PROJECT NOTIFICATION

22 December 2016

1.	**Project Code**	17-IN-06-GE-DLN-A
2.	**Title**	Self-learning e-Courses for the Industry and Service Sectors
3.	**Timing and Duration**	Throughout 2017
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Number of Participants**	400 participants per course
6.	**Registration**	APO Institute of Productivity e-learning web portal: http://apo-ipro.org/ (Participants can register directly on this portal through the APO website.)

7. Objectives

a. To provide basic training to numerous participants in productivity tools and techniques in selected subject areas of broad significance related to the industry and service sectors in a cost-effective manner;

b. To introduce productivity concepts and techniques that are related with the technological advancements and innovations such as smart technologies, smart factory etc.

c. To create a pool of certified productivity professionals and practitioners with best-in-class knowledge of the most recent productivity trends and best practices.

8. Background

In addressing the need of APO member economies to maintain know-how on productivity tools and techniques of relevance in specific subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal (http://apo-ipro.org/). These courses are developed based on the APO's experience and knowledge accumulated over years of organizing capacity-building projects in its focus areas. In 2011, the APO conducted a highly successful pilot self-learning e-course on the Occupational Health and Safety Management System (OHSAS 18001) that received positive feedback and drew more than 2,700 participants. In 2013, two self-learning e-courses on Integrated Management Systems and Material Flow Cost Accounting were offered. In 2014, the APO implemented/launched four self-learning e-courses on the Environmental Management System, Energy Management System, Information Security Management System, and Climate Change. In 2015, self-learning e-courses on ISO 26000:2010 Guidance on Social Responsibility, SA8000:2014

Social Accountability International, Green Growth and Ways to Operationalize It for Green Economy Development, and OHSAS 18001 were offered. In 2016, the APO organized similar self-learning e-courses on productivity practices, Green Productivity, etc. As a way to improve the deliverability of the courses, in 2017 the APO will offer a new platform of courses that are more animated and interactive on OHSAS 18001, Sustainable and Resilient Supply Chains and Integration into Global Value Chains, Green Productivity, and Integrated Management Systems (Basic) in addition to any other relevant courses on productivity tools and techniques that will be delivered in the standard format. For each course, separate project implementation plans (PIPs) containing specific information on the course and subject will be issued. NPOs are requested to start promoting the courses only after receiving the PIP.

9. Scope and Methodology

Scope
The scope of each course will be decided based on the chosen subject and will be detailed in the PIP issued later for each course.

Methodology
Each course will consist of self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO certificate. All learning modules, carefully prepared by internationally recognized experts, will be uploaded to the APO Institute of Productivity e-learning web portal.

10. Modality of Implementation

Courses will be offered through http://apo-ipro.org, the e-learning web portal of the APO Institute of Productivity. Participants can register on this portal and create their own accounts. Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. Based on the results of the final examination, successful participants from APO member economies will be awarded APO certificates that can be downloaded from the e-learning portal itself.

11. Special Features

a. Participants can register on the APO Institute of Productivity e-learning web portal and create accounts by themselves.
b. Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
c. Participants can complete the course at their own pace within the prescribed official duration of the course.
d. Completion of all modules and quizzes is compulsory before taking the final examination.
e. A minimum score of 70% on the final examination is required to qualify for the APO e-certificate. The e-certificates will be sent to participants' registered e-mail addresses one day after completion of the final examination.
f. Successful participants may be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.

12. Qualifications of Candidates

The target groups are productivity practitioners, consultants, engineers, managers, and all professionals working in the subject area concerned. They may come from industries, the business sector, NPOs, government organizations/departments, universities, and consultancy firms who wish to acquire a working knowledge of the subject.

13. Financial Arrangements

To be borne by the NPOs

a. Coordination, communication, and promotional support for the course.

b. Any other local costs.

To be borne by the APO

a. All costs related to the development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, examinations, and e-certificates.

b. Cost of hosting the course on the APO Institute of Productivity e-learning web portal and operating it from the APO Secretariat.

14. Actions by Member Countries

Member countries/NPOs are requested to:

a. Promote and market the courses by sending the project notification and PIP to as many relevant organizations as possible and encouraging all interested individuals to participate.
b. Upload the course announcement on the NPO's website and/or provide a link to the APO Institute of Productivity e-learning web portal.
c. Interact with registered participants and provide them with required inputs and guidance, if necessary.
d. Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

15. Participation of Individuals from Nonmember Countries

Participants from nonmember countries are welcome to take the course for self-development, although APO certificates will not be provided.

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