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PROCEDURE FOR REVIEWING AND REVISING TRAINING PROGRAMS

Encryption

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Signature			
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PROCEDURE FOR REVIEWING AND REVISING TRAINING PROGRAMS

I. PURPOSE AND SCOPE OF APPLICATION

- **Purpose:** To develop, implement, and maintain this process in order to facilitate the review and revision of new training programs, ensuring timely updates to technological advancements, facilitating teaching and learning, and meeting the requirements of businesses.

- **Scope of application:** This procedure is applied when reviewing and revising the training programs of the majors at Thai Binh Medical College.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: -

Review and revision of a training program involves reviewing, revising, and supplementing one or more aspects of a training program, such as: target trainees, admission and graduation requirements; training objectives, knowledge and skills standards for graduates; the volume of theoretical, practical, and internship knowledge; the training plan according to the designed timeframe; training methods and formats; assessment methods and learning outcomes; and the conditions for program implementation.

2. Abbreviations:

P.ÿT	Training Management Department	PTCHC Planning and Finance Department	
Board of Directors	Board of Directors	CTDT	Training program
Council	Evaluation Council	MD/MH	Module/Subject
RSCSCT	Review and revise the program.		

III. FLOWCHART (See page 3)

IV. SPECIFICATIONS (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

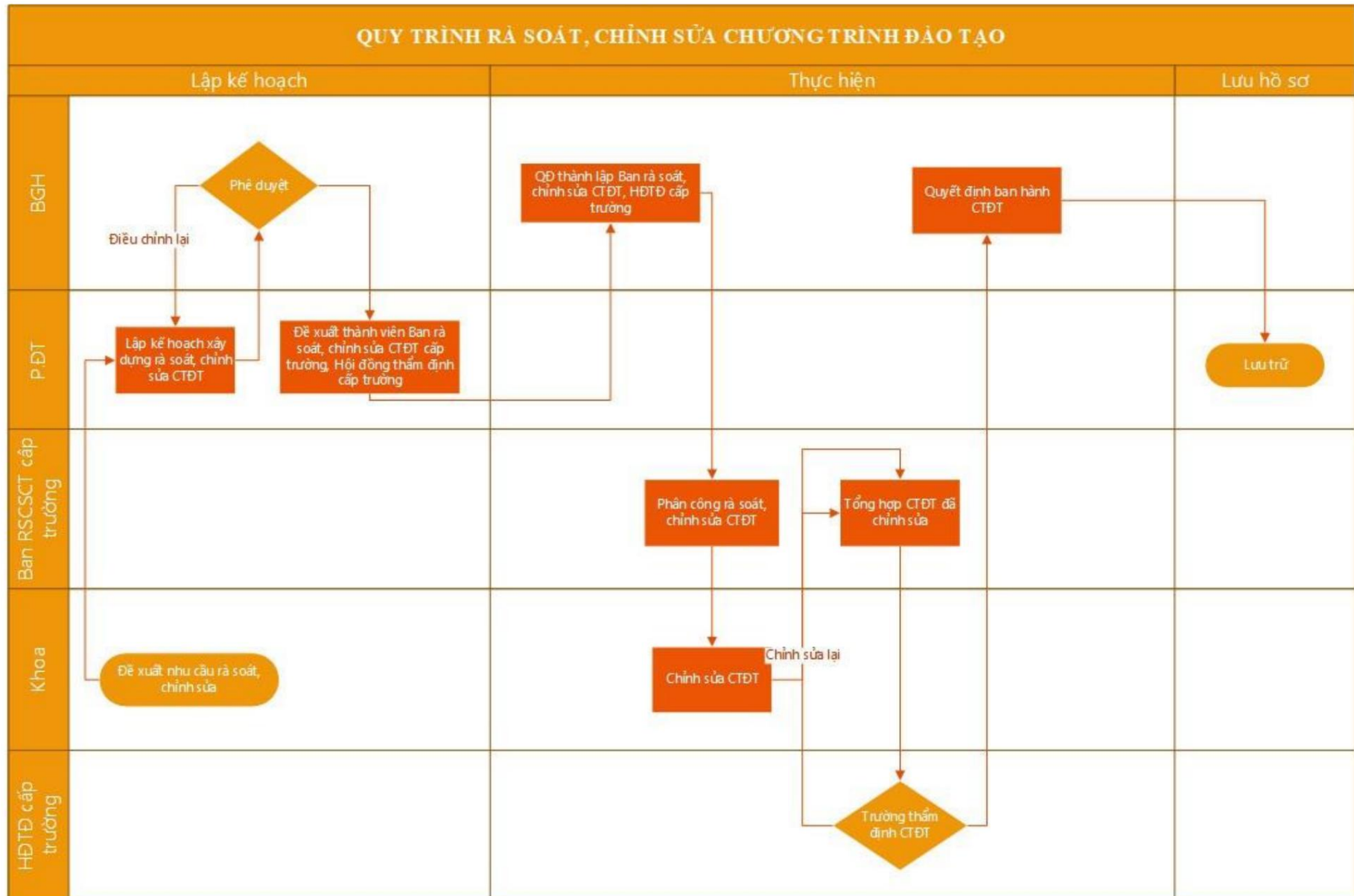
1. Reference documents:

- Circular 03/2017/TT-BLDTBXH dated March 1, 2017, stipulates the process for developing, appraising, and issuing training programs; organizing the compilation, selection, and appraisal of training curricula at the intermediate and college levels;

- Decision No. 227/QD-CDYT dated July 3, 2020, on promulgating regulations on the process of developing, appraising, and issuing programs; organizing the compilation, selection, and appraisal of training curricula for continuing education at the elementary, intermediate, and college levels.

2. Forms

No.	Form/Instruction Name	Encryption
1.	Plan for reviewing and revising the curriculum.	BMRSCCT.01
2	Decision of the committee to review and revise the curriculum	BMRSCCT.02
3	Decision to establish the Council for the Promotion of Talents	BMRSCCT.03
4	Curriculum Frameworks	BMRSCCT.04
5	Course curriculum	BMRSCCT.05
6	Program Evaluation Form	BMRSCCT.06
7	Minutes of the program evaluation meeting	BMRSCCT.07
8	Decision to issue the curriculum	BMRSCCT.08



SPECIFICATION OF THE PROCESS FOR REVIEWING AND REVISING TRAINING PROGRAMS

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Deadline	Chart sample
1	Propose requirements review process fix	- Based on the survey results of the subjects: Students, lecturers, and units employing human resources in the curriculum should review and revise the curriculum as proposed by the Faculties.	Department	P.ÿT	Proposal to review and revise the curriculum.	Annual	
2	Plan the requirements for reviewing and CTD T	- Review and revise the plan: identify objectives, review, work content, timeframe, and assign responsibilities revising the curriculum.	P.DT	Department	- Draft plan to be prepared	one week after receiving the proposal.	
3	Approve	Check the plan's suitability; if not suitable, return to step 2; if suitable, proceed to step 4.	Board of Directors	P.ÿT	- Plan	One week after receiving the plan.	
4	Proposal for the committee members, Secretary, and at least two reviewers	- Proposal for the Curriculum Review and Revise Committee: It is proposed that at least 30% of the lecturers and experts reviewing and revising the curriculum be from the department. Program Evaluation Council: Proposal for lecturers, review and program evaluation experts: Chairman, Vice-Chairman, and members; in that program, the Evaluation Council must have at least two reviewers from a university-level institution. Other vocational education and training representatives and representatives of state management agencies for vocational education.	P.ÿT	Department	- Proposal document RSCSCT Board and School-level Emulation and Commendation Council		

5	Decision to review the suitability of the proposed document: The Drafting Committee establishes a Program Review Board and a School-level Evaluation Council. If not suitable, review and revise it, then proceed to step 4. If suitable, sign and issue the curriculum at the school level and proceed to step 6. school, school-level emulation council.	Review Board and a School-level Evaluation Council. If not suitable, review and revise it, then proceed to step 4. If suitable, sign and issue the curriculum at the school level and proceed to step 6.	Board of Directors	P.ýt	Decision to establish the School-level Review and Revision Committee, Decision to establish the School-level Review and Revision Board		
6	Assignment for review and editing CTD	The RSCSCT Committee assigns the task of reviewing and revising the curriculum.	RSCSCT Committee school level	Department	Task assignment sheet		
7	Edit CTD	Revise the curriculum according to assigned tasks, ensuring progress is on schedule;	Department	RSCSCT Committee school level	The curriculum has been revised according to the plan.	plan	
8	Synthetic Revised curriculum	The school-level RSCSCT committee compiles the revised curricula.	RSCSCT Committee school level	Department	Draft curriculum		

<p>9</p>	<p>Assessment CTDT</p>	<ul style="list-style-type: none"> - Members of the Steering Committee study the draft program; prepare written comments and evaluations based on the program's content and structure, and submit them to the Chairman of the Steering Committee; - The program review and revision committee will submit a summary report on the program review and revision process and the main contents as requested by the Chairman of the Board of Directors; - Members of the Steering Committee commented on and evaluated the draft program; - The committee reviewed and revised the program, incorporating the feedback from the Evaluation Council; - The Chairman of the Board of Directors summarizes and concludes; - The evaluation committee elects a vote counting committee and conducts a vote to assess the quality of the program; - The Chairman of the Board of Trustees concluded: <p>If the requirements are not met, proceed to step 6 and develop a plan for the next assessment.</p> <p>+ If the requirements are met, we request the Principal to review and decide whether to proceed to step 8.</p> <ul style="list-style-type: none"> - The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting; 	<p>- HyTý</p>	<ul style="list-style-type: none"> - RSCSCT Committee - Department 	<ul style="list-style-type: none"> - Program evaluation form - Meeting minutes <small>Credit Agreement</small> 	<p>According to the plan</p>
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10	Issuing a Decision approving the issuance of the decree.	Based on the minutes of the Evaluation Council, the Training Department, after evaluation, drafts a decision for submission to the Board of Directors for approval.	Board of Directors	P.ÿT	- Decision issued CTDT - Training Program	Plan	
11	Deployment, use, and storage of records. initial	<ul style="list-style-type: none"> - Printing and distributing the program for use by departments/divisions; - Compile, archive, and evaluate program development and evaluation documents. 	P.ÿT	<ul style="list-style-type: none"> - RSCSCT Committee; - HÿTÿ - Department/Faculty - Human Resources Department 	<ul style="list-style-type: none"> - Decision issued CTDT - Training Program 	After approval	

Process: **PROGRAM DEVELOPMENT PROCESS**