

SKILLS EVALUATION SYSTEM
PROMOTION PROGRAM (SESPP)

**REPORT ON THE TRAINING SESSION
IN LAO PDR**

Expert	Mr. HAGIUDA Yukio , Kowa Electric Industry Co., Ltd.
Period	Monday, December 11th ~ Friday, December 15th, 2023
Venue	Skills Development Institute (SDI) Vientiane Capital, Lao PDR
Training course	Skills Assessor Training (SAT), Skills Evaluation Trial (SET), Skills Assessor Certification (SAC)
Trade & Grade	Power Distribution and Control Panel Assembly, Grade 3

January, 2024

Outline of Results

1. Number of participants

<SAT>

Participants : 10 / Completed participants: 10

<SET>

Assessors: 10 / Newly certified assessors: 6

Examinees: 4 / Successful applicants: 1

2. Schedule

Date & Time	Content
Dec 11th (Mon) 8:30 - 16:30 (All local time)	<p><Skills Assessor Training (SAT)></p> <p>[Opening ceremony]</p> <p>An opening ceremony was held at the Skills Development Institute (SDI) with the attendance of the SDI Director General and its staff, officials from Ministry of Labor and Social Welfare (MOLSW), Vientiane Skill Development Center (VSDC) Director General and its staff, and others.</p> <p>【Orientation】</p> <ul style="list-style-type: none"> ① Greetings from Mr. Matsushita and Mr. Hagiuda at the beginning of the training courses (SAT, SET & SAC) ② Attendance of the participants checked based on the list of participants (the list consisted of 10 participants) ③ Confirmation of training schedule <p>[Explanation of skills assessor certification check sheet]</p> <p>For 6 eligible participants for SAC, the expert explained the self-evaluation method using the skills assessor certification check sheet, the check method and evaluation by the assessors, and asked them to perform the self-evaluation.</p> <p>[Explanation of preparation for SET Grade3]</p> <p>Since this was the first time for the participants to listen to the explanation of the SAT - SET Grade3 preparation list, the explanation by the expert was given carefully how to prepare for the SET.</p> <p>[Explanation of Grade 3 Practical test questions]</p> <p>The training course was conducted for the first time in 8 years, and some of the participants took the course for the first time. Therefore, it was explained carefully, and the understanding level of the participants was confirmed.</p> <p>[Explanation of Grade 3 work procedure manual]</p> <p>The work procedure manual was explained focused on main points.</p> <p>[Explanation of Grade 3 Practical test implementation guidelines]</p> <p>It was explained carefully and advanced while checking the understanding level of the participants, since this content was also related to SET & SAT.</p>
Dec 12th (Tue) 8:30 - 16:30	<p><Skills Assessor Training (SAT)></p> <p>[Explanation of Grade 3 Practical test implementation guidelines]</p> <p>I continued this content from the previous day.</p> <p>[Explanation of the Grade 3 Practical scoring standards and guidelines]</p> <p>Since there had been a gap of 8 years, the Practical scoring criteria and</p>

	<p>guidelines were explained carefully while checking the understanding level of the participants.</p> <p>[Scoring method training, SET & SAC role assignment]</p> <ol style="list-style-type: none"> ① At first, the roles to participants were assigned in SET and SAC (assessors, assistants). ② The participants practiced scoring based on the finished product of Practical test. ③ The participants practiced tallying the score. <p>[Preparation for Theoretical exam, SAC preparation and scoring]</p> <p>The participants in charge of Theoretical test prepared the reception desk, venue, Theoretical test guidelines, etc. for the Theoretical test Grade 3 to be held on Dec 13th.</p>
<p>Dec 13th (Wed) 8:30 - 16:30</p>	<p><Skills Evaluation Trial (SET) and Skills Assessor Certification (SAC)></p> <p>[SET Theoretical test reception, explanation of Theoretical test, implementation of Theoretical test and SAC scoring]</p> <ol style="list-style-type: none"> ① The participants performed their roles to conduct Reception and Theoretical tests. ② After the chief assessor explained the Theoretical test method, the participants administered the Theoretical test (the test questions were designed by the expert). (30 true or false questions: 1 hour) <p>[Preparation for SET Practical test and SAC scoring]</p> <p>Under the leadership of the chief assessor, the participants who were not in charge of the Theoretical test prepared for the Practical test by checking the SET preparation list, Practical test questions, and check sheets.</p> <p>Furthermore, one day before the Practical test, the general rules for taking the practical test were explained to the examinees.</p> <p>[SET Theoretical test scoring, tallying the score and SAC scoring]</p> <p>The person in charge of the Theoretical test scored, tallied the scores and reported the results to the chief assessor.</p>
<p>Dec 14th (Thu) 8:00 - 16:30</p>	<p><Skills Evaluation Trial (SET) and Skills Assessor Certification (SAC)></p> <p>[Implementation of the SET Practical test scoring, tallying the score and SAC scoring]</p> <p>All the participants performed their roles.</p> <ol style="list-style-type: none"> ① Reception of examinees ② Explanation of the Practical test schedule, precautions, how to set up equipment, etc. ③ Practical test started. ④ All the participants performed their roles as assessors and assistant assessors. <p>[SET Practical test scoring and SAC scoring]</p> <ol style="list-style-type: none"> ① Assessors scored the test. ② Assistant assessors scored the test
<p>Dec 15th (Fri) 8:30 - 16:00</p>	<p><Skills Evaluation Trial (SET) and Skills Assessor Certification (SAC)></p> <p>[The class continued the SET Practical test scoring, tallying the scores and SAC scoring]</p> <ol style="list-style-type: none"> ① The assistant assessors scored the test. The assessor checked the tags and determined the final non-conformity.

- ② The non-conformity details listed on the tag are copied to the Scoring summary sheet. (The participants double-checked to make sure there are no omissions or mistakes)
- ③ The participants calculated the subtotals from A to E in the Scoring summary table, copied them to the Tally table, clearly wrote the final score and pass or fail (with double-checking).

[Interview with the participants and evaluation using Skills assessor check sheet]
Interviews between the respective participants and the expert were conducted and confirmed the administration status of SET, and detailed explanation on improvement requests was given to them in order for their understanding.

[Implementation of questionnaire for examinees]

The examinees scanned the QR code and filled in the FORMS which were automatically transferred to the Secretariat.

[Closing ceremony]

A closing ceremony was held at SDI with the attendance of related parties, including SDI Deputy Director.



Opening Ceremony



SAC Self-evaluation



SAT lecture



Training on Scoring method



SET Theoretical Test



SET Practical Test



Scoring of SET Practical Test



The finished products of SET Practical Test



Closing ceremony

[SET successful examinees] 1 out of 4 examinees

3. Review

SESPP held this year's training course in Laos after discontinuation of eight years. Although some of the participants had taken part in the previous SAT and some of them are completely new learners, I conducted the training course in a careful manner so that all the participants could understand. Three examinees were from the private sector (another was a student), their work speed was good, but they did not understand detailed standards and failed to check properly after finished wiring, so I think that their technical ability hasn't improved much yet. Besides, at the same time as the SET, I asked the participants to conduct SAC self-evaluation, and I scored their performance in terms of preparation, implementation, and scoring evaluation. After the 8-year discontinuation in SET, I think that the results of repeating the implementation of SET Grade 3 is promising, mainly thanks to the contribution to experienced Laos stakeholders. Regarding this trade, Laos is the first country in ASEAN to conduct SAT & SET training courses locally, so it is very meaningful for me to be able to conduct the SAT, SET and SAC of Grade 3 smoothly. I would like to extend my sincerest thanks to all stakeholders for their valuable support and cooperation. The participants put a lot of effort into the training courses and worked diligently to understand and master the SAT & SET.

4. Questionnaire Results

<SAT>

◆ Participants: 10 (Respondents: 10)

Satisfaction level:	Very satisfied = 6	Satisfied = 4
Usefulness level:	Very useful = 6	Useful = 4
Needs of continuation:	Must continue = 8	Should continue = 2

[Improvements and proposals]

- The participants should pay more attention to comply with the training time according to the timetable.
- The participants' preparation and planning of the work was insufficient, and the actual work was incomplete due to lack of understanding or forgetting.
- I wish to have shorter training hours per day and longer training period/days.
- I would appreciate if SESPP could conduct training courses continuously with longer training periods. (2)
- I would appreciate if SESPP could increase the number of examinees.
- Lunch break time is short.
- I would appreciate if you could explain each scoring item again. (2)
- We hope that SESPP will continue to conduct training courses on electrical trades so that we can improve our specialized skills.

[Opinions, comments, and preferred trades for the future]

- Power Distribution and Control Panel Assembly Grade 2 (3)
- We hope that SESPP will conduct training courses on one of the following trades: ICT, sewing , refrigeration and air conditioning, beauty, cooking, hotel, housekeeping, etc.
- Refrigeration and air conditioning (2)
- Indoor electrical equipment trade
- Electrical technology
- I would appreciate if the Japanese side could decide on the order of priority of training courses.
- I would appreciate if SESPP could increase the number of participants.
- I hope that SESPP will conduct training courses with more in-depth content.

◆ Manager: 1 (Respondents: 1)

Needs of continuation: Must continue = 1

[Improvements and proposals]

- I would appreciate if SESPP could increase the budget.

[Opinions, comments, and preferred trades for the future]

- Power Distribution and Control Panel Assembly Grade 2

<SET>

◆ Assessors: 10 (Respondents: 10)

Satisfaction level:	Very satisfied = 7	Satisfied = 3
Usefulness level:	Very useful = 6	Useful = 4
Level of improvement:	Much improved = 4	Improved = 6
Needs of continuation:	Must continue = 7	Should continue = 3

[Improvements and proposals]

- I would appreciate if SESPP could increase lecture time for the assessors (participants) so that I could deepen my understanding.
- I would appreciate if SESPP could change the location of the next SAT and SET training courses so that other skill development centers can gain experience in training implementation. We hope that SESPP will conduct a training course on SET at VSDC. The training courses on SAT and SET have been very helpful in skills development in Lao PDR, and the Lao skills certification system is currently applying the principles learned from the SESPP training courses in the actual skill tests. Especially, we designed skill tests for electrical, air conditioning, and other trades based on the test principles learned from SESPP training courses. In the future, I would appreciate if SESPP could support and implement SAT and SET training courses on other trades.
- I would appreciate if the training period could be longer.
- I would appreciate if you could share all training materials.

[Opinions, comments, and preferred trades for the future]

- Power Distribution and Control Panel Assembly Grade 2 (4)
- One of the following trades: ICT, sewing, refrigeration and air conditioning, beauty, cooking, hotel, housekeeper, etc.
- Refrigeration and air conditioning (3)
- Indoor electrical equipment trade
- Electrical technology
- I would appreciate if SESPP could consider implementing SAT and SET training courses at VSDC.
- I would appreciate if SESPP could change training location and increase the number of participants.

◆ Examinees: 4 (Respondents: 4)

Satisfaction level:	Very satisfied = 4
Usefulness level :	Very useful = 4
Needs of continuation:	Must continue = 4

[Improvements and proposals]

- Many examinees wish to take the skill tests. This creates competition and allows examinees to put more efforts into skill tests. (2)
- Before taking the Practical test, I would appreciate if you could show me samples of the assembled

switchboard and control panel.

- I would appreciate if SESPP could increase the number of SET trades.

[Opinions, comments, and preferred trades for the future]

- Indoor electrical equipment and motor control
- Electricity-related trades (telecommunications)
- PLC (2)
- Automation

◆ Manager: 1 (Respondents: 1)

Needs of continuation: Must continue = 1

[Improvements and proposals]

- I would appreciate if SESPP could increase the budget.

[Opinions, comments, and preferred trades for the future]

- Power Distribution and Control Panel Assembly Grade 2