



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT NOTIFICATION

15 April 2013

1. **Project Code:** 13-IN-06-GE-TRC-A
2. **Project Title:** Self-learning e-Courses for the Industry and Service Sectors
3. **Timing:** Throughout 2013
4. **Implementing Organizations:** APO Secretariat and National Productivity Organizations (NPOs)
5. **Number of Participants:** Minimum 20 from each participating country (Minimum 380 participants per course)
6. **Registration:** APO's e-learning web portal:
<http://www.apo-elearning.org/moodle19/>
(Participants can register directly from this portal on the APO website.)
7. **Objective:** To provide basic training to numerous participants in productivity tools and techniques in select subject areas of broad significance related to the industry and service sectors in a cost-effective manner and create a mass of productivity professionals.

8. Background

Depending upon the needs of APO members and relevance of subject areas, the APO develops self-learning e-courses and offers them on its e-learning portal (<http://www.apo-elearning.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 2700 participants. The APO plans to organize similar as well as more advanced self-learning e-courses on Green Productivity, ISO management systems, energy management, etc. in 2013.

For each course, a separate project implementation plan (PIP) containing specific information on the course and subject will be issued. NPOs are requested to start promoting the course only after receiving the PIP.

9. Scope and Methodology

Scope

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

Methodology

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 course site on the e-learning portal in PowerPoint PDF format.

10. Modality of Implementation

Courses will be offered through the APO's dedicated e-learning portal: <http://www.apo-elearning.org/moodle19/>. 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 an APO e-certificate in PDF format. The certificates will be sent after the official duration of the course.

11. Special Features

- (a) Participants can register on the APO e-learning 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 address after course completion.
- (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 that wish to acquire a working knowledge of the subject.

13. Financial Arrangements

(a) *To be borne by the APO*

- i) All costs related to development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.
- ii) Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

(b) *To be borne by participating countries/NPOs*

- i) Coordination and communication support during the course.
- ii) Any other local costs.

14. Actions by participating member countries/NPOs

Each participating country/NPO is requested to:

- (a) Promote and market the course 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's e-learning portal.
- (c) Interact with registered participants and provide them with necessary 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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Secretary-General