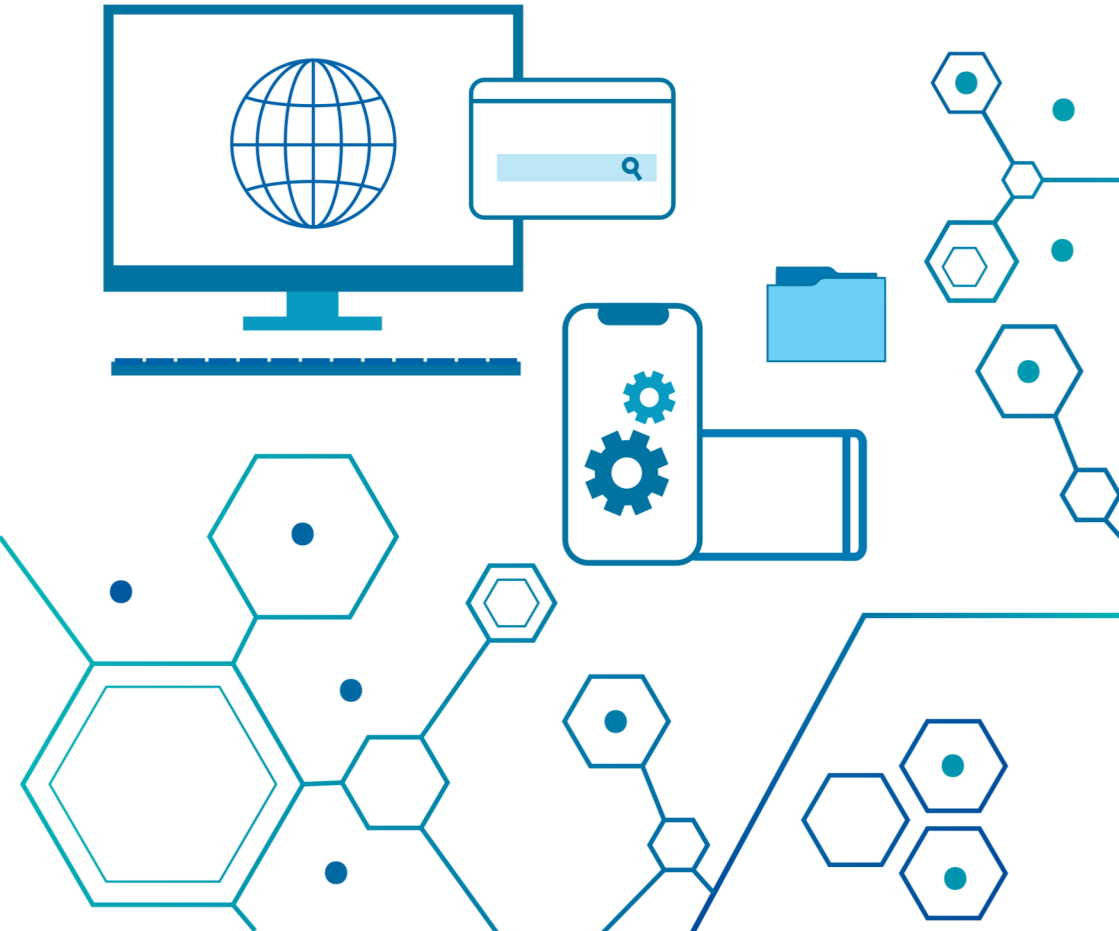
Hợp tác Đức
DEUTSCHE ZUSAMMENARBEIT

Implemented by
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

INDUSTRY ADVISORY BOARDS (IAB) PORTAL AND MOBILEAPP



01 INTRODUCTION

With the support and consultation of GIZ, 20 Industry Advisory Boards (IABs) have been established and are operational, with the participation of approximately 300 official members from 11 TVET colleges and business partners. However, the IAB activities have mainly been conducted in person, with limited support from digital technologies. Coordination and online communication among members have primarily relied on simple channels such as Zalo and email. Recognizing the potential for digital technology application, during the workshop "Technical exchange of Industry Advisory Boards" held on September 8, 2023, in Ho Chi Minh City, the 11 partner colleges proposed and collaborated with GIZ to develop an Information Portal to enhance the effectiveness of the IABs' operations.



During the 2023–2024 period, GIZ, together with partner colleges and enterprises, identified the needs, technical requirements, and features, and completed the development and upgrade of the IAB Portal along with its mobile application.

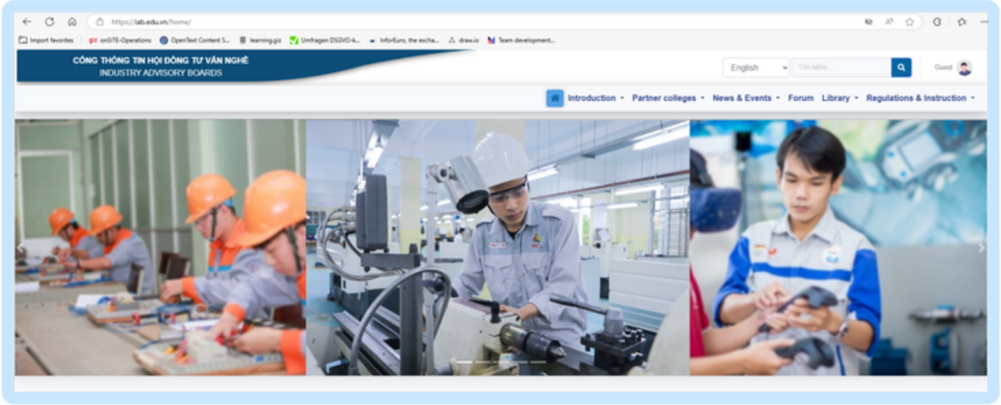
02 KEY GOALS

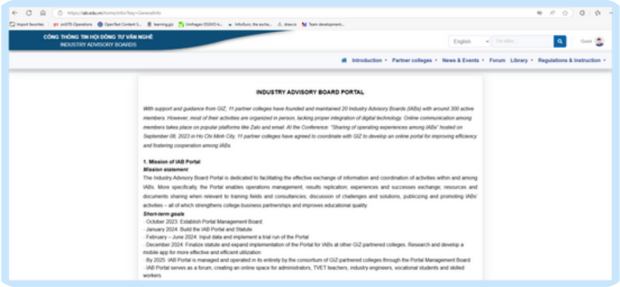
The IAB Portal enables convenient management of activities and data/information exchanges for IABs, thereby facilitating the scaling up of results, sharing of experiences and successful practices, and dissemination of resources related to training sectors. It also serves as a platform for discussing challenges, providing advisory solutions, promoting transparency, and communicating IAB activities. This contributes significantly to strengthening college–business cooperation and improving training quality. The Portal becomes a forum and meeting place for TVET management officers, teachers, in-company trainers, learners, and workers.

03 FUNCTIONS OF THE IAB PORTAL

The IAB Portal includes the following functions:

3.1. Public webpage



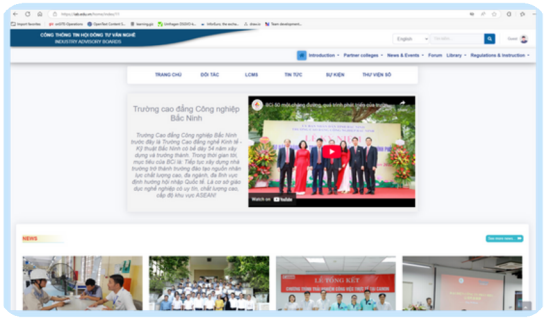


Introduction

Providing general introductory information about the Portal, the Management Board, the Admin Team, and the IABs

Partner colleges

Each partner college is provided with a subpage to introduce the activities of its affiliated IABs. This subpage serves as a miniature homepage, offering an overview of the college's vision, mission, objectives, partner enterprises, news and events, and the outcomes of business cooperation through the IAB model specific to each partner college.



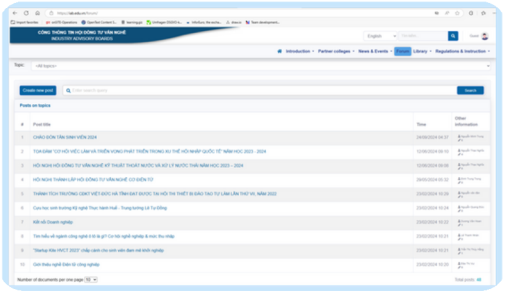


News and events

A dedicated section compiling posts about activities and events organized by the IABs, the College Management Boards/partner colleges, and the Portal Management Board.

Forum

Providing an open forum for IAB members to exchange and discuss professional issues, share lessons learned and experiences, address existing challenges, and propose solutions to strengthen college–business cooperation through the IABs.



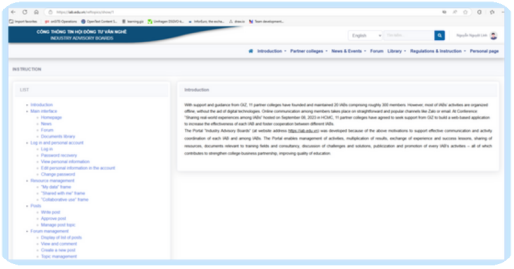


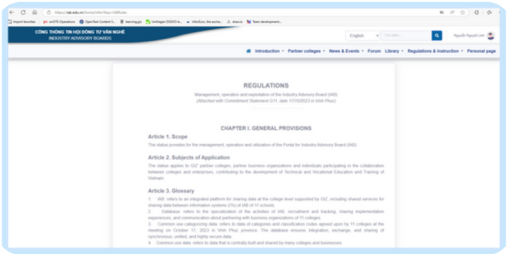
Library

Including publications and references developed by the IABs and relevant stakeholders, aiming at sharing research reports, results, models, instruction of implementation to promote IAB activities.

Instruction materials:

Users are provided with detailed guidance on how to navigate and utilize the information portal, including managing personal accounts, resources, posts, forum administration, task management, event management, user management, system management, and configuration settings.





Regulations

Regulations on rights, benefits and responsibilities of individuals and institutes in managing and exploiting the IAB Portal. Detailed information in part 6.

3.2. IAB dashboard (only for official IAB members)

Function groups as follows:

Resourse managemnt

For users:

- My data
- Resources shared with me
- Common resources

For system administrators:

- Manage the resource folder structure
- Add/edit/delete resources
- Share resources with individuals or IABs
- Limit the size of uploaded files
- View detailed information on resources

Event management

- Create/edit events
- Display events as a list
- Register for events
- Add attachments for events

Forum management

- Post/add/edit/delete forum content
- Create/edit/delete/hide/show forum posts/topics
- Manage and approve topics
- Comment on posts
- Edit/delete inappropriate posts and comments (admin privileges)

News management

- Write and submit news and posts for approval
- View list of news and posts
- View news/posts details
- Add / edit / delete news and posts
- Approve / reject / publish / revoke news and posts
- Integrate news andpost interactions with social media

Online survey system

- Create / edit / delete / share surveys and questions for IAB members
- Create and manage sample survey forms
- View and edit survey content
- Analyze survey data and responses

Notification management

- View list of notifications
- View notification details
- Send and receive notifications

System management

- Manage the Portal Management Board, Administrative Team, and Document Library
- Manage IABs: view list, detailed information, add/edit/delete IABs; add/remove IAB members
- Manage system configurations
- View and change system settings: logo, introduction, contact information, slideshow, list of school logos
- View system history: post activity, topic creation, comments, team and IAB member lists (filter by action: add/edit/delete/view; or by user account)

Users and user permission management

- Manage user list
- Add / edit / delete permissions of specific members
- Manage and view permission groups
- Assign permissions to groups
- Add / remove users from groups

Personal Utilities

- Log in/log out
- Recover or change personal account password
- View personal account information
- Update personal account details

Email management

- Manage email server information
- Manage email templates
- Configure email settings
- Compose and send emails

Work schedule management

- View task list in table format
- View task list in calendar format
- View detailed task information
- Add/edit/delete tasks
- Assign tasks to other member accounts

Statistics and summary reports on activity results

- View reports based on common templates
- Filter data based on output requirements of activity reports
- Display charts and tables with real-time data update

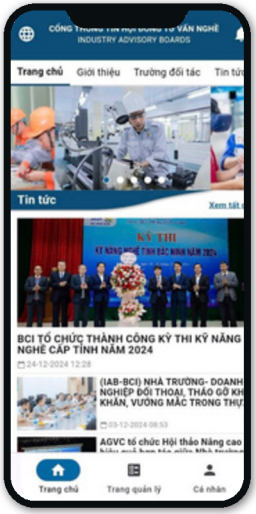
04 PERSONNEL STRUCTURE OF THE IAB PORTAL

The model of permission structure is developed based on the table of permissions as follows:

	Members	Roles and permissions
Portal Management Board (PMB)	• The PMB consists of representatives from partner colleges. • Structure: 01 Chairman, 02 Vice Chairmans, 03 Secretaries (supporting the Chairman and Vice Chairman), 01 technical member, • And other PMB members assigned to specific tasks.	• Lead, promote, and ensure structure, principles, responsibility, and commitment of all parties involved. • Coordinate overall activities of the Management Board. • Hold administration and management rights over the Portal system.
College Management Boards (CMB)	• The CMB corresponds to each partner college and includes a President, Vice President, Secretary, and members responsible for technical support, communication, and forum management. • The President is a member of the college's rector board.	• Manage the activities of the college's IABs on the Portal. • CMB members are assigned permissions corresponding to their roles.
Industry Advisory Boards (IABs)	• Structured similarly to the IABs at each partner college, including a Chairman, Vice Chairman, Secretary, and members responsible for technical support, communications, and the forum.	• Manage activities of a specific IAB at the college on the Information Portal. • IAB members are assigned permissions according to their positions.
IAB members	• Members who do not hold administration and management roles in the PMB, CMB, or IAB. • Have access to public information and can use internal member functions on the Portal.	• Exercise their rights and responsibilities in accordance with the Operating Regulations of the IAB Portal.
Public users	• Individuals, organizations, businesses, etc., interested in exploring, accessing data, information, knowledge, and building connections between businesses and schools through the IAB Portal.	• Exercise their rights and responsibilities in accordance with the Operating Regulations of the IAB Information Portal.

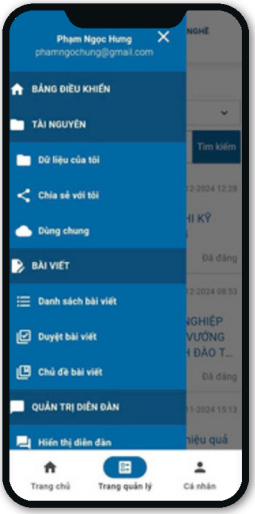
05 (MOBILE APPLICATION

Changing user habits to use the IAB Portal is a challenge. Therefore, the mobile application (Mobile App) has been developed for the convenience of users. The Mobile App enhances accessibility with simple operations such as tapping the "Register" button to join events, viewing statistical reports in chart format, sharing documents, reading news, and participating in forums. The Mobile App includes three main interfaces: the Information Page, the Administration Page, and the Personal Page.



Interface page

Support users using function to read news and events, participate in forums, and access resources and publications.



Administration page

Support administrative members and internal users accessing and using features similar to those on the Portal



Personal profile



News and events interface

Provide information about events and news organized in chronological order

06 OPERATION REGULATIONS AND INSTRUCTIONS

6.1. Operation regulations of the IAB Portal

The regulations, drafted on October 23, 2024, define the rights and responsibilities of individuals and organizations involved in managing, operating, and using the IAB Portal. The regulations include three Chapters and 16 Articles, clearly outlining: General provisions (scope, applicable subjects, principles), specific regulations (data sharing, responsibilities, safe operation), implementation and organization (roles of stakeholders, commitments, and performance reporting). Detailed information about the Operation Regulations of the IAB Portal can be accessed via this QR code.

SCAN

6.2. User instruction

System administrators and users can explore how to use the Portal through written and visual instructions developed to each content and functions, including:

- Navigating the main interface: Homepage, News and Events, Forum, Library
- Logging in and managing personal accounts: Logging in, Password recovery, Viewing personal information, Editing account information, Changing password
- Resource management: “My data” section, “Shared with me” section, “Common use” section
- Posts and news: Creating new posts/news, Approving posts/news, Managing topics of posts/news
- Forum management: Viewing lists of discussion posts, Viewing and commenting on posts, Creating new posts, Managing discussion topics
- Task management: Managing work schedules, Tasks, Internal notifications, Events
- User management: User account list, Creating new accounts, Deleting accounts, Assigning user permissions
- System administration: Managing the Portal Management Board, College Management Boards, IABs, System configuration settings

SCAN

Detailed information about the instruction material for the IAB Portal can be accessed via this