Terms of Reference (TOR) for TVET-MIS Data Focals

Terms of Reference (TOR) for TVET-MIS Data Focals

1. Introduction

This document outlines the roles and responsibilities of TVET-MIS Data Focals, emphasizing their vital role in managing, monitoring, and reporting accurate and comprehensive TVET data within the Technical and Vocational Education and Training Management Information System (TVET-MIS). TVET-MIS Data Focals are essential members of the TVET-MIS team, responsible for ensuring the accuracy, completeness, and timeliness of TVET-related data and reports. They play a crucial role in supporting evidence-based decision-making in the TVET sector.

2. Objective

a) To emphasize the TVET-MIS as the primary and single source of accurate TVET data for the organization and stakeholders.
b) To ensure that all TVET data for reporting and analysis is sourced exclusively from the TVET-MIS.
c) To ensure the timely update of data within the TVET-MIS system.
d) To ensure uniform reporting of TVET data.
e) To ensure successful tracing of the TVET graduates utilizing the TVET-MIS Tracer system.
f) To ensure the data requirements of other relevant agencies.

3. Roles and Responsibilities of TVET-MIS Data Focals

The TVET-MIS data focals of the institutions shall have the following responsibilities:

3.1. Data Entry

a) Ensure all the training announcements and trainee selection are done using the TVET-MIS system.
b) Ensure timely (monthly), accurate, and complete data related to the respective institution is entered and updated (withdrawal, if any) into the TVET-MIS system.
c) Ensure timely, accurate, and complete data submission/update related to institute profile, HR/staffing data, and other relevant data maintained outside the TVET-MIS in the format shared by WPID.
d) Ensure registration or renewal of QMS Certification, Institute Registration, Course Accreditation, Course Registration (CBT and Non-CBT), and Trainer Registration on a timely basis.

e) Collaborate with relevant TVET institutions and agencies, including TVET QC, BQPCA, to ensure timely submission of accurate data.
f) Validate all data stored within the TVET-MIS system concerning the respective institution.
g) Collaborate with the TVET-MIS team to rectify data-related issues and disparities.

3.2 Access to TVET-MIS

a) The TVET-MIS focal person(s) will be the sole individual(s) having access to the TVET-MIS from the institute to ensure accurate data entry/processing and to maintain data security.
b) The TVET-MIS focal person(s) shall ensure that access is not provided to any other users.

3.3 Tracer Monitoring and Reporting

a) Monitor and ensure Tracers are being sent out to all the graduates on a timely basis in coordination with the WPID.
b) Monitor the progress of incoming tracer data (Tracer 1, 2 and 3) on a regular basis to ensure at least 70 percent response rate for the targeted cohort during the result reporting period
c) Review tracer data for completeness, accuracy, and consistency in collaboration with the TVET-MIS team.
d) Utilize the TVET-MIS system to generate tracer reports, incorporating accurate and validated data.
e) Collaborate with the TVET-MIS team to ensure that tracer reports are prepared according to formats shared and agreed upon.
f) Analyze tracer data trends and outcomes to contribute to the development of insightful tracer reports.

3.4 Communication and Collaboration

a) Serve as a point of contact for data-related inquiries, concerns, and support for TVET-MIS users.
b) Check and share CBT assessment results with the Institute management and the graduates on a timely basis.
c) Collaborate with the TVET-MIS team to ensure seamless data exchange and integration.
d) Disseminate data-related updates, guidelines, and best practices to TVET-MIS users and other related stakeholders.

3.5 Continuous Improvement

The TVET MIS data focal person shall propose/suggest enhancements/improvements to the TVET-MIS system, data collection processes/procedures, and reporting mechanisms that will enhance/increase efficiency and accuracy.

3.6 TVET-MIS as Single Source

a) Emphasize the TVET-MIS as the primary and single source of accurate TVET data for the organization and stakeholders.
b) Ensure that all TVET data for reporting and analysis is sourced exclusively from the TVET-MIS.

3.7 Data Integrity and Security

a) Ensure accuracy, consistency, and reliability of data entered on the TVET-MIS system. The focal shall ensure that the data remains untampered /unaltered with highest integrity from the moment it is created or entered into a system until it is deleted or archived.
b) Ensure protecting data from unauthorized access, disclosure, alteration, or destruction.
c) Ensure safeguarding and confidentiality of sensitive information such as contact information, addresses, and other personal information of TVET trainees and TVET trainers.

3.8 Reporting Structure

TVET-MIS Data Focals will report to the Principals and WPID providing updates on data-related activities, challenges, and progress on a monthly basis and as and when requested to do so

3.9 Resources and Support

TVET-MIS Data Focals will receive the necessary resources, tools, and training to fulfill their roles effectively.

4. Roles and Responsibilities of Head of the Institution

a) Allocate necessary resources to enable TVET-MIS Data Focals to fulfill their roles effectively.
b) Collaborate with TVET-MIS Data Focals to ensure the accuracy, completeness, and reliability of the data entered into the TVET-MIS system.
c) Ensure that the activities are incorporated in the annual plan (IWP) using MAX or other planning platforms.
d) Address any challenges faced by TVET-MIS Data Focals in their data management responsibilities, providing guidance and solutions.
e) Coordinate regularly with the TVET-MIS Data Focals to understand and to support data-related activities and challenges.
f) Ensure that relevant HoDs/Program Managers in the institute provide data and information to the TVET-MIS data focal, necessary to update accurate and reliable information on the TVET-MIS.
g) Ensure that competent and reliable individuals are available and selected to take on the roles and responsibilities of the TVET-MIS focal in the respective institutes.
h) Ensure that two TVET-MIS data focals are available at all times to take on the roles and responsibilities.
i) Ensure seamless transfer of roles and responsibilities, if need be, in case of TVET-MIS focal leaving the institute or changes of roles and responsibilities within the institute.

5. Roles and Responsibilities of Workforce Planning and Information Division (WPID) as the Lead TVET-MIS Team

a) Provide strategic direction and guidance to the TVET-MIS Data Focals.
b) Oversee the technical aspects of the TVET-MIS system, including its maintenance, upgrades, and user support.
c) Organize training programs and workshops for TVET-MIS Data Focals to enhance their data management skills and understanding of the TVET-MIS system.
d) Collaborate with TVET-MIS Data Focals to validate and verify the accuracy of data entered into the system.
e) Utilize the TVET-MIS system to generate comprehensive and informative reports (monthly, quarterly, and annual).
f) Utilize the TVET-MIS system to generate TVET Tracer reports and support/guide the institute in developing their respective institute reports, including data cleaning/sharing.

g) Provide ongoing technical support to TVET-MIS Data Focals, addressing any system-related issues, troubleshooting, and ensuring smooth data entry and retrieval processes.

h) Continuously evaluate the TVET-MIS system's functionality, data collection processes, and reporting mechanisms to propose enhancements that enhance efficiency and data accuracy.

i) Periodic updates to higher management and relevant authorities on the performance, challenges, and advancements of the TVET-MIS system and its data management activities.

j) Facilitate procurement of any necessary software for data analysis and reporting.

6. Duration and Review

Ths TOR is effective from **01/10/2023** and will be subject to periodic review and adjustments based on the evolving needs of the TVET sector.
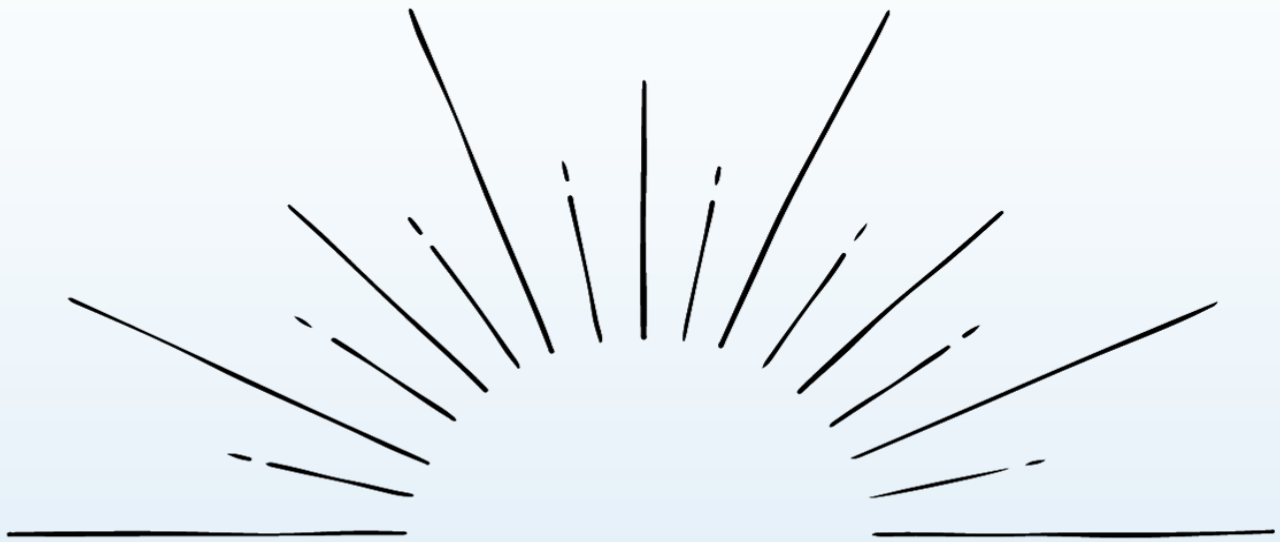
www.education.gov.bt/dwpsd
blmis.gov.bt/tvet/
dwpsdbhutan