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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

මුදල් අමාත්‍යාංශය
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site:www.erd.gov.lk   e-mail: info@erd.gov.lk

මගේ අංකය එනது இல My No	TA/MY/S/16/21	ඔබේ අංකය உமது இல Your No		දිනය திகதி Date	04 May 2021

Secretaries/ All Ministries
Secretaries / All State Ministries
Chief Secretaries/ All Provincial Councils
All Heads of Departments / Institutions

Attn: Officer- in-charge of Foreign Training

Dear Sir / Madam

Digital Tools to Develop Basic English Language Proficiency
- **From: 28 June – 02 July 2021 (Online)**

The Government of Malaysia has invited nominations from eligible Government Officials in Sri Lanka for the above online programme. Copies of the programme details are enclosed.

We strongly recommend participation of suitable officers for this course and would be thankful if the nominations are submitted with the following documents on or **before 31 May 2021.**

- Dully filled Application Form (can be downloaded at
  https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course along with certified copies of the certificates of Academic and Professional Qualifications (in two sets)
- A copy of the passport
- Duly filled ERD form (could be downloaded from www.erd.gov.lk)

(For further enquiries please contact following officers of Technical Assistance Division;
Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General
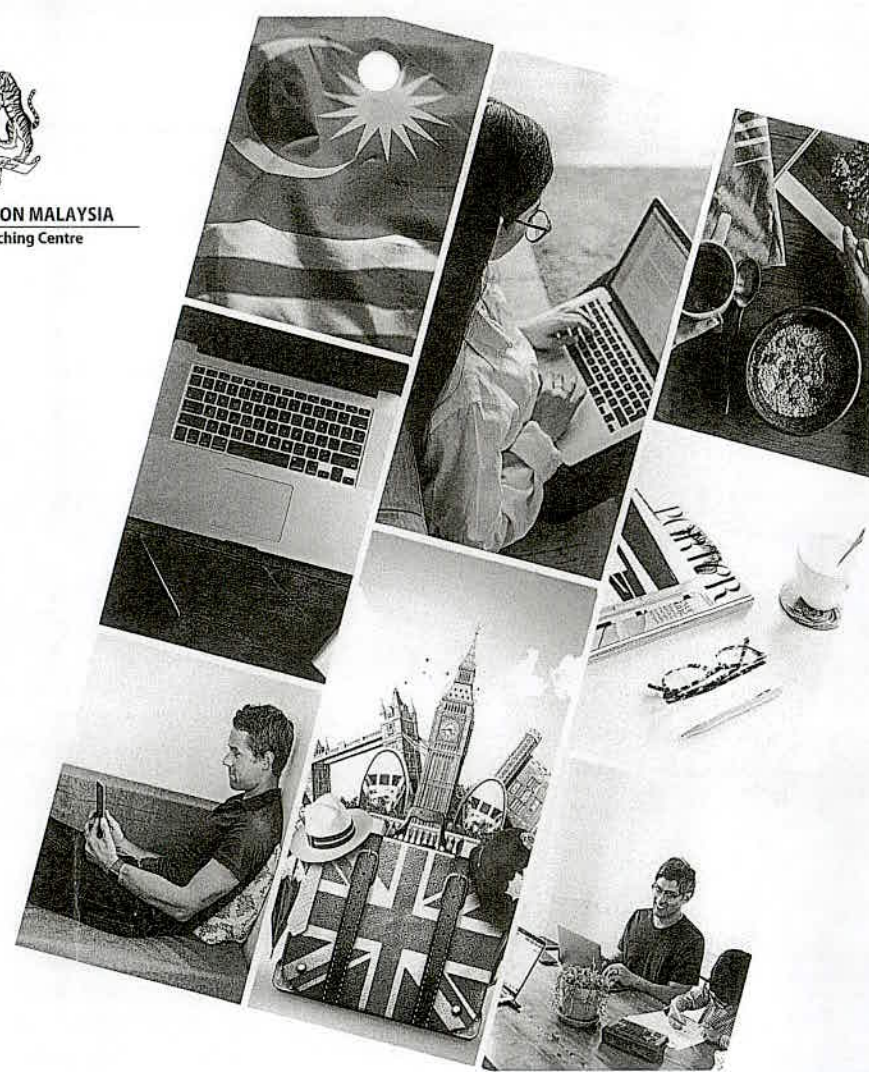
MALAYSIA TECHNICAL COOPERATION PROGRAMME

MINISTRY OF EDUCATION MALAYSIA
English Language Teaching Centre

COURSE TITLE:

DIGITAL TOOLS TO DEVELOP BASIC ENGLISH PROFICIENCY

Course Dates:

Phase 1: 21-25 June 2021

Phase 2: 28 June - 02 July 2021

ABOUT US

THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

Objectives of MTCP
- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC)

About ELTC

The English Language Teaching Centre (ELTC) was established on 1st June 2002 to undertake the specialist function of enhancing the teaching competencies of English Language teachers. The institution functions as a centre for innovation and research and development in the teaching and learning of English language. The institution is also tasked with the responsibility of setting standards and providing certification for English Language Teaching (ELT) professionals, in addition to developing expertise especially in the field of e-learning for ELT teacher education.

PHASE 1:TRAINING SCHEDULE

MALAYSIA TIME	(1400 - 1500)	(1500 - 1700)	(1700 - 1900)	(1900 - 2300)
DAY 1 21.06.2021	❖ Welcome address ❖ Housekeeping ❖ Photography session	❖ MC: Improve Listening (D1.T3.C1)	❖ MC: Improve Listening (D1.T3.C1)	❖ Self-access learning on IMPROVE & Edusynch
DAY 2 22.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Improve Speaking (D1.T3.C2)	❖ MC: Improve Speaking (D1.T3.C2)	❖ Self-access learning on IMPROVE & Edusynch
DAY 3 23.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Improve Writing (D1.T3.C3)	❖ MC: Improve Writing (D1.T3.C3)	❖ Self-access learning on IMPROVE & Edusynch
DAY 4 24.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Improve Reading (D1.T3.C4)	❖ MC: Improve Reading (D1.T3.C4)	❖ Self-access learning on IMPROVE & Edusynch
DAY 5 25.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Improve Grammar (D1.T3.C5) ❖ Improve Vocabulary (D1.T3.C6)	❖ Review of Phase 1 ❖ Certification of Phase 1	❖ Self-access learning on IMPROVE & Edusynch

Indicates synchronous training via Microsoft Teams

PREREQUISITES

10 DAYS BEFORE COURSE COMMENCES	❖ Obtaining participants' email list.	❖ Setting up ELTC Microsoft accounts for participants.	❖ Invite participants into Microsoft Teams.

❖ Instructors introduce themselves via Teams.

7 DAYS BEFORE COURSE COMMENCES	❖ Introduction to IMPROVE via Teams.	❖ IMPROVE Educator - participants create their profiles.

❖ Provide training schedule & instructions to participants via Teams.

3 DAY BEFORE COURSE COMMENCES	❖ CEFR-aligned proficiency test (pre-test) via Edusynch.	❖ Track progress & send reminders via Teams.

PHASE 2:TRAINING SCHEDULE

MALAYSIA TIME	(1400 - 1500)	(1500 - 1700)	(1700 - 1900)	(1900 - 2300)
DAY 1 28.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Padlet for Collaboration I (D5.T1.C1) & II (D5.T2.C1)	❖ MC: Padlet for Collaboration III (D5.T3.C1)	❖ Self-access learning on IMPROVE & Edusynch
DAY 2 29.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ MC: Introduction to Edpuzzle (D1.T1.C2) ❖ MC: Experiencing Edpuzzle (D1.T2.C2)	❖ MC: Becoming an Edpuzzle Teacher (D1.T3.C3) & Coach (D1.T4.C1)	❖ Self-access learning on IMPROVE & Edusynch
DAY 3 30.06.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ Micro course: Design & development ❖ Action Plan (course mapping)	❖ Micro course: Design & development ❖ Action Plan (course mapping)	❖ Self-access learning on IMPROVE & Edusynch
DAY 4 01.07.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ ToT skills for online course moderation ❖ Action Plan (course mapping)	❖ ToT skills for online course moderation ❖ Action Plan (course mapping)	❖ Self-access learning on IMPROVE & Edusynch
DAY 5 02.07.2021	❖ Housekeeping ❖ Reflection activities (Learning Journal)	❖ CEFR-aligned English language test (post-test)	❖ Review of Phase 2 ❖ Certification of Phase 2 ❖ Closing	❖ Self-access learning on IMPROVE & Edusynch

Indicates synchronous training via Microsoft Teams

APPLICATION GUIDELINE

Application should be made using prescribed MTCP forms available at: mtcpcoms.kln.gov.my/mtcpcoms/online/list_course

The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with *Note Verbale* to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.

Incomplete and/or unendorsed forms will not be processed.

Online training link will be sent out via email to successful candidate.

CLOSING DATE OF NOMINATION: 07 JUNE 2021

Contact Details

English Language Teaching Centre,
Ministry of Education Malaysia
Kompleks Pendidikan Nilai,
Lebuh Enstek, 71760 Bandar Enstek,
Negeri Sembilan.
(Att. : Dr. Mohd Faisal Farish bin Ishak)
Email: faisalfarish@eltc.edu.my
Tel: 06-7979000 (etx. 9173)
Fax: 06-7979113/114