

Educational Planning and Management

IIEP-UNESCO

13 September 2021 – 13 May 2022



COURSE OVERVIEW



DATES

13 September 2021 –
13 May 2022
(8 months)

Online and face-to-
face modes



AIM

Enforces the
fundamental skills
for educational
planning and
management



PARTICIPANTS

- Educational planners and managers involved in policy formulation and implementation
- Officials from education ministries and professionals from other governmental bodies in charge of education matters
- Professionals working for NGOs and national or international agencies contributing to education planning



KEY COMPONENTS

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



PRACTICAL INFORMATION

Language:
English and French

Workload:
15 hours per week
(online phase)
45 hours per week
(residential phase in
Paris)

Registration:
Deadline 1 September
2021

Introduction

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.



After I came back, I was more involved in plan preparation, I was included in the working group of the ESP formulation

(Cambodia, Alumnus)



The ESP

Consisting of a six-month online learning phase followed by a two-month residential training, the Education Sector Planning course provides participants with the fundamentals of educational planning: from education sector diagnosis to the preparation and monitoring of plan implementation. Course work includes education statistics for planning and management, demographics, and the evolving development aid context. The programme includes field visits allowing on-site briefings and analysis of the French education system.



Learning modality

The ESP will rely on an interactive and practice-oriented learning approach. Throughout the programme, participants will be asked to prepare practical exercises that will allow them to directly apply the skills acquired.

The training will be based on:

- **Individual study** of reading materials, videos and interactive presentations, participation in online discussions, and completion of individual quizzes;
- **Participation** in group meetings (both virtual and face-to-face), during which participants will collectively prepare group activities based on their reflections and discussions;
- **Interaction** with international experts and participants from other countries through direct collaboration and experience sharing.



Please note that participants must have a reliable access to the internet and meet the requirements described in the Annex "Technological requirements".



Assessment and certification

Upon successful completion, you will receive an IIEP-UNESCO International Certificate of Advanced Studies in education sector planning. If you choose to begin with the ESP as a first stage towards the Advanced Training Programme (ATP), you will have five years to complete the other ATP programme components (SCP, Tutored and Final Projects).



Programme structure and organization

PART 1

Course on Education Sector Planning (ESP)

Consisting of a six-month online learning phase followed by a two-month residential training, the Education Sector Planning course provides participants with the fundamentals of educational planning: from education sector diagnosis to the preparation and monitoring of plan implementation. Course work includes education statistics for planning and management, and positions sector work within the larger context of socio-economic development, demographics, and the evolving development aid context. The programme includes field visits allowing on-site briefings and analysis of the French education system.

PART 2

Specialized Courses (SCP)

Six specialized two-week courses are offered at IIEP, grouped in two parallel streams:

- **Stream 1:** Education Planning and Analysis focuses on the analysis of information for decision-making.
- **Stream 2:** Planning and Management focuses on operational planning and implementation.

Participants wishing to obtain the IIEP master's-level certification are required to successfully complete a minimum of three specialized courses. A range of IIEP specialized courses are also provided online. Each specialized course is separately assessed and validated in order to allow those who choose to complete the ATP over a period of five years to complete a course portfolio in either the residential or the distance mode.

PART 3

Preparation of Tutored and Final Projects

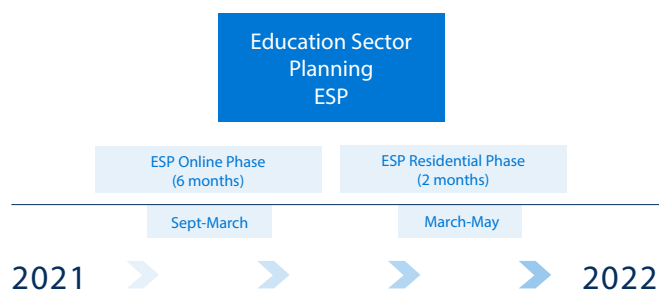
After the completion of three Specialized Courses (SCP) in Paris, the project phase commences, with a one-week residential course on methodology for projects, followed by the preparation of two projects through a distance modality.

A first project to be completed at the end of this phase (Tutored Project) gives participants an opportunity to design and carry out a piece of individual work as a 'reflective practitioner', in an area of educational planning and management closely related to their country's context and of practical relevance to their current or future professional responsibilities. Participants thus acquire advanced-level conceptual and analytical skills associated with this type of task.

A second project is called the Final Project. This can be a professional paper focused on a specific workplace-related tool (e.g. EMIS, simulation models) or task (e.g. projects design, budgets preparation, plan monitoring) or an applied research paper on a topic of relevance to educational development in their home country. This is expected to further increase the relevance of the ATP to the diversity of challenges faced by UNESCO Member States.

Upon successful completion of the two projects, in addition to the ESP and SCP components of the Programme, participants are awarded a professional master's-level certification.

ESP Course structure



Entry requirements

Applicants must meet the following requirements:

- have a minimum of three years of work experience in fields related to educational 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 five years, preferably in public service, where appropriate.

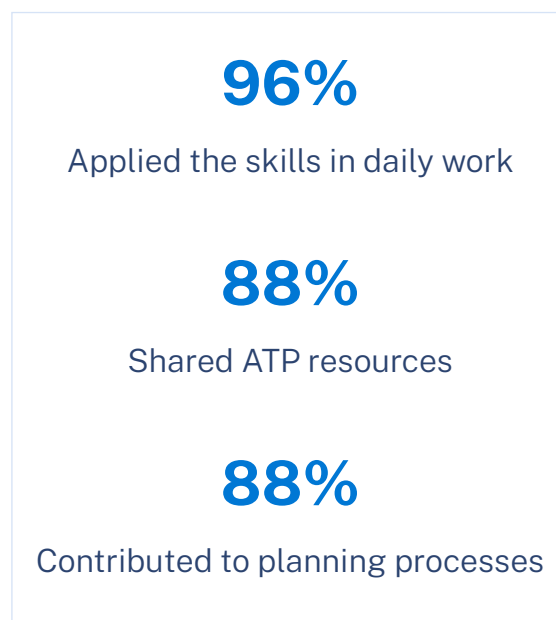
To apply, please use the online application form. See the IIEP website: (www.iiep.unesco.org) for details, which explains what information is required in support of your application.

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 email of the results of the selection process.

By 1 September 2021, admitted candidates must transfer the programme fees to IIEP. Before their arrival in Paris, they must receive clearance for their medical files and secure visas. They must also have successfully completed the online learning phase.



CONTACT

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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 (or to their employer, whether ministry, international organization, or NGO). 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 website.

Female candidates are strongly encouraged to apply.

Accommodation

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

Note: The total cost of participation in the 2021–2022 ATP session is estimated at €12,460, to which return travel costs need to be added.

Funds must be deposited in IIEP's bank account by 1 September 2021.

Financial information

The programme costs is €8,300 for participation in the ESP, which includes:

I. Programme Costs ¹	Euros
Programme costs including training materials	6,300
Field visits	1,500
Administrative costs	500
Total Programme Costs	8,300

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 and civil insurance coverage	160
Recommended monthly stipend ² (€2,000 x 2 months)	4,000
Total Living Costs	4,160

III. Total Expenses	Euros
Programme costs	8,300
Costs related to living in Paris	4,160
Grand Total	12,460

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

² These funds could be administered by either the participant or IIEP.

FOR MORE INFORMATION

IIEP website

<http://www.iiep.unesco.org/en>

Technology requirements

The IIEP Virtual Campus platform is based on the Moodle learning management system. In order to apply to this course, participants must make sure they meet the following technical requirements:

<p>Accessibility</p>	<p>For information on how IIEP strives to continuously improve the accessibility of its online training, and its accessibility policies, please click on https://cvi.iiep.unesco.org/login/index.php, and then on the Accessibility link at the bottom of the page.</p>
<p>Browser</p>	<p>The IIEP platform (Moodle) is compatible with the majority of browsers: Desktop or laptop computer</p> <ul style="list-style-type: none"> – Chrome – Firefox – Safari – Edge <p>NOTE : All versions of Internet Explorer should be avoided, as should older versions of Safari (7 and older).</p> <p>To ensure optimal security and user experience, it is recommended to use the most recent version of your browser.</p>
<p>Sound card, headset, speakers</p>	<p>In order to listen to videos, etc., you must have a sound card in your computer and will need a headset, earphones, or speakers.</p>
<p>Microsoft Word and Excel</p>	<p>Several courses require to download Word or Excel documents. If you do not have MS Office, you can download Open Office, a free suite of software, which allows to open and edit MS Office files.</p>
<p>Adobe Reader</p>	<p>Participants will need a PDF viewer to open and view PDF files. You can download Adobe Reader for free at https://get.adobe.com/reader/</p>
<p>Internet connection</p>	<p>Having a high-speed Internet connection will allow participants to benefit from all available resources.</p> <p>Minimum recommended connection speed: 500 Kbps.</p>
<p>Mobile devices</p>	<p>Although IIEP's courses are primarily designed to be followed on a personal computer, the design of site and course pages is responsive, meaning that participants can also use their smartphone or other mobile device to access courses, view videos, read and reply to forum messages, and so on.</p>