



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

Address: 290 Phan Bội Châu Street, Quang Trung Market, Thanh Binh, Quang Ninh Province  
 Tel: 0273.8439665, Fax: 0273.8439677  
 Website: <http://hcdyngt.edu.vn>

**PROCESS FOR DEVELOPING  
 CONTINUOUS TRAINING PROGRAMS**

Encryption : QT10-ÿTTNCXH  
 Issued for the first time : 01  
 Effective from date : May 26, 2021

	<b>Author</b>	<b>Inspector</b>	<b>Approver</b>
Signature			
Full name	<b>TRAN DAI HOANG NGUYEN THANH SON NGUYEN THI THU DUNG</b>		
Job title: CENTER FOR SOCIAL RESEARCH AND DEVELOPMENT	<b>PRINCIPAL</b>	<b>PRINCIPAL</b>	<b>PRINCIPAL</b>

## **PROCESS FOR DEVELOPING**

# **CONTINUOUS TRAINING PROGRAMS**

### **I. PURPOSE AND SCOPE OF APPLICATION 1.**

#### **Purpose:**

The purpose of establishing, implementing, and maintaining this process is to facilitate construction. Develop new training programs that ensure quality and meet the demands of society.

This procedure outlines the steps and procedures for developing a regular training program.

### **2. Scope of application**

This procedure applies to relevant Departments, Faculties, and Centers when developing regular training programs based on learner needs; providing refresher courses, updating and enhancing professional knowledge and skills; perfecting professional skills; mentoring, apprenticeship, and on-the-job training; technology transfer; and other training programs with a duration of less than 3 months within Thai Binh Medical College.

### **II. DEFINITIONS AND ABBREVIATIONS**

#### **1. Definition:**

1.1. Regular training is provided at the request of learners to equip them with the knowledge and practical skills of a training program or training module as prescribed in Clause 3, Article 3 of the Law on Vocational Education, or the knowledge and practical skills of a profession or a number of jobs within a profession, with learners choosing the learning content, time, location, and the teachers or vocational instructors who directly teach them.

1.2. To provide training, update, and enhance professional knowledge and skills in order to equip and increase the capacity to perform the profession; to supplement new knowledge and complete professional standards to improve the professional knowledge and skills of workers.

1.3. Apprenticeship and apprenticeship training aims to equip and transfer vocational knowledge and skills to trainees through the direct transmission of knowledge and skills by skilled artisans and craftsmen during collaborative work.

1.4. Apprenticeship training aims to guide trainees in extensive practical experience. This involves learning and practicing vocational skills and techniques for a specific period of time to meet the recruitment needs of employers or to create self-employment opportunities.

1.5. To provide professional skills training for workers in order to equip them with and enhance their knowledge and abilities to perform their jobs, supplement new knowledge, and perfect their professional skills according to professional standards to meet the requirements of their tasks and work, or to participate in the assessment of national professional skills standards.

1.6. The technology transfer program aims to equip trainees with knowledge of scientific and technological advancements and new technologies, including: methods of processing, manufacturing, and altering the state, properties, and shape of raw materials or semi-finished products used in the production process to create finished products; or industrial methods using living organisms and biological processes to produce necessary products.

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

1.7. Other training programs with a training duration of less than 3 months (hereinafter referred to as training programs under 3 months) have a practical learning time of 100 hours to less than 300 hours and a course duration (from commencement to completion) of less than 3 months, aiming to equip trainees with the practical skills to perform a simple profession or the practical skills to perform several tasks of a profession or the practical skills required for a job position.

**2. Abbreviations:**

Board of Directors	Board of Directors;
Phone	: Train
Scientific Research	: Scientific research
Contract	: Contract
Teacher	Lecturer
CT	: Programme
QD	: Decision
XD	: Build
Council	: Evaluation Council
MD/MH	Module/Subject

**III. FLOWCHART** (See page 4)

**IV. SPECIFICATIONS** (See pages 5-10)

**V. ACCOMPANYING FORMS/INSTRUCTIONS**

1. Forms

TT	Form/Document Name	Encryption
	1. Assigning teachers and experts to develop regular training programs.	QT 01/ÿTTNCXH 01
	2. Plan for developing ongoing training programs	QT 01/ÿTTNCXH 02
	3. Decision to establish a committee for developing the continuing education program.	QT 01/ÿTTNCXH 03
	4. Regular Training Framework Programs	QT 01/ÿTTNCXH 04
	5. Meeting minutes (if any)	QT 01/ÿTTNCXH 05
	6. Decision to establish the Council for Evaluation of Continuing Education Programs	QT 01/ÿTTNCXH 06

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

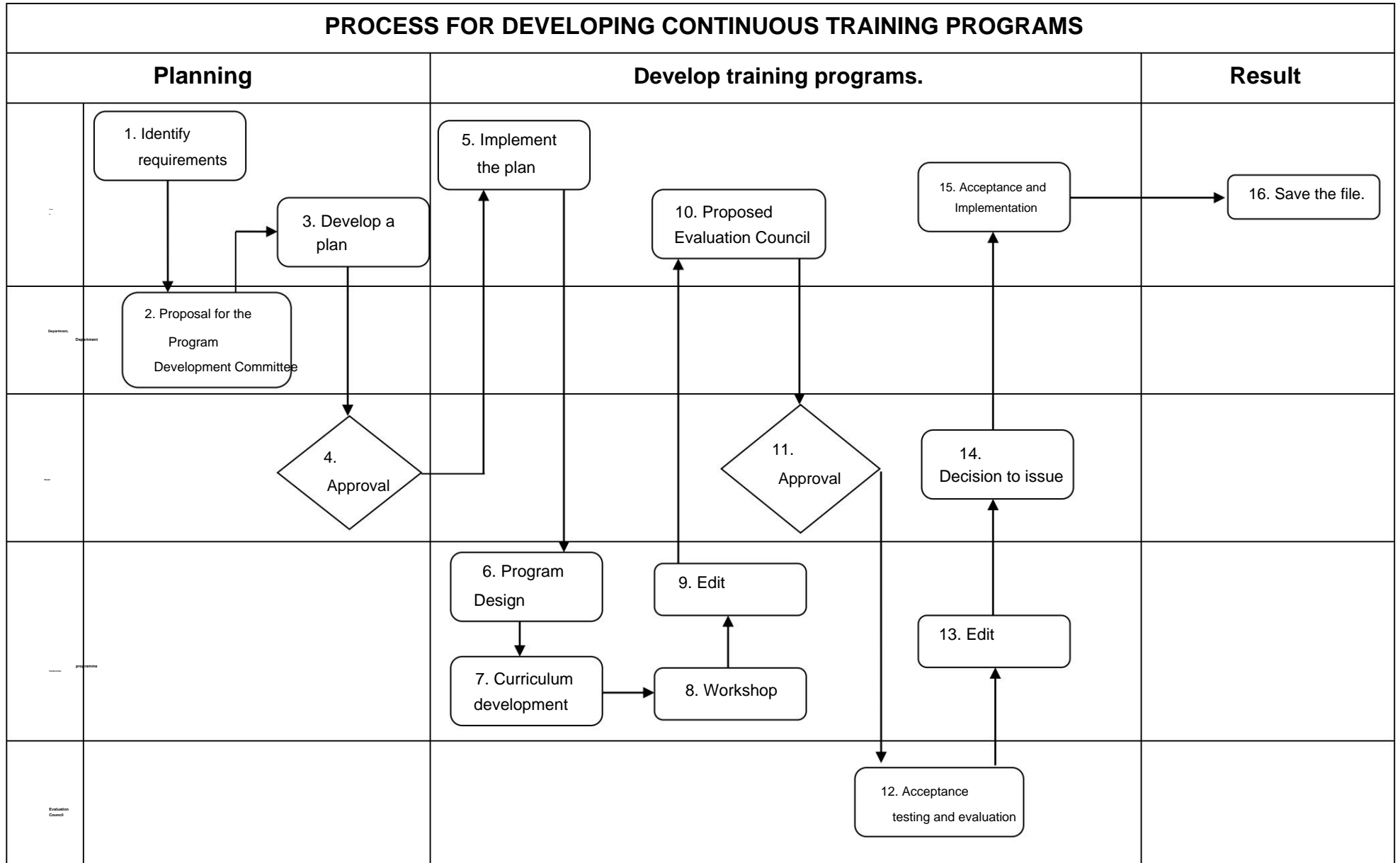
7. Regular Training Program Evaluation Plan	QT 01/ÿTTNCXH 07
8. Comments on the Continuing Education Program	QT 01/ÿTTNCXH 08
9. Regular Training Program Evaluation Forms	QT 01/ÿTTNCXH 09
10 Minutes of the meeting for evaluating the International Continuing Education Program	01/ÿTTNCXH 10
11. Decision promulgating the International Continuing Education Program	No. 01/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.

*Process: DEVELOPING A REGULAR TRAINING PROGRAM  
QT01-ÿTTNCXH*



*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

**SPECIFICATION OF THE TRAINING PROGRAM DEVELOPMENT PROCESS**

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
1	Identify requirements	- Identify the occupations for which training programs need to be developed (through program review, surveys of workforce needs of employers and learners' needs).	Center for Social Research and Training	Department	Name of the occupation for which a curriculum needs to be developed.	Annual	
2	Propose Construction Committee programme	- Proposed faculty and experts for curriculum development: At least 50% of faculty members from the profession and one expert should participate in the development process.	Head of Department	Department	Teaching Assignment Schedule expert	2 days - QT 01/ÿTTNCXH 01	
3	Develop a plan.	- Planning: Define objectives, requirements, work content, timeframe, financial resources, and assign responsibilities for developing the training program;  - Draft the Decision to establish the Program Development Committee;	Center for Social Research and Training	Department	- Plan XDCT  - Decision of the Board XD programme;	5 days after receive application initial	- QT 01/ÿTTNCXH 02 - QT 01/ÿTTNCXH 03
4.	Approval	- Review the plan's suitability and decide on the program development committee. If unsuitable, proceed to step 3; if suitable, proceed to step 5.	Board of Directors	- Center for Social Research and Training  - Department, Faculty	- Plan XDCT;  - Decision to establish the Committee XD program	One day after receiving the application. initial	- QT 01/ÿTTNCXH 02 - QT 01/ÿTTNCXH 03

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
5	Implement the plan	<ul style="list-style-type: none"> <li>- Disseminate the program development plan;</li> <li>- Providing guidance on regulations, forms, and methods for developing the program;</li> </ul>	Center for Social Research and Training	<ul style="list-style-type: none"> <li>- Center for Social Research and Training</li> <li>- Program  development team</li> </ul>		1 day	
6	Program design	<ul style="list-style-type: none"> <li>- Identify jobs at each qualification level (including knowledge and skills) based on the occupational skill level and vocational training objectives at each qualification level;</li> <li>- Synthesize knowledge and professional skills according to training level;</li> <li>- Establish relationships between modules/ subjects and tasks and jobs; establish relationships between modules/subjects according to training level;</li> <li>- The program structure design includes: a general program and programs for individual modules/courses;</li> </ul>	Program development committee	<ul style="list-style-type: none"> <li>- Center for Social Research and Training</li> <li>- Program  development team</li> </ul>	<ul style="list-style-type: none"> <li>- Job categories by educational level;</li> <li>- Synthesize knowledge and skills according to training levels;</li> <li>- The relationship between the Job/ Mission with tasks and responsibilities;</li> <li>- Diagram showing the relationships between the</li> </ul>	According to the plan	

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
					MD in CT		
9	Curriculum development	<p>- Compile the overall program including: Training objectives; course duration; actual learning time; list of modules/courses and time allocation for each module/course; program usage instructions;</p> <p>- Compile the curriculum/program including: Position, nature; objectives Lesson/Subject; Lesson/Subject content (including: general content; time allocation for the lesson/chapter in the lesson/chapter) Objectives/Subjects; detailed content, time allocation and teaching methods of the headings, subheadings/sections, and subsections within the lessons/chapters; conditions for implementing objectives/ subjects; content and methods of assessment; instructions for use;</p>	Program development committee	<p>- Center for Social Research and Training</p> <p>- Program development team</p>	Programme	According to the plan	QT 01/ÿTTNCXH 04
10	Expert consultation workshop (if any)	<p>- Identify the team members and invite experts including: lecturers currently teaching the profession, management staff, and experts from other institutions. Healthcare; Number of specialists: 5-10 people;</p>	Program development committee	<p>- Center for Social Research and Training</p> <p>- Program development team</p>	Meeting minutes	According to the plan	QT 01/ÿTTNCXH 05

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
		- Organize workshops to solicit feedback on the draft program;					
11	Edit and supplement the draft curriculum.	- Revise the draft program content based on the feedback received in step 9;  - Submit the revised draft program to the Center for Social Research and Training.	Program development committee	- Center for Social Research and Training  - Program development team	Programme	According to the plan	
12	Proposal for establishment Council	- Drafting the School Board's decision: This includes teachers, administrators, and external experts;  - Prepare a plan for evaluating the project.	Center for Social Research and Training	- Center for Social Research and Training  - Program development team	Decision Council	According to the plan	QT 01/ÿTTNCXH 06
13	Approvals	- Review, examine, and sign the decision to establish the Project Appraisal Council and the Project Appraisal Plan.	Board of Directors	- Center for Social Research and Training  - Program development team	- Decision  Council of Trustees;  - Evaluation plan	According to the plan	QT 01/ÿTTNCXH 07
14	Assessment  - Acceptance testing	- Members of the Steering Committee will study the draft program; prepare written comments and evaluations based on the program's content and structure, and submit them to the Chairman.  Council of Trustees;  - Program Development Committee's summary report	- Council of Trustees;	- Center for Social Research and Training  - The school administration;  - Program Development Committee	- Feedback form  CT;  - Minutes  Project evaluation meeting;  - Report	According to the plan	QT 01/ÿTTNCXH 08 QT 01/ÿTTNCXH 09 QT 01/ÿTTNCXH 10

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

Step	Name	Job description	Department/ Person responsible	Department/ person in charge of implementation	Results achieved	Deadline	Forms/documents
		<p>Turn off the XD program process and main contents as required.</p> <p>Chairman of the Board of Trustees;</p> <ul style="list-style-type: none"> <li>- Members of the Steering Committee commented on and evaluated the draft program;</li> <li>- The Program Development Committee will explain and incorporate the feedback from the Evaluation Council;</li> <li>- The Chairman of the Board of Directors summarizes and concludes;</li> <li>- The evaluation committee elects a vote counting committee and conducts a vote to assess the quality of the program;</li> <li>- The Chairman of the Judging Panel concluded on the quality of the program:</li> </ul> <p>If the requirements are not met, proceed to step 13 and develop a plan for the next assessment.</p> <p>+ If the requirements are met, prepare a submission requesting the Principal's consideration and approval (proceed to step 14).</p> <ul style="list-style-type: none"> <li>- The Secretary of the Evaluation Council prepares the minutes of the program evaluation meeting;</li> </ul>			<p>suggestion</p> <p>Principal approves</p>		
15	Adjust according to requirements Council	Adjust, supplement, and refine the program based on the feedback from the Evaluation Council. (if applicable) then return to step 14;	Program Development Committee	Evaluation Council	Printed and electronic versions of the program	According to the plan	Printed and electronic versions of the program

*Process: DEVELOPING A CONTINUOUS TRAINING PROGRAM  
QT01-ÿTTNCXH*

<b>Step</b>	<b>Name</b>	<b>Job description</b>	<b>Department/ Person responsible</b>	<b>Department/ person in charge of implementation</b>	<b>Results achieved</b>	<b>Deadline</b>	<b>Forms/documents</b>
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	- Decision to issue the program; - Programme	According to the plan	QT 01/ÿTTNCXH 11
17	Acceptance and implementation	- Printing and deploying the program for use; - Publicizing the training programs. This information is regularly provided at headquarters, training facilities, in admission announcements, or on the website.	Center for Social Research and Training	- Program Development Committee; - Council of Trustees; - Room TCKT	- Decision to issue CT operation; - Training program; - Clearance Sale Contract	After approval	
18.	Save the file.	- Compile, archive, and evaluate program development and evaluation documents;	Center for Social Research and Training	- HÿTÿ - Room TCKT	- Training program; - Clearance Sale Contract	After approval	