

**Indian National Commission for Cooperation with UNESCO  
Government of India  
Ministry of Human Resources Development  
Department of Higher Education**

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IIEP, Paris has invited **Applications for 2017-2018 Advanced Training Programme in Educational Planning and Management & the Education Sector Planning Course (Residential training from January to March or January to June 2018)**. Relevant details are on the next page.

All candidates must complete application forms online, but candidates from Ministries and other public bodies must submit by email a letter of endorsement from their ministry or the UNESCO National Commission at the following address for further consideration and onward transmission to IIEP, Paris, France.

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United Nations  
Educational, Scientific and  
Cultural Organization



International Institute  
for Educational Planning

International Institute for Educational Planning (IIEP)

An International Centre of Excellence in Educational Planning

# IIEP Training Offer

## in Educational Planning & Management



# Your training in educational planning

UNESCO's International Institute for Educational Planning (IIEP) is the only institute in the world providing a winning combination of training in educational planning, cutting-edge research, and in-country capacity development to support educational bodies. All three elements work together and are core components for making the fundamental changes needed for building better education systems around the world.

For over 50 years, IIEP has been known and respected for its research and training in educational planning and has trained planners from around the world. Today, IIEP continues to fine-tune its training programme, updating it with the latest technology and research in the field.

*IIEP's vision is rooted in the understanding that education is a basic human right. No child, youth, or adult should be excluded from the best possible learning opportunities that will allow him or her to live decently, access and exercise their rights, and engage in civic life. To uphold this conviction, IIEP strives to expand quality education to provide equal and relevant learning opportunities to all.*

IIEP believes that good educational planning is both visionary and pragmatic and offers a solid path to implementing education reform and transforming systems. At the same time, it ensures equal opportunities for children and youth.

“



*I myself have attended courses at IIEP on costs and financing for education, which have helped us to improve the*

*education system and helped us make sure that we have enough budget for education systems on the central and local level.*

Deputy Minister, Ministry of Education and Sports for LAO PDR, Mr Lytou Bouapao

”

## What does IIEP offer you?

Furthering your training in educational planning can help you, as an education professional, strengthen your capacities, and those of your institution and country, in the design, planning, and management of your education system. **IIEP offers courses** in various forms and of various lengths to provide professionals around the world with the most practical, hands-on, and flexible training in educational planning.

The Institute offers courses in residential and distance modes. They range from two-week professional development courses to the comprehensive Advanced Training Programme (ATP) which spans a period of nine months.

**5,000**  
Alumni

from

**160**  
Countries



**2**  
weeks

to



**9**  
months

## The strength of IIEP

The strength of IIEP is in the expertise of its trainers and its practice-oriented training approach. Through training courses, trainers pass on their knowledge, techniques, and new research to trainees. **They support you**, the participant, in formulating educational reforms and the design of new educational programmes around the world. Participants will come from a variety of countries and bring the wealth of their knowledge, expertise, and experience to **share with you**. You, in turn, will give others the benefit of your expertise and experience.

# A training modality to meet *your* needs

Among the major themes in contemporary education, over the years, IIEP training courses have addressed:

Education sector planning

Statistics in educational planning

Micro-planning and school mapping

Projections and simulation models

Reforming school supervision

Educational planning for conflict and disaster risk reduction

Using indicators in planning EFA

Transparency, accountability, and anti-corruption

Human resource management

Education cost analysis

Financial management and budgeting for education

Education sector diagnosis

External quality assurance in higher education

Using indicators in planning higher education

Strategic financial management in universities

Management of university-enterprise partnerships

## Why receive training at IIEP?

- **To strengthen** your skills and competencies:
  - In education policy analysis, sector diagnosis, formulation, implementation, monitoring and evaluation of plans.
- **To develop** your current planning competencies:
  - In strategic management and leadership in education.
- **To enhance** your expertise:
  - In using planning and management techniques, tools, and educational information systems.
- **To foster** your personal development: reinforcing and developing your generic competencies and abilities in communication.

"It was a friendly and academic environment. I learnt so much. I will never forget IIEP and its staff."

"I have seen how good and effective it is for my career future, so am glad I have done it, and I would like to come again to join other programmes."

2013-14 ATP Trainees

"It was a good experience of a lifetime."

"IIEP is a very high-quality professional institution of educational planning."

"Wonderful time, IIEP many thanks, great experience to cherish!"

2013-14 ATP Trainees

## IIEP offers a unique learning experience, which is:

- **Relevant** – IIEP assesses and updates its courses and programmes to ensure they respond to the country context.
- **Comprehensive** – Trainees participate in lectures, seminars, practical exercises, and individual and group work.
- **Dynamic** – Participants share knowledge with other professionals working in the education sector.
- **Flexible** – Courses are conducted in either English, French, or Spanish.
- **International** – Colleagues from different continents and cultures exchange ideas and experience.
- **Grounded in research** – Training features a significant portfolio of operational activities at the country level and integrates IIEP's latest research findings.

**ESP** Mastering the fundamentals of educational planning

**3** Month online phase

+

**3** Month residential training at IIEP Training Centre in Paris

As a stand-alone course earning an IIEP International Certificate of Advanced Studies in educational sector planning and management

**SCP** Specialized courses

**2** Week courses on topics in 2 streams:

Educational Planning and Analysis

Educational Planning and Management

**ESP**

+

**SCP**

+

**2**  
Projects

**Advanced Training Programme: a professionally oriented**

\*For more details on the ATP components, see page 15

## E-learning

**2** Month online courses on key planning and management topics

**2** Week thematic online forums on recent education research results

## ATP Programme\*

Master's level certificate

Modularized approach: ATP can be completed over a 5 year period

## nted programme

## Programmes and courses for different needs

A modular approach to meet the needs of a wide variety of individuals: IIEP courses will address your learning needs and consider your time constraints. You can choose from a flexible offer, finding the course and programmes that best meet your training needs:

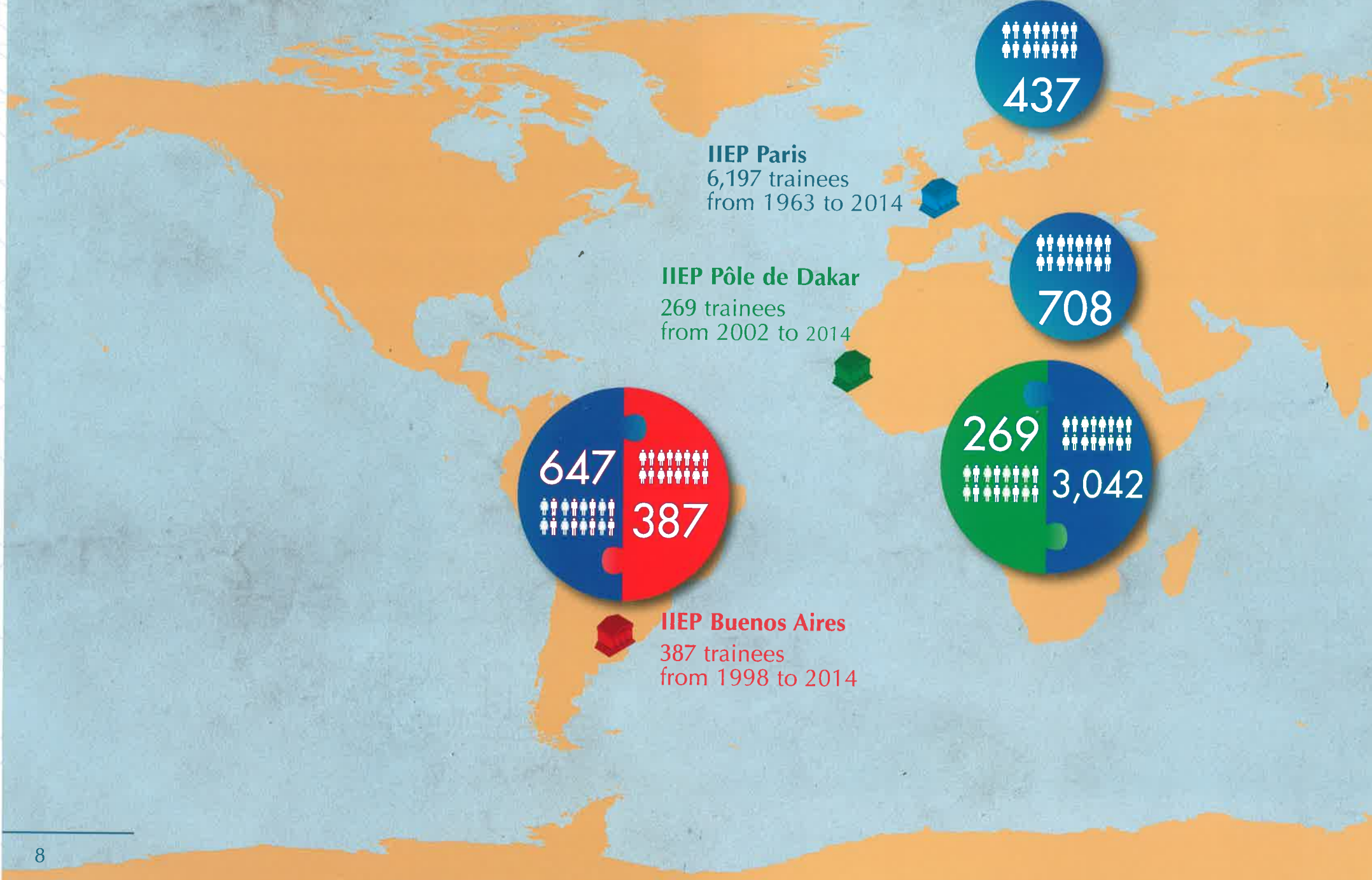
- **Education Sector Planning (ESP).** The ESP provides fundamental skills for educational planning and management. It will provide you with a solid foundation in management and planning (3 months online + 3 months in Paris).
- **Specialized Courses Programme (SCP).** Through the SCP courses you can strengthen your capacities in planning management, address and learn how to manage and monitor technical and managerial issues that you have experienced, and build strategies (2 weeks for each course).
- **Advanced Training Programme (ATP).** This intensive 9-month programme at the Master's level combines both courses above. It addresses educational issues in the context of the entire education sector and focuses on recent educational developments and reforms (3 months online + 6 months in Paris, concluding with a final professional project back in the country).

## E-learning (@) – How is it different?

IIEP's Virtual Campus offers specialized online courses and e-forums using various ICT resources, such as wikis, blogs, and quizzes supported by a Learning Management System (Moodle). Distance training activities are **flexible** to allow participants to honour their other commitments. Courses are led by experts in educational planning and offer high-calibre, intensive training to meet professional requirements.



# Three centres for learn





## IIEP in the regions

IIEP carries out residential training at its headquarters in **Paris**, as well as in its regional offices in Buenos Aires, Argentina, and Dakar, Senegal.

**The IIEP regional office in Buenos Aires** has been operating for over 15 years. It brings international expertise to the region and helps disseminate Latin American educational experience to the rest of the world through the IIEP framework. Its great emphasis on innovation has enabled it to respond to the region's needs through new forms of training, research, and technical assistance.

**The Pôle de Dakar** provides sub-Saharan countries with technical support in the field of education, particularly by conducting analyses and sectoral strategies for the region. In late 2013, the Pôle de Dakar was integrated within IIEP and is the centre of IIEP distance training for the region.

# Training programmes at a glance

ATP

SCP

ESP

## Key components

- Educational planning today
- Education statistics
- Education sector diagnosis
- Policy and strategy formulation
- Plan preparation, implementation, and evaluation
- Field visits to study the French education system

## Education Sector Planning

The ESP provides you with the fundamental skills for educational planning and management.

The course is intensive and provides solid foundations in management and planning through lectures, case studies, collaborative group work, and planning exercises.

The ESP can be taken as a 'stand-alone' training course or in a modularized approach to complete the Master's level Advanced Training Programme (ATP).

### Key components

- Educational planning today
- Education statistics
- Education sector diagnosis
- Policy and strategy formulation
- Plan preparation, implementation, and evaluation
- Field visits to study the French education system

### Course organization

The course consists of a 3-month online learning phase and a 3-month residential training phase at IIEP in Paris.

### Who should take this course?

- Educational planners & managers involved in policy formulation and implementation
- Officials from education ministries around the world
- Professionals from other governmental bodies in charge of education matters

### Certification

Upon successful completion, you will receive an IIEP-UNESCO International Certificate of Advanced Studies in Education Sector Planning (for the stand-alone course).

If you choose it as a first stage towards the Advanced Training Programme (ATP), you will have 5 years to complete the other programme components (SCP and projects).



SCP

## Key components

- Education planning & analysis – focusing on analysis of information for decision-making
- Planning & management – focusing on operational planning and implementation

## Specialized Courses Programme

The SCP offers **8 specialization courses which develop capacities in management and analyses, addressing technical and managerial issues, strategy, monitoring and evaluation.**

Participants receive intensive, short-term, specialized training in specific areas of educational planning and management.

### Key components

The SCP courses are grouped into two different streams:

- Education planning and analysis – focusing on analysis of information for decision-making
- Planning and management – focusing on operational planning and implementation

### Course organization

Each course consists of a 2-week residential training at IIEP in Paris. Trainees participate on a full-time basis in one or several courses offered in the programme. However, since the programme runs two streams simultaneously, candidates can therefore choose a maximum of four courses in one SCP session.

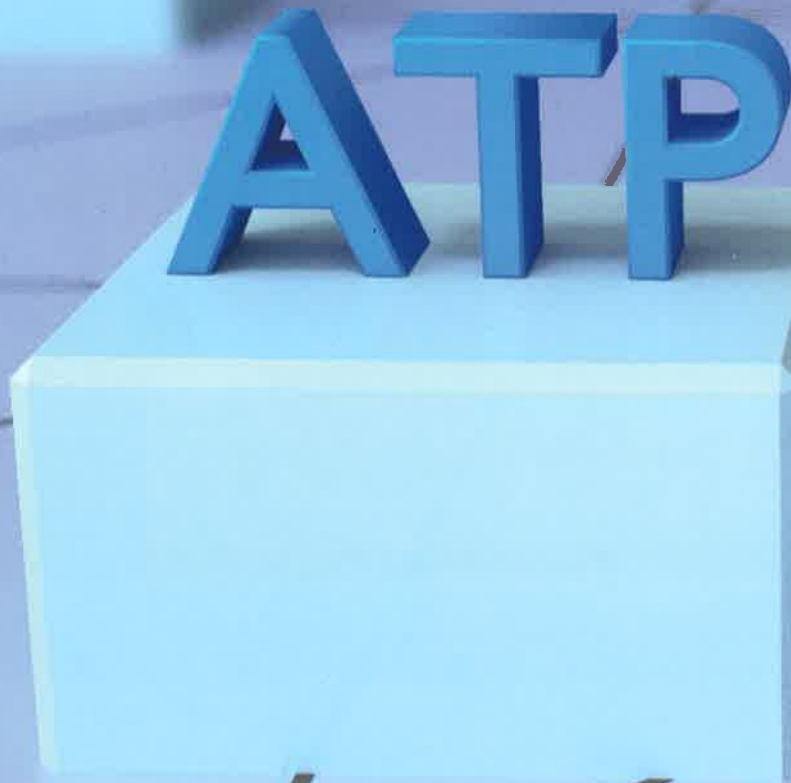
### Who should take these courses?

- Educational planners & managers involved in policy formulation and implementation
- Officials from education ministries around the world
- Professionals from other governmental bodies in charge of education matters
- Education specialists who wish to strengthen their knowledge and expertise in specific areas

### Certification

Upon successful completion, you will receive an IIEP-UNESCO certificate of participation.

The credits obtained through the specialization courses can be transferred to IIEP's Advanced Training Programme (ATP).



## Key components

- Education Sector Planning (ESP)
- Specialized Courses Programme (SCP)
- Preparation of professional projects

## Advanced Training Programme

An intensive 9-month programme designed to strengthen competencies in education policy analysis, educational planning, and sector management.

The ATP:

- Reinforces the capacity of education leaders and their institutions to prepare and implement education policies more successfully in cooperation with national and international financing agencies.
- Addresses educational issues in the context of the entire education sector.
- Focuses on recent educational developments and reform.

### Key components

- **Education Sector Planning (ESP)**
  - Fundamental skills and competencies in educational planning and management
- **Specialized Courses Programme (SCP)**, which has two streams:
  - Education planning and analysis, focusing on analysis of information for decision-making
  - Planning and management, focusing on operational planning and implementation
- **Preparation of professional projects**
  - Tutored project during the last month of the residential phase;
  - Final project back in the country

### Course organization

The programme consists of the ESP component (a 3-month online learning phase + a 3-month residential training phase at IIEP in Paris), the SCP (3 courses out of the 8 offered, 2-week courses), and preparation of a tutored project to be completed in Paris. It is then completed through an in-country project meant to contextualize ATP learning achievements within the specific educational and institutional environment in which each participant operates.

### Who should take this course?

- Educational planners & managers working in policy formulation and implementation
- Officials in education ministries around the world
- Professionals from other governmental bodies in charge of education matters and from non-governmental bodies
- Education specialists who wish to strengthen their knowledge and expertise in specific areas

### Certification

This programme leads to a Master's level certificate. It can be fully completed in the same year, or through a modularized approach over 5 years.








United Nations  
 Educational, Scientific and  
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 Organisation  
 des Nations Unies  
 pour l'éducation,  
 la science et la culture

International Institute  
 for Educational Planning  
 Institut international de la  
 planification de l'éducation

**Advanced Training Programme in  
 Educational Planning and Management**  
 49th session 2013/2014

**Programme de formation approfondie  
 en planification et gestion de l'éducation**  
 49<sup>e</sup> session 2013/2014



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International Institute  
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# Advanced Training Programme

25 September 2017 - 31 October 2018

(Registration deadline: 17 February 2017)



## Conditions for admission



\* Subject to change

To apply, please use the [Online Application Form](http://www.iiep.unesco.org) on the IIEP website ([www.iiep.unesco.org](http://www.iiep.unesco.org)), which contains complete information on the required documents, including reference letters and motivation letter, to be provided.

### Entry Requirements

Applicants must meet the following requirements:

- ❖ Be between 30 and 48 years of age;
- ❖ Have a minimum of 3 years of work experience in fields related to education planning and management;
- ❖ Hold at least a bachelor's degree or an equivalent degree, preferably in a field related to education, economics, or statistics;
- ❖ Be fully proficient (read, write, and speak fluently) in either English or French;
- ❖ Possess good computer skills in MS Word and Excel software.

Female candidates will be given priority access in the case of equal admissions qualifications. Particular consideration will also be given to applications received from the least developed countries.

### Application and selection procedures

All candidates must complete application forms online, but candidates from ministries and other public bodies must submit by email a letter of endorsement from their ministry or the UNESCO national commission. Candidates from non-governmental organizations and donor agencies only need an endorsement letter from their employer.

Admitted candidates are allowed to attend the programme only if the required fees have been transferred to IIEP before their arrival and their medical files have been cleared by the UNESCO medical service.

Participation costs must be provided for by the participants.

# Advanced Training Programme

25 September 2017 - 31 October 2018



## Financial information

### Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance. Candidates are encouraged to apply to appropriate institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from human resources development or institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners such as development banks, bilateral agencies, or UN funds and programmes.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO National Commission. The procedure and schedule for the submission of funding requests are available from the UNESCO web site.

### Accommodation

IIEP has no accommodation facilities of its own. Upon requests received from admitted candidates, IIEP can help to arrange accommodation.

Note: The total cost of participation in the 2017-2018 ATP session is estimated at €25,300 to which return travel costs need to be added.

Funds must be deposited in IIEP's bank account at least one month before the beginning of the programme (August, 25).

\*\* Funds could be administered by either the Participant or IIEP.

1. Amount to cover interpretation, training materials and their reproduction, as well as programme development costs. Field visits include a thematic study visit including school visit within France.

\* Subject to change

### Financial information\*

The programme cost is **€11,300** for participation in the ATP, which includes:

I. Programme Costs <sup>1</sup>	Euros
Programme costs including training materials	9,000
Field visits	1,500
Administrative costs	800
<b>Total Programme Costs</b>	<b>11,300</b>

In order to participate in the different courses, the participants will need a **laptop computer and software (estimated combined cost €1,000)**.

To this amount, participants should add costs related to **their return airfare and their living in Paris**, as follow:

II. Costs related to the living in Paris	Euros
Medical examination fee for French resident permit	60
Medical and civil insurance coverage	480
Lunch vouchers	1,200
Publications postage	160
Recommended monthly stipend ** (€1,600 x 6 months)	9,600
Reservation fee for accommodation **	1,500
<b>Total Living Costs</b>	<b>13,000</b>

III. Total Expenses	Euros
Programme costs	11,300
Laptop computer and software	1,000
Costs related to living in Paris	13,000
<b>Grand Total</b>	<b>25,300</b>

# Specialized Courses Programme

10 April - 19 May 2017\*

(Registration deadline: 17 February 2017)



## Conditions for admission

Specialization Stream 1 Educational Planning and Analysis (EPA)	Specialization Stream 2 Educational Planning and Management (EPM)
Monday 10 – Friday 21 April 2017	
EPA 301: Education Management Information System (EMIS)	EPM 311: Organization and Management of the Education Sector: Systems and Institutions
Monday 24 April – Friday 5 May 2017	
EPA 303: Micro-planning and School mapping	EPM 312: Teacher Management
Tuesday 9 – Friday 19 May 2017	
EPA 304: Quantitative Methods for Monitoring and Evaluating the Quality of Education	EPM 314: Education Sector Programmes and Projects

To apply, please use the [Online Application Form](http://www.iiep.unesco.org) on the IIEP website ([www.iiep.unesco.org](http://www.iiep.unesco.org)), which contains complete information on the required documents to be provided.

Trainees participate on a full-time basis in one or several courses offered in the programme. However, since the programme runs TWO COURSES SIMULTANEOUSLY, candidates have to CHOOSE ONE OF THE TWO COURSES running parallel to each other. Candidates can therefore choose a maximum of three courses in one Specialized Courses Programme (SCP) session.

### Entry Requirements

Applicants must meet the following requirements:

- ❖ Academic qualification: a university degree or equivalent (minimum three years of undergraduate studies) preferably in a field related to educational planning and management.
- ❖ Professional experience: a minimum of three years' professional experience as a

practitioner, trainer or researcher in the planning or management of formal or non-formal education.

- ❖ Language proficiency: a good working knowledge of English or French.
- ❖ Computer literacy: very good knowledge of Word and Excel (according to the course pre-requisite).
- ❖ Funding: the candidate's application must specify how the course fees and other participation costs will be met.

Female candidates will be given priority access in the case of equal admissions qualifications. Particular consideration will also be given to applications received from the least developed countries.

\* Subject to change



# Specialized Courses Programme

10 April - 19 May 2017



## Conditions for admission (cont.)

### Application and selection procedures

SCP Application forms must be completed and submitted online with the required documents uploaded onto your application. Do not send supporting documents by email.

All complete applications are processed by a Selection Committee. Applications are processed on a first-come-first-serve basis. The decision of the Selection Committee is communicated to the applicant within three weeks following the receipt of the application. Incomplete applications are not reviewed, so please read instructions carefully.

## Financial information

### Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance. Candidates are encouraged to apply to appropriate institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from human resources development or institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners such as development banks, bilateral agencies, or UN funds and programmes.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO National Commission. The

procedure and schedule for the submission of funding requests are available from the UNESCO web site.

### Accommodation

IIEP has no accommodation facilities of its own. It can however inform all admitted candidates about the options available in and around Paris. Requests for such information should be made well in advance to TEP. Please note that bookings for hotels and other accommodations have to be done by the participants themselves.

### Financial information\*

The fee for each course offered in the SCP is €1,800. Funds must be deposited in IIEP's bank account at least one month before the beginning of the selected course.

In addition to course fees, participants are required to make arrangements to cover: (i) return air fare (ii) accommodation and living expenses in Paris (estimated at a minimum of €100 per day); and (iii) subscription to a health/accident insurance policy.

Course Costs per person	Euros
Course costs including training materials	1,800
Accommodation and living expenses in Paris	min. 100 per day
Health/accident insurance policy (for a two-week to one-month subscription period).	55
Return air fare	to define

\* Subject to change

# Specialized Courses

## 2017 Training offer and objectives



### Education Management Information System (EMIS)

10-21 April 2017

To provide participants with the necessary knowledge and skills associated with the building and use of information systems in educational planning and management.

At the end of the course, participants should be able to:

- Explain the characteristics of an Educational Management Information System (EMIS);
- Plan the different steps involved in a school census;
- Design the data collection tools for a school census;
- Identify the education related data to be included in EMIS;
- Develop an indicators system for follow-up, evaluation and monitoring.

### Micro-planning and School Mapping

24 April-5 May 2017

To provide participants with the skills and tools required to apply school mapping techniques to the case of their own country.

At the end of the course, participants should be able to:

- Explain the main concepts and approaches concerned with micro-planning and school mapping;
- Define the various methodological stages involved in the school mapping process, from the diagnosis to the establishment of the prospective school map;
- Evaluate and identify alternative strategies for organizing educational provision and their application in accordance with the context of the country considered;
- Use Geographical Information Systems (GIS) for supporting the development of school mapping at each of its stages.

### Quantitative Methods for Monitoring and Evaluating the Quality of Education

9-19 May 2017

To present quantitative/empirical methods to measure the quality of education, in particular those used in the international and sub-regional initiatives, such as PISA, TIMSS, PIRLS, SACMEQ, PASEC, and LLECE.

At the end of the course, participants should be able to:

- Review international debates on concepts, terms, and indicators that are associated with the educational policy research in order to monitor and evaluate the quality of education;
- Explore existing data collection instruments that could be used to collect and prepare data on learning achievement of students and the enabling school conditions;
- Critically examine techniques that are used to draw a scientific sample for a large-scale national survey to measure the quality of education, as an alternative to a census method;
- Develop analytical skills that are required to process and interpret data about quality and equality of education in order to translate research results into policy suggestions.

# Specialized Courses

## 2017 Training offer and objectives



### **Organization and Management of the Education Sector: Systems and Institutions**

10-21 April 2017

To impart the necessary knowledge and skills to enable participants to contribute actively to the design of reforms of structures and processes of educational management which are favourable to the delivery of equitable quality education for all.

At the end of the course, participants should be able to:

- Explain the main underlying concepts, approaches and trends in educational management;
- Analyse existing instruments for the regulation of an education system;
- Advise the Ministry on the design and implementation of a decentralization policy;
- Suggest reforms aimed to improve the effectiveness of educational institutions;
- Use appropriate information tools for the monitoring of the quality of an education system;
- Communicate effectively orally and in writing on major reforms to improve educational management.

### **Teacher Management**

24 April-5 May 2017

To expose participants to different policy options related to teacher recruitment, training and career, and their respective consequences in the education offer, and (ii) acquaint them with several tools and techniques for effective planning, monitoring and management of teaching staff.

At the end of the course, participants should be able to:

- Explain the main underlying concepts of human resource management and current challenges;
- Discuss major implications associated with different policy options in terms of teacher recruitment and training, allocation and utilization, and teacher careers;
- Use and interpret appropriate indicators used for teacher management;
- Discuss different instruments and tools for the regulation of teacher management;
- Suggest reforms aimed to improve teacher management.

### **Education Projects and Programmes**

9-19 May 2017

To address professional development needs of practitioners from Government agencies and the Civil Society in aid recipient and donor countries. The course is particularly relevant for education practitioners who want to update themselves on developments in the aid environment and would like to develop their project design and writing skills.

Upon completion of this course, participants will be able to:

- Analyze the features characterizing the evolving aid environment that characterize Government-donor relations and the national policy dialogue in aid recipient countries;
- Design a project document, applying the Logical Framework Approach and complementary principles such as those of Results-Based Management and Management for Development Results;
- Identify and use current approaches for programme and project identification, preparation, monitoring and evaluation within a sector-wide planning and resource allocation framework;
- Explain the conditions that contribute in making project negotiations successful;
- Present a project proposal in a compelling manner

# Education Sector Planning

25 September 2017 - 31 March 2018

## Financial information



### Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance. Candidates are encouraged to apply to appropriate institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from human resources development or institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners such as development banks, bilateral agencies, or UN funds and programmes.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO national commission. The procedure and schedule for the submission of funding requests are available from the UNESCO web site.

### Accommodation

IIEP has no accommodation facilities of its own. Upon requests received from admitted candidates, IIEP can help to arrange accommodation.

Note: The total cost of participation in the 2017-2018 ESP session is estimated at €15,600 to which return travel costs need to be added.

Funds must be deposited in IIEP's bank account at least one month before the beginning of the programme (August, 25).

\*\* Funds could be administered by either the Participant or IIEP.

1. Amount to cover interpretation, training materials and their reproduction, as well as programme development costs. Field visits include a thematic study visit including school visit within France.

\* Subject to change

### Financial information\*

The programme cost is **€8,000** for participation in the ESP, which includes:

I. Programme Costs <sup>1</sup>	Euros
Programme costs including training materials	6,000
Field visits	1,500
Administrative costs	500
<b>Total Programme Costs</b>	<b>8,000</b>

In order to participate in the different courses, the participants will need a **laptop computer and software (estimated combined cost €1,000)**.

To this amount, participants should add costs related to **their return airfare and their living in Paris**, as follow:

II. Costs related to the living in Paris	Euros
Medical examination fee for French resident permit	60
Medical and civil insurance coverage	240
Lunch vouchers	600
Publications postage	100
Recommended monthly stipend ** (€1,600 per month)	4,800
Reservation fee for accommodation **	800
<b>Total Living Costs</b>	<b>6,600</b>

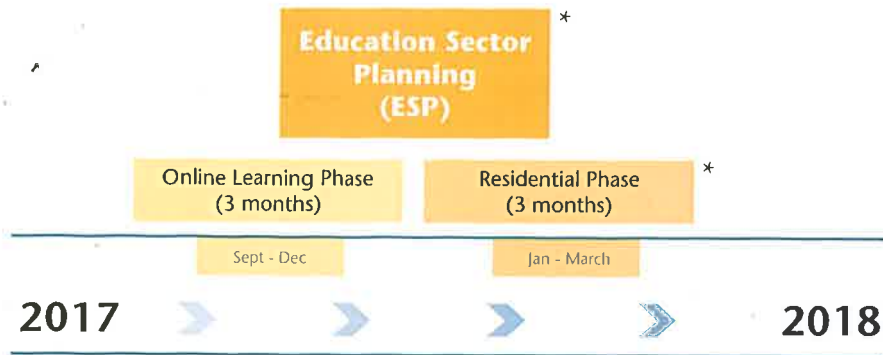
III. Total Expenses	Euros
Programme costs	8,000
Laptop computer and software	1,000
Costs related to living in Paris	6,600
<b>Grand Total</b>	<b>15,600</b>

# Education Sector Planning

25 September 2017 - 31 March 2018

(Registration deadline: 17 February 2017)

## Conditions for admission



\* Subject to change

To apply, please use the [Online Application Form](http://www.iiep.unesco.org) on the IIEP website ([www.iiep.unesco.org](http://www.iiep.unesco.org)), which contains complete information on the required documents, including reference letters and motivation letter, to be provided.

### Entry Requirements

Applicants must meet the following requirements:

- ❖ Be between 30 and 48 years of age;
- ❖ Have a minimum of 3 years of work experience in fields related to education planning and management;
- ❖ Hold at least a bachelor's degree or an equivalent degree, preferably in a field related to education, economics, or statistics;
- ❖ Be fully proficient (read, write, and speak fluently) in either English or French;
- ❖ Possess good computer skills in MS Word and Excel software.

Female candidates will be given priority access in the case of equal admissions qualifications. Particular consideration will also be given to applications received from the least developed countries.

### Application and selection procedures

All candidates must complete application forms online, but candidates from ministries and other public bodies must submit by email a letter of endorsement from their ministry or the UNESCO national commission. Candidates from non-governmental organizations and donor agencies only need an endorsement letter from their employer.

Admitted candidates are allowed to attend the programme only if the required fees have been transferred to IIEP before their arrival and their medical files have been cleared by the UNESCO medical service.

Participation costs must be provided for by the participants.



United Nations  
Educational, Scientific and  
Cultural Organization



International Institute  
for Educational Planning

# Online Courses

## 2017 Training offer



- ❖ **Participants' profile:** Professionals from ministries of Education, universities and other public bodies responsible for education.
- ❖ 4 to 6 participants per national team.
- ❖ Some courses may accept individual applications (5% of the total). Please contact the course coordinator for more information.
- ❖ **Participation fees:** USD 550 per participant (except for the MOOC).

### 2017 IIEP online training offer

Title	Dates	Registration deadlines
<b>Learning assessments (MOOC) (French)</b> Course coordinator: Mioko Saito	6 February to 3 March 2017	27 January 2017
<b>Secondary teacher management (English)</b> Course coordinator: Barbara Tournier	27 February to 21 April 2017	28 November 2016
<b>Quantitative methods in monitoring and evaluating the education sector response to HIV and AIDS (English)</b> Course coordinator: Stéphanie Dolata	6 March to 14 April 2017	Upon invitation exclusively
<b>Internal quality assurance in higher education (English)</b> Course coordinator: Michaela Martin	9 October to 8 December 2017	19 June 2017
<b>Using indicators in monitoring the SDG4 (French)</b> Course coordinator: Patricia Dias Da Graça	13 November to 15 December 2017 8 to 26 January 2018	3 July 2017

**IIEP Virtual Campus**  
[www.iiep.unesco.org/elearning](http://www.iiep.unesco.org/elearning)

# Online Courses

## 2017 Training offer



**MOOC**

### Learning assessments

6 February to 3 March 2017

**in French**

**No fees**

This MOOC will help you review various tools for monitoring and evaluating learning outcomes so as to choose the appropriate framework for your country.

Upon completion of the course, you should be able to:

- Recognize learning assessment as one of the approaches to monitor learning;
- Identify characteristics (purposes, target population, subjects tested, test framework, etc.) of various learning assessments;
- Evaluate the feasibility of carrying out each assessment within your country context.

To participate in this course: [Online registration available on the IIEP website](#)

Course Coordinator: [Mioko Saito](#)

### Secondary teacher management

27 February to 21 April 2017

**in English**

This course will concentrate on teacher management, with a particular focus on secondary teachers. Indeed, in countries where primary education systems have grown considerably, the expansion of secondary education is largely constrained by the availability of qualified teachers. Planning for the supply of teachers is all the more complex at secondary level because of subject specialisation.

Upon completion of the course, you should be able to:

- Explain issues, concepts and approaches of teacher management, especially at secondary level;
- Apply techniques for the planning of secondary teacher supply;
- Calculate indicators used for the diagnosis of secondary teacher allocation and utilisation;
- Reflect on your own information system and monitoring tools for the management of secondary teacher **OR** organizational and regulatory aspects of secondary teacher management (participants will be invited to choose from these two options).

To participate in this course: [grh@iiep.unesco.org](mailto:grh@iiep.unesco.org)

Course Coordinator: [Barbara Tournier](#)

# Online Courses

## 2017 Training offer



in English

### Quantitative methods in monitoring and evaluating the education sector response to HIV and AIDS

NEW

6 March to 14 April 2017

This course aims to reinforce participants' skills in collecting, analyzing and reporting for core indicators and in formulating policies in order to monitor and evaluate the education sector response to HIV and AIDS.

Upon completion of the course, you should be able to:

- Review international and national commitments in global education, health and HIV agendas and indicators associated with monitoring and evaluating the education sector response to HIV and AIDS;
- Critically examine the quality of data collection tools – including the Educational Management Information System (EMIS) annual school census questionnaire;
- Develop analytical skills to analyze and report data on HIV and AIDS in education, with a focus on the interpretation and analysis of trends across time;
- Translate the analysis results into policy suggestion.

To participate in this course: **Upon invitation exclusively**  
Course Coordinator: **Stéphanie Dolata**

in English

### Internal quality assurance (IQA) in higher education

NEW

9 October to 8 December 2017

The objective of the course will be to discuss options and good practices for the construction or development of an internal quality assurance system in a higher education institution.

Upon completion of the course, you should be able to:

- Choose among several options for the focus and orientation of their IQA system;
- Identify and distinguish tools and procedures for an integrated IQA system;
- Analyse the link between IQA and employability, and identify tools and processes through which this link can be strengthened;
- Design an effective and well supported structure for IQA.

To participate in this course: **[iqa@iiep.unesco.org](mailto:iqa@iiep.unesco.org)**  
Course Coordinator: **Michaela Martin**



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