PROJECT NOTIFICATION

23 January 2018

1.	**Project Code**	18-IN-06-GE-DLN-A
2.	**Title**	Self-learning e-Courses for the Industry and Service Sectors
3.	**Timing and Duration**	Throughout 2018
4.	**Implementing Organizations**	APO Secretariat and National Productivity Organizations (NPOs)
5.	**Number of Participants**	400 participants per course
6.	**Registration**	eAPO web portal: http://eAPO-tokyo.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, techniques, methods, and practices in selected subject areas of broad significance related to smart industry, smart service, and smart public sectors using the digital platform; and

b. To create a pool of certified productivity professionals and practitioners with best-in-class knowledge of the most recent productivity know-how and practices in a cost-effective manner while reaching as many participants as possible.

8. **Background**

The APO set up an e-learning portal on its website to host a variety of distance-learning projects, including web (Internet)-based courses and self-learning e-courses, with the main objective of expanding applications of productivity knowledge, tools, techniques, and methods not just within the Asia-Pacific region but on a global scale. This initiative has gained wider acceptance by individuals and organizations given the number of participants taking the various courses offered in previous years, facilitated by advances in digital technology. Basically, the web-based courses require interested participants to register and monitor their performance through the examinations that must be passed in each course before a certificate is issued.

To continue addressing the need of APO member economies to expand productivity knowledge, tools, techniques, and methods for specific subject areas that strengthen and promote smart industry, smart service, and smart public sectors, the 2018 self-learning e-courses will cover topics such as integrating lean manufacturing systems and Industry 4.0, smart manufacturing, introduction to big data and data analytics, sustainable, resilient supply chains and integration into global value chains, Green Productivity and integrated

management systems, energy management for managers and auditors, energy accounting and energy efficiency, etc.

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 PIPs.

9. Scope and Methodology

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

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 the eAPO web portal: http://eAPO-tokyo.org. 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 e-certificates.

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 which can be downloaded from the e-learning portal itself.

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 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 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 PIPs to as many relevant organizations as possible and encouraging all interested individuals to participate.

b. Upload the course announcements 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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