

# Management of Technical and Vocational Education and Training (TVET)

## Institutions

### International Human Capacity Development for Technical and Vocational Education and Training

Sustainable Management of TVET institutions is one of the most important challenges in TVET. A reliable application of different tools for planning, implementation and evaluation of TVET processes as well as resources is needed to cope with an increasing complexity TVET institutions are faced.

#### LEARNING OUTCOMES

On completion of the training, participants will be able to:

- Apply methods and techniques in combining school-based and in-company TVET
- Analyse and improve TVET curricula
- Find practical solutions to tasks of vocational-pedagogical management
- Find practical solutions to tasks of personnel management
- Optimize organizational and administrative processes
- Plan systematically the use of EDP in TVET-Institutions
- Implement the elaborated proposals of the individual study

#### CONTENTS

- Management tasks in TVET-Institutions
- Leadership functions related to
  - vocational and pedagogical dimensions
  - organizational and administrative dimensions
  - human resources and financial dimensions
- Training processes in VET-schools / in-company training
- Adaptation of TVET curricula to regional requirements
- Learning and teaching media in TVET
- Personnel Development
- Costs and financing of TVET-Institutions
- Quality Management

#### HCD FORMATS

Our measures are designed and realized according to project requirements through different HCD formats. All HCD formats are building blocks that can be adapted to the respective social and working environment, needs, objectives and participant groups of the project. They ensure the sustainability of our HCD activities by combining knowledge transfer, practical learning, acquisition of key competencies, network building and transfer coaching.

#### TARGET GROUPS

- Principals of TVET Training centres and schools
- Directors of in-company training centres
- School inspectors
- Their deputies and prospective holders of such posts

#### ACCESS TO NETWORKS

- Field trips to Companies with first rated VET departments
- Round tables with representatives of VET Institutions, companies and schools
- Experience exchange with Alumni
- International UNEVOC Network

#### YOUR CONTACT

Deutsche Gesellschaft für Internationale  
Zusammenarbeit (GIZ) GmbH  
Human Capacity Development for Technical and  
Vocational Education and Training  
at the GIZ Academy for International  
Cooperation

East Asia | South East Asia | South East Europe  
Phone: +49 391 660975-0  
Fax: +49 391 660975-23  
Email: [hrd@giz.de](mailto:hrd@giz.de)