



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE FOR TESTING AND APPROVING THE OPENING OF NEW TRAINING PROGRAMS/COURSES

Encryption : QT03/P.ÿT.04

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Signature			
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Job title	HEAD OF DEPARTMENT <small>Education Management - Scientific Research - International Cooperation</small>	PRINCIPAL	PRINCIPAL

I. PURPOSE AND SCOPE OF APPLICATION 1.

Purpose:

This process aims to standardize the methods and approaches for opening new training programs, ensuring compliance with the law and promptly meeting the human resource needs of healthcare facilities and society.

The process involves researching market needs, identifying training fields/professions, and registering new training fields/professions.

2. Scope of application

This procedure applies when opening new training programs/courses at the college, intermediate, and basic levels within Thai Binh Medical College, and is implemented by the Department of Training Management - Scientific Research - International Cooperation.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition: (None)

2. Abbreviations:

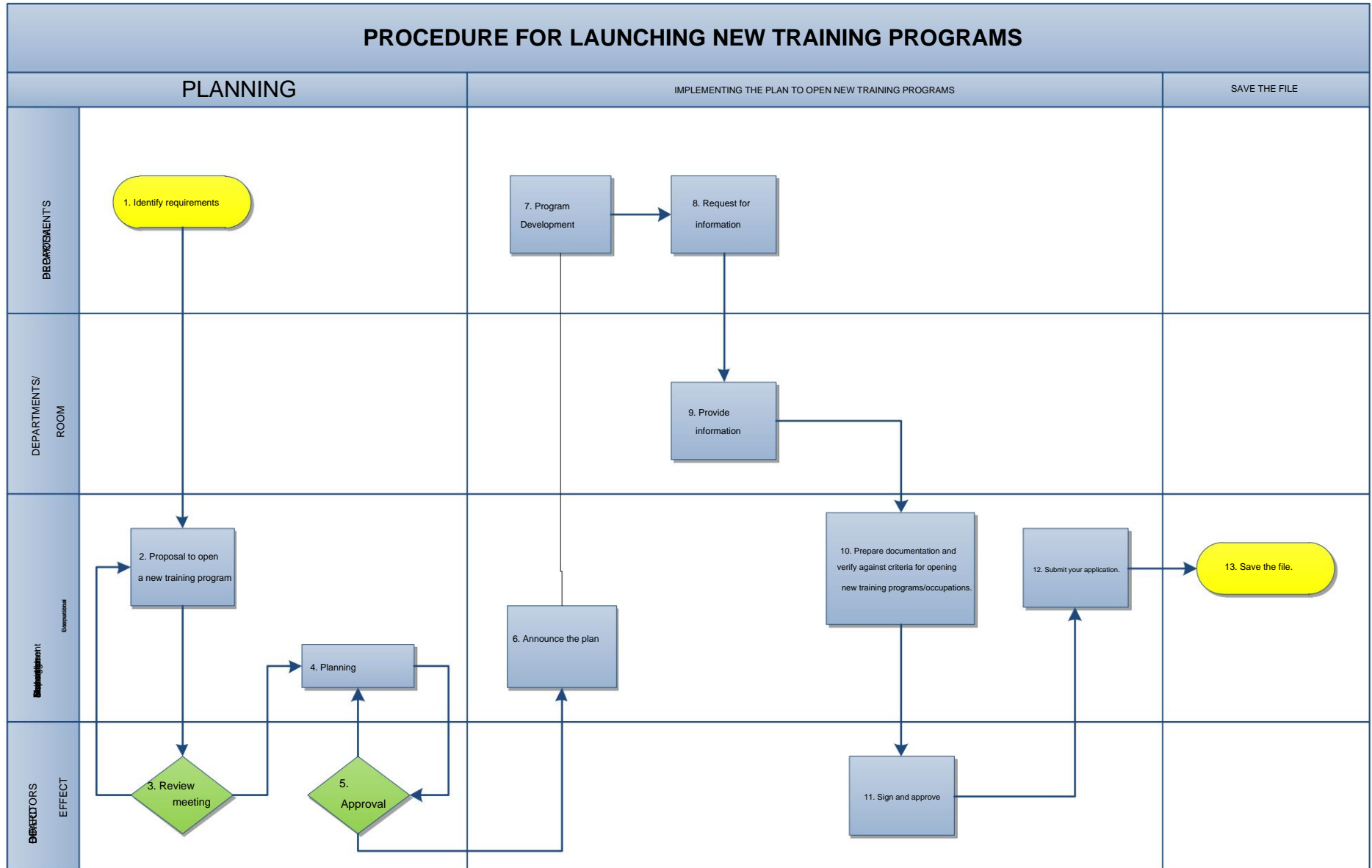
Board of	Board of Directors
Directors	Train
Scientific Research	scientific research
Student Affairs	Student Affairs
Healthcare	Healthcare facility
TC - HC	Organization - Administration
KT - TC	Accounting - Finance
Teacher	Teacher
TCGDNN	General Department of Vocational Education
Certificate	Certificate
XD	Build
Business Contracts	Vocational training activities
Infrastructure	Facilities

III. FLOWCHART

IV. SPECIFICATIONS:

V. ACCOMPANYING FORMS/INSTRUCTIONS Form/Document Name

TT		Encryption
1.	Proposal to open a training program in International Studies.../DT/MN/BM01	
2.	Plan for opening international training programs.../DT/MN/BM02	
3.	Vocational Training Programs	QT.../DT/MN/BM03
4.	Information related to the application for opening an international training program/course	QT.../DT/MN/BM04
5.	Report on the current status of supplementary registration of international business contracts.../TMN/BM05	
6.	Supporting documents QT.../DT/MN/BM06	
7.	Official letter requesting supplementary registration of international business contract.../DT/MN/BM07	
8.	Supplementary registration documents for International Vocational Training Contract .../DT/MN/BM08	



SPECIFICATION OF THE PROCESS FOR OPENING NEW TRAINING PROGRAMS/COURSES.

TT	Work steps	Content of implementation	Department/ Unit responsible	Part/ coordinating unit	Results achieved	Deadline	Application form
1	Identifying needs	<ul style="list-style-type: none"> - Gather information on healthcare facility recruitment needs; and workers' vocational training needs; - Understand the economic development plans of the locality and the industry; - Discuss and agree with the Training Department on opening new training programs. 	Departments	- Room Phone	Labor recruitment needs and vocational training needs		
2	Open proposal training profession	<ul style="list-style-type: none"> - Based on the human resource needs of healthcare facilities, the needs of learners, and the capacity of the school, review the list of Level IV majors/professions to determine the name of the major/profession, enrollment scale, and training level; - Prepare proposals for opening new training programs/ courses for the Board of Directors' consideration; 	Training Department	Departments	Open proposal industry/profession train	1 day	QT.../DT/MN/BM01
3	Review meeting	<ul style="list-style-type: none"> - Organize a meeting of key personnel to review and decide on opening new training programs/courses; - Sign off on the proposal if you agree to open a new training program; 	Board of Directors	The department	<ul style="list-style-type: none"> - Concluding the meeting; - Proposal to open industry/profession train 	0.5 days	QT.../DT/MN/BM02
4	Plan open plan	After the Board of Directors approves the proposal to open a new training program/vocation, a plan for opening that program/vocation will be developed.	Training Department		Open plan industry/profession train	0.5 days	QT.../DT/MN/BM02

	industry/profession train	The Board of Directors approves the plan, which specifically defines the work content and assigns responsibilities to the relevant departments.					
5	Approval: Review	and approve the plan for opening new training programs/courses.	Board of Directors		Open plan industry/profession train	0.5 days	QT.../DT/MN/BM02
6	Announce the plan	- Announce the plan to open new training programs/courses to relevant departments and faculties; - Encourage, guide, and remind departments/divisions to implement the plan during briefing meetings;	Department of Training, Board of Directors		Open plan industry/profession train	0.5 days	QT.../DT/MN/BM02
7	Develop the program.	The organization develops industry/occupation training programs in accordance with regulations.	Department	Training Department	General program, detailed program	According to plan program development plan	QT.../DT/MN/BM03
8	Request information	The lead unit sends requests for information related to the preparation of the application for opening a new training program/profession to the relevant units within the university.	Lead unit		Information related to the process of creating a dossier for opening a new training program/course.	1 day	QT.../DT/MN/BM04
9	Provide information	The units provide information as requested by the unit in charge of preparing the training program application.	Units in school	Lead unit	Information related to preparing documentation for opening a training program based on demand.	1 day	QT.../DT/MN/BM05

PROCEDURE: REVIEW AND ACCEPTANCE OF SCHOOL-LEVEL SCIENTIFIC RESEARCH PROJECTS

10	<p>Create a file open industry/profession train</p>	<ul style="list-style-type: none"> - Report on the current situation of teachers, Vocational training facilities and equipment; - Prepare the necessary supporting documents; - Compile and review vocational training programs, reports on current status, and accompanying documents and evidence from departments and faculties; - Draft the supplementary registration letter. <p>Business Contract;</p> <ul style="list-style-type: none"> - Compile into a complete set of documents for submission. <p>Board of Directors signed and approved;</p>	Training Department	The department	- Application for opening a new training program/course	10 days	<p>QT.../DT/MN/BM05 QT.../DT/MN/BM06 QT.../DT/MN/BM07</p>
11. Approved by the signatory.		Review and approve supplementary registration documents for vocational training contracts;	Board of Directors		<p>Supplementary registration documents</p> <p><small>Vocational Education and Training Council</small></p>	0.5 days	QT.../DT/MN/BM08
12	<p>Submit your application</p> <p><small>Vocational Education and Training Council</small></p>	<p>Prepare and submit to the Vocational Training Center one set of supplementary registration documents for vocational training contracts, including:</p> <ul style="list-style-type: none"> + Supplementary application for vocational training contract; + Report on the current status of supplementary registration for vocational training contracts; + Curriculum; + Supporting documents and evidence; 	Department of Training, Board of Directors		<p>Supplementary registration documents</p> <p><small>Vocational Education and Training Council</small></p>	1 day	QT.../DT/MN/BM08
13	Save the file	Store records and documents according to the record control procedure.	Document Management Department		Training program opening application		QT.../DT/MN/BM08