì hệ thống máy lạnh
 - Máy đồng phục BHLĐ
 - Gia công sản phẩm cơ khí
 - Gửi HSSV đến thực tập trong lĩnh vực cơ khí
- Kết quả trao đổi và thống nhất trong cuộc họp:
 - Đề xuất Bảo trì hệ thống máy lạnh**
 - Công ty đồng ý triển khai hoạt động hợp tác này và đã cử cán bộ đầu mối phía công ty thực hiện việc trao đổi.
 - Thời gian thực hiện và số lượng máy bảo trì sẽ trao đổi cụ thể sau.
 - Đề xuất Máy đồng phục BHLĐ**
 - Công ty đã cử cán bộ đầu mối phía công ty thực hiện việc trao đổi.
 - Công ty cần nhà trường cung cấp nhiều thông tin hơn (giá, chất liệu, mẫu mã, thời gian thực hiện...) để quyết định hợp tác trước ngày 15/3/2014.
 - Công ty rất mong muốn triển khai hợp tác với nhà trường trong hoạt động này.
 - Đề xuất Gia công sản phẩm**
 - Công ty nhận thấy nhà trường có máy móc thiết bị phù hợp nên sẽ rà soát lại việc sản xuất chọn một số sản phẩm để nhà trường gia công.
 - Đồng thời, công ty đã cử cán bộ đầu mối phía công ty thực hiện việc trao đổi nhằm quyết định hợp tác trước ngày 28/3/2014.
 - Đề xuất Gửi HSSV thực tập tại công ty**
 - Công ty hoàn toàn thực hiện được trách nhiệm của mình trong việc thực tập của HSSV. Công ty đã đồng ý thực hiện hợp tác và đã cử cán bộ đầu mối phía công ty.
 - Để việc thực tập đạt hiệu quả cao, công ty đề nghị nhà trường gửi kế hoạch thực tập trước khi cử HSSV đến thực tập.

Công ty rất ủng hộ việc hợp tác với nhà trường và sẽ tạo điều kiện thuận lợi để nhà trường trao đổi và triển khai các hoạt động hợp tác.

Chỉ tiết các đề xuất hợp tác được kèm theo biên bản này.

Cuộc họp kết thúc lúc 11g cùng ngày.

An Giang, ngày 06/3/2014
Người lập biên bản
Trần Mỹ Hạnh
Trần Mỹ Hạnh

Đại diện Công ty Cổ phần Cơ khí An Giang
Phó Giám Đốc
Lê Thanh Văn

Đại diện trường Cao đẳng nghề An Giang
Phó Hiệu Trưởng
Nguyễn Ngọc Minh

Not notes:

- Công ty CP Cơ khí An Giang;
- Trường CDN AG;
- Chương trình Đổi mới Đào tạo nghề Việt Nam, GIZ Việt Nam;
- Viện Nghiên cứu khoa học Dạy nghề.

Sample of a written agreement signed by sides, the college as well as the company and signatures from representatives from college and company

Next steps for each already agreed cooperation measure and further consideration of other potentially interesting activities.

According to the agreement, the next steps are planned now.

Either the proposal was accepted by the company without any reservations or it still some adjustments need to be made.

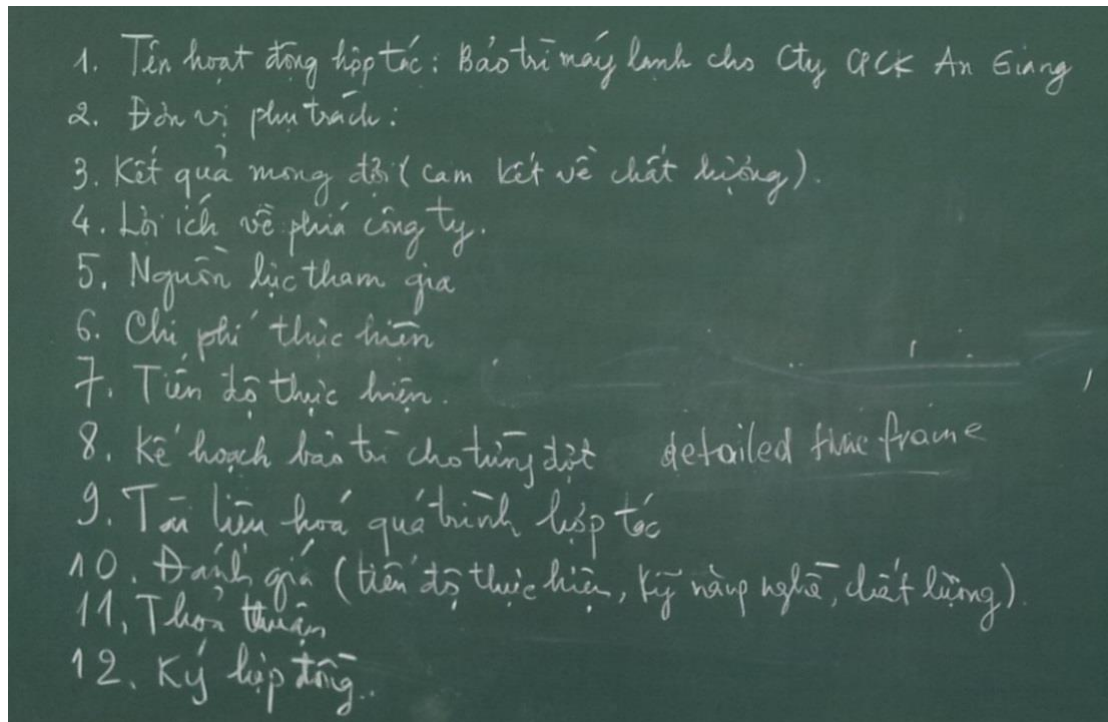
In the first case the detailed planning can be started immediately. In the second case, additional information must be collected in order to be able to present a revised proposal to the company.

NEXT STEPS	
Production of items	Date
1. Invite production head to see school facilities and machinery	12.3.19
2. select potential items (drawing sample)	17.3.19
3. calculate cost and offer price + time frame	21.3.19
4. Stop or go approval from company	28.3.19
5. if go - same step like Mai	

Sample for next step planning from An Giang College

4. Performing the agreed Cooperation

Based on the checklist mentioned in chapter 2 of this guideline, a clear agreement has to be developed and signed by both parties -the college as well as the company.



Sample of contents of cooperation agreement from An Giang College

5. Practical implementation of cooperation activities

According to this agreement and the involved time schedule the activities can be performed step by step.

To get the most out of the cooperation not only for this one time measure, but also for the future, a clear and complete documentation of the cooperation measure is essential.

5.1. Why do we need a documentation?

Every single step has to be documented as decided in the agreement. There are different reasons why the documentation is important:

- Make sure the college as well as the company can learn from this activity.
- Make sure you can reproduce this activity in future with other companies at the same quality level.

- Make sure you can monitor and evaluate the whole cooperation process.
- Make sure you can use the cooperation process and outcome as a teaching tool for classes in future.
- Make sure you can get the most out of the cooperation for your college's image through advertising the cooperation output in public (newspaper, radio, TV).

The documentation must be created according to the type of cooperation. It is important that the documentation is made completely from start to finish. Therefore a folder containing the following information should be available after the end of the cooperation:

- First contact with company.
- Definition of cooperation and agreement with goal setting.
- Implementation of cooperation.
- Record of meetings and activities.
- If students are directly involved: student's performance record for every activity.
- Evaluation of the results and deviations – SWOT analyses.

5.2. Advertisement as a marketing tool

Additional to the written documentation, PR activities can be helpful as a marketing tool for the college as well as the company.

Think about any opportunity to make the best out of the cooperation to improve the image of TVET!

- Reward the best performer of a specific activity at a public function.
- Celebrate the outcome of an activity at the college or company with public participation.
- Advertise the cooperation to target groups like secondary college students and their parents.
- Thank the company in public for their social responsibility and support for your college and students.
- Be creative and develop more visible ideas to make TVET and your college a favorite learning place for students.

Now it's up to you! - Just follow this instruction step by step to get the most out of the cooperation with the industry!

Appendix:

1. SWOT Analyses of potential cooperation partners:

Useful format to identify the company's potential for a cooperation. Fill in **all information regarding the cooperation** you discovered from the company visit.

	Positive	Negative
	Strengths	Weaknesses
Internal	<p>Fields and expertise from within the company which are helpful for the college:</p> <ul style="list-style-type: none"> • well trained and experienced staff • state of the art equipment for production 	<p>Potential negative impact from within the company:</p> <ul style="list-style-type: none"> • negative attitude of managers to cooperate • missing safety regulation or cleanliness
	Opportunities	Threats
External	<p>Public interest of the company which could be strenghtend through cooperation activities:</p> <ul style="list-style-type: none"> • good social responsibility awarness • engagement in chambers and associations 	<p>Interest that could negatively effect cooperation:</p> <ul style="list-style-type: none"> • never hired TVET graduates • no visible HRD activities

2. List of possible cooperation activities – stakeholder contributions & benefits

Action (Achievement)	Contribution			Benefit		
	TVET	Industry	Students	TVET	Industry	Students

Useful form for a short description of cooperation activities and an analysis of the contributions and benefits for all parties involved. The information is helpful for a quick decision if the particular activity is generating enough benefits for students or not. **In case of NO, cancel the proposal now without further hesitation.**

3. Checklist for describing the overall cooperation measure

This form can be used as the quality check for the cooperation planning. The checklist shall guide you and make sure no information is left out and you haven't forgotten to think about each and every important aspect.

Appoint a responsible person to handle the different information aspects not later than agreed upon.

Checklist for description of cooperation measure		
Information needed	Responsible person	Available Y/N
1. Name or title of measure		
2. Expected outcome – benefits for all involved parties		
3. Involved actors from College -Teacher -Students		
4. Responsible person from college (the one directly involved in the activities – it's NOT the Dean!) -Name; Position -Tel No -e-mail		
5. Responsible person from company (the one directly involved in the activities – it's NOT the CEO!) -Name; Position -Tel No -e-mail		
6. Resources from college (3M – Manpower (including women)/Material and information/Machine and tool) -Material and information (Handouts; manuals; reports; records; other files...) -Equipment, machinery, room, tools, IT-equipment -Human resources (days, hours) -Cost calculation		
7. Resources from company (3M – Manpower (including women)/Material and information/Machine and tool) -Material and information (Handouts; manuals; reports; records; other files...) -Equipment, machinery, room, tools, IT-equipment -Human resources (days, hours) Cost calculation		
8. Action schedule – time frame (duration as well as productive time)		
9. Communication		
10. Documentation (from the very beginning up to the end of the cooperation action)		
11. Contract for cooperation activity in written and signed by both parties (college and company)		

4. Presentation of draft proposal (sample)

KẾ HOẠCH HỢP TÁC DOANH NGHIỆP KHOA KỸ THUẬT NỮ CÔNG

TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

1

TÊN HOẠT ĐỘNG:

Gia công may đồng phục
BHLĐ cho Công ty cổ phần
Cơ khí An Giang

TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

2



TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

3



TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

4



TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

5

❖ KẾT QUẢ MONG ĐỢI

- **Công ty:** sẽ được cung cấp các bộ đồng phục BHLĐ với chất lượng tốt và giá thành hợp lý; được tham khảo nhiều kiểu mẫu và phù hợp với chức năng sử dụng
- **Nhà trường:** tạo được mối quan hệ doanh nghiệp và từ đó xây dựng chương trình đào tạo sát với thực tế
- **Sinh viên:** nâng cao kỹ năng tay nghề, được cọ sát với thực tế

TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

6

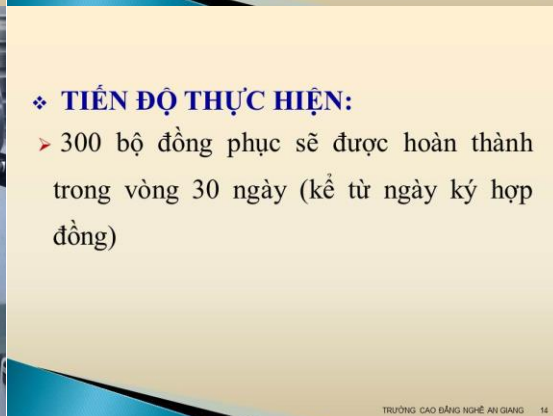
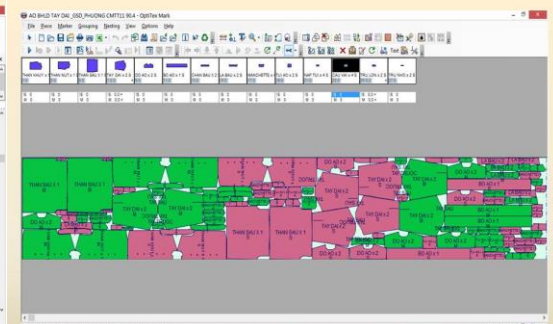
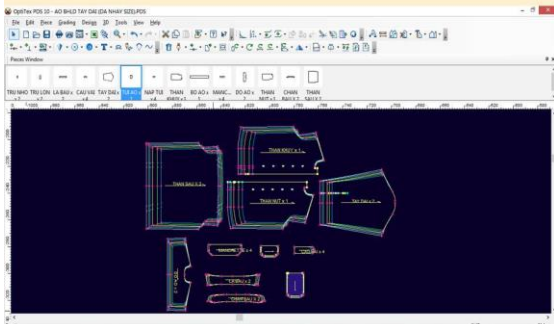
❖ NGUỒN LỰC THAM GIA

- **Phụ trách:** 4 giáo viên và 12 học sinh
- **Trang thiết bị:** Máy may 1 kim; máy chuyên dùng: máy vắt sổ, máy thừa khuy, máy đính nút; bàn ủi hơi.

TRƯỜNG CAO ĐẲNG NGHỀ AN GIANG

7





❖ TIẾN ĐỘ THỰC HIỆN:

- 300 bộ đồng phục sẽ được hoàn thành trong vòng 30 ngày (kể từ ngày ký hợp đồng)

❖ Trách nhiệm:

- Nhà trường:

Hoa Thị Ngọc Giàu – Trưởng khoa
Email: hoathingocgiauxxx@yahoo.com.vn
Phone: 09090XXXX

- Doanh nghiệp:

Trần XXX, PTP Tổ Chức – Hành Chính
Phone: 0939XXXX
Email: xxxxx@gmail.com

5. Agreement on next steps

Minimum requirements for this agreement:

Agreement on next steps for planed cooperation activities between			
College:			
Company:			
Date and time of visit:			
Participants:			
Name	Institution	Position	Responsibility
Topics of the visit:			
Topic title	Description and outcome		
Approval from Company			
Proposal	Status	Type of approval	
Next steps agreed:			
Next step	Description	Finalizing date	
Appendix:			
App1	Description		
App2			
App3			
Signature	College:	Company:	

6. Time schedule for cooperation activities

This is a very important format to make sure the respective activity is carried out during the expected period of time. For the development of this schedule both parties, the college as well as the company have to be involved. Only then you can be sure that everybody knows when and for what he or she has to be ready and prepared. Everybody has to take all his/her other duties into consideration while calculating his/her time availability.

So you have to consider unused free time periods. The only time you may have at your disposal in case of any delay are the remaining free time slots! But don't do that before you have the approval from everybody involved.

[illegible]

7. Student's performance record

This is a useful format to document the involvement of a student in a cooperation activity. **As part of the training – to raise the awareness for taking responsibility – the student is accountable for the proper completion of the form!**

After a weekly checking of the form, it's quite easy for the teacher or trainer inside the company to see the student's level of progress, interest and ability to perform the competences delivered in the previous weeks.

