



Technical and Vocational Education and Training Project



Data Sheet of Secondary Information for TVET Administrative Survey 2012



/The second information that filled the Data Sheet of
Secondary Information is must guaranteed by document.
Documents must be attached/

Consent taken by School Director

Hello, my name is _____ from the MMCG Company, a survey firm. I am working on a project that is being implemented by MCA-Mongolia. We are trying to learn about TVET project in your school and Mongolian VET sector. You have been invited to be a participant in this study. Your participation will improve the work being carried out by the project and will be highly appreciated.

If you agree to participate in this study, we will ask you questions about some data on your school. The data sheet will be filled by all relevant staff your school.

Would you be willing to participate in this survey? (Surveyor must mark a "yes" or "no" even if the consent is done verbally)

Yes

No (End)

_____ (name of researcher), who researcher of the MMCG Company, a survey firm is working on a project that is being implemented by MCA-Mongolia. They are trying to learn about TVET project in your school and Mongolian VET sector. We have been invited to be a participant in this study. Our participation will improve the work being carried out by the project and will be highly appreciated.

I agree to participate in this study. The researcher will ask you only school related data. Therefore to all relevant management staff: Please give information to him/her on time without any delay and attach copies of original information sources.

Name of School Director

Signature of School Director

Date

Signature of Researcher

Date

You may contact the research organization at the phone number below with any problems or questions you may have. We will be leaving a copy of this consent form with you.

For concerns after the interview, please contact Innovations for Poverty Action at **9500-6365**.

Content of questionnaire

Nº	Content
1	Students-related information
2	Training curriculum-related information
3	Human resource-related information
4	Assistance from MCA-Mongolia and other donor organization
5	Accountancy-related information
6	Library-related information

Information of Staff who responsible for secondary information questionnaire

School ID number:		School name:									
Name of Staff:											
Current position at the school:											
Cell phone number:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									

Information of teachers and management personnel who answered questionnaire

Nº	Name	Position	Answered the questions number		Signature	Whether the relevant documentations are attached			
			Number of answered questions	Answered the questions number		Yes	No	If document attached, Subject of the document	Number of Attached files
1						1	2		
2						1	2		
3						1	2		
4						1	2		
5						1	2		
6						1	2		
7						1	2		
8						1	2		
9						1	2		
10						1	2		
11						1	2		
12						1	2		
13						1	2		
14						1	2		
15						1	2		
16						1	2		
20						1	2		
21						1	2		
22						1	2		

1. Students-related information

1.1.	What is the total number of students at your school, but program duration and class year (includes vocational basic and technical education students)		Program /Grade	1st grade	2nd grade	3rd grade	4th grade	Total
		1	1 year programs					
		2	2 year programs					
		3	2.5 year programs					
		4	Diploma					
		5	Total					
1.2.	What is the average daily student attendance rate? (percentage)	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> %						
1.3.	How many students drop out before graduate?	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> % (Out of 100 students what percentage of students leave (drop out) school?)						
1.4.	Out of the total students enrolled in the following school years, how many dropped out?	School years		2010-2011	2011-2012	2012-2013		
		Total students at beginning of school year						
		Literally dropped out						

2. Training curriculum-related information

2.1.	How many vocational programs are there in total at your school?	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Trade				
2.2.	How many days are there in the academic year of 2011-2012?	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Days				
2.3.	On average across trades, what is the proportional breakdown between theoretical and practical classes?	Nº	Program	Theory	Practice	Total
		1	1 year programs%%	100%
		2	2 year programs%%	100%
		3	2.5 year programs%%	100%
		4	Diploma%%	100%
		5	Short term training%%	100%
2.4.	How many hours of practice are there in one academic year? /write it down in hours/	Nº	Program	Practice at school	Industrial practice	Total hours
		1	1 year programs hours hours hours
		2	2 year programs hours hours hours
		3	2.5 year programs hours hours hours
		4	Diploma hours hours hours
		5	Short term training hours hours hours

2.5.	How many organizations are involved in the industrial practice activity of your school?	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> (Insert number)																																	
2.6.	With How many businesses does your school collaborate?	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> (Insert number).																																	
2.7.	With how many businesses does your school have collaboration agreement?	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> (Insert number)																																	
2.8.	With how many private entities you have launched collaborations since the implementation of the project to support PPP?	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> (Insert number)																																	
2.9.	Are there any trades, using the CBT curriculum developed in framework of TVET project in the academic year of 2012-2013 in your school?	1. Yes 2. No → <i>Shift to question no. 2.12</i>																																	
2.10.	How many trades are taught by the CBT curriculum?	<div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> (Insert number)																																	
2.11.	Which trades are taught by the CBT curriculum?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">№</th> <th style="width: 95%;">Trade name</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>11</td><td></td></tr> <tr><td>12</td><td></td></tr> <tr><td>13</td><td></td></tr> <tr><td>14</td><td></td></tr> <tr><td>15</td><td></td></tr> </tbody> </table>		№	Trade name	1		2		3		4		5		6		7		8		9		10		11		12		13		14		15	
№	Trade name																																		
1																																			
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2.12.	Are there any trades, using other CBT curriculum beside above mentioned CBT curriculum developed in framework of the TVET project in the academic year of 2012-2013 in your school?	1. Yes 2. No → <i>Shift to question no. 2.14</i>																																	

		№	1. Trade code	2. Curriculum developed place	3. Whether it is officially implemented as curriculum	
					Yes	No
2.13.	<p>Give some information about the developed CBT curriculum.</p> <p>1. Trade name CBT curriculum is developed</p> <p>2. Who developed the curriculum? /fill the suitable code in the related column/</p> <p>1. The school itself within the Competitive Grant Program of the MCA-Mongolia</p> <p>2. School jointly with others within the Competitive Grant Program of the MCA-Mongolia</p> <p>3. Vocational education training agency</p> <p>4. Local companies</p> <p>5. Other</p> <p>.....</p> <p>3. Do you use officially as curriculum?</p>	1			1	2
		2			1	2
		3			1	2
		4			1	2
		5			1	2
		6			1	2
		7			1	2
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		14			1	2
		15			1	2
		16			1	2
		17			1	2
		18			1	2
		19			1	2
		20			1	2
2.14.	How many teachers have been involved to re- trainings in relation to CBT curriculum piloting?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> (Insert number)				
2.15.	How many teachers participated in Technical English training, organized within the project to improve teachers' knowledge?	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> (Insert number)				

2.16.	How many teachers participated in the training for teachers to teach multimedia lesson development and methodology, organized from MCA-Mongolia?	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table> (Insert number)			

3. Human resource-related information

3.1.	How many of the following type of staff are employed at this school in the academic year of 2011-2012?		Type of Staff	Full-time	Part-time
		1	Director		
		2	Deputy Directors		
		3	Head of training department		
		4	Training Managers		
		5	Departmental Deans		
		6	Human Resource Specialists		
		7	Accountant		
		8	Social Workers / Guidance Counselors		
		9	Librarians		
		10	Teaching Assistants		
		11	Custodial Staff		
		12	Other (please specify)		
3.2.	How many full and part time teachers are working in the academic year of 2011-2012?			Full-time	Part-time
		1	Academic teacher		
		2	Vocational theory teacher		
		3	Vocational Practical teacher		
		4	Combined both vocational theory and practical teacher		
		5	Total		
3.3.	How many of the full-time teachers ended their teaching services at the school during the academic year of 2011-2012?			No of teachers who voluntarily ended their teaching services	No of teachers who resigned due to breach of labor contract
		1	Academic teacher		
		2	Vocational theory teacher		
		3	Vocational Practical teacher		
		4	Combined both vocational theory and practical teacher		
			Total		
3.4.	Please classify number of full time teachers ended their teaching services at the school during the academic year of 2011-2012 by reasons for leaving. /in duplicated numbers, 1 teacher may have more		Reasons for Leaving	Number of teachers	
		1	Salary was considered too low		
		2	Workload was considered too high		
		3	Social benefits were considered insufficient		
		4	Decided to take up employment elsewhere		
		5	Trade that was taught was closed down		
		6	Left post to pursue further education		

	than one reason/	7	Left post because of family and/or personal reasons					
		8	Retirement					
		9	Other (specify) (.....) (.....)					
3.5.	On average, what percent of the general knowledge teachers are absent monthly ? (Sick leaves, unpaid leave etc.)			1. General knowledge teachers	2. Vocational trade teachers			
		1	Full time teachers	_____ %	_____ %			
		2	Part time teachers	_____ %	_____ %			
3.6.	Please give information about teachers and staffs who participated in advanced training or training for improve teaching skills in academic year of 2010-2011 and 2011-2012.							
	Nº	Training topic	Organizer	Year	Duration	Number of teachers and staffs who participated in this training	Whether took certification	
	1						Yes	No
	2							
	3							
	4							
	5							
	6							
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	20							

4. Assistance from MCA-Mongolia and other donor organization

4.1.	Has your school received or is receiving any kind of assistance from MCA-Mongolia?	1. Yes 2. No → Shift to question 4.3.
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4.2.	<p>If your school received or is receiving assistance from MCA-Mongolia, Please give information on assistance received or receiving from MCA-Mongolia for improving training and training facilities.</p> <p>1. Type of assistance (insert code of assistance in related column)</p> <ol style="list-style-type: none"> 1. Rehabilitation of school building 2. New construction of the school building 3. Rehabilitation of training site 4. New construction of the training site 5. Update curriculum 6. Renovate equipments 7. Receive training materials and books 8. Enroll teachers in trainings 9. Other (specify.....) 						
	1. Type of assistance	2. Trade /trade code/		3. Number	4. Number of teachers who were enrolled in the training	5. Number of teachers developed training curriculum	6. Number of students that benefitted from the assistance
		Trade code of MCA-M	YAMAT code				
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
4.3.	Has your school received instructional Media Equipment under the VET project?		1. Yes 2. No → <i>Shift to question 4.9.</i>				
4.4.	If yes, How many classes Instructional Media Equipment was installed?		<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> (Insert number)				
4.5.	Has your school received any assistance to improvement of the study environment from other donor organizations?		1. Yes 2. No → <i>If No, Shift to next Section.</i>				
4.6.	<p>If your school received or is receiving assistance from other donor organizations, Please give information on assistance received or receiving from other donor organizations for improving training and training facilities.</p> <p>2. Type of assistance (insert code of assistance in related column)</p> <ol style="list-style-type: none"> 1. Rehabilitation of school building 2. New construction of the school building 3. Rehabilitation of training site 4. New construction of the training site 						

5. Update curriculum 6. Renovate equipments 7. Receive training materials and books 8. Enroll teachers in trainings 9. Other (specify.....)							
#	1. Donor organization name	2. Type of assistance	3. Trade /trade code/		4. Number of students that benefitted from the assistance	5. Number of teachers who were enrolled in the training	6. Number of teachers developed training curriculum
			Trade code of MCA-M	YAMAT code			
1							
2							
3							
4							
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9							
10							
11							
12							
13							
14							
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16							
18							
19							
20							

5. Accountancy-related information

5.1.	What was the total planned government funding for your school for the 2011 budget year? (in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.2.	How much of the total government funding have you spent in your school in 2011? (in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.3.	What is the amount of funding required running your school each year? (in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.4.	Does your school have a source of revenue alternative to government funding?	1. Yes 2. No → Shift to question 5.14.
5.5.	Does your school have the authority to spend this alternative revenue?	1. Yes 2. No

5.6.	Please identify the alternative sources of revenue. (Multiple response)	1. Tuition and fees 2. Customized training 3. Operational income 4. Assistance from private companies 5. Assistance from donor organizations 6. Other Specify_____
5.7.	Did you school receive investment from state budget in 2011 year?	1. Yes 2. No → Shift to question 5.9.
5.8.	If yes, how many thousand tugrigns did your school receive for investment in 2011 year? (in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.9.	Did you school receive investment and funding from private companies in 2011 year?	1. Yes 2. No → Shift to question 5.11.
5.10.	If yes, how many thousand tugrigns did your school receive for investment and funding from private companies in 2011 year? (in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.11.	Did you school receive investment and funding from donor organizations in 2011 year?	1. Yes 2. No → Shift to question 5.14.
5.12.	If yes, please write down here name of organization and type assistance?	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____
5.13.	Please write down total amount investment and funding of above mentioned organizations?(in thousand MNT)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> Thous. MNT
5.14.	In what year was your school building opened?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Year)
5.15.	When was the last time the school was repaired?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Year)

5.16.	For each of the following purposes, how many computers are available at the school?		Purpose	Number														
		1	Computers for administrative usage															
		2	Computers for teacher usage															
		3	Computers for student usage															
		4	Computer for other staff's usage															
5.17.	What is the amount of financial assistance your school received from private sector partners last year? (total monetary amount in estimates of thousands)	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-left: 10px;">Thous. MNT</div> </div>																
5.18.	Did your school participate in Competitive Grants program MCA – Mongolia?	1. Yes 2. No → Shift to next Section.																
5.19.	If so, describe type of assistance and financial aid amount?	<table border="1" style="width: 100%;"> <tr> <th rowspan="2">Type of grants</th> <th colspan="2">Whether get selected or not</th> <th rowspan="2">Financial aids amount</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td>Employers and training institutions Cooperation (ETIP)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td>.....thous MNT</td> </tr> <tr> <td>Incubation and dissemination of best Practices (IDBP)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td>.....thous MNT</td> </tr> </table>			Type of grants	Whether get selected or not		Financial aids amount	Yes	No	Employers and training institutions Cooperation (ETIP)	1	2thous MNT	Incubation and dissemination of best Practices (IDBP)	1	2thous MNT
Type of grants	Whether get selected or not		Financial aids amount															
	Yes	No																
Employers and training institutions Cooperation (ETIP)	1	2thous MNT															
Incubation and dissemination of best Practices (IDBP)	1	2thous MNT															

6. Library-related information

6.1.	What percent of all students are served by the school library?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-left: 5px;">%</div> </div>
6.2.	What is the total number of books and textbooks in your library?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-left: 10px;">(in books)</div> </div>
6.3.	Do you purchase books and textbooks annually to improve and expand the library?	1. Yes 2. No → Shift to question 6.5
6.4.	How many books, including textbooks, were purchased 2011-2012 academic years?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="margin-left: 10px;">(in books)</div> </div>
6.5.	How many books a student can take from library to home at once?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>
6.6.	Do students use the library books and textbooks free of charge?	a. Yes → Finish b. No

6.7.	How many days does allowed for a one-time book borrowing for students?	<table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table> <i>(Days)</i>								
6.8.	What is a one-time book borrowing fee for students? <i>(MNT)</i> <i>(Depending on payment method of school circle code of payment method and put amount of payment)</i>	<table border="1"> <tr> <td>1</td> <td>A days</td> <td><i>(MNT)</i></td> </tr> <tr> <td>2</td> <td>One time</td> <td><i>(MNT)</i></td> </tr> </table>			1	A days	<i>(MNT)</i>	2	One time	<i>(MNT)</i>
1	A days	<i>(MNT)</i>								
2	One time	<i>(MNT)</i>								