



## PROJECT NOTIFICATION

<b>PN Issue Date</b>	13 February 2020
<b>Project Code</b>	20-IN-06-GE-DLN-A
<b>Title</b>	Self-learning e-Courses for the Industry and Service Sectors
<b>Timing and Duration</b>	Throughout the year
<b>Venue</b>	APO Secretariat
<b>Implementing Organization(s)</b>	APO Secretariat
<b>Target Country(ies)</b>	All member countries
<b>Maximum Number of Overseas Participants</b>	NA
<b>Maximum Number of Local Participants</b>	NA
<b>Closing Date for Applications</b>	NA

<b>Revision</b>	<b>Date of Issue</b>	<b>Clause</b>	<b>Modifications</b>
Revision 1	24 March 2020	4. Implementation and Procedures	In addition, the APO offers webinars/virtual meetings on specific topics related to current issues and emerging trends in productivity. The webinars/virtual meetings/live streaming seminars will involve international resource persons and allow participants to engage in online discussions in real time. The Secretariat will notify member countries through PIPs at least one month before webinar/virtual meeting/live streaming sessions.
		5. Implementation Procedures	5.1 Self-learning e-courses  5.2 Webinars a. Participants can register on the specific URL by themselves (if applicable), and the APO will invite registered participants to webinars. b. Registered participants will receive a link from the APO. c. In the event the program is available through the APO Facebook and YouTube Live streaming services, registration is unnecessary.
		9. Participation of Individuals from Nonmember Countries	Participants from nonmember countries are welcome to enroll in the self-learning e-courses and webinars.

## **1. Objectives**

- a. To provide digital learning on productivity enhancement tools and techniques related to manufacturing, services, and the public sector and share best-in-class knowledge and best practices;
- b. To promote Green Productivity initiatives as a strategy for enhancing productivity and environmental performance for overall socioeconomic development; and
- c. To increase the number of beneficiaries and expand outreach for raising the APO's visibility.

## **2. Background**

The Digital Learning Program (DLP) was introduced by the APO more than a decade ago to take advantage of advances in digital technology and to meet the growing need for training and human capital skill development in member countries. Courses are offered in a variety of formats including videoconferencing, web (Internet)-based platforms for live sessions, and self-learning e-courses that allow learning at one's own pace and convenience. More beneficiaries are able to participate in APO courses through the DLP compared with the conventional face-to-face methods. In addition, the DLP expands APO outreach beyond member countries and enhances the visibility of the organization in promoting productivity for socioeconomic development.

To ensure the quality of delivery and keep abreast of the latest trends in digital learning, the APO continuously updates the platform, course presentation, and topics covered. The eAPO was introduced by the Secretariat as the platform for all digital-learning courses offered. The much-improved platform makes it easy to enroll in and take the courses. However, the Secretariat is planning to develop new features in order to attract more participation.

New e-learning courses of special interest to those working in the industry and service sectors will be added in 2020, covering topics related to Green Productivity, digitization in SMEs, incorporating conventional productivity enhancement techniques and methods with digitization, public-sector reforms, contributions of social media to productivity, young entrepreneurship, management innovation in SMEs, and future readiness-oriented strategic management. For each course, separate project implementation plans (PIPs) containing specific information on the course and subject will be issued.

## **3. Scope and Methodology**

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

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 e-certificate. All learning modules, carefully prepared by internationally recognized resource persons, will be uploaded to the APO Institute of Productivity e-learning web portal.

## **4. Implementation Procedures**

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 will receive APO e-certificates.

In addition, the APO offers webinars/virtual meetings on specific topics related to current issues and emerging trends in productivity. The webinars/virtual meetings/live streaming seminars will involve international resource persons and allow participants to engage in online discussions in real time. The Secretariat will notify member countries through PIPs at least one month before the webinars/virtual meetings/live streaming sessions.

## **5. Special Features**

### **5.1 Self-learning e-Courses**

- a. Participants can register on the eAPO 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.
- f. Successful participants from APO member countries 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.

## **5.2 Webinars / Virtual Meetings**

- a. Participants can register on the specific URL by themselves (if applicable), and the APO will invite registered participants to webinars.
- b. Registered participants will receive a link from the APO.
- c. In the event the program is available through the APO Facebook and Youtube Live streaming services, registration is unnecessary.

## **6. Qualifications of Candidates**

APO e-learning courses are open to the public and thus no specific qualifications are required.

## **7. Financial Arrangements**

### **To be met by NPOs**

- a. Coordination, communication, and promotional support for the course.
- b. Any other local costs.

### **To be met by the APO**

- a. All costs related to the development of the self-study modules, additional study material for the course, self-assessment quizzes, examinations, and e-certificates.
- b. Cost of hosting the course on the eAPO web portal and operating it from the APO Secretariat.

## **8. Actions by Member Countries**

Member countries/NPOs are requested to:

- a. Promote and market the courses to as many relevant organizations as possible and encourage 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.

## **9. Participation of Individuals from Nonmember Countries**

Participants from nonmember countries are welcome to enroll in the self-learning e-courses and webinars.



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