**2024 KLIC LEADer Training Course**

**Trainee selection Notification**

We are currently in the process of selecting **candidates to participate in 「2024 KLIC LEADer Training Course」 held in Korea.** The aim of this program is to enhance the capacities of **key leading educators** in our partner countries through comprehensive and in-depth training as follows.

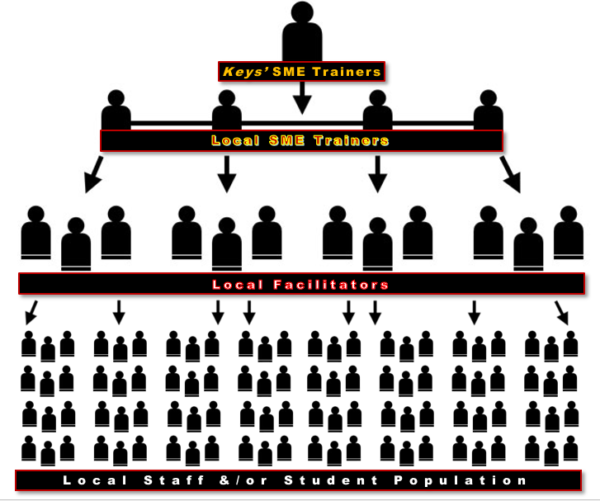
**1. Overview**

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| **2024 KLIC LEADer Training Course Overview** | |
| **Title** | **2024 KLIC LEADer Training Course** |
| **Target** | * **Teachers** who participated in the previous KLIC training with excellent performance. * **Educational officers** who have been actively involved in implementing the transition of digital use in education. |
| **Objectives** | To facilitate the effective development of competencies, enabling educators to serve as **Key leaders and Change agents** of ‘integration of digital use in education’ in respective countries. |
| **Location/Time** | In Seoul (changeable) November, 6 days |
| **Content** | * Sharing Korea’s **Digital Education Innovation Policy** * Formulating a **‘Professional Learning Community’** within your country * Training method on **‘Training the teachers’** * Collaborative study on instructional method |
| **Method** | Offline training in Korea (Conducted in English) |
| **Expected Output**  **After training** | Submission of **training performance plan**(assignment)  Developing and planning of  1. **Training of Trainers (ToT)** education program plan within your country  2. Formationplan of **Professional Learning Community (PLC)**  **※ Please refer to the next page, 2. Focal Points** |

**2. Focal Points**

**\* What is Training of Trainers (ToT)?**

**※ Please read the information below carefully and fill out the application based on it.**

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[Model of Training of Trainers (ToT)]

ToT stands for Training of Trainers, and it serves as the focal point of the 2024 KLIC LEADer Training Course. We will select excellent teachers or educational policymakers to intensively train them as **local leaders**, and enable them to **take the lead in promoting** and **spreading ‘digital use in education’** to other fellow teachers and policymakers in their countries.

Through fostering the key leaders, we aim to increase our influence and cultivate **experts tailored to the specific needs of your education sector**. We envision a **sustainable**, **nationwide** transformation of digital education within our partner countries.

**\*\*What is a Professional Learning Community (PLC)?**

**※ Please read the information below carefully and fill out the application based on it.**



[Model of Professional Learning Community (PLC)]

PLC stands for Professional Learning Community and is also the main goal of the 2024 KLIC LEADer Training Course. It is a group of educators that meets **regularly**, shares **expertise**, and works **collaboratively** to improve teaching skills and the academic performance of students. It can be applied to teachers or educational officers that use **group collaboration** as a form of [**professional development**](https://www.edglossary.org/professional-development/).

We hope that the leader teachers and educational officers trained through this program will **form their PLCs in their own countries**, and **take the lead in leading the PLCs**. In this program, we will share **how Korean schools are forming PLCs**, and discuss and plan **how to create them in your countries**. We aim to **continuously** and **collectively** train digital education experts to have **a nationwide impact.**

**3. Applicant Qualifications**

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| **Candidate**  **Criteria** | **Number** | * **5~10 individuals** from each country**, 130 in total** from 16 different countries * **8 Teachers/ 2 Policymakers** |
| **Prospective Candidate** | 1. **Teachers** with a history of participation in training sessions conducted in Korea and demonstrating commendable results in submitting post-activity reports (Application and dissemination of Knowledge). 2. **Educational officers** who have been actively involved in implementing digital use in education and demonstrating commendable results in post-activity reports (Application and dissemination of Knowledge). |
| **Mandatory  Qualifications** | 1. Teachers **who have completed KLIC training in Korea.**/ Educational officers **who have been involved in digital use in education before.** 2. Educators formally endorsed by the Government (e.g. Ministry of Education); 3. Educators who are **proficient in English**; 4. Educators displaying a special interest in the integration of digital technologies into the field of education; 5. Educators demonstrating a proactive commitment to the program; 6. Educators without any health concerns /any disqualification for travelling abroad/ who are not under investigation or misconduct/ who are not currently pregnant. |
| **Requirements** | **Application**  **Submission** | **- Until July 10th(Thursday) (Moldova time)**  **- Submit by Email (**[**education@iace.re.kr**](mailto:education@iace.re.kr)**)**  ※ Please adhere to the schedule at all costs. If you do not meet the deadline, you will be excluded from the program. |
| **Compulsory Submission  Document** | **All selected trainees must submit:**   1. **[Format 1] Application Form** 2. **[Format 2] Detailed description** 3. **[Format 3] Pledge of Commitment to Program Involvement** 4. **[Format 4] Health Statement** 5. **[Format 5] Personal Information consent form** 6. **[Attachments] Materials that can prove your activities (such as photos, videos, and educational materials), Please attach the file to the email** |

**4. Procedure and schedule**

* Selection results will be sent **to the email address you wrote on your application**. Please write the correct email address.
* **All communication is primarily via email**. Please always check your email to **make sure you don't miss anything.**
* **An official invitation letter** will be sent **after you submit your assignment.**

**※ Please check the procedure in advance, and adhere to the schedule at all costs. If you do not meet the deadline, there will be a penalty and you may be excluded from the program.**

**Recruitment schedule by country**

※ The schedule can be adjusted depending on the circumstances.

※ The assignment will be noticed after the selection.

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|  | **Group C** |
| 1. **Submission of Application** | Until July 10th  (Moldova time) |
| 1. **Trainee selection/ result notification** | July 19th |
| 1. **Submission of assignment**   **(Selected trainee)** | Until August 2nd  6:00pm  (Korean Standard timeGMT+9) |
| 1. **Official invitation letter** | August 16th |
| 1. **Orientation, planning and preparation** | August 17th ~ November 10th |
| 1. **Arrival to Korea** | November 11th |
| 1. **Executing LEADer Course** | November 12th ~15th |
| 1. **Departure to your own country** | November 16th |

**5. Support for the applicants**

1. **Flight tickets**: Economy class round-trip tickets from the capital city of your country to Korea Incheon International Airport will be provided.
2. **Accommodation**: Each participant will be provided with a standard room in Korea during the program. (From a day before the opening ceremony to the last day of the program).
3. **Meals**: 3 meals per day, breakfast and lunch, will be provided during the entire program schedule. For a trainee who needs a special diet including vegetarian food or Halal food, please indicate on your survey after the selection.
4. **Outdoor sessions**: All transportation and entrance fees for official field/cultural trip sessions during the program will be provided;
5. **Travel Insurance**: All trainees will be supported by travel insurance during the program.

However, **We DO NOT provide** any additional money, such as participation fees. Therefore, please bring your travel expenses if necessary.

**6. Course Information**

**Training schedule and contents**

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| **Time** | **Contents** |
| **Day 1**  **(Welcoming)** | Arrival to Korea |
| **Day 2**  **(Sharing)** | 1)Opening ceremony, Lecture on Korean digital education transformation policy by the Korean Ministry of Education,  2) Showcasing Korean Edu-tech solutions  3) Presentation of digital education status in their country by trainees |
| **Day 3**  **(Collaboration)** | 1) In-depth digital utilization training  2) Collaborative study on instructional method with Korean LEAD  (Leading Educators for Achieving Digital Learning Development). |
| **Day 4**  **(Collaboration)** | 1. Experience of Utilization of A.I digital textbook with TOUCH (Teachers whO Upgrade Class with High-tech),   2) Teaching consultation  3) Sharing of exemplary cases of digital education in Korean schools |
| **Day 5**  **(Outcome)** | 1)Presentation of final output (Implementation of Knowledge gained to respective country)  2) Closing Ceremony |
| **Day 6**  **(Farewell)** | 1)Korean cultural experience  2) Departing |

**7. Applicant precautions**

1. **Postponement due to personal circumstances** is **not possible** after the announcement of the final selected applicants. So please apply after carefully considering your personal schedule.
2. If you give up on dispatch after you are finally selected, you will not be able to reapply for this project for 2 years, and you will be responsible for all selection costs.
3. Final selected applicants **must submit their passports for visa issuance** to the sending country. Please make sure that you have your passport without any problems.
4. After confirmation of acceptance, all participants are required to arrive in South Korea, **one day before the training starts.**
5. Participants are required to carefully read all the qualifications and criteria in this document. We don’t take responsibility for your mistakes from not checking the requirements of this document.
6. This program is funded by the national treasury of the Government of the Republic of Korea and a set budget. Participants are selected through sufficient deliberation. Please keep this in mind and participate faithfully to avoid unexpected situations.

**8. Selected Trainee Assignment information**

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| **Assignment** | 1. Training of Trainers (ToT) Action plan 2. Professional Learning Community (PLC) Action Plan |
| **Contents** | The assignment must include  - How to train the other teachers/education officers in your country  - How to make a Professional Learning Community in your country |
| **Assignment notification** | After the selection, July 19th  The assignment notification and format file will be delivered to your email address (written on your application) with the announcement of the acceptance letter. |
| **Deadline** | **Until August 2nd** |
| **Pre-Caution** | Please keep following and adhere to the schedule at all costs. If you do not meet the deadline, there will be a penalty and you may be excluded from the program. |

**9. Inquiry**

If you have any questions, please feel free to contact the program specialist (Sumin Seo) at any time.

[Email] [sumin7@iace.re.kr/](mailto:sumin7@iace.re.kr/) [Office] (+82)053 964 8611/ [Phone] (+82)010 5649 3264

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| **Application Form**  [**Format 1**]  Registration No.\_\_\_\_\_\_ | | | | | | |
| **1. Personal Information** | | | | | | |
| **Name in your language** |  | **Name**  **In English** | ※Name on your passport | | | 3\*4  Bust shot taken  within 6 months |
| **Gender** | Male/Female | **Date of Birth** | Month/Date/Year  ※e.g. July/28th/1980  ※Birth date on your passport | | |
| **Nationality** |  | **City/Region** |  | | |
| **Organization** | ※School or Provincial Education Office  you are in | **Job Position** | ※e.g. Teacher, Officer | | |
| **Teaching subject/**  **Role in charge** | ※Teachers: e.g. ICT, Math, English/ Officers: e.g. ICT education management, International cooperation) | | | | | |
| **Call** | Mobile: Office: | | | | | |
| **Email** |  | | | | | |
| **Address** | Home:  Office: | | | | | |
| **Emergency Contact** | Relation: ※A person who can receive the call when you are in an emergency  Mobile: Email: | | | | | |
| **2. Experience in the past KLIC training program (Question for teachers only)**  **☞**Summary answer to Question①, Page 13 | | | | | | |
| **Duration** | Month/Date/Year ~ Month/Date/Year ※e.g. July/28th//2023 ~ August/3/2023 | | | | | |
| **What you learned** | ※Summarize what you learned from the completed KLIC training program | | | | | |
| **3. Experience in spreading ‘digital use in education’ in your country**  **☞**Summary answer to Question②, Page 13 | | | | | | |
| **Duration** | Month/Date/Year ~ Month/Date/Year ※e.g. July/28th//2023 ~ August/3/2023 | | | | | |
| **Target group** | □ Students □ Teachers □ Policymakers □others( ) | | | | | |
| **Number of People** | ※How many people participated in your activity | | | | | |
| **Number of times** | ※How many times/ How often you have done – e.g. 5 times in total/ once in a week | | | | | |
| **Location** | □Online (※Platform of your activity)  □Offline(※Place of your activity) | | | | | |
| **Objective** | ※The main goal of your activity | | | | | |
| **Subject** | ※Topics in your activity | | | | | |
| **Methods** | ※The digital devices/ materials you used in your activity | | | | | |
| **Detail** | ※Summarize what and how you act | | | | | |
| **Result** | ※Summarize the main result after the activity | | | | | |
| **3. Skills** | | | | | | |
| **Language** | **Native Language** |  | | **Other Language** |  | |
| **English Proficiency** ※This program is entirely conducted in English. | **Listening:** □Excellent  □Fair   □Poor  **Speaking:** □Excellent  □Fair   □Poor  **Reading:** □Excellent  □Fair   □Poor  **Writing:** □Excellent  □Fair   □Poor | | | | |
| **Digital skills** | ※Write down all your digital skills as possible | | | | | |
| **I certify that the above information is correct** in applying as a candidate  for the 2024 KLIC LEADer training  Date:  Applicant (Signature) | | | | | | |

[**Format 2**]

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| **Detailed Description** | |
| 1. **(Past experience) Experience in past KLIC training program** | |
| Question① | Please describe a detailed explanation of **what you learned** during the past training program, and **how it changed** your teaching/working methods. |
| ※more than 5 lines  ※Only teachers who completed the past KLIC program can answer | |
| **2. (After the past KLIC training above)**  **Experience in spreading ‘digital use in education’ in your country** | |
| Question② | 1. How have you **spread out the ‘digital use in education’** after KLIC training? 2. What was the **result** and how did it **influence** people around you? Please describe it in detail. |
| ※more than 5 lines  ※Please attach the photos/ videos/ used materials | |
| **3. (Future plan)**  **Plan for building a ‘Professional Learning Community’ after the training** | |
| Question③ | 1. 1) Do you think **the ‘digital use in education’** is **progressing well** in your country? 2. 2) If so, **what makes** it progress well? If not, **what should be solved?** |
| ※ more than 5lines | |
| Question④ | Through this program, we hope that you will become ***key leaders*** in digital use in education**, *create a community***, and become ***an agent of change*** that spreads across your country. In this context,   1. What digital skills do you think are **needed in your country’s education field?** 2. Among the necessary skills mentioned above, which would you like to **learn and share** as a **leader** in your community? |
| ※more than 5 lines | |
| Question⑤ | We believe that to successfully implement 'digital use in education', the most important thing is to build ***a domestic 'Digital education learning community'*** including teachers and policymakers, and ***disseminate skills*** on ***a continuous and collective basis.*** We expect you to build the community and be a leader. In this context,   1. What kinds of **learning communities** exist in your school/institution? 2. If it exists, how can you **spread out** digital educational skills in the community?   If it doesn’t exist, how can you **build up the new learning community** and **spread out** the digital educational skills? |
| ※ more than 5lines | |
| **4. Request for the investigation** | |
| Question⑥ | Please find out more than one **domestic 'Education Technology(EdTech) Company'** in your country. Please describe what it **provides** and how it **influences** the development of education. (Briefly) |
| ※Briefly in 3~5 lines  ※Not the foreign company, only the ‘domestic’ company in your own country.  ※ Education Technology Company:  EdTech (a combination of "education" and "technology") refers to hardware and software  designed to enhance teacher-led learning in classrooms and improve students' education outcomes.  EdTech company provides learning management platforms, Interactive learning and gaming platforms or Online studying and tutoring services. | |

[**Format 3**]

**Pledge of Commitment to Program Involvement**

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| I, solemnly pledge my commitment to diligent involvement in the KLIC program. I understand the importance of my participation and the impact it has on the success of the program. Therefore, I willingly commit to the following:  1. I will actively engage in all program activities, including meetings, assignments, and discussions.  2. I will adhere to the expectations and responsibilities outlined by the program organizers, including attendance, participation, and conduct guidelines.  3. I will seek to contribute positively to the program environment, fostering collaboration, respect, and inclusivity among fellow participants.  4. I will utilize the resources and support services provided by the program to enhance my learning and development.  5. I will actively participate in assessment and feedback processes, providing constructive input to improve the program.  6. I will respect the confidentiality of information shared within the program and maintain professionalism in all interactions.  7. I understand that my commitment to the program directly influences its effectiveness and success, and I pledge to fulfil my responsibilities to the best of my abilities.  By signing below, I acknowledge my understanding of this commitment and affirm my dedication to active participation in the KLIC program  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Participant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

[**Format 4**]

**Health Statement**

Please fill in the blanks accurately and truthfully.

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| 1. **Name in Full (As in Passport)** |

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| 1. **Information on the Passport that you will use for participating the program**   2-1) Check Your Passport Type: □ Ordinary □Diplomatic □Official  2-2) Passport Number:  2-3) Passport Expiry date: |

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| **3) Have you ever caught infectious diseases that threaten Public Health before?**  □Yes (Infectious Disease Name: ) □No |

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| **4)** **Have you ever** **been diagnosed by a medical doctor with any of the following diseases**  **(Box A) or Are you currently taking any medication (Box B)?**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Stroke or  Paralysis | Heart Disease | High  Blood  Pressure | Diabetes | Tuberculosis | Other  (Cancer, etc.) | | **A** |  |  |  |  |  |  | | **B** |  |  |  |  |  |  | |

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| **5) Have you had any serious Diseases or Injuries for the last 5 years besides diseases on the box above 4)?**  □Yes (Name & Recent situation: )□No |

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| **6)** **Are you allergic to items? If you do, please list the items below.**  □Yes (Allergen: ) □No |

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[**Format 5**]

**Consent form for provision and**

**application of personal information**

Under Article 15 ~ 22 of the Act on the Protection of Personal Information, with regard to『2024 KLIC LEADer Training Course』hosted by the Korean Ministry of Education(MOE) and Institute of APEC Collaborative Education(IACE), I consent to provide MOE and IACE with my personal information for successful preparation of the program.

**Consent to the collection and use of personal information**

|  |  |  |
| --- | --- | --- |
| **Items** | **Purpose of collection and**  **use of personal information** | **Period of use and retention** |
| Photo, Name, Gender, Date of birth, Passport No., Address | Identification | Semi-permanent |
| Contact No. | Announcement, Provision of information |
| Education and experience-related matters (Academic background, Major, Date of graduation, Career, etc) | Confirmation of qualification for selection |

※ Applicants for the "2024 KLIC LEADer Training Course" have the right to reject consent for application of personal information. If so, he(she) may be excluded from the list of candidates for selection.

Date, Month, Year

Name : (Seal or Signature)