

- Make use of your access to the UNESCO-UNEVOC International Centre's publications (www.unevoc.unesco.org/publications) and online services (www.unevoc.unesco.org/resources)
- Subscribe and contribute to the TVeT-Forum. Share your countries' experiences with the Network and discuss issues of common relevance (www.unevoc.unesco.org/TVeT-forum)
- Share your country's promising practices (www.unevoc.unesco.org/promisingpractices)
- Contribute to Knowledge Development activities of the UNESCO-UNEVOC International Centre
- Contribute, and have access to worldwide TVET information and know-how such as the TVET database and TVETipedia (www.unevoc.unesco.org/worldtvetedatabase, www.unevoc.unesco.org/tvetipedia)
- Actively seek and make use of opportunities from within the UNEVOC Network, but also share opportunities of relevance to others
- Expand your institutional and professional networks



Show that you are part of the UNEVOC Network

Maintain the visibility of your UNEVOC Centre, online any in your institution, to allow TVET officials, experts, stakeholders and visitors to benefit from information and services provided by UNESCO-UNEVOC. You may

- establish a physical display and information point
- disseminate promotional materials such as flyers, posters and PowerPoint presentations
- prepare a UNEVOC exhibition stand at relevant events
- participate as a UNEVOC Centre in national TVET events
- draw the attention of local and national media to UNEVOC Network activities
- maintain a website in the local language(s) that provides UNEVOC related information with reference to the country's needs
- use the UNEVOC Network Banner (not the UNESCO-UNEVOC logo) on your institutional web page (www.unevoc.unesco.org/banner), indicate the contact information of the UNEVOC Centre Coordinator and include a link to www.unevoc.unesco.org.



The UNEVOC Network Banner

Also, keep your page in the UNEVOC membership directory up to date (www.unevoc.unesco.org/networkportal_update).

A guide for UNEVOC Centre Coordinators

Benefits of your UNEVOC Network Membership

Being a member of the UNEVOC Network opens the door to a wealth of resources and admits UNEVOC Centres to an international knowledge network of TVET institutions. You may

- gain access to international expertise and mutual assistance for institutional and technical capacity development,
- benefit from mutual learning through the various forms of cooperation, institutional mechanisms and platforms afforded by UNESCO-UNEVOC to its members,
- learn about potential funding opportunities, and
- acquire the competence to benchmark your own practices.

You will benefit most when you are motivated to share your own expertise and willing to learn from experiences in other countries and regions. The more actively you participate, the more you will benefit.

Role and Responsibilities

The overall mission of UNEVOC Centres is to contribute to the improvement in the standards, quality and reputation of TVET in their country. In close cooperation with their national TVET institutions, and with support from the UNEVOC Network, a UNEVOC Centre provides an environment for exchange and mutual assistance among TVET officials and policy-makers, academics, teachers and practitioners, TVET experts and stakeholders in their country.

At the national level, UNEVOC Centres

- **contribute to the national agenda on TVET,** and to the formulation of national TVET policies
- **support the alignment of national**

TVET policies with other national and international goals

- **facilitate the information flow** by disseminating UNESCO's work in TVET in the country.

To interact with the UNEVOC Network, UNEVOC Centres may

- **disseminate national TVET** information and documentation through the UNEVOC Network
- **contribute to the regional and international debate on TVET** by participation in events or online
- **contribute to the online services of UNESCO-UNEVOC** (www.unevoc.unesco.org/resources).

Make a plan & evaluate your progress

UNEVOC Centres are requested to submit a biennial work plan formulating a specific plan of action that ideally is consistent with UNESCO's TVET Strategy. Use the template available from www.unevoc.unesco.org/biennialworkplan and review chapter 4.1 of the Network Manual of Operating Procedures (www.unevoc.unesco.org/manual) for further instructions. Work together with your national TVET community to ensure your work plan caters to national needs and priorities. The thematic focus maybe set, among other areas of need and interest, on

- Youth employment & skills development
- Greening TVET
- ICT in TVET
- Gender equality

Every two years, an **evaluation** of your biennial work plan is requested, which also provides an opportunity for feedback. Both the biennial work plan and the evaluation are part of the membership renewal process.

What can you do to make the most of your UNEVOC network membership?

The success of your membership depends on your level of engagement. Here are some suggestions:

In your country:

- Organize or contribute to national TVET capacity development events and activities
- Facilitate regional and international partnerships in TVET and expand institutional and professional networks
- Help improve the information and knowledge base for decision-makers
- Draw the attention of TVET officials, experts and stakeholders to UNESCO's message and Standard Setting Instruments
- Share information about UNEVOC events abroad, particularly in the region or cluster
- Disseminate information and documentation on TVET issues obtained via the UNEVOC network to the most appropriate destinations in your country
- Inform your network about the e-Forum and participate in it
- Provide TVET officials, experts and stakeholders with opportunities to share and showcase national experience and promising practices via the UNEVOC Network and UNESCO-UNEVOC online services
- Contribute to TVET expert meetings in your country
- Examine the governance structure of your national TVET system, including the public and private sectors

- Initiate and undertake research and contribute to the improvement of the national TVET system
- Identify and communicate specific TVET needs and priorities in your country
- Establish and maintain a network of national TVET stakeholders, including the public and private sectors; develop a mailing list
- Identify as a UNEVOC Network member and utilize your institution's increased visibility to gain access to national bodies, governments, the private sector, bilateral donors and UNESCO for advocacy and fundraising
- Seize opportunities for potential partnerships with like-minded institutions at the national level
- Act as a national focal point for institutions seeking information about the UNEVOC Network

Within the UNEVOC Network:

- Participate in activities and services offered by UNESCO-UNEVOC to strengthen policy development and institutional capacities (www.unevoc.unesco.org/events)
- Participate in the UNEVOC Network face-to-face meetings and conferences and in UNESCO consultations
- Make use of the opportunities to collaborate with other UNEVOC Centres at the regional and international level by organizing joint activities and face-to-face meetings in the field of TVET to learn from each other's experiences.
- Exchange with the UNEVOC Network by actively and regularly contributing news, events and resources on the UNEVOC Network Portal to ensure a continued flow of knowledge and expertise (www.unevoc.unesco.org/networkportal_share)