



**THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE**

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**PROCESS FOR DEVELOPING REGULAR TRAINING
MATERIALS AND CURRICULUM**

Encryption : QT.41-ÿTTNCXH

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PROCESS FOR DEVELOPING REGULAR TRAINING MATERIALS AND CURRICULUM

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

Develop a system of curricula and reference materials that are suitable for regular training programs, ensuring that instructors and learners have sufficient materials for teaching, learning, and research.

Maximize the capabilities of faculty members, both within and outside the university, who possess professional qualifications and teaching experience, to participate in the compilation of curricula and materials, aiming to improve and innovate the quality of teaching materials and curricula within the university.

2. Scope of application

This procedure governs the compilation, selection, evaluation, approval, and use of textbooks and materials for ongoing training at Thai Binh Medical College.

This procedure applies to regular training activities, to learners, lecturers, visiting lecturers at Thai Binh Medical College, and other related individuals and organizations.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

1.1. Teaching materials include: textbooks, lecturer's lectures, and supplementary materials. reference.

1.2. A textbook is the primary teaching, learning, and research material for a course, compiled, selected, evaluated, approved, and used within the training institution in accordance with relevant laws.

1.3. Lecture notes are materials compiled by the lecturer for teaching the assigned course, based on the detailed course syllabus, official teaching materials, course learning outcomes, and training program.

1.4. Reference materials include reference books, monographs, translated books, guidebooks, exercise books, and other published materials, articles, scientific works, and documents published domestically and internationally, including electronic materials used by lecturers and students in the teaching, learning, and scientific research process; materials that help lecturers and students understand, supplement knowledge content, or learn more about each part or the entire course in the training program.

2. Abbreviations:

Board of Directors	Board of Directors;
Phone	: Train
Scientific Research	: Scientific research

*Process: DEVELOPING CURRICULUM AND REGULAR TRAINING MATERIALS
QT02-ÿTTNCXH*

CT : Programme
 QD : Decision
 XD : Build
 Council : Evaluation Council
 MD/MH : Module/Subject

III. FLOWCHART (See page 4)

IV. SPECIFICATIONS (See pages 5-9)

V. ACCOMPANYING FORMS/INSTRUCTIONS

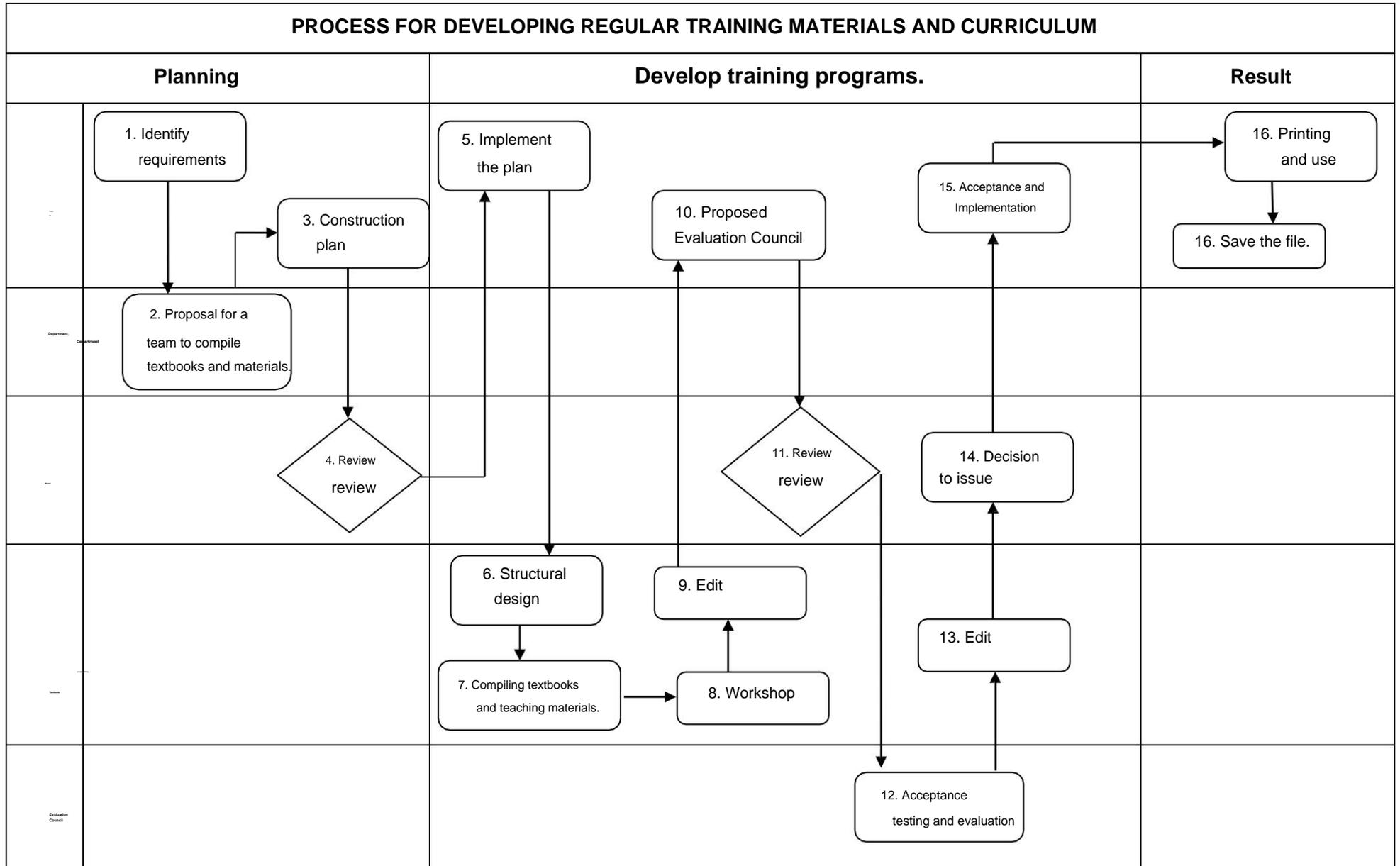
1. Forms

TT	Form/Document Name	Encryption
1.	Assigning teachers and experts to compile textbooks and materials. regular training	QT 02/ÿTTNCXH 01
2.	Plan for compiling curricula and training materials. frequent	QT 02/ÿTTNCXH 02
3.	Decision to establish the Textbook and Document Compilation Team regular training	QT 02/ÿTTNCXH 03
4.	Structure and content of regular training curricula and materials.	QT 02/ÿTTNCXH 04
5.	Meeting minutes (if any)	QT 02/ÿTTNCXH 05
6.	Decision to establish the Council for the Evaluation of Curriculum and Training Materials for Regular Training	QT 02/ÿTTNCXH 06
7.	Curriculum and training material evaluation plan frequent	QT 02/ÿTTNCXH 07
8.	Comments on commonly used curricula and training materials. through	QT 02/ÿTTNCXH 08
9.	Regular evaluation forms for curricula and training materials. through	QT 02/ÿTTNCXH 09
10.	Minutes of the meeting for evaluating curricula and training materials. frequent	QT 02/ÿTTNCXH 10
11.	Decisions on the issuance of curricula and training materials for regular training.	QT 02/ÿTTNCXH 11

2. Reference documents

Based on Circular No. 43/2015/TT-BLDTBXH dated October 20, 2015, of the Ministry of Labour, Invalids and Social Affairs, regulating continuous training, effective from December 5, 2015, as amended and supplemented by: Circular No. 34/2018/TT-BLDTBXH dated December 26, 2018, of the Ministry of Labour, Invalids and Social Affairs, amending and supplementing a number of articles of Circular No. 43/2015/TT- BLDTBXH dated October 20, 2015, regulating continuous training.

Based on Consolidated Document No. 5828/VBHN-BLDTBXH dated December 31, 2019, of the Ministry of Labour, Invalids and Social Affairs, stipulating regulations on continuous training.



SPECIFICATION OF THE PROCESS FOR DEVELOPING CURRICULUM AND REGULAR TRAINING MATERIALS

Step	Name	Job description	Department/ Person responsible	Coordinating department/person to perform	Results achieved	Deadline	Forms/documents
1	Identify requirements	Review the lists of syllabi and materials that need to be compiled and edited. Proposals for compiling textbooks and internal materials to support teaching and learning.	Center for Social Research and Training	Department	Name of the profession to be built Develop curricula and materials.	Annual	
2	Propose Textbook and document compilation team	- Propose qualified lecturers and experts to write textbooks and materials according to the plan.	Head of Department	Department	Lecturer and expert assignment schedule	2 days	- QT 02/ÿTTNCXH 01
3	Develop a plan.	- Planning: Define objectives, requirements, work content, timeline, financial resources, and assign responsibilities for implementation. Develop curricula and training materials; - Draft the Decision to establish the team for compiling textbooks and materials;	Center for Social Research and Training	Department	- Plan XD - Decision of the Team Compiling textbooks and teaching materials;	5 days after receiving the application initial	- QT 02/ÿTTNCXH 02 - QT 02/ÿTTNCXH 03
4.	Approval	- Review the suitability of the plan and decide on the curriculum and materials drafting team. If unsuitable, return to step 3; if suitable, proceed to step 5.	Board of Directors	- Center for Social Research and Training - Department, Faculty	- Plan XD; - Decision to establish the Textbook Compilation Team presentation, documents	1 day after receive application Team initial	- QT 02/ÿTTNCXH 02 - QT 02/ÿTTNCXH 03

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
5	Implement the plan.	<ul style="list-style-type: none"> - Regularly disseminate plans for developing curricula and training materials; - Guidance on regulations, forms, and methods for construction implementation. Regular training curricula and materials; 	Center for Social Research and Training	<ul style="list-style-type: none"> - Center for Social Research and Training - Textbook Editorial Team training programs and materials; 		1 day	
6	Structural design Regular training curricula and materials;	<ul style="list-style-type: none"> - General information about the curriculum or training materials (title of the course or training material, introduction, table of contents, etc.); - The content of the curriculum or training materials must be specific and detailed, including knowledge, skills, questions, exercises, the duration of theory and practice, and the teaching methods; - Requirements for evaluating learning outcomes at the end of lessons/chapters and at the end of modules and training programs. 	Curriculum and training materials compilation team	<ul style="list-style-type: none"> - Center for Social Research and Training - Curriculum and training material compilation team 	Curriculum and materials structure	According to the plan	
9	Compiling curricula and training materials.	Compile curricula and training materials regularly in accordance with regulations.	Curriculum and training materials compilation team	<ul style="list-style-type: none"> - Center for Social Research and Training - Curriculum and training material compilation team 	Draft of the curriculum and training materials (not yet reviewed).	According to the plan	QT 02/ÿTTNCXH 04

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
10	Consult with experts (if available)	<p>Experts regularly review and evaluate the training materials and curricula compiled by the Curriculum and Training Materials Development Team. If the experts disagree, the Team will...</p> <p>The compilation needs to be revised. Compile expert reviews and assessments of textbooks and materials to edit.</p>	Curriculum and training materials compilation team	<ul style="list-style-type: none"> - Center for Social Research and Training - Curriculum and training material compilation team 	Report Seminar	According to the plan	QT 02/ÿTTNCXH 05
11	Edit and add draft CT	<ul style="list-style-type: none"> - Revise the curriculum and training materials based on feedback. <p>The idea is in step 9;</p> <ul style="list-style-type: none"> - Submit draft of the curriculum and materials. <p>The training has been adapted for the Center for Social Research and Training.</p>	Curriculum and training materials compilation team	<ul style="list-style-type: none"> - Center for Social Research and Training - Textbook and document compilation team 	Textbooks and training materials create	According to the plan	
12	Proposal for establishment Council	<ul style="list-style-type: none"> - Drafting the School Board's decision: This includes teachers, administrators, and external experts; - Prepare an evaluation plan. 	Center for Social Research and Training	<ul style="list-style-type: none"> - Center for Social Research and Training - Textbook Editorial Team <p>training program, training materials</p>	Decision Council	According to the plan	QT 02/ÿTTNCXH 06
13	Approvals	<ul style="list-style-type: none"> - Review, examine, and sign the decision. <p>Determine the establishment of the Council for Evaluation and the plan for evaluating curricula and training materials.</p>	Board of Directors	<ul style="list-style-type: none"> - Center for Social Research and Training - Textbook and document compilation team 	<ul style="list-style-type: none"> - Decision - Evaluation plan 	According to the plan	QT 02/ÿTTNCXH 07

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results person achieved	Deadline	Forms/documents
14	Assessment - Acceptance testing	<ul style="list-style-type: none"> - Members of the Council for Evaluation will review the draft curriculum and training materials; prepare written comments and evaluations based on the content and structure of the program and submit them to the Council. Chairman of the Board of Trustees; - The curriculum and training materials drafting team will submit a summary report on the curriculum and training materials drafting process and the main contents as requested by the Chairman of the Board of Trustees; - Members of the Council of Trustees provide comments and evaluations on the curriculum and training materials; - The team responsible for compiling the curriculum and training materials will explain and incorporate the feedback from the Council of Examiners. - The Chairman of the Board of Directors summarizes and concludes; - The Council of Trustees elects a vote counting committee and conducts a vote to evaluate the quality of the curriculum and training materials; - The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting; 	- Council of Trustees;	<ul style="list-style-type: none"> - Center for Social Research and Training - The school administration; - Curriculum and training material compilation team 	<ul style="list-style-type: none"> - Evaluation form; - Minutes Meeting to review and evaluate curricula and training materials; - Report suggestion Effect Chief Approval 	According to the plan	QT 02/ÿTTNCXH 08 QT 02/ÿTTNCXH 09 QT 02/ÿTTNCXH 10
15	Adjust according to requirements bridge of Council	Adjust, supplement, and refine the curriculum and training materials according to the feedback from the Examination Board (if any) afterwards. Go back to step 14;	Curriculum and training materials compilation team create	Evaluation Council	Printed and electronic versions of the chapter presentation	According to the plan	Printed and electronic versions of the program

Step	Name	Job description	Department/ Person responsible	Coordinating department/person perform	Results achieved	Deadline	Forms/documents
16	Decision promulgate	Based on the assessment report of the Assessment Council, the Center for Social Research and Training drafts a decision to be submitted to the Board of Directors for signing and approval.	Board of Directors	Center for Social Research and Training	- Decisions on the issuance of curricula and training materials; - Textbooks and training materials create	According to the plan	QT 02/ÿTTNCXH 11
17	Acceptance and implementation	- Printing and distributing training materials and curricula for use;	Center for Social Research and Training	- The team responsible for compiling curricula and training materials; - Council of Trustees; - Room TCKT	- Decisions on the issuance of curricula and training materials; - Textbooks, materials training materials;	After approval	
18.	Save the file.	- Compile and archive construction documents and regularly review and evaluate training curricula and materials;	Center for Social Research and Training	- HÿTÿ - Room TCKT	- Textbooks and training materials;	After approval	