



## Registration Requirements of Online Training on Language Competence Improvement

### A. Background

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

For the last two years, SEAQIL collaborated with ALTISSIA to organize training in order to improve the professional competence of language teachers in Southeast Asia. A total of 600 teachers of English, German, French, and Spanish took part in the training. They practiced to increase their level of language competence based on the proficiency level in the Common European Framework of Reference for Language (CEFR). SEAQIL also facilitated teachers to enrich their knowledge regarding competency improvement and foreign language learning in the digital era through organizing webinars at the beginning and at the end of the training.

After successfully holding the Online Language Teacher Competency Improvement Training in 2020 and 2021, this year, a similar training will be held again where SEAQIL will not only involve language teachers, but also education personnel who work in educational institutions. SEAQIL targets the participation of 430 participants, consisting of language teachers and education personnel in the Southeast Asia region.

### B. Purpose

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. Participants

The training targets the participation of 430 language teachers and education personnel in Southeast Asia who meet the following criteria.

#### ❖ Specific criteria

##### 1) Language teacher category

Teach English/French/German/Portuguese/Spanish Language with the following details.

- a) 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).
- b) 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.

##### 2) Education personnel category





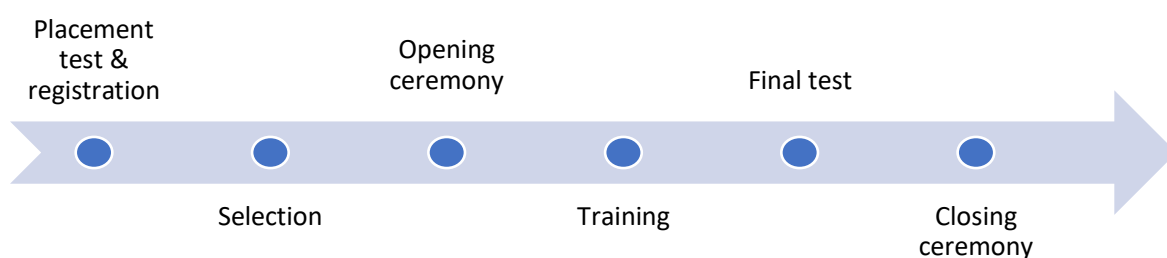
Work in educational institutions (school/university/other institutions) with the following positions.

- Headmaster
- School supervisor
- Administration staff
- Librarian
- Laboratory staff
- Etc.

❖ **General criteria**

- a) Work in a Southeast Asian country: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand, The Philippines, Timor-Leste and Vietnam.
- b) Able to use English language for communication purposes (written and spoken).
- c) Have a computer/laptop/computer tablet/smartphone with a steady internet connection.
- d) Agree to use Telegram (an instant messaging application) for communication purposes during the training period.
- e) Agree to take a placement test prior to registration.
- f) Agree to submit the letter of statement and declaration to complete the registration.

## D. Training Scenario



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.
3. Opening Ceremony  
Four hundred and thirty selected participants will be invited to attend the opening ceremony (Webinar) which will be held on 20 April 2022. 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  
The learning process during the training period is carried out through the ALTISSIA platform which can be accessed via a laptop or mobile phone. Participants can set their own study schedule according to their respective times. Participants are required to achieve





the learning target set by SEAQIL, which is 64 learning hours in three months. Participants who successfully complete a minimum of 64 hours of learning and fill out the training evaluation questionnaire will receive a participation certificate issued by SEAQIL.

5. Final Test

Participants who have reached 64 learning hours will be given access to take the final test on 13–20 July 2022. 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 Ceremony

Four hundred and thirty selected participants will be invited to attend the closing event which will be held virtually on 22 July 2022.

**E. Important dates**

21 March–7 April 2022	Placement test and registration
13 April 2022	Announcement on the selected participants  Note: The selection criteria and results are determined by SEAQIL and cannot be contested.
20 April 2022	Opening ceremony
20 April–13 July 2022	Online language training
13–20 July 2022	Final test period
22 July 2022	Closing ceremony