Data Capture Requirements TVET

1.1. TVET1: GTI, GTC, GTHS and Training Schools Information

1. Institute/College Details

1(A) Institute/College Address Information

Name of Institute	
Institute EMIS Code	
Region/State	
Township	
Address	
Phone No	
Fax	
Email	

1(B) School History

Institution History	dd/mm/yyyy	Training Centres
	dd/mm/yyyy	GTHS
	dd/mm/yyyy	GTI
	dd/mm/yyyy	GTC/College

1(C) External Partnerships

Area of Partnership	Name of Organization or Company	Linkage Start Date (DD/MM/YYYY)	Linkage End Date (DD/MM/YYYY)	Type of Linkage	Funding (Yes/No)	Amount

a) Organization/company provides major assistance to the course – i.e. provided the curriculum, gave significant training to the teachers, provided a large amount of equipment, or provides substantial funding
b) Organization/company helps to adapt/modify the curriculum or course assignments
c) Organization/company participates in assessment of students
d) Organization/company offers short term training to teachers
e) Organization/company leads classes or presentations in school run by its own staff/employees
f) Organization/company provides some equipment
g) Organization/company gives internships/short work placements to students
h) Visits to organization/company
i) Job fair
j) Organization/company membership on school committee
k) Other

2. School Belonging Status

2(A) Institute for TVET Land Information

Type of Land		Date of Approved	

Type of Land – 1.Ancestral Land 2. Grant 3.Land Approved Letter 4. Lana(39) 5. Form(7) 6. Forest Land 7. other

2(B) Institute Land Area and usage

Type	Area (Sq.Feet)
Total Land Owned by Institute	
Total Land Area of Buildings	
Free Area (enough for building)	
Free Area (not enough for building)	
Sport Area	
Total Car and Motorcycle Parking Area	

2(C) Building Information

Building Name or Building Number	Structure Type	Building Function	No of Storeys	Total Area (square feet)	Total Land Area (square feet)	Maximum Length	Maximum Width	Total Number of Rooms	Condition			Year Constructed	Remark
									Good	Fair	Bad		

Structure Type: 1. Concrete, 2. Brick (Wood), 3. Brick (Iron), 4. Wooden, 5. (Bamboo/Poles), 6. Other

Building Function: 1. Classrooms/admin, 2. Workshop, 3. Teacher dorm, 4. Student dorm, 5. Shed (for practical work, roof no walls), 6. Parking area, 7. Mixed use

2(D) Room Information

Building Name or Building Number	Room Number	Room Type	Length (feet)	Width (Feet)	Condition			Remark
					Good	Fair	Bad	

Room Type: 1. Classroom, 2. Office, 3. Library, 4. Computer or Multimedia Room, 5. Lab Room, 6. Meeting Room, 7. Seminar Room, 8. Store Room, 9. Professional development and resource center, 10. Drawing Room, 11. Workshop (Civil), 12. Workshop (Mechanical), 13. Workshop (Electrical), 14. Workshop(Electronics), 15. Workshop (other), 16. Canteen , 17. Recreation Center/Gymnasium, 18. Other

2(E) Dead Stock Items

Major or Short course name	Item Name	Supporting Organization	Quantity	Date of Received	Condition		Brand	Model Number	Country of Origen	Remarks
					Use	Not Use				

This is a form to be filled by DTVET head office people to establish the norm

Major or Short Course Name	Item Name	Quantity	Remarks

2(F) Consumable Materials

Major or Short course name	Consumable Materials	Supporting Organization	Quantity	Date of Received	Condition		Remark
					User	Not Use	

This is a form to be filled by DTVET head office people to establish the norm

Major or Short Course Name	Item Name	Quantity	Remarks

2(G) Office and Classroom Supplies List

Office/ Department Name Office/classroom supplies list to be provided by DTVET	Civil Department	Electrical Department	Departments… including academic departments	Professional Development and Resource Centre	Library	Administration Offices (Student Affairs, Staff Affairs, Finance, Principal's Office)	Total
Office equipment 1 (projector)	2						
Office Equipment 2 (printer)	5						
Furniture 1 (Table)	2						

Other 1							
Other 2							

2(H) Utilities

Is drinking water treated?	
What is the main source of water?	
Have water filtration machine?	Yes | No
Is electricity available throughout the year	Yes | No
What is the main source of electricity?	
Have Generator?	Yes | No

Not treated = 1, Boiling = 2, Straining = 3, Boiling and straining = 4, Iodine = 5, Filtration (any type) = 6, Distillation (any type) = 7, Osmosis (any type) = 8

Public tap = 1, Public water system piped into facility ground = 2, Protected well/spring = 3, Unprotected well/spring = 4, Pool/pond/lake/dam/stagnant water/, River/stream/canal = 5

Government grid = 1, Community-based provision = 2, Solar system = 3, Fossil fuel, based generator = 4

2(I). ICT

Have Internet Access	Yes/No
If Yes, Type of Internet	
Internet Speed	
Have Wi-Fi Access	

Type of Internet – 1. Mobile 3G, 2. ADSL, 3. Fibre Optic, 4.Skynet , 5.Other

3. Hostels

3(A) Student Hostel

Name of Hostel	Gender	Capacity Person	No of Resident	Number					
				Bedstead	Table	Chair	Cabinet	Dining Table	Dining Chairs

3(B) Teacher Hostel

Name of Hostel	Total # of Apartments in Building	# of Apartments used	No of single staff living in hostel	No. of married staff living in hostel

4. Procurement committee and Maintenance group

Does the Institute have procurement committee? (Yes/No)	
Does the Institute have maintenance group? (Yes/No)	

1.2.   TVET2: Draft Student Data Capture Form

1. Institute, College School and Course Information

Institute/College/School Code	
Year in Course (1 Year, 2 Year, 3 Year)	
GTI/GTHS Starting Academic Year	
Current Academic Year	
Course	
GTI/GTHS Major or short course name	

Student Photo

1.GTI Long Course, GTHS Long Course or Short Course

*if short course,

Short course start date	

Is the student living in a dormitory provided by the school	
Does the student currently receive cash benefits (a stipend) to go to the school?	
Stipend type	
Stipend amount per month	

1.Government stipend (30000 Kyat/month), 2. EYE-funded needs based stipend,

3. Tun Foundation, 4. Shwe Parami , 5. Other

1. Kyat 30,000, 2. Kyat 40,000, 3. Other

2. Student Information

Student ID	
Name	
Other Name	
Institute/College/School Registration No	
Gender	
Citizenship	
If Myanmar , NRC No or other Identify document and number	

If Foreigner, Passport No	
Visa Issue Date (DD/MM/YYYY)	Visa Expiry Date	
Primary Language	
Secondary Language	
Race	
Religion	
Place of Birth	
Date of Birth	
Occupation (applicable)	
Telephone No.	
Mobile No	
Email address	
Facebook Profile Name	
Contact Address (House No, Street)	
Village/ Ward/ Town	
Township	
Distinct	
Region/State	
Qualification	
Prior training	

Main area of training	Training Provider	Name any training certifications held?

3. Parents/ Guardian Information

	Father (or) Guardian (1)	Mother (or) Guardian (2)
Name		
Other Name		
NRC No.		
Relationship		
Highest educational level		
Occupation		
Contact Address		
Contact Number 1		
Contact Number 2		

4. Punishment

Reason	Type of Punishment	From Date	To Date

Punishment 1. Warning, 2. Suspension, 3.Expulsion

5. Dropout

Date of Dropout	
Reason	

Reason:

1. Transfer to another school or institute
2. Did not sit midterm exam
3. Not allowed to sit final exam due to attendance below 75%
4. Did not sit final exam for other reason
5. Expulsion
6. Illness
7. Injury/Accident
8. Job
9. Other (specify)

1.3. TVET3: Monthly Attendance Entry

Academic Year	
Institute/ School Code	
Course	
Year	
Major	
Class ID	

Student Name	Student ID	1St Semester						2nd Semester						Total Percentage
		Month1	Month2	Month3	Month4	Month5	Avg (%)	Month1	Month2	Month3	Month4	Month5	Avg (%)	

1.4.   TVET4: Exam Result Entry

Academic Year	
Institute/ School Code	
Course	
Year	
Subject	
Class ID	
Midterm Exam % Final grade (out of 100)	
Final Exam Written % of final grade (out of 100)	
Final Practical/ Tutorial/ Classwork % of final grade (out of 100)	

Student Name	Student ID	Midterm Exam Marks	Final Exam Written Marks	Final Exam Date Taken (Month/Year)	Final Practical/Tutorial/ Classwork Marks

1.5. TVET5: Destination Data

Working Status after Leaving/graduating (will collect 3 month/ 6 month / 1 year)	
Employer (Company or Organization Name)	
Industry	
Main Occupation	
Weekly Salary	
Is accommodation provided by employer?	
Is food provided by employer?	

Industry:

1. Agriculture, Forestry, and Fisheries,2. Mining and Quarrying,3. Manufacturing, 4. Electricity/Water/Sanitation,5. Construction, 6. Wholesale and Retail, 7. Transportation and Storage, 8. Accommodation and Food Services, 9. Information and Communication, 10. Financial and Insurance services, 11. Real Estate Activities, 12. Administrative and Support Services, 13. Public Administration and Health, 14. Education ,15. Human, Health and Social Work Activities, 16. Arts and Entertainment.

Main Occupation:

1.Managers, Senior Officials, and Legislators ,2.Professionals,3.Technicians and Associated Professionals,4.Clerical support workers,5.Services and Sales workers,6.Skilled

1.6.   TVET6: Staff Confirmation

1. Staff Strength

1(A) Institute/Collage and School Principle

	Principal
Employee Code (EMIS)	
Name	
Position	
Telephone Number	
Mobile Phone Number	
Fax Number	
E-Mail Address	

1(B) Appointment of Teaching Staff

Major	Professor/ Head of Department			Associate Professor			Head of Department/ Lecturer/ Head of Division			Assistant Lecturer			Tutor			Tutor/Demonstrator			Total		
	Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed	
		M	F		M	F		M	F		M	F		M	F		M	F		M	F
Civil																					
EC																					
EP																					
Mech																					
BT																					
RACT																					
MT																					
AMT																					
ECT																					
MPT																					
IT																					
Etc…																					

1(C) Appointment of Workshop/Practical Teaching Staff

Major	Workshop Teacher			Assistant Workshop Teacher			Laboratory Professional L-2			Laboratory Professional L-3			Laboratory Professional L-4			Laboratory Professional L-5			Total		
	Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed		Sanction	Appointed	
		M	F		M	F		M	F		M	F		M	F		M	F		M	F
Civil																					
EC																					
EP																					
Mech																					
BT																					
RACT																					
MT																					

AMT																			
ECT																			
MPT																			
IT																			
Etc...																			

1(D). Appointment of Administrative Staff

Position	Sanction	Appointed	
		M	F
Director General			
Deputy Director General (Head Office)/Principal(GTC/GTI/SMVTI)/Principal(TPTC Baelin)			
Director(Head Office)/Principal(GTHS)/Vice Principal(GTC/GTI/SMVTI)			
Deputy Director (Head Office/TPTC Baelin)/Principal (ELPS)/Head of Department for Admin/Budget (GTHS)/Vice Principal (GTHS)			
Assistant Director (Head Office/TPTC Baelin)/Vice Principal (ELPS)			
Assistant Librarian / Staff Officer / Head of Branch			
Office Superintendent (1) /Library Assistant (1)/Accountant(1)			
Branch Clerk (2)/Deputy Supervisor of Estate(2)/Accountant(2)/Library Assistant (2)/Librarian			
Senior Clerk (3)/Accountant(3)/Cashier(3)/Library Assistant (3) /Assistant Librarian/Senior Typist			
Lower Division Clerk (4) /Communciation (4)/ Accountant(4) / Cashier(4) / Library Assistant (4) /Junior Typist / Driver for Head Office (4)			
Registor Controler (5) / Library Assistant (5) / Worker Incharge / Sweeper / Messenger /Guard / Security / Driver (5) / Store Keeper (5) / Gestaner Helper			
Messenger/Postman/Sweeper/Worker/Guard/Security			

1.7.   TVET7: Student Confirmation

1.Regular Course

Academic Year

Major	No of Students					
	1st Year		2nd Year		3rd Year	
	M	**F**	**M**	**F**	**M**	**F**
Civil						
EC						
EP						
Mech						
BT						
RACT						
MT						
AMT						
ECT						
MPT						
IT						

2.Short Course

Academic Year

Short Course Name	**M**	**F**