**SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO)
REGIONAL CENTRE FOR QUALITY IMPROVEMENT FOR TEACHERS AND
EDUCATION PERSONNEL (QITEP) IN LANGUAGE (SEAQIL)**

Information Note
Online Training on Language Competence Improvement

A. Background

In accordance with the purpose of its establishment, SEAMEO QITEP in Language (SEAQIL) continually strives to organise various programmes and activities according to its mandate, namely improving the quality of language teachers and education personnel in the Southeast Asian region. One of the realisation efforts carried out by SEAQIL is through the implementation of professional competency improvement training for foreign language teachers on a regular basis.

Referring to Law No. 14 of 2005 concerning Teachers and Lecturers, teachers must have and master four competencies to support their profession: pedagogical competence, professional competence, personality competence, and social competence. Pedagogical competence relates to the ability of teachers to manage to learn. Next, professional competence is defined as the teacher's mastery of the subject matter broadly and deeply. Meanwhile, personality competence is defined as the teacher's ability to display a steady, noble, wise, and authoritative personality and be an example to students. The fourth competency that the teacher must master is social competence which is the teacher's ability to communicate and interact effectively and efficiently with students, fellow teachers, parents/guardians of students, and the surrounding community.

Concerning the professional competence of a language teacher, a teacher must master the language he teaches, both receptively and productively. This competence is needed to create quality language learning and produce learners who can use the target language properly and correctly. To hone and improve these competencies, SEAQIL can again use online language learning platforms in the implementation of Online Language Competency Improvement Training.

This training has been held three times throughout 2020 and involved 1700 language teachers and education personnel in Southeast Asia. During the activity, they practised increasing their level of language competence based on the proficiency level in the Common European Framework of Reference for Language (CEFR). This year, SEAQIL will again conduct Online Language Competency Improvement Training from 10 April—10 July 2023. SEAQIL targets the participation of 400 participants, consisting of language teachers and education personnel in the

Southeast Asia region. The languages trained in this activity are English, German, Portuguese, French, and Spanish. These five foreign languages taught in Southeast Asia (Mayani, 2020) are available on the platform. In addition, to enrich participants' knowledge regarding the use of technology to foster students' 6Cs in language classrooms through organizing webinar at the beginning of the training.

In accordance with SEAMEO's policy, this training demonstrates SEAQIL's commitment to enhancing the quality of education in Southeast Asia by increasing the competence of language teachers and education personnel. Meanwhile, in the context of Indonesian education policy, this training demonstrates SEAQIL's commitment to implementing the Minister of Education, Culture, Research, and Technology's policies on Teachers and Schools activation.

Through active participation in this training, human resources in the school, university or other educational institutions are expected to continue to improve competence and develop their potential to master foreign languages. In addition, their participation is expected to contribute indirectly to improving the quality of education in their respective countries.

B. Objective

The training aims to improve the professional competence of language teachers and education personnel in Southeast Asia, especially their ability in English, German, Portuguese, French, or Spanish.

C. Targeted Participants

The training targets the participation of 400 language teachers and education personnel in Southeast Asia who meet the following criteria.

1. **General criteria for each category**
   a) Work in a country in Southeast Asia: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand, The Philippines, Timor-Leste and Vietnam.
   b) Able to use the English language for communication purposes (written and spoken).
   c) Have a computer/laptop/computer tablet/smartphone with a steady internet connection.
   d) Able to operate computer features properly, such as typing text, uploading and downloading audio/images/video, accessing the internet, etc.
   e) Agree to use Telegram (an instant messaging application) for communication purposes during the training period.
   f) Agree to take a placement test prior to registration.
   g) Agree to complete the letter of statement and declaration to participate in all activities during the training and willing to attach it at the time of online registration.

2. **Specific criteria**
   a) **Language teacher category**
      Teach English/French/German/Portuguese/Spanish language with the following details.
      1) Who teach in Indonesia: teachers in a formal (elementary school, junior high school, senior or vocational high school) or non-formal school (language course institution, private tutor).

2) Who teach outside Indonesia (Southeast Asia region): teachers in a formal (elementary school, junior high school, senior or vocational high school), non-formal school (language course institution, private tutor) or university lecturers.

b) Education personnel category

Work in educational institutions (school/university/other institutions) with the following positions.
- Headmaster
- School supervisor
- Administration staff
- Librarian
- Laboratory staff
- Teacher trainer
- Etc.

D. Training Scenario

Placement test & registration → Selection → Announcement → Webinar → Training → Final Test → Closing

The following is a detailed explanation of the scenario.

1. **Placement test and registration**

   Applicants will register by attaching proof of placement test results and other administrative documents when filling out the Google form.

2. **Selection**

   The SEAQIL team will select applicants based on predetermined criteria. The selection results consisted of selected participants (400 people) and reserve participants (20—25% of registrants).

3. **Webinar**
   a) Registered participants will be invited to attend the opening ceremony webinar which will be held on 10 April 2023 (tentative) with online mode.
   b) Participants who attend the webinar (at least 75% of the full webinar duration), fill out the webinar evaluation questionnaire and the attendance list, will receive a webinar certificate issued by SEAQIL.

4. **Online language training**
   a) The learning process during the training period is carried out through the learning platform which can be accessed via a laptop or mobile phone.
   b) Participants can set their own study schedule according to their respective times.

c) Participants are required to achieve the learning target set by SEAQIL, which is 22 learning hours in the first months. If it does not meet the target, it will be replaced by a reserve participant. If they meet the target, participants continue learning until they reach 64 hours of learning in three months.

d) Replacement participants are required to achieve the learning target which is 42 learning hours in two months.

e) Participants who complete a minimum of 64 hours of learning (selected participants) or 42 hours of learning (replacement participants) and fill out the training evaluation questionnaire will receive a participation certificate issued by SEAQIL.

5. **Final test**
   a) Participants who have reached a minimum learning hours will be given access to take the final test on 3—10 July 2023.
   b) Participants who successfully improve their language skills by one level or more based on the results of the comparison of the placement and the final test, as well as filling out the training evaluation questionnaire will receive a certificate of achievement issued by ALTISSIA

6. **Closing**
   Information on the closing of the training will be sent to the participants' email address on 12 July 2023.

E. Registration

The following is the participants' registration procedures
1. Take a placement test on **https://s.qiteplanguage.org/placement_test2023**, then note the result by taking a screenshot.
   Note: the placement test can only be done once).
2. Download letter of statement and declaration format on **https://s.qiteplanguage.org/formlci2023**, fill in and save in pdf format (max. 10 mb).
3. Fill in the registration form by writing the placement test result and attaching the letter of Statement and Declaration on **https://s.qiteplanguage.org/registlci2023**.

F. Important Dates

17—29 March 2023	Placement test and registration
4 April 2023	Announcement on the selected participants (The selection criteria and results are determined by SEAQIL and cannot be contested)
10 April 2023	Opening ceremony and webinar (tentative)
10 April–10 July 2023	Online language training
3—10 July 2023	Final test
12 July 2023	Closing: Information on the closing will be sent to the training participants' email address.

G. Contact person

For more information regarding the training, please kindly contact us through training@qiteplanguage.org with "**Training on Language Competence Improvement 2023**" as the subject.