



DAPMO

MS 011/16

24.02.16

L'Ambassade de Malaisie à Dakar présente ses compliments au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal et a l'honneur de lui faire parvenir ci-joint, la brochure et les nouveaux formulaires standards relatifs au programme de formation de longue durée, intitulé **Bridging the Gap in Developing Classroom Skills : The Making of an Effective Facilitator**, organisé par Le Ministère de l'Education de la Malaisie et The Institute of Teacher Education (ITE) Malaysia, dans le cadre du Programme Malaisien de Coopération Technique (MTCP). Les ressortissants sénégalais intéressés, sont invités à postuler pour ce programme qui aura lieu en Malaisie **du 18 Avril au 13 Mai 2016**.

Les demandes doivent être faites sur les nouveaux formulaires MTCP ci-joints. Les participants doivent être aptes sur le plan médical, avoir une bonne maîtrise de la langue anglaise et être âgés entre 25 et 45 ans. Les formulaires doivent être accompagnés du rapport médical établi sur le formulaire standard également ci-joint, et de la photocopie du passeport du candidat. Les formulaires doivent être dûment remplis en anglais et contresignés par l'autorité administrative de tutelle, revêtus du cachet du Ministère des Affaires Etrangères ou de la Direction de l'Assistance Technique, avant transmission du dossier complet à l'Ambassade de Malaisie à Dakar, pour acheminement auprès de l'organisateur du stage au plus tard le 21 Mars 2016. Les dossiers incomplets ou soumis tardivement seront classés sans suite.

Les candidats sénégalais sélectionnés seront pris en charge par le Gouvernement de Malaisie qui leur offrira le billet d'avion aller-retour Dakar/Kuala Lumpur/Dakar en classe économique, l'hébergement et la restauration durant le stage. Les frais relatifs aux cours seront également à la charge du Gouvernement malaisien.

La sélection finale sera effectuée par l'organisateur du stage et seuls les candidats retenus seront notifiés. Les informations complémentaires sont disponibles dans la brochure ci-jointe.

L'Ambassade de Malaisie à Dakar saisit cette occasion pour renouveler au Ministère des Affaires Etrangères et des Sénégalais de l'Extérieur de la République du Sénégal les assurances de sa très haute considération.

Dakar, le 22 Février 2016

MINISTERE DES AFFAIRES ETRANGERES
ET DES SENEGALAIS DE L'EXTERIEUR
DE LA REPUBLIQUE DU SENEGAL
DAKAR





**MALAYSIAN TECHNICAL COOPERATION
PROGRAM (MTCP) 2016**

**BRIDGING THE GAP IN DEVELOPING
CLASSROOM SKILLS:
THE MAKING OF AN EFFECTIVE
FACILITATOR**

**18 APRIL—13 MAY 2016
KUALA LUMPUR,
MALAYSIA**

ORGANIZED BY:
**MINISTRY OF EDUCATION MALAYSIA &
INSTITUTE OF TEACHER EDUCATION (ITE)
MALAYSIA**



**KEMENTERIAN
PENDIDIKAN
MALAYSIA**



**MALAYSIAN TECHNICAL COOPERATION
PROGRAMME**

MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries. Based on the belief that the development of a country depends on the quality of its human resources, MTCP emphasizes the development of human resources through the provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Annually, more than 100 MTCP Programmes are offered by approximately 79 MTCP training institutions/agencies, many of which are centers of excellence for training. Since its inception, MTCP has gained more than 30,600 participants from 141 countries.

OBJECTIVES OF MTCP

- To share development experience with other 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)

BACKGROUND OF TRAINING INSTITUTION

The Institute of Teacher Education, International Languages Campus (aka Institut Pendidikan Guru, Kampus Bahasa Antarabangsa or IPGKBA), located at Lembah Pantai in Kuala Lumpur, is one of twenty-seven teacher education institutes under the administration of the Institute of Teacher Education, the Ministry of Education. IPGKBA provides training and accreditation for both pre- and in-service teachers pursuing diploma and degree level qualifications in the teaching and learning of English, Second Language.

The Institute also has twinning arrangements with foreign universities that confer the Bachelor of Education degree for the Teaching of English as a Second Language.

In addition, IPGKBA in its expanding role provides courses for the teaching and learning of other international languages such as French, Japanese and German. Recognising the growing demand for these international languages at the local and regional levels, IPGKBA also offers language courses for government and private sector clientele, including non-teaching personnel.

IPGKBA has been conducting MTCP courses since 2001. To date a total of 58 short courses has been conducted for 878 participants from various MTCP participating countries.

**BRIDGING THE GAP IN DEVELOPING
CLASSROOM SKILLS: THE MAKING OF AN
EFFECTIVE FACILITATOR**

Many practicing teachers and educators will find the need to enhance their classroom skills, especially after some years at the chalkface. This course is designed to provide participants with an overview of three specific areas of classroom skills: facilitation, delivery modes and cooperative learning skills.

OBJECTIVES

1. share and exchange knowledge and experience in their respective fields.
2. examine current classroom practices and their impact on learners
3. explore a range of skills involved in facilitation, deliver modes and cooperative learning.
4. enhance their knowledge and skills in the specific areas of facilitation, delivery modes and cooperative learning

COURSE CONTENT

This course covers the following topics:

1. Facilitation skills
2. Cooperative learning skills
3. Different types of delivery modes
4. Current classroom practices and their impact on learners as well as the facilitators

COURSE METHODOLOGY

- ❖ Lectures
- ❖ Group discussion
- ❖ Video viewing/Critique
- ❖ Discussions
- ❖ Workshops
- ❖ Task-based and hands on activities
- ❖ Presentations
- ❖ Forum



Please affix
passport size
photograph

APPLICATION FORM

**SHORT TERM COURSE IN MALAYSIA UNDER THE MALAYSIAN
TECHNICAL COOPERATION PROGRAMME (MTCP)**

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

FOR OFFICIAL USE ONLY

Reference no	:	_____
Received	:	_____
Checked	:	_____

TITLE OF COURSE:	Date of commencement:
NAME OF IMPLEMENTING AGENCY :	

1. PERSONAL DATA

Family Name (surname) :	Date of birth :
First Name :	Day Month Year
Other Names :	Nationality (citizenship) :
City and country of birth :	Gender :
Passport No :	Male / Female #
Expiry Date:	Marital status :
Type of Passport:	Single / Married #
	Religion :

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address :	Applicant's Postal / Home Address :
Mobile Phone Number	Home telephone
Office telephone	Country Area Number
Country Area Number	Telefax
	Country Area Number
Person to be contacted in case of emergency :	
Name	Mobile Phone Number: _____
Telephone	_____
Address	_____
Email	_____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

5. REASONS FOR APPLYING THIS COURSE

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

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? : YES / No #

<u>Name of programme</u>	<u>Organizer</u>	<u>Year</u>
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Have you participated in any MTCP training programme in Malaysia before? : YES / NO #

<u>Name of Course</u>	<u>Name of Training Institute</u>	<u>Year</u>
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Delete accordingly

6. ENGLISH LANGUAGE PROFICIENCY (Kindly provide certificate as proof of proficiency)

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

Language test administered by : _____

Title : _____

Address : _____

Tel Number : _____

Email : _____

Date and signature : _____

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

8. 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 wilfully 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 in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

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;
- e) return to my home country upon completion of the training; and
- f) 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 and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

NOTE : This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

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