

หนังสือเข้าฝ่ายบริหารทรพยากร

ผ.บ. 1268 / 66

วันที่ ๑๓ มิ.ย. ๒๕๖๖

**ด่วนที่สุด**

ที่ ศบ ๐๖๖๘/๓๙๐๑



วิทยาลัยการอาชีพฝาง

เลขที่ 2498

วันที่ ๑๓ มิ.ย. ๒๕๖๖

เวลา 4.๑๘

สำนักงานคณะกรรมการการอาชีวศึกษา  
กระทรวงศึกษาธิการ กทม. ๑๐๓๐๐

๑๓ มิถุนายน ๒๕๖๖

เรื่อง ทูลเกล้าทูลกระหม่อมขอพระราชทานพระกรุณาโปรดเกล้าฯ ให้ทุนฝึกอบรมของรัฐบาลมาเลเซีย หลักสูตร "Innovative Pedagogy in ๒๑<sup>st</sup> Century for Language Teachers"

เรียน ผู้อำนวยการสถานศึกษาในสังกัดสำนักงานคณะกรรมการการอาชีวศึกษา

สิ่งที่ส่งมาด้วย ๑. รายละเอียดทุนฝึกอบรมฯ จำนวน ๑ ฉบับ

๒. ใบสมัคร จำนวน ๑ ฉบับ

รัฐบาลมาเลเซียเสนอให้ทุนฝึกอบรมหลักสูตร "Innovative Pedagogy in ๒๑<sup>st</sup> Century for Language Teachers" ซึ่งจัดโดย Institute of Teacher Education International Languages Campus (IPGKBA) ระหว่างวันที่ ๔ - ๑๓ กันยายน ๒๕๖๖ ณ ประเทศมาเลเซีย ซึ่งผู้สมัครต้องเป็นเจ้าหน้าที่ที่ปฏิบัติภารกิจที่เกี่ยวข้อง มีผลการทดสอบภาษาอังกฤษ DIFA TES ของสถาบันการต่างประเทศเทวะวงศ์วโรปการ กระทรวงการต่างประเทศ ในทักษะการอ่านและการฟัง อย่างน้อยระดับ B๑ หรือผลการทดสอบภาษาอังกฤษ TOEFL IELTS TOEIC หรืออื่นๆ ใดๆ หนึ่ง และผลการทดสอบดังกล่าวต้องมีอายุไม่เกิน ๒ ปี นับจากวันที่เข้ารับการทดสอบ โดยรัฐบาลมาเลเซียสนับสนุนค่าใช้จ่ายในต่างประเทศทั้งหมด รายละเอียดการฝึกอบรมฯ ตามสิ่งที่ส่งมาด้วย ๑

สำนักงานคณะกรรมการการอาชีวศึกษา จึงขอประชาสัมพันธ์ทุนฝึกอบรมดังกล่าวให้สถานศึกษาในสังกัดทราบ ทั้งนี้ ผู้ที่สนใจสามารถกรอกใบสมัคร ตามสิ่งที่ส่งมาด้วย ๒ พร้อมแนบผลการทดสอบภาษาอังกฤษ และส่งให้สำนักนโยบายและแผนการอาชีวศึกษาทางระบบสารบรรณอิเล็กทรอนิกส์ ภายในวันที่ ๑๓ มิถุนายน ๒๕๖๖

จึงเรียนมาเพื่อทราบและดำเนินการในส่วนที่เกี่ยวข้องต่อไป

เรียน ผู้อำนวยการวิทยาลัยการอาชีพฝาง

เพื่อโปรด

- ทราบ
- อนุญาต
- พิจารณา
- เห็นควรมอบ.....ผ.บ. ....
- เห็นควรแจ้ง.....

สุวิชาติ  
๑ มิ.ย. ๖๖

เจืออากาศโท

ขอแสดงความนับถือ

*(ลายเซ็น)*  
(สมพร ปานดำ)

รองเลขาธิการคณะกรรมการการอาชีวศึกษา ปฏิบัติราชการแทน  
เลขาธิการคณะกรรมการการอาชีวศึกษา

สำนักนโยบายและแผนการอาชีวศึกษา  
ที่ ศบ ๐๖๖๘/๓๙๐๑

โทรสาร ๐ ๒๒๘๐ ๑๒๕๒

- งานบุคคล
- งานการเงิน
- งานบัญชี
- งานทะเบียน
- งานบุคลากร
- งานบริหารทั่วไป
- งานประชาสัมพันธ์
- อื่นๆ.....

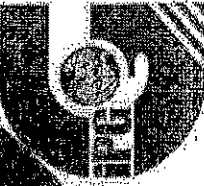
(นายวรพงศ์ วงศ์อ้าย)  
รองผู้อำนวยการ ฝ่ายบริหารทรพยากร

13 มิ.ย. 2566

|  |   |
|--|---|
| <input checked="" type="checkbox"/> ทราบ | <input checked="" type="checkbox"/> มอบ |
| <input type="checkbox"/> อนุญาต          | <input type="checkbox"/> แจ้ง           |
| <input type="checkbox"/> อนุมัติ         | <input type="checkbox"/> อื่นๆ          |
| <input type="checkbox"/> อนุมัติ         |   |

(นายชาลัน คุณหลวง)  
รองผู้อำนวยการ รักษาการในตำแหน่ง  
ผู้อำนวยการวิทยาลัยการอาชีพฝาง

**MALAYSIAN  
TECHNICAL  
COOPERATION  
PROGRAMME (MTCP)  
2023**



**INNOVATIVE PEDAGOGY  
IN 21ST CENTURY  
FOR LANGUAGE TEACHERS**

**4 - 13 SEPTEMBER 2023  
0800 - 1800 (GMT +8)**

\*Only successful applicants will be notified.

**APPLICATION DEADLINE:  
03 JULY 2023**

**TARGET REGION: ASIA**

ORGANISED BY:  
THE INSTITUTE OF TEACHER EDUCATION,  
INTERNATIONAL LANGUAGES CAMPUS,  
MINISTRY OF EDUCATION, MALAYSIA

## **BACKGROUND**

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region held in Sydney in February 1978. It was officially launched on 7th September 1980 at the 2nd CHOGM in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises the development of human resources through the provision of training in various areas which is essential for a country's development. These areas include diplomacy and diplomatic practices, economy, good governance, education, tourism, environment, social development, halal industry, safety and security as well as technology, among others. As of 31st December 2022, 37,055 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP. For more information at MTCP Official Portal: <https://mtcp.kln.gov.my/> and MTCP Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>.

## **OBJECTIVES OF THE MTCP**

- To share development experiences with other developing countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC), and
- To promote Technical Cooperation among Developing Countries (TCDC)

## **FELLOWSHIP / SCHOLARSHIP**

Participants will receive support from the Government of Malaysia including:

### **Accommodation**

Participants will be accommodated at a hotel / hostel within the vicinity of the training institute. Participants are strictly not allowed to bring any family members during the course.

### **Daily Allowance**

Participants will be provided with a daily allowance of RM85.00.

### **Meals**

Meals will be provided throughout the duration of the course.

### **Air Fares**

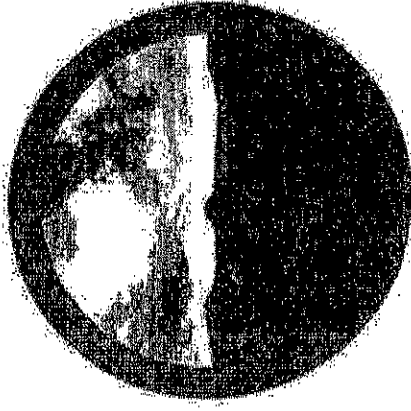
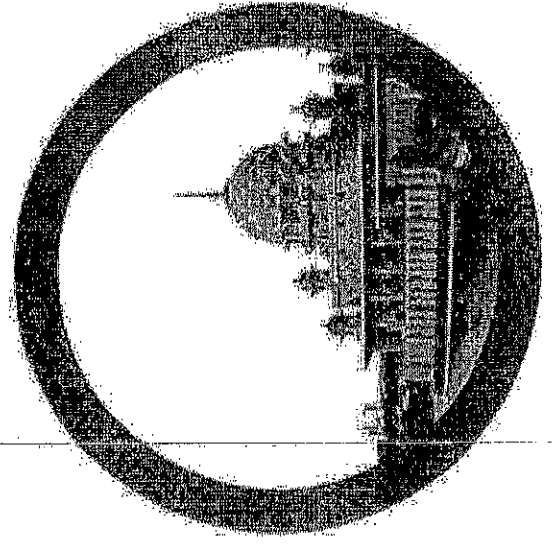
A return flight ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.

### **Course Fees**

All course fees are borne by the Government of Malaysia.

### **Dress Code**

Participants are required to dress in formal or office attire throughout the class sessions as well as during official visits to Government Ministries/Agencies.



## **BACKGROUND OF THE COURSE**

This course is designed to provide participants with the opportunities in developing innovative and creative methods in teaching and learning language. The course will also include an exploration into planning, designing and assessing lessons in language teaching based on the current pedagogy and best practices. The course will utilise a project-based approach in training.

## **OBJECTIVES OF THE COURSE**

At the end of the Course, participants will be able to:

- Enhance the understanding of the concepts of innovation and creativity in teaching and learning languages.
- Plan and design activities which contain elements of innovation and creativity.
- Examine current pedagogy and classroom practices on the impact they have on learners.

## **COURSE CONTENT**

This course covers topics with the following themes:

- Creativity and Innovation
- 21st Century Pedagogy
- Project-Based Learning
- Classroom-Based Assessment
- Reflective Practice

## **COURSE METHODOLOGY**

- Lectures
- Discussion
- Video viewing/Critique
- Workshops
- Task-based and hands-on activities
- Presentations
- Showcase

## CRITERIA OF APPLICANTS

This course is intended for primary and secondary school teachers who have a minimum of 5 years working experience and competent in the English language which is essential for them to communicate and engage in the course effectively. Preferably, participants should be between 26 to 50 years of age. Educators at university or institute of higher learning could also be considered for this course.

Incomplete and/or unendorsed forms will not be considered.

Closing Date of Application:

**03 JULY 2023**

### APPLICATION FORM:

<https://bit.ly/3AlgLXw>

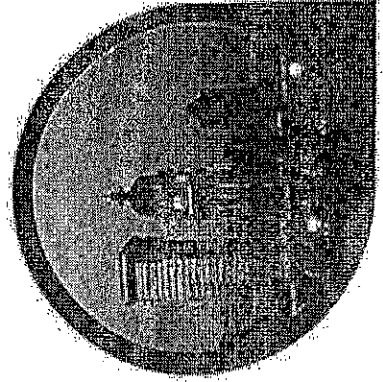
or

[https://mtcp.kln.gov.my/mtcpforms/MTCP2023\\_APPLICATION\\_FORM\\_\(PHYSICAL\\_COURSE\).pdf](https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_(PHYSICAL_COURSE).pdf)



## VISA AND VACCINATION

All participants must enter Malaysia with Visa With Reference (VWR). Participants for the programme will receive a copy of the approval letter from the Institute of Teacher Education International Languages Campus Kuala Lumpur. Participants are required to obtain the VWR stamping from the nearest Malaysian Embassy/ High Commission. Participants are required to be vaccinated for Covid-19 prior to arriving in Malaysia. Participants from countries listed in <https://www.kln.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/> are required to take mandatory vaccination for Yellow Fever at least ten (10) days prior to their departure to Malaysia. Yellow Fever vaccination certificate is required upon landing in Malaysia.



## APPLICATION AND ENQUIRIES

Applications should be made using the prescribed MTCP forms available through [https://mtcp.kln.gov.my/mtcpforms/MTCP2023\\_APPLICATION\\_FORM\\_\(PHYSICAL\\_COURSE\).pdf](https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_(PHYSICAL_COURSE).pdf).

MTCP application forms can also be obtained from the nearest Malaysian Embassy / High Commission in MTCP recipient countries. Submitted application forms must be accompanied by the following documents:

- Copy of Passport (all pages and coloured)
- Passport sized photo (3.5cm x 5cm) (White background)
- Medical Report

All application forms must be written legibly or typewritten, duly completed and endorsed by the Ministry of Foreign Affairs of their respective countries and should be submitted only through the diplomatic channel via Malaysian Embassy/ High Commission of Malaysia.

Successful candidates will be duly notified by the Institute of Teacher Education International Languages Campus (IPCKBA) one (1) month before the commencement of the course.

## CODE OF CONDUCT

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCIP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this course.
- The course is held entirely face-to-face.
- Participants must adhere to the schedule by filling up the attendance form each time the course session takes place.
- Participants are required to maintain order and adhere to a proper dress code during the sessions.
- Participants must follow all the given instructions and complete each assignment/ task given for each session.
- If the participant fails to complete the total allocated course hours, the course certificate will not be issued.



## FOR FURTHER ENQUIRY

### Address:

Course Coordinator of MTCIP  
Institute of Teacher Education,  
International Languages Campus,  
Lembah Pantai  
59200, Kuala Lumpur,  
MALAYSIA

### Telephone:

+603-22847525/ 2284 / 7543/  
+603-22848515 (Ext.176)

### Contact Person for Enquiry:

Name: Dr. Munirah / Ms. Iffah  
Email: [mtcp@ipgkba.ipgm.edu.my](mailto:mtcp@ipgkba.ipgm.edu.my)

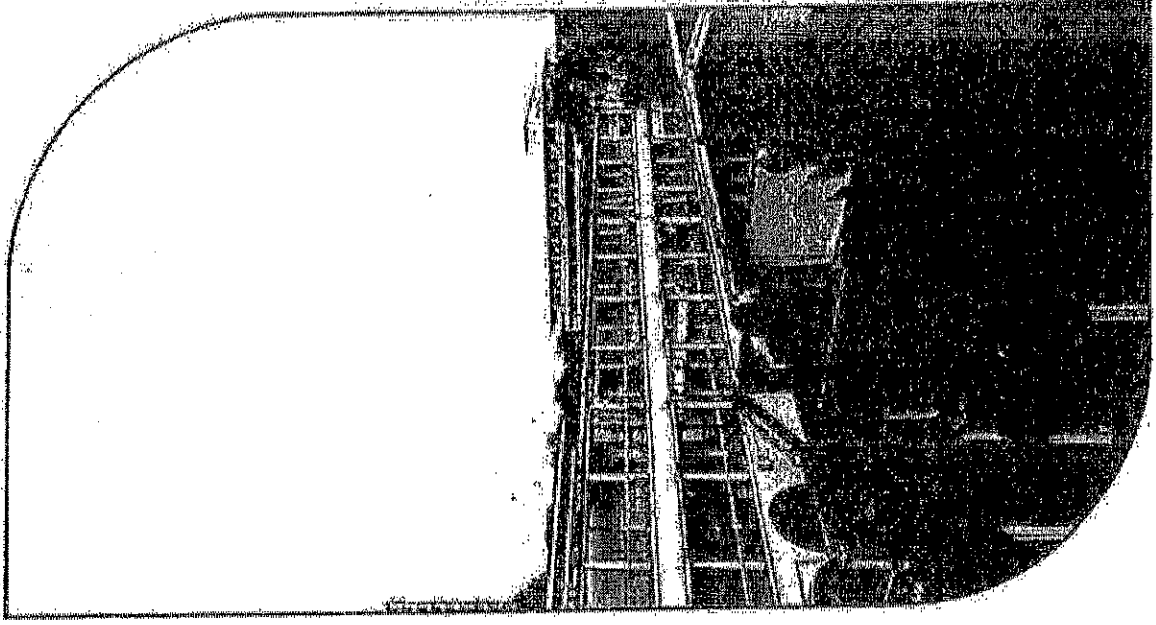
### Prepared by:

MTCIP Secretariat  
Institute of Teacher Education  
International Languages Campus  
Kuala Lumpur

MTCIP Secretariat  
International Cooperation and  
Development Division  
Ministry of Foreign Affairs Malaysia

### Useful Links:

<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/>  
<https://www.imi.gov.my/index.php/en/visa-with-reference/>





MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please affix  
passport  
size  
photograph

APPLICATION FORM (ONLINE) 2023

FOR OFFICIAL USE ONLY

Please type in capital letters using only English Language.  
Do not leave any space blank. Use "NIL" or "N/A" where  
applicable

|                              |  |                          |     |                          |    |
|------------------------------|--|--------------------------|-----|--------------------------|----|
| Reference no                 | _____  |                          |     |                          |    |
| Received                     | _____  |                          |     |                          |    |
| Checked                      | _____  |                          |     |                          |    |
| Recommendation<br>by Mission | <table border="1"> <tr> <td><input type="checkbox"/></td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NO</td> </tr> </table> | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| <input type="checkbox"/>     | YES  |                          |     |                          |    |
| <input type="checkbox"/>     | NO   |                          |     |                          |    |

|                  |                 |
|------------------|-----------------|
| Title of Course: | Date of Course: |
|------------------|-----------------|

1. PERSONAL DETAILS

|   |                 |       |      |
|---|-----------------|-------|------|
| Family Name (surname):                          | Date of birth:  |       |      |
| First Name:                                     | Day             | Month | Year |
| Other Names:                                    | Citizenship:    |       |      |
| City and country of birth:                      | Gender:         |       |      |
| Passport No.:                                   | Marital status: |       |      |
| Type of Passport: (Diplomatic/Official/Regular) | Religion:       |       |      |
| Expiry Date:                                    |                 |       |      |

2. CONTACT DETAILS

|  |                 |           |                |
|--|-----------------|-----------|----------------|
| Mailing Address:                             | Office Address: |           |                |
| Mobile:                                      | Home:           |           |                |
|  | Country         | Area      | Number         |
| Office:                                      | Fax:            |           |                |
|  | Country         | Area      | Number         |
| Person to be contacted in case of emergency: |                 |           |                |
| Family                                       |                 | Office    |                |
| Name:  | Name:           | Position: | Mobile Number: |
| Relation:                                    | Address:        | Address:  |                |
| Mobile Number:                               |                 |           |                |
| Address:                                     |                 |           |                |
| Email:                                       |                 | Email:    |                |

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

3. EDUCATION

| Name of Institution and place of study | Major/Field of study | Years | Degree |
|--|----------------------|-------|--------|
|  |                      |       |        |
|  |                      |       |        |
|  |                      |       |        |

4. EMPLOYMENT RECORD

| A. Present or most recent post  | B. Previous post  |
|---|---|
| Employer:   | Employer:   |
| Years of service (from – to):   | Years of service (from – to):   |
| Title of your post/position:  | Title of your post/position:  |
| Type of organization:<br>Government / Semi Government / Private / NGO | Type of organization:<br>Government / Semi Government / Private / NGO |

Please describe briefly your work including your responsibility.

\*Please continue on supplementary pages if necessary

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before? YES/NO

Name of Programme:

Organizer:

Year:

Have you participated in any MTCP training programme in Malaysia before? YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

6. ENGLISH LANGUAGE PROFICIENCY

|               | Excellent | Good | Fair | Basic | Remarks |
|---------------|-----------|------|------|-------|---------|
| Listening     |           |      |      |       |         |
| Speaking      |           |      |      |       |         |
| Writing       |           |      |      |       |         |
| Reading       |           |      |      |       |         |
| Mother tongue | _____     |      |      |       |         |

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.



7. APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right license to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

\_\_\_\_\_

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

## LETTER OF INDEMNITY

\_\_\_\_\_ Passport Number: \_\_\_\_\_ having an address at \_\_\_\_\_  
\_\_\_\_\_ hereby declare that I shall be personally liable for and shall indemnify the  
Government of Malaysia and \_\_\_\_\_ against all liabilities, claims, losses, demands,  
Name of training Institute  
actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or  
common law which may be made or taken against the Government of Malaysia and/or \_\_\_\_\_  
Name of Training Institute  
or incurred or become payable by the Government of Malaysia and/or \_\_\_\_\_ in respect of  
Name of training institute  
any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my  
carelessness, negligence, omission or default, in the course of my training with \_\_\_\_\_ which  
Name of training institute  
is appointed by the Government of Malaysia. Dated this \_\_\_\_ day \_\_\_\_ of 2023.

Signature of applicant )

Name of applicant )

Date )

In the presence of

Signature of Witness )

Name of Witness )

Designation of Witness )

I/C or Passport No. )

9. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of \_\_\_\_\_ Country \_\_\_\_\_ Name of Official \_\_\_\_\_

Certify that:

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- c) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr./Mrs./Ms.) \_\_\_\_\_ holding Passport No.: \_\_\_\_\_ for the training course.

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Name and Organization

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Country code Area code Office tel no.

ENDORSEMENT BY THE NATIONAL FOCAL POINT INCHARGE OF TECHNICAL COOPERATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address  
(Official Stamp)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Country code Area code Office tel no.

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.