



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

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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



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
- Monitoring and evaluating gender equality in education
- Learning assessments
- Education sector diagnosis
- External quality assurance in higher education
- Using indicators in planning higher education
- Strategic financial management in universities
- Management of universityenterprise 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.

"All members of IEP have been helpful in our day to day work in their heart."

"The methodology was interesting...
the class was put in a situational context/
practical situation in which they had to work."

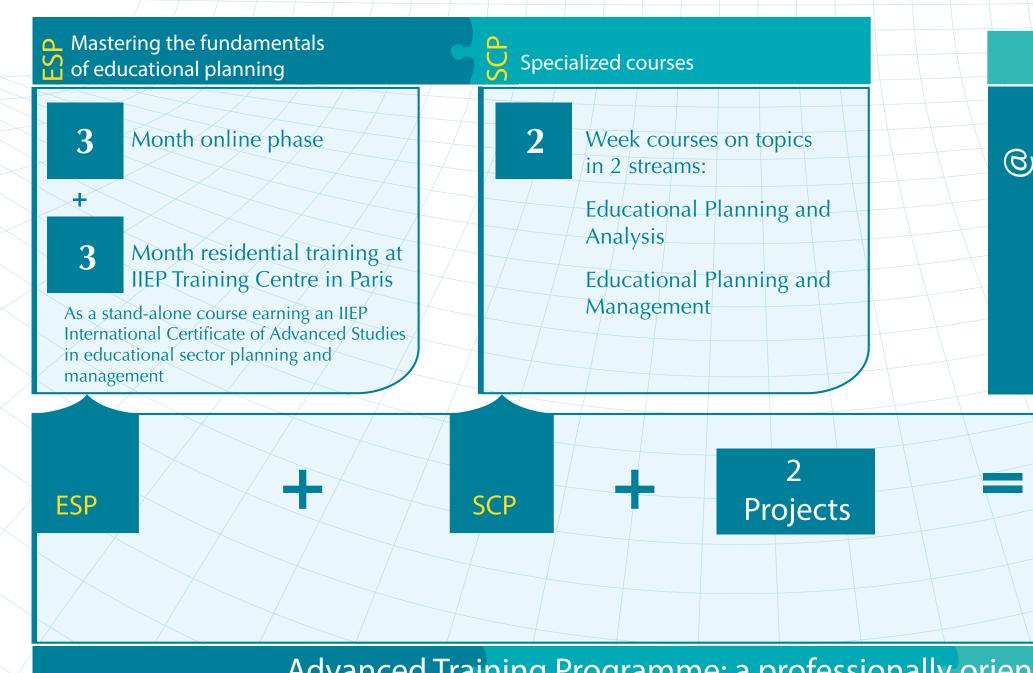
2015-16 ATP Trainees

"The ATP was very important for me to improve my knowledge and skills that I will implement in my country."

"A very memorable professional experience and a teaching network dedicated to the learning experience. I learned a lot.
Thank you to IIEP."

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.



Advanced Training Programme: a professionally orien

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

E-learning

- Month online courses on key planning and management topics
- 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

ted programme

Programmes and courses for different

E-learning (@) – How is it

Three centres for learni



886 ********* 443

1IEP Buenos Aires 443 trainees from 1998 to 2016



984

320 ************ 4,476



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.

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).



Specialized Courses Programme

The SCP offers 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 (EMIS, Projections and simulation models, Micro-planning and school mapping, Quantitative methods for monitoring and evaluating the quality of education)
- Planning and management focusing on operational planning and implementation (Organization and management of the education sector, Teacher management, Education budgets and financial management, Education prorgammes and projects)

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 three courses in one SCP session.

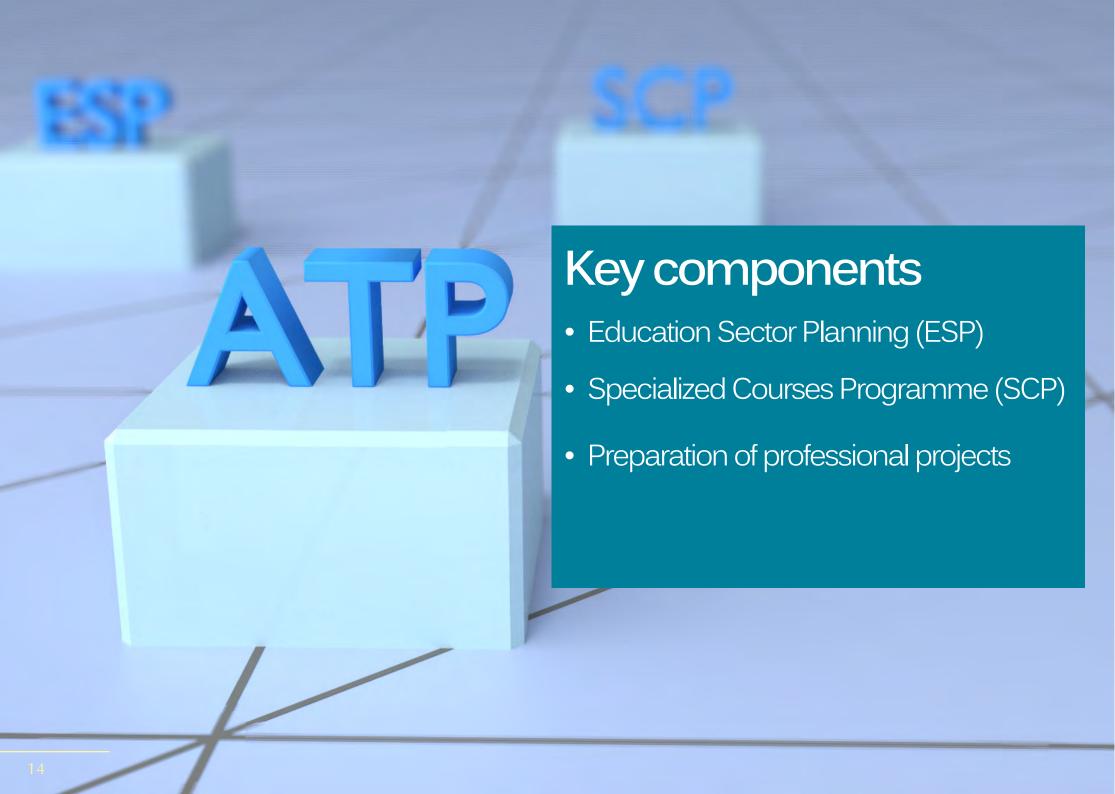
Who should take these courses?

- 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).



Advanced Training Programme

An intensive 12-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 6 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.



E-learning

The IIEP Virtual Campus offers online courses for professionals working in the education sector in order to enhance their knowledge and skills in educational planning and management.

Online courses are mainly designed to respond to the training needs of national institutions. Institutions propose **a team of 4 to 6 professionals who will work together throughout the course**. Training is mainly organized at a distance, but also includes optional face-to-face meetings to prepare group assignments.

Online training offered by IIEP is based on a practice-oriented and interactive approach, and draws on over 50 years of experience in the field. The flexibility of our offer and the use of innovative technology allow participants to benefit from intensive training while remaining in their professional settings and fulfilling their daily responsibilities.

Key components

The Virtual Campus offers 4 to 6 online courses in English or French every year.

Course organization

IIEP online courses last 2 months (6 to 8 working hours a week). They are organized on a Learning Management system (Moodle) or "virtual classroom" where participants have access to training materials and interactive learning resources and tools, such as instructional presentations, videos, blogs, wikis, web conferencing, and quizzes.

Who should take these courses?

Professionals from ministries of education, universities, and other public bodies responsible for education.

Certification

After successful completion of the course, participants receive an IIEP-UNESCO certificate of participation.

E-forums:

a place to voice your opinion and exchange ideas (2 to 3 weeks)

- IIEP's e-forums provide an opportunity to keep up-to-date on key issues in educational planning and learn from international experiences. They bring together participants from different institutions around the world, and provide a unique space to share knowledge, ideas and experiences among professionals working in the field of education.
- Our e-forums are focused on specific topics and refer to recent IIEP research and publications. They are moderated by experts over a period of two to three weeks.



IIPE Pôle de Dakar

Route de Ngor, Enceinte Hotel Ngor Diarama B.P. 3311, Dakar, Sénégal Tel: +221 33 859 77 30 www.iipe-poledakar.org

BUENOS AIRES Office

Agüero 2071

1425 Buenos Aires, Argentina

Tel: +54 11 4806 9366 / 4807 5446

Fax: +54 11 4806 9458

www.iipe-buenosaires.org.ar

PARIS Office

7-9, rue Eugène-Delacroix 75116 Paris, France

Tel: +33 (1) 45 03 77 00

Fax: +33 (1) 40 72 83 66

info@iiep.unesco.org





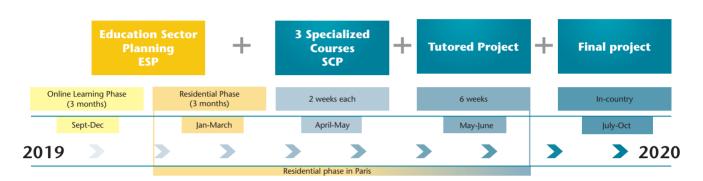


International Institute for Educational Planning
An International Centre of Excellence in Educational Planning

Advanced Training Programme

25 September 2019 - 27 November 2020

Conditions for admission



To apply, please use the online application form. See the IIEP website: (www.iiep.unesco.org), for details. This explains which information is required in support of your application.

Entry Requirements

Applicants must meet the following requirements:

- 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 equivalent, 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;
- ❖ Be able to continue working for at least another 5 years, preferably in public service, where appropriate.

Female candidates are strongly encouraged to apply.

Application and selection procedures

All candidates must complete an online application and upload the requested supporting documents (diplomas, language certifications, authorization of participation, etc.). Public servants must have an authorization from their employer and, wherever possible, from the UNESCO National Commission. IIEP will review the candidate's application and candidates will be notified by e-mail of the results of the selection process.

Before arrival in Paris, admitted candidates must transfer the programme fees to IIEP, secure visas and receive clearance for their medical files, etc. **They must also have successfully completed** the in-country online learning phase.





Advanced Training Programme

25 September 2019 - 27 November 2020

Financial information



Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance, with the exception of one scholarship per year for female planners. Candidates are encouraged to apply to funding institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from 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 at the UNESCO web site.

Accommodation

IIEP has no accommodation of its own, but upon request from admitted candidates IIEP can help to arrange accommodation, if adequate time is given.

Note: The total cost of participation in the 2019-2020 ATP session is estimated at €24,000 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, 23).

- 1. Amount to cover interpretation, training materials and their reproduction, as well as programme development costs. The field visits is a thematic study visit including school visits, within France.
- * These funds could be administered by either the participant or IIEP.

Financial information

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

I. Programme Costs'	Euros
Programme costs including training materials	9,000
Field visits	1,500
Administrative costs	800
Total Programme Costs	11,300

Participants should add costs related to **their return airfare** and **their living in Paris** to this amount, as follows:

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 * (€1,800 x 6 months)	10,800
Total Living Costs	12,700

III. Total Expenses	Euros
Programme costs	11,300
Costs related to living in Paris	12,700
Grand Total	24,000

Education Sector Planning

25 September 2019 - 27 March 2020

Conditions for admission





To apply, please use the online application form. See the IIEP website: (www.iiep.unesco.org), for details. This explains which information is required in support of your application.

Entry Requirements

Applicants must meet the following requirements:

- 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;
- Be able to continue working for at least another 5 years, preferably in public service, where appropriate.

Female candidates are strongly encouraged to apply.

Application and selection procedures

All candidates must complete an online application and upload the requested supporting documents (diplomas, language certifications, authorization of participation, etc). Public servants must have an authorization from their employer and, wherever possible, from the UNESCO National Commission. IIEP will review the candidate's application and candidates will be notified by e-mail of the results of the selection process.

Before arrival in Paris, admitted candidates must transfer the programme fees to IIEP, secure visas and receive clearance for their medical files, etc. **They must also have successfully completed** the in-country online learning phase.





Education Sector Planning

25 September 2019 - 27 March 2020

Financial information



Financial assistance and grants

IIEP is not a funding institution and cannot offer financial assistance, with the exception of one scholarship per year for female planners. Candidates are encouraged to apply to funding institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from 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 at the UNESCO web site.

Accommodation

IIEP has no accommodation of its own, but upon request from admitted candidates IIEP can help to arrange accommodation, if adequate time is given.

Note: The total cost of participation in the 2019-2020 ESP session is estimated at €14,400 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, 23).

Financial information

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

I. Programme Costs ¹	Euros
Programme costs including training materials	6,000
Field visits	1,500
Administrative costs	500
Total Programme Costs	8,000

Participants should add costs related to **their return airfare** and **their living in Paris** to this amount, as follows:

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 * (€1,800 per month)	5,400
Total Living Costs	6,400

III. Total Expenses	Euros
Programme costs	8,000
Costs related to living in Paris	6,400
Grand Total	14,400

^{1.} Amount to cover interpretation, training materials and their reproduction, as well as programme development costs. The field visits is a thematic study visit, including school visits, within France.

^{*} These funds could be administered by either the participant or IIEP.

Specialized Courses Programme

8 April - 17 May 2019*

(Registration deadline: 3 months before the course starts)

Conditions for admission



Specialization Stream 1 Educational Planning and Analysis (EPA)	Specialization Stream 2 Educational Planning and Management (EPM)	
Monday 8 – Friday 19 April 2019		
EPA 302: Projections and simulation models: methods and techniques	EPM 312: Teacher management	
Monday 23 April – Friday 3 May 2019		
EPA 303: Micro-planning and school mapping	EPM 314: Designing education sector programmes and projects	
Monday 6 – Friday 17 May 2019		
EPA 304: Quantitative methods for monitoring and evaluating the quality of education	EPM 313: Education budgets and financial management	

To apply, please use the online application form. See the IIEP website: (www.iiep.unesco.org), for details. This explains which information is required in support of your application.

Trainees participate on a full-time basis in one or several courses offered in the programme. However as courses run in parallel it is only possible to participate in a maximum of three courses each 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 sometimes Excel (depending on the course).
- Funding: the candidate's application must specify how the course fees and other participation costs will be met.

Female candidates are strongly encouraged to apply.



Specialized Courses Programme

8 April - 17 May 2019

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.

Applications are processed on a first-comefirst-served basis. The decision on acceptance is communicated to the applicant within three weeks following the receipt of the application. Incomplete applications are not reviewed, so please follow 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 provided by government themselves, or through development partners, including multilateral and bilateral agencies and NGOs.

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. Participants must arrange for their own accommodation. However the IIEP Training Programme unit can provide information on options available in and around Paris. Requests for such information should be made well in advance.

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

Specialized Courses 2019 Training offer and objectives



EPA 302

Projections and simulations models: Methods and techniques8-19 April 2019

To offer an advanced level of specialization in projection and simulation models techniques in order to support educational planning and the formulation of education strategies.

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

- Explain various concepts and projection techniques commonly used in educational planning;
- Apply techniques and methods to construct simulation models using the data, projection framework and functions needed to calculate projection;
- Understand the link between resources and results and budget programming and performance plan documents.

EPA 303

Micro-planning and school mapping

23 April-3 May 2019

To provide participants with the skills and tools required to apply school mapping techniques to their own education system.

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.

EPA 304

Quantitative methods for monitoring and evaluating the quality of education

6-17 May 2019

To present quantitative/empirical methods to measure the quality of education, in particular those used in the international and sub-regional initiatives.

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 discourse around the monitoring and evaluation of the quality of education;
- Evaluate the feasibility of carrying out learning assessments taking into consideration the purposes, target population, subjects tested, test frameworks, etc.;
- Develop analytical skills that are required to process and interpret data about quality and equality in education in order to translate research results into the policy and planning.

Specialized Courses2019 Training offer and objectives



EPM 312

Teacher management

8-19 April 2019

To impart the necessary knowledge and skills to enable participants to contribute actively to informed debates on teacher policy and management issues from a comparative perspective.

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

- Explain current challenges linked to teacher management;
- Discuss major implications associated with different policy options in terms of teacher recruitment and training, allocation and utilization, and teacher careers;
- Use and interpret the appropriate indicators used for teacher management;
- Discuss instruments, such as EMIS and codes of conduct, for the regulation of teacher management;
- Suggest reforms aimed at improving teacher management.

EPM 314

Designing education sector programmes and projects

23 April-3 May 2019

To address the professional development needs of practitioners from government agencies and civil society from both 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 skills in project design.

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

- Analyze the features characterizing the evolving aid environment that characterize governmentdonor 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.

EPM 313

Education budgets and financial management

6-17 May 2019

To reinforce the operational and analytical expertise of the participants with regard to financial management and budgeting in the public sector, and more specifically in the field of education.

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

• Prepare a Medium-Term Expenditure Framework (MTEF) as well as a budget for their own education department or government.

Online Courses 2019 Training offer







- ❖ Participant 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:** USD550 per participant (except for the MOOC).

2019 IIEP online training offer

3 April to 11 June 2019

Educational planning for crisis risk reduction and forced displacement (French)

Course coordinator: Leonora MacEwen

Plan4resilience@iiep.unesco.org

Registration deadline:

22 February 2019

10 April to 4 June 2019

External quality assurance : options for higher education managers in Southern African countries (English)

Course coordinator: Michaela Martin

eqa@iiep.unesco.org

Registration deadline:

Upon invitation exclusively

6 May to 7 June 2019

MOOC: How to mainstream Early Childhood Education (ECE) into Education Sector Plans (ESPs) (English)

Course coordinator: Patricia Dias Da Graça

mooc@iiep.unesco.org

Registration deadline:

25 April 2019

9 October to 3 December 2019

Internal quality assurance in higher education (English)

Course coordinator: Michaela Martin

iqa@iiep.unesco.org

Registration deadline:

Upon invitation exclusively

16 October to 24 November 2019

Foundations of disability inclusive education sector planning (English)

Course coordinator: Jennifer Pye

Plan4inclusion@iiep.unesco.org

Registration deadline: 28 June 2019