



ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT NOTIFICATION

5 February 2016

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| <b>1. Project Code</b>               | 16-IN-06-GE-TRC-A  |
| <b>2. Title</b>                      | Self-learning e-Courses for the Industry and Service Sectors   |
| <b>3. Timing and Duration</b>        | Throughout 2016  |
| <b>4. Implementing Organizations</b> | APO Secretariat and National Productivity Organizations (NPOs)   |
| <b>5. Number of Participants</b>     | Minimum 400 participants per course  |
| <b>6. Registration</b>               | APO e-learning web portal:<br><a href="http://www.apo-elearning.org/moodle19/">http://www.apo-elearning.org/moodle19/</a><br>(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 selected 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 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 plans to organize similar self-learning e-courses on productivity practices, Green Productivity, etc.

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**

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 course site on the e-learning portal.

## **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.

## **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 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 that 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 development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.
- b. Cost of hosting the course on the APO's e-learning portal and operating it from the APO Secretariat.

### **14. Actions by Member Countries**

Member countries/NPOs are 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.



Mari Amano  
Secretary-General