

World Federation of Colleges and Polytechnics

Guide to Hosting the World Congress

Introduction

Prior to the founding of the World Federation of College and Polytechnics (WFCP), professional technical education and training institutions engaged through informal networks. With names ranging from community college to polytechnic to institute of technology, it was not always easy for institutions to recognize sister institutions.

The desire to have a forum to talk on a regular basis, learn from each other, and share experiences was the basis of the formation of the World Federation. In 1999, the Association of Canadian Community Colleges (now known as Colleges and Institutes Canada) hosted the 1st World Congress of Colleges and Polytechnics in Quebec City, Canada. The Congress was planned by the International Planning Committee, with partners from the USA, Canada, New Zealand, Colombia, South Africa, Commonwealth Africa, India and Southeast Asia.

The WFCP operated as an informal network until it was formalized in 2002 with the organization's first constitution at the 2nd World Congress, held in Melbourne, Australia. Since its inception, the Federation's membership has grown as it continues to offer members a forum to exchange best practice and promote professional and technical education and training around the world.

The Congress is held every two years and is the hallmark event of the World Federation of Colleges and Polytechnics. Education professionals gather in a member country to hear the latest trends, best practices and network with their peers in the professional and technical education and training sector. The Congress programs are informed by the Federation's Affinity Groups and reflects the host nation's local cultural flair.

The host nation bears the responsibility for planning the Congress. Hosting a World Congress involves working with the WFCP Board of Directors, arranging a venue, developing a funding plan, working with industry and local and international organizations to develop an exhibit hall and forming local partnerships with educational institutions or agencies to help the program committee form a theme for the Congress, amongst others.

Securing at an early stage a venue that is large enough to host delegates is critical. For this reason, the WFCP calls for nominations to host the Congress 2 years before the scheduled date so once the selection of the host is made, early booking of the venue can proceed.

The Congress is a mix of pre-Congress activities, keynotes, plenaries, concurrent sessions and networking activities. The Federation uses the occasion of the Congress to conduct business through the Annual General Meeting and a retreat for the Board of Directors.

Former WFCP World Congresses

The list below shows the venue and host organisation of each Congress since 1999

1999 World Congress: Québec, Canada (Colleges and Institutes Canada (CICan) [formerly Association of Canadian Community Colleges])

2003 World Congress: Melbourne, Australia (TAFE Directors Australia (TDA))

2005 World Congress: Dubai, United Arab Emirates

2008 World Congress: New York City, USA (American Association of Community Colleges (AACC))

2010 World Congress: Birmingham, UK (Association of Colleges (AoC))

2012 World Congress: Halifax, Canada (CICan)

2014 World Congress: Beijing, China (China Education International Exchange Association (CEAIE))

2016 World Congress: Vitória, Brazil (Conselho Nacional das Instituições da Rede Federal de Educação Profissional, Científica e Tecnológica (Conif))

2018 World Congress: Melbourne, Australia (TDA & Victorian TAFE Association)

Expectations

The following elements are required for each Congress:

- Keynote speakers
- Opening and closing ceremony, gala, or social event
- Sessions designed to tie in with the Federation's Affinity Groups¹
- Meeting/breakfast for CEOs / Presidents
- Awards of Excellence
- Pre-Congress activities:
 - Leadership Institute [organized by Postsecondary International Network]
 - Youth Camp
 - Campus Tours
- Post-Congress Activities
 - Annual General Meeting
 - Board retreat
- Firsts
- Legacies

The Congress should operate under a series of accepted principles:

- Reflect the strategic direction of the Federation;
- Ensure the Federation's Affinity Groups are reflected in the program;
- Reflect the international nature of the Federation;
- Be managed with sound business practises;
- Uphold the "greening" begun at the Brazil Congress, including a concerted effort to ensure the Congress is designed with the principles of sustainability and attempts to mitigate the impact on the environment;
- Be accessible both in communication pre-Congress and on-site;
- Provide a forum for participants to showcase innovative practices and host interactive discussion on professional and technical education and training;
- Provide opportunities for networking and professional development;
- Ensure the host nation's culture is reflected throughout the Congress, whether in the program, plenaries, and/or social activities.

¹ Access to Learning and Employment, Applied Research and Innovation, Entrepreneurship, Green Colleges, Higher Technical Skills, Leadership Development, and Student Support Services.

Scope of Responsibilities

Board Responsibilities

The WFCP Board is a working Board that takes an active and direct approach to managing the affairs of the Federation. The Board is responsible for:

- choosing the venue of the Congress;
- managing the planning committee;
- confirming the decisions made by the planning committee;
- encouraging participation by delegates and exhibitors from their own members;
- ensuring local representation in the International Youth Camp, Leadership Workshop and Awards of Excellence;
- developing a process and allocating responsibility to handle: the Call for Presentations and the Youth Camp;
- stepping into the planning and hosting role, if the host country is no longer able to
- determining the legacy to pursue at the Congress;
- promoting the Congress worldwide;
- helping seek sponsors.

The Board may allocate some of its decision-making power to a World Congress Steering Committee, as done for Beijing (2014) and Melbourne (2018). The Terms of Reference for the Melbourne Congress Steering Committee lays out the role of the Board's World Congress Steering Committee.

The role of the World Congress Steering Committee is as follows:

- Meet monthly to discuss World Congress;
- Work with Host Committee to determine program, speakers, activities, pre-Congress, workshops, etc.;
- Ensure WFCP activities are reflected in World Congress program;
- Assist with resolving strategic level issues and risks;
- Assess World Congress planning progress and provide feedback to Host committee;
- Develop and support implementation of international promotional plan for World Congress;
- Develop and support implementation of international sponsorship strategy;
- Provide advice and guidance on issues facing the World Congress;
- Review and approve final World Congress plan;
- Review and offer guidance on World Congress budget;
- Support the Host Country planning committee in any manner requested.

Secretariat Responsibilities

The WFCP Secretariat supports the Board and the activities of the Federation. In regard to the Congress, the Secretariat takes direction from the Board and the host country and completes the tasks assigned, as needed. In addition, the Secretariat is responsible for:

- ensuring the Board has the tools necessary, including time, to meet and plan the Congress;
- liaising between the Board and planning committee;
- publishing, advertising, and collecting nominations for the Awards of Excellence;
- forming a committee to select recipients for the Awards of Excellence;
- sharing information, as directed;
- creating promotional material, as needed;
- ensuring the WFCP website, Twitter and Newsletter promotes the Congress and can facilitate those looking for information regarding the Congress;
- developing and maintaining lists of potential delegates and exhibitors.

Host Organization Responsibilities

The host organization is responsible for:

- working alongside and in collaboration with the WFCP Board of Directors;
- the developing the Congress budget with a view toward a modest surplus to be returned to the WFCP (or shared on an agreed arrangement between the host organisation and WFCP) and if any deficit is incurred to carry the full responsibility;
- selecting a local committee of individuals to plan the Congress as the organizing committee;
- selecting a venue that is:
 - accessible
 - can accommodate 700 – 1000 people in a plenary setting
 - smaller auditoriums for breakout sessions and workshops
 - meeting rooms
 - exhibition hall;
- choosing the Congress theme and keynote speakers;
- working with local vendors to ensure all aspects of the Congress are planned and prepared for in terms of logistics and products needed, including meals for delegates during the Congress;
- implementing the Call for Presentations, Youth Camp, in association with the Board;
- working with a local designer or institution to design the Awards of Excellence plaque or trophy;
- planning the Congress program;
- ensuring some sessions are designed to tie into the Federation's Affinity Groups or priorities identified by the Board of Directors;
- conducting campus tours;
- promoting the Congress;

- on-site management of the Congress;
- ensuring branding of the Congress reflects the Federation brand;
- bearing the cost of the Youth Camp and Leadership institute when participants have arrived in the host city;
- setting up and maintaining the Congress website;
- registration;
- exhibition;
- logistics – e.g. guidance to hotels, travel, etc.;
- raising funds – including funding from government and sponsors.

Elements of each Congress

Keynote Speeches / Plenary Sessions

Speeches should fit the overall theme of the Congress, addresses the big question reflected in the Congress theme, and speak directly to professional and technical education and training. Keynote speeches should include a period for question and answer, to allow for an engaged audience. The organizing committee will choose the Keynote speakers and the Board of Directors will confirm the decision, before it is acted on.

Opening and closing ceremony, gala, or social

The opening and closing of the Congress allow the host country an opportunity to showcase local talent and the strength of their own domestic institutions. Skills competition or performances of local dance and music are an integral part of the host nation leaving its unique mark on the Congress.

The Closing ceremonies must allow for the announcement of the next Congress.

The host nation will decide whether to adopt a more formal gala or a less formal social activity, such as a cocktail, for the opening and closing of the Congress.

Sessions designed to tie in with the Federation's Affinity Groups

Workshops, roundtables and smaller plenaries should reflect either the themes or areas around the Federation's Affinity Groups. Whether a stream approach is adopted — with presentations in multiple rooms matching the themes — or a roundtable approach is used, the Affinity Groups should play an important role in determining the final look of the program. The leads of the Affinity Groups should be involved in aspects related to successful applicants of the Call for Presentations and planning of sessions related to their Group.

Breakout Sessions

Workshops, roundtables and smaller plenaries should reflect the Congress themes. Breakout sessions should be used to allow as many delegates to speak as possible; this will also encourage attendance. However, this should not lower the quality of presentations accepted.

Meeting/breakfast for CEOs / Presidents

A networking opportunity for CEOs and Presidents of institutions and member associations should be included in the Congress program. A breakfast allows an informal event for leaders to develop ties and discuss approaches to professional and technical education and training.

Awards of Excellence

The Congress should allow a space, whether within the opening and closing ceremonies, or as a standalone event, to recognize the winners of the Awards of Excellence. The host country will work with a local designer to design the Gold Award plaque for the recipients. See the [Appendices 1-2](#) for the application form and previous award designs. The Awards of Excellence recipients are featured in the WFCP's Best Practice Guide that is to be launched at the Congress, after the recipients are revealed.

Exhibitors & Sponsorship

Exhibitors offer an avenue of revenue for the Congress host. A space to allow industry, institutions, and others in professional and technical education is expected for each Congress. In 2016 and 2018, events were held in the exhibition hall (i.e. networking drinks, presentations, workshops, etc.) to encourage delegates to visit exhibitors.

The WFCP has developed a Sponsorship Policy that applies to exhibitors and sponsors for the Congress. You will find the policy in the appendices. Also included in the [Appendix 5](#) are examples of solicitation for sponsors and exhibitors.²

Pre-Congress Activities

Leadership Institute

A two-day workshop, planned in conjunction with the Board, directed by leaders of institutions, associations and other organizations involved in professional and technical education and training. At least 40 participants should attend. Starting in 2020, the Post-secondary International Network (PIN) will be responsible for organizing and leading the pre-congress Leadership Institute.

See the [2016 Leadership Institute Program](#).

See the [2018 Leadership Institute Program](#) and [Communiqué](#).

Youth Camp

An international camp for students, with activities designed to facilitate discussion on professional and technical education and training and the role of youth. The students should produce a video project "Voice of the Youth" that will be presented to the all delegates at the Closing of the Congress.

² The 2018 World Congress Host Committee produced a 16-page publication for potential exhibitors. One page is replicated in the Appendix. Please email the WFCP Secretariat for the full document.

Campus Tours

Tours should allow participants to see different aspects of local institutions and allow for discussion about best practices and challenges faced by institutions of professional and technical education and training.

Post-Congress Activities

Board retreat

After the Annual General Meeting, the Board will gather for a retreat where they will conduct business and welcome new Board members with an orientation of the Board. The retreat is a working one. The host country should provide a space that allows the 15-person Board to meet in relative privacy and comfort.

Firsts

To demonstrate the innovation and adaptability present in the Federation, the host country is encouraged to develop the Congress with as many firsts as possible. For example, in China in 2014, there were five firsts:

- 1) the first student skills show
- 2) the first CEO/President of Institutions workshop
- 3) the first International Youth Camp
- 4) the first launch of six affinity groups
- 5) the first WFCP Awards of Excellence

The firsts in Brazil (2016):

1. the first paperless conference
2. the first conference app
3. the first innovative use of technology: totems to charge devices, RFID for badges
4. the first Best Practice session by the Award winners
5. the first time in South America

The firsts in Australia (2018):

1. the first Congress to achieve gender parity among program speakers
2. the first Awards of Excellence gala
3. the first Congress focused on engaging industry representatives in the program
4. the first meeting of the Global Skills and Labour affinity group
5. the first time individual countries held separate side functions.

Legacy

The Congress allows the Federation the opportunity to add to its legacy. With the Beijing Declaration in China, the Federation committed itself to its values in professional and technical education and training. In Brazil, the Vitoria Declaration speaks to the Federation's commitment to inclusion in education. The Melbourne Declaration, released in 2019, focuses on lifelong learning opportunities and empowering learners to face future uncertainties.

See [Appendix](#) for Declarations.

Financial Information

The host country bears all of the cost related to the planning and hosting of the Congress. The host should work toward a modest surplus from the Congress with the surplus to be returned to the WFCP or shared between the host organisation and WFCP. The host organisation incurs the costs if a deficit is incurred.

The host organization can expect the cost of hosting the Congress to be around \$1 million (USD).

How to Apply

If you are interested in hosting the World Congress, please submit a proposal to the WFCP Secretariat at secretariat@wfc.org.

Appendix 1 - Awards of Excellence Application

WFCP WORLD CONGRESS 2020 Preparing for the Skills Future, Now

October 14 – 16, 2020
Donostia-San Sebastián, the Basque Country (Spain)

World Federation of Colleges and Polytechnics

AWARDS OF EXCELLENCE

Have the achievement of your college recognized on a world stage. If you have leading practices, then nominate for the Awards of Excellence of the World Federation of Colleges and Polytechnics (WFCP) to be announced at the World Congress in San Sebastián in October 2020. Winners and finalists are promoted through the network of member colleges and polytechnics.

WFCP is pleased to announce its fourth annual Awards of Excellence, recognizing outstanding contributions from member institutions to achieving the vision of the Federation and celebrating accomplishments in the global colleges and polytechnics sector.

The Awards distinguish WFCP member institutions which have exceptional initiatives and achievements across categories aligned to the Federation's Affinity groups. Strategies in strengthening applied learning and research outcomes are part of the awards. As are initiatives which strengthen leadership within colleges or generate employment outcomes for students or support services to students. Innovation in learning for a greener future, entrepreneurship strategies or fostering of links across tertiary education is also celebrated in the awards.

The WFCP Awards of Excellence honor and support higher standards in applied education institutions and are an opportunity to showcase and foster best practices in the sector.

Selection and Eligibility Criteria

The Awards program is open to WFCP member institutions and colleges and individuals that are part of the WFCP member associations as well as member associations. To be eligible for consideration, nominees should have made a significant and sustained contribution in one of the categories.

Categories

The Awards of Excellence are presented in several categories reflecting core values and strategic objectives of WFCP and its member institutions. Award recipients will be announced at the WFCP's World Congress.

The 2020 Nominations are now open for the following categories:

- **Access to Learning and Employment** – To be awarded to an individual, institution or institutional association that has developed effective channels to increase access to learning and employment for students.

- **Applied Research** – To be awarded to an individual, institution or institutional association that has demonstrated excellence in addressing real-world challenges through applied research.
- **Entrepreneurship** – To be awarded to an individual, institution or institutional association that has demonstrated excellence in integrating entrepreneurship into academic curriculum and/or implemented innovative entrepreneurial activities.
- **Green Colleges** – To be awarded to an individual, institution or institutional association that has demonstrated excellence in advancing environmental sustainability through knowledge, tools, practices and technologies.
- **Leadership Development** – To be awarded to an individual, institution or institutional association that has demonstrated excellence in developing the next generation of college leaders.
- **Higher Technical Skills** – To be awarded to an individual, institution or institutional association that has demonstrated excellence in partnering with industry to improve access to jobs and meet the skills needs of the 21st century workforce.
- **Student Support Services** – To be awarded to an individual, institution or institutional association that has demonstrated excellence provision of services that support students throughout their college experience.

Application Procedure

- Submit your nomination package, including answers to the five questions below;
- The application should include a detailed letter in support of the nomination identifying how the nominee has demonstrated excellence in at least one of the core categories and why the award is deserved;
- Testimonials, formal documents demonstrating the nominee's contribution and impact;
- WFCP member colleges and associations could nominate candidates for the Awards of Excellence. Members could self-nominate, nominate other members or nominate institutions that belong to college associations that are members of the Federation;
- The nomination package should not exceed six pages in total.

Send nominations to: The WFCP Secretariat: secretariat@wfcps.org

Nomination forms (below) must be received by the Secretariat by February 28, 2020

NOMINATION FORM

How to nominate

WFCP members should submit a maximum of two nominations. Each nomination must be submitted on a separate form. Incomplete forms may be considered ineligible for assessment.

Send your completed form to:

World Federation of Colleges and Polytechnics
1 Rideau St. Suite 701, Ottawa (Ontario),
K1N 8S7 CANADA

OR email: secretariat@wfc.org

Applications close
February 28, 2020

Nominee details

Award category:	
Name of the person, college, institute or association	
Country	Region
Contact information	
First name:	Surname:
Nominee's postal mail address: (include postcode)	Nominee's phone number:
Nominee's email address:	



WFCEP

World Federation of
Colleges and Polytechnics

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4. Demonstrate benefits to students

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5. Demonstrate evidence of innovation, initiative or obstacles which the nominee may have had to overcome to achieve their outcomes

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Nominated by

Name:	Organisation:
Address: (include postal code)	
Telephone:	Email:
Relationship to nominee:	
Signature	Date:

References from WFCP Members and Beneficiaries

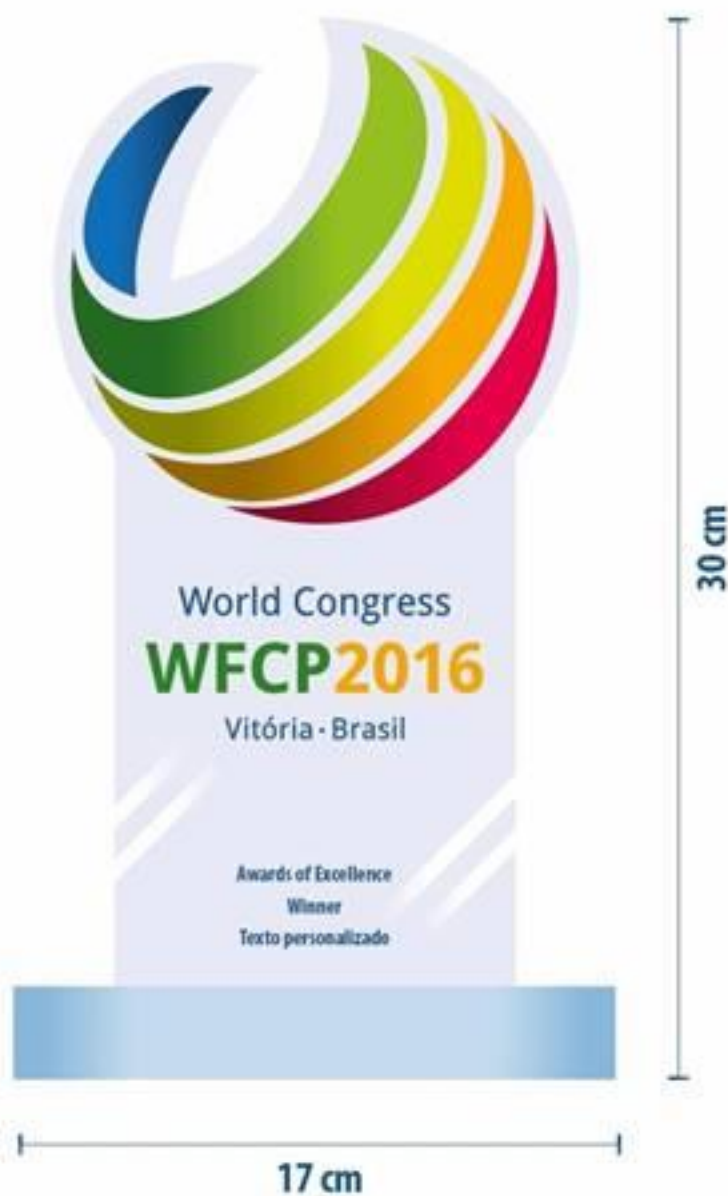
Name of reference 1 (WFCP Member):	Organisation:
Address: (include postal code)	
Phone number:	Email address:
Name of reference 2 (Beneficiary):	Organisation:
Phone number:	Email address:

APPENDIX 2 – The WFCP Awards of Excellence Trophy Designs

AWARDS OF EXCELLENCE TROPHY – BEIJING 2014(DESIGN PHASE)



AWARDS OF EXCELLENCE TROPHY – VITÓRIA 2016



AWARDS OF EXCELLENCE TROPHY – MELBOURNE 2018



APPENDIX 3 – Congress Budget

BUDGET BEIJING 2014

WFCP World Congress 2014					
Revenue			Expenses		
Registration Fees	3420000RMB (李杨中文预算数据)	\$570,000	Logistics	Conference Hall Rental	\$150,000
Exhibits	(关宏展览预算数据)	\$111,000		Transportation	\$32,000
Sponsorships	300000RMB (李杨中文预算数据)	\$50,000		Interpretation	\$20,000
Total		\$731,000		Volunteers	\$2,000
				Stage Settings	\$15,000
				Audio Visual Equipment	\$29,000
				Recordings	\$5,000
			Program	Speaker Hotel	\$58,000
				Speaker Flight	\$30,000
				Speaker Honorariums	\$8,500
				Gifts	\$3,500
				Unexpected Expenses	\$17,000
			Social	Tea Break	\$55,000
				Reception Catering	\$67,000
				Banquet	\$85,000
			Communications and Branding	Printings	\$14,000
				Delegate Bags	\$10,000
				Advertisement	\$5,000
			Event & Travel	Staff Travel/Expenses	\$25,000
			HR-CEAIE		\$100,000
			HR-Yannick		\$25,000
			Total		\$756,000

			Administration Expenses-CEAIE	10%	\$75,600
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BUDGET VITÓRIA 2016

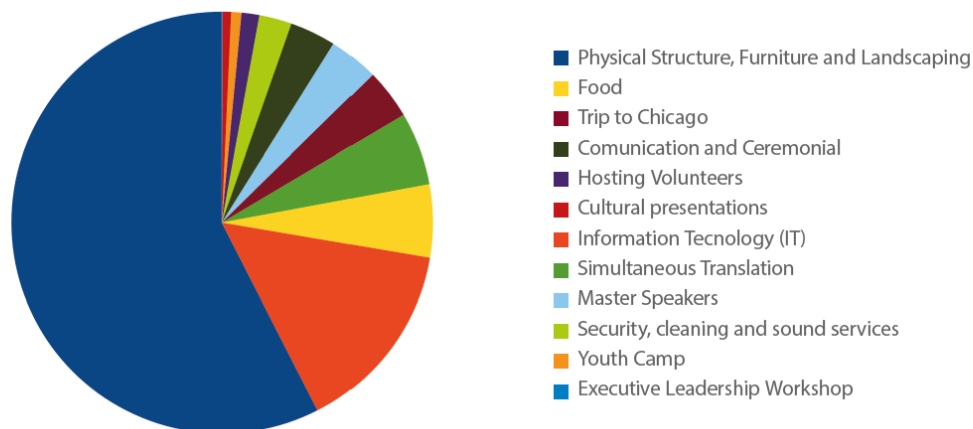
Financial information

Expenses

Pre-event			
Youth Camp	<i>Includes food, hosting, transfers and mediators</i>	US\$	6,389.72
Executive Leadership Workshop	<i>Includes only food. The meeting rooms were a courtesy of the official hotel chain. The moderators of the event were sent free of charge by Tknika.</i>	US\$	426.21
Trip to Chicago		US\$	30,810.81
Main Event			
Cultural presentations		US\$	5,320.27
Communication and Ceremonial		US\$	28,342.97
Food		US\$	45,035.67
Master Speakers	<i>Includes value of conferences, food and airfare. The transfer was paid by Ifes and the accommodations were courtesy of the official hotel chain.</i>	US\$	30,250.00
Hosting Volunteers		US\$	10,940.27
Physical Structure, Furniture and Landscaping		US\$	462,914.86
Simultaneous Translation		US\$	45,015.13
Information Tecnology (IT)		US\$	119,167.56
Security, cleaning and sound services		US\$	20,217.02
Total cost of the event:		US\$	805,499.45

Financial information

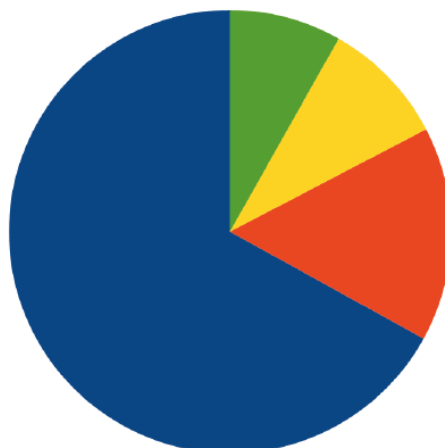
Expenses



Financial information

Financial income

- Brazilian Government
- Financial Support of Conif
- Registrations
- Sale of booths



Financial information

Financial income

Pre-event	
Brazilian Government	US\$ 548,563.78
Financial Support of Conif	US\$ 128,285.40
Registrations	US\$ 67,000.00
Sale of booths *	US\$ 75,132.17

* Sale of booths

- 13 by sponsors (2 international e 11 brazilians)
- Free: WFCP, Ifes, Brazilian Government, Paneleiras and Casacas (Tourist Support), Steinbeis University (counterpart of participation in roundtable)

* Hotel Chain Support

- Discounts in hosting participants of Youth Camp and volunteers
- 6 free hostings (used for speakers, facilitadors of Youth Camp and volunteers)
- Free meeting rooms for Executive Leadership Workshop



BUDGET MELBOURNE 2018

Income and Expenditure Statement for the World Federation of Colleges and Polytechnics (WFCP) 2018 World Conference

Income	
Registrations	\$ 582,006.40
Sponsorship	\$ 417,558.97
Melbourne Convention Centre Grant	\$ 50,000.00
Govt Grant	\$ 48,318.18
Interest on Monies held	\$ 2,410.96
GST on Income	-\$ 87,604.18
TOTAL INCOME	\$ 1,012,690.33

Expenditure

Access: Bags, lanyards, name badges etc	\$ 17,194.10
Airport Parking/ Home airport transfers	\$ 145.38
Airport Transfers	\$ 3,843.90
App	\$ 6,076.37
Bank Fees	\$ 277.01
Bus Transfers	\$ 12,560.00
Conc translation and headsets	\$ 11,129.59
Consulting	\$ 58,594.67
Design	\$ 25,461.75
Dinner	\$ 90,015.62
Dinner extras	\$ 4,334.70
Entertainment	\$ 1,989.00
Event Management Fee	\$ 114,527.17
Hire of Expo Stalls, Furniture and Equipment	\$ 48,129.99
Fashion Show and Dinner Theming	\$ 11,296.00
Gift (Misc)	\$ 403.56
Insurance	\$ 4,845.20
Interprefy Translation	\$ 34,428.72
Leadership Institute	\$ 28,749.00
MCEC	\$ 289,699.09
Pakistan Accommodation	\$ 7,749.45
Photography	\$ 2,500.00
Presidents Breakfast	\$ 9,983.18
Printing	\$ 20,522.92
Prize (exhibitor game)	\$ 5,817.64
Promotion	\$ 14,681.45
Postage	\$ 8.30
Site Inspection costs	\$ 634.76
Speaker Expenses	\$ 112,558.51
Staff Shirts/printing posters/cards/signage	\$ 818.14
Staff Flights	\$ 1,894.08
Staff meals	\$ 639.45
Staff Accommm	\$ 3,075.79
Stationary	\$ 961.02
TDA HR Fee	\$ 61,550.00
TDA STAFF Expenses	\$ 1,427.42
WFCP Accommm	\$ 3,148.71
Website	\$ 5,745.00
Welcome Reception	\$ 30,700.00
Workshops	\$ 6,436.10
GST On expenses	-\$ 74,849.27
YLC	\$ 58,755.00
TOTAL EXPENSES (Exc GST)	\$ 1,038,458.47
PROFIT/LOSS	-\$ 25,768.14

Signed: _____
Craig Robertson (CEO)

Dated: 26th June, 2019

APPENDIX 4 – PROMOTIONAL MATERIALS





WFCP

World Federation of
Colleges and Polytechnics

World Congress (September 23 – 25)

The bi-annual World Congress is a meeting place for leaders and practitioners in professional education from around the world. Join discussions about the future of professional education and share best practices. With keynote from comparative education expert Robert Cowen and sociologist Domenico De Masi, **#WFCP18** promises an interesting, in-depth look at The Role of Professional Education in the 21st Century.



Youth Camp

September 19 – 20

40 students (16 – 25) will participate in interactive activities and represent the Voice of the Youth at the Congress.



Executive Leadership Workshop

September 21 – 22

An interactive opportunity for leaders in professional education to meet with their international peers, the workshop will draw upon the experience of its leaders and the newest developments in management.



Campus Tours

September 22

Visit the campuses of the Federal Institute of Espírito Santo (IFES) that match your professional education interest, from business to agriculture to fishing. IFES offers a number of interesting tour options.

Registration and other World Congress details available at:
<http://wfcplife.edu.br>



2018 WORLD CONGRESS
Preparing For The Skills Future, Now
8-10 OCTOBER MELBOURNE, AUSTRALIA

**TAKE PART IN SETTING A NEW
FUTURE FOR VOCATIONAL
AND PROFESSIONAL
EDUCATION WORLD-WIDE.**

In October 2018 in Melbourne, Australia the World Federation of Colleges and Polytechnics will explore new challenges in vocational and professional education and training arising from advances in technologies and automation and the impact on work, societies and peoples who may be displaced due to changing economic and global circumstances.

Hosted by Australian TAFEs, the Congress brings together community colleges and polytechnics from around the world and experts in professional and vocational education and training.

New technologies which disrupt production and work processes will equally disrupt the education and training process.



What will be the role of colleges and polytechnics in the future?



What will be the value-add in teaching and learning?



How can the global training community ensure that no-one is left behind?



How can data be best used to predict trends, build workforce planning and determine the impact of demographic change?

Preparing for the Skills Future, Now will make a difference to the outcomes of millions of vocational and professional students world-wide.

The 2018 World Congress will focus on action based solutions to these challenges.

Come to Melbourne, and help shape those solutions.



WFCP

World Federation of
Colleges and Polytechnics

2018 WORLD CONGRESS

Preparing For The Skills Future, Now

1-8 OCTOBER MELBOURNE, AUSTRALIA

**CALL FOR PROPOSALS
OPEN NOW**

WORLD CONGRESS EVENTS

The 2018 World Congress features a range of activities.

- The Congress itself, which will feature high-profile global speakers, contemporary research, exhibitions of cutting-edge practice and engaging discussions focused on change, as well as opportunities to network with other delegates.
- Pre-Congress Workshops, led by the Affinity Groups of the WFCP, covering contemporary issues such as applied research and innovation in vocational colleges, higher technical skills and student support services.
- A Global Youth Camp for vocational students.
- A Leadership Institute which will focus on the importance of industry engagement in vocational education and training.
- Site visits to leading Australian institutions before and after the Congress.
- Networking opportunities with colleagues from across the globe, including colleges and polytechnics, policy makers and TVET researchers.

THE WORLD FEDERATION OF COLLEGES AND POLYTECHNICS

The World Federation of Colleges and Polytechnics (WFCP) is an international network of colleges and associations of colleges. Members share leading-edge education strategies and best practices to increase workforce employability in countries around the world. The WFCP, in partnership with a host country, holds a World Congress every two years.

TAFE DIRECTORS AUSTRALIA

TAFE Directors Australia (TDA) is the peak national body representing Australia's government owned Technical and Further Education (TAFE) Institutes and university TAFE divisions, and the Australia-Pacific Technical College (APTC).

The TAFE network is the largest and most diverse tertiary education sector in Australia with more than 1000 campuses. TDA supports members, leads the advocacy for quality skills in Australia and represents Australian TAFEs internationally.

**REGISTRATION NOW OPEN,
ULTRA EARLY BIRD RATES
CLOSE JULY 4, 2018.**

REGISTER INTEREST NOW

For more information about Congress activities, speaking opportunities and to register for Congress updates, please visit WWW.TDA.EDU.AU or email WFCP2018@TDA.EDU.AU

On this site you will also find information about the Congress host city, Melbourne, Australia.

APPENDIX 5 – EXHIBITOR

COSTS

Exhibition area

Institutions' Booths
Value: US\$ 3,500
Size: 2 x 4 meters
Includes: 2 exhibitor registrations

Direct Mailing

Value: US\$ 1,000 per mailing
Instructions of purchase will be sent after demonstration of interest. Payment will be made directly to CONIF.

For more information please visit:

www.wfcp.ifes.edu.br



2016 WFCP WORLD CONGRESS AND REDITEC LEADERS MEETING

The Role of Professional
Education in the 21st Century

Vitória, Brazil September 23-27, 2016

BOOTHS GUIDE



2018 SPONSORSHIP AND EXHIBITION OPPORTUNITIES

As Congress sponsors, you will reach a core audience of professional and technical education and training professionals who stretch across all areas of the industry. This sponsorship levels provide an ideal marketing opportunity to engage in this exciting opportunity:

- General Congress Sponsorship
- Event and Session Sponsorship
- Congress Exhibitors
- Advertising

GENERAL CONGRESS SPONSORSHIP

General Congress sponsorship includes key categories such as Gold, Silver and Bronze sponsorship packages, and opportunities for Congress features such as the delegate lounge, coffee barista, the Congress App and Congress takeaways such as the satchel, lanyards, notepads and pens.

Table One (page 14) outlines the costs of each sponsorship category and the benefits and inclusions for each type. All confirmed Gold and Silver Sponsors confirmed and paid in FULL before 20 February 2018 are eligible for a 10% discount on the sponsorship package.

EVENT AND SESSION SPONSORSHIP

Event and Session sponsorship includes support for key Congress events such as the Welcome Reception, Congress dinner, pre-Congress Affinity Group Workshops and Young Leaders delegates. It also includes sponsorship opportunities for sessions and speakers, including the opening plenary sessions, concurrent sessions and for speakers from developing countries. Table Two (page 15) outlines the costs, benefits and inclusions for each event and session sponsorship type.

CONGRESS EXHIBITORS

The exhibition is a vibrant and valued part of every TDA convention and the 2018 World Congress gives enhanced opportunities to market and showcase products and practices to a global audience. The exhibition will be a central networking point, with the opportunity to exhibit alongside TAFEs showcasing their best practice.

Information regarding opportunities for exhibitors is included on page 10-11.

ADVERTISING

There are a number of opportunities for sponsors to place advertisements, be it in the program booklet, through virtual or actual satchel inserts or social media. Advertisements will reach the entire Congress audience. Information regarding advertising opportunities can be found on page 12.



APPENDIX 6 – LEADERSHIP INSTITUTE

Dear 2016 World Congress Participants,

Thank you for registering for the 2016 World Federation of Colleges and Polytechnics World Congress in Vitória, Espírito Santo, Brazil from September 23rd to 25th.

We would like to invite you to register for the Executive Leadership Workshop that is part of the pre-events leading up to the Congress. The two-day workshop, from September 21st to 22nd, will be an interactive opportunity for leaders in professional and technical education and training to network with their peers, learn the newest developments in management and draw upon the expertise of leaders in the field. In addition to examining the role of creativity in teamwork, the workshop will offer participants an opportunity to self-reflect and evaluate their strengths. The focus on building strong teams through management and decision-making will inform the workshop. You can see the full program on the World Congress website:

<http://wfcip.ifes.edu.br/executive-leadership-workshop/?lang=en>.

The cost of the workshop is \$400. You can register for the Executive Leadership Workshop through the World Congress website: <http://wfcip.ifes.edu.br/registration/?lang=en>.

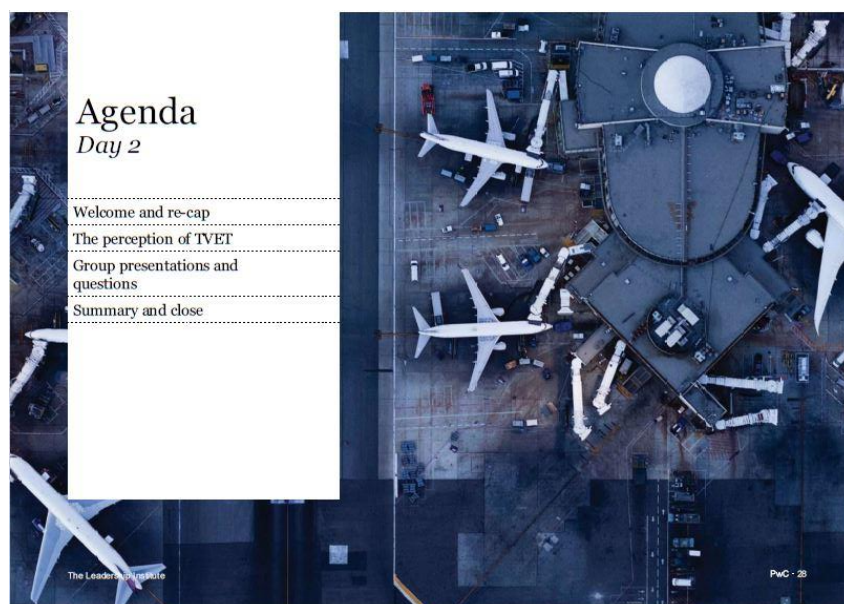
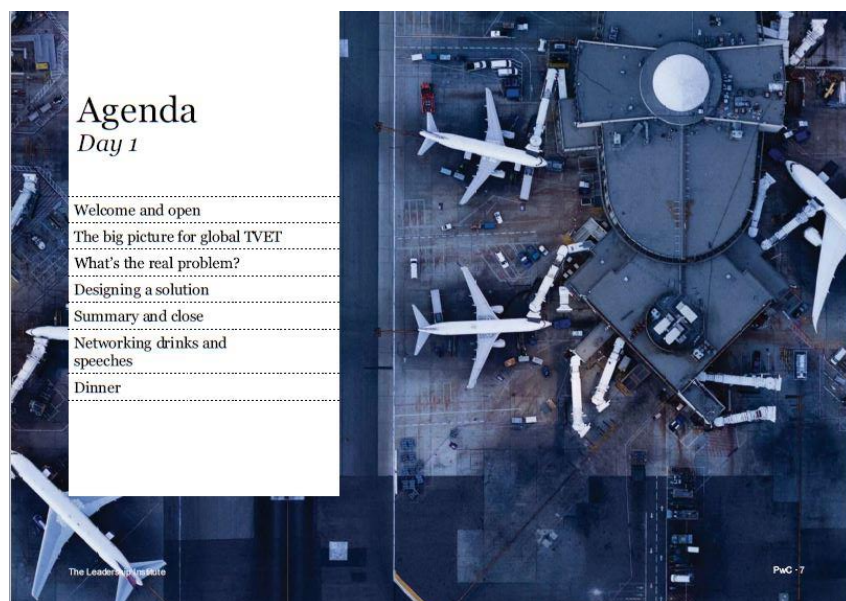
Thank you

2016 LEADERSHIP INSTITUTE PROGRAM

	21st of September
9:00-9:15	Presentation: Goals and Program
9:15-9:45	Sensibilization in creativity: Concepts and basic principles to encourage creativity in teamwork
9:45-11:00	Assessment on Leadership Management; Participate in an experimental event where you will identify your key strengths and exchange of experiences
11:00-11:15	Break
11:15-14:00	Detecting problems and facing challenges in leadership: Main barriers and Improvement areas Explore new negotiation techniques, team building and communication sessions
14:00-15:30	Lunch
15:30 – 16:30	Building long term relationship. Our Network; defining goals and expectations
	22nd of September
9:00-9:15	Refreshing ideas of the previous day
9:15-11:00	Sharing and collecting leadership best practices for activating peers support to develop your successful career. Generating resources to provide a data bank
11:00-11:15	Break
11:15-14:00	Create your own projects for improvement and innovation: Problem solving techniques and strategies
14:00-15:30	Lunch

15:30- 16:30	Build and design a collaborative network to continue working after course
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2018 LEADERSHIP INSTITUTE AGENDA



2018 LEADERSHIP INSTITUTE COMMUNIQUÉ

*7 and 8 October 2018
Melbourne, Australia*

WFCP Leadership Institute

Official Communiqué





WFCP

World Federation of
Colleges and Polytechnics

WFCP Leadership Institute

The World Federation of Colleges and Polytechnics (WFCP) and TAFE Directors Australia (TDA) **partnered with PwC's Skills for Australia** to deliver a Leadership Institute for world leaders in technical and vocational education and training (TVET). (The delegates acknowledged that **"TVET"** is not universally used and is known in many jurisdictions as professional and technical education and training). **The Institute's purpose** was to seek positive, implementable change on a global scale. This landmark event was held in conjunction with the WFCP 2018 World Congress in Melbourne, Australia.

Why is TVET important?

Delegates were asked to consider the importance and impact of TVET in their countries. Specifically, they were asked to consider the challenges facing TVET and identify a long list of topics that the WFCP should focus on over the next two years.

Following further discussion, the Leadership Institute agreed three topics for deeper consideration. The topics were:

- developing a grand vision for TVET in partnership with communities, industry and government;
- building the capability of individuals for lifelong learning; and
- enhancing the perception of TVET globally.

Developing a grand vision for TVET

Delegates identified that the potential and value of member institutions is not fully recognised. Consequently, there is a need to develop a grand vision for TVET that recognises the partnership with communities, industry and government. The vision should reflect the concept of a society with resilient, skilled and adaptable people.

Specific actions identified for the WFCP's consideration included:

- creating a declaration of lifelong learning that highlights the role of education institutions;
- quantifying the social impact of TVET and providing WFCP members with this information; and
- encouraging international delegates to advocate for the declaration.

The delegates highlighted that institutes should be challenged to extend their capabilities in order to innovate. Therefore, the WFCP members should be empowered to build on the vision through innovative trials in their communities and share their learnings with the WFCP.

Building the capability of individuals for lifelong learning

Delegates recognised an important role of TVET is to develop in learners the building blocks of skills, knowledge, aptitude and attitudes they will require in their lifetimes.

Delegates identified an obstacle to achieving this is the current disconnect between employer expectations of job readiness and worker capabilities. To address this challenge, delegates suggested the WFCP should take steps to develop a personal capability framework to enable a meaningful and lifelong contribution to society. This process would include:

- establishing an overarching framework through consultation;
- developing progress measures for students and workers;
- creating a WFCP personal capabilities certification considering the ability to customise the certification to individual learners and embedding cross cutting skills in technical training;
- establishing communities of practice to develop institute capability;
- promoting the return on investment locally and globally to all stakeholders, especially governments; and
- securing corporate sponsorship to facilitate development and execution.

The group identified a number of detailed actions for WFCP consideration including having UNESCO-UNEVOC included in conversations and implementation where appropriate.



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Enhancing the perception of TVET

Delegates recognised the need to drive a positive perception of TVET globally. Specifically, delegates identified the lack of a clear and differentiated value statement as a factor leading to ~~misconceptions about TVET's role as a valuable education option.~~

To address this challenge, delegates suggested a comprehensive global TVET campaign, targeted to students, parents and the broader community that highlights the relevance of TVET outcomes to future careers. This campaign would:

- be tailored to suit the target audience in member countries;
- allow members to focus on priority industries, in particular those heavily disrupted by automation, robotics and artificial intelligence;
- highlight the role of TVET outcomes in skilling the careers of the future; and
- highlight the multitude of pathways available for TVET graduates.

Delegates also highlighted the need for the strategy to include the schooling system, with a focus on exposing students to TVET early in their educational journey. To achieve this, the WFCP should identify appropriate ambassadors, supporters or change agents in schooling systems and industry.

Our next steps

The delegates of the WFCP Leadership Institute commend this communiqué to the WFCP and its Board. It is envisaged that the Board will consider this communiqué later in the 2018 World Congress and determine further actions. The delegates undertook to take the discussions and learnings back to their home country.

Thank you to our guest speakers:

Jim Stanford – Centre for Future Work

Denise Amyot – Colleges and Institutes Canada

Rodrigo Nuñez – Duoc UC

Gill Callister – Department of Education and Training Victoria

David Coltman – Swinburne University

Megan Lilly – Australian Industry Group

Peter Noonan – Mitchell Institute

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ANNEX 7- Declarations

BEIJING DECLARATION (2014)

ANNEX 1 - BEIJING DECLARATION

WFCP - BEIJING DECLARATION - "BUILDING A BETTER FUTURE"

October 26, 2014, Beijing

Gathered on the occasion of the Congress of the World Federation of Colleges and Polytechnics (WFCP) in Beijing, as member delegates from institutions of 55 countries on 5 continents, we are determined to contribute to following up on the Congress with the first unanimously approved WFCP declaration since its founding. We intend to submit it to our respective national authorities and to international organizations.

We believe that:

- 1 Colleges, institutes and polytechnics (hereinafter referred to as "institutes") are dedicated to the development of people and of their communities by offering the possibility to acquire knowledge, develop skills and attitudes needed to work and to grow all life, to innovate and to act as global citizens committed to their societies.
- 2 Institutes consider education and skills development as a basis for a harmonious development of their communities. Technical and vocational education and training are means of preparing students for occupational fields that contribute to their effective participation in the global skills and labour market, enabling them to gain access to quality of life at all levels.
- 3 The future success of nations, communities and individuals increasingly depends on the ability of societies and their educational and training providers to work together with governments, institutions and businesses to augment the capacity of a skilled workforce with transferable and renewable skills and knowledge.
- 4 Education and skills development shall be accessible to everyone and subsequently be part of a process of continuous improvement. This must be the priority of every country's government and international development agencies.
- 5 Applied education and capacity building are essential to ensuring a productive and sustainable future workforce for economic, social and environmental sustainability.
- 6 Human development shall be done with a concern towards equitably meeting prosperity and environmental needs of present and future generations.
- 7 Knowledgeable and globally-connected institutional leaders are crucial to the high performance of institutes and the success of their graduates, who will live and work in a 21st century global economy.

We reaffirm our commitment:

- 8 To increased access: Institutes will maintain and develop training programs and services that give more people access to the needed qualification, along with improvement thereafter. With continuous renewal in mind, these programs and services will be developed and regularly reviewed in collaboration with the relevant organizations and companies.
- 9 To academic and service quality: the offer of products and services will rely on a continuous drive to improvement and excellence aiming at student success. Applied learning institutions will also remain responsive to industry trends by developing new skills and training initiatives to set the stage for the success and the happiness of tomorrow's labour force.
- 10 To responsible development: Institutes will further ensure that skills acquired by students and that the research done are always balanced by environment and biodiversity. Scientific and human resources always have environmental sustainability in mind.
- 11 To professional development of institutional leadership: Institutional leaders strive to promote the success of all students. They seek and engage in domestic and international opportunities to network, collaborate and share best practices, knowledge and resources.
- 12 To responsive human resource and skills development by better aligning education and training providers with the demands of today's rapidly changing economic landscape. Institutes are ideally positioned to spearhead flexible and adaptive learning approaches to ensure they graduate readily-employable and skilled individuals who can adjust to the reality of increased career mobility at the national and international level.



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We are determined to:

- 13 Deepen partnerships : Institutes want to build more partnerships with the industry and other organizations in view of undertaking applied research and driving innovation in their environments. The training provided at these institutes will be cutting-edge, and companies will benefit from a modern workforce, thus improving processes and quality of products and service.
- 14 To increase the relevance of learning and traineeships to the labour market: Institutes will promote a close collaboration with the local labour market so as to better align curricula and emerging skills needs of the local and global economy.
- 15 Raise the innovative capacity of individuals and institutions and generate a broadening of competence profiles and development to ensure better employability and international competitiveness with more adaptable skills for graduates.
- 16 Promote international partnerships to strengthen applied, technical and vocational education: Institutes agree to emphasize the internationalization of education in all its dimensions, including the transfer of technical knowledge through country-partnerships. They intend to not only strengthen their links with institutions abroad through their federations, but also foster strategic alliances with international agencies and international development organizations at home.
- 17 Foster global citizenship: In an increasingly open and internationalized world, institutes will intensify efforts to further develop international co-operation and to allow their students to prepare for an international citizenship that entails social responsibility, a global vision, professional skills and innovative solutions.
- 18 Support professional development of institutional leaders: Institutes will share information and create opportunities to support and grow the professional development of leaders within our sector of higher education. Leaders must be able to continuously develop and recalibrate their own skills, helping lead and inspire their teams, ensuring their institutes are fluid and responsive in providing employers with a skilled citizenry.

For institutes, this desire to build a better world, to train skilled workers and responsible citizens has never been more relevant. We call upon our respective governments, organizations and companies whose workforces we educate, members of our communities and also international agencies to continue providing support.

We are confident that with our joint efforts, the Federation will contribute to building a better future through the power of vocational education.

Denise Amyot, Chair of WFCP Board, October 26, 2014

Document signed by the representatives of the associations of colleges or institutions of the 55 member countries of the World Federation of Colleges and Polytechnics, gathered at the World Congress on October 26, 2014 in Beijing.

VITÓRIA DECLARATION (2016)



Inclusion in Education Protocol for Colleges and Polytechnics

The signatory institutions to this protocol recognize and affirm their responsibility and obligation to inclusion in education.

Colleges and polytechnics respect and recognize that people have distinct cultures, language, histories and contemporary perspectives.

Inclusion in education emanates from the intellectual and cultural traditions of peoples around the world.

Inclusion in education will strengthen colleges' and polytechnics' contribution to improving the lives of learners and communities.

Signatory institutions agree to:

1. Commit to making inclusion in education a priority.
2. Ensure governance structures recognize and respect all peoples.
3. Implement various intellectual and cultural traditions through curriculum and learning approaches relevant to learners and communities.
4. Support students and employees to increase understanding and reciprocity among traditionally marginalized groups.
5. Commit to increasing the number of individuals belonging to traditionally marginalized groups with ongoing appointments throughout the institution, including senior administrators.
6. Establish inclusive holistic services and learning environments for learner success.
7. Build relationships and be accountable to traditionally marginalized communities in support of integration and inclusion through education, training and applied research.

Signatories endorse the intent of these principles and are committed to developing policies, procedures and practices within their institutions.

Institution	Name	Title	Date	Signature
_____	_____	_____	_____	_____
Partner	Name	Title	Date	Signature
_____	_____	_____	_____	_____

MELBOURNE DECLARATION (2018)



2018 WORLD CONGRESS

Preparing For The Skills Future, Now

18-20 OCTOBER MELBOURNE, AUSTRALIA

Melbourne Declaration

October 10, 2018, Melbourne

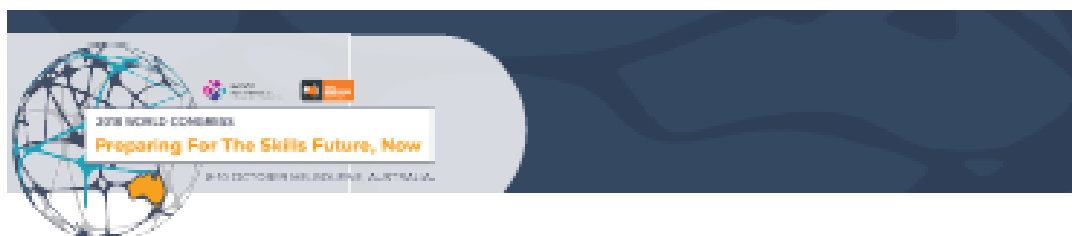
As member delegates, following the discussions and engagement at the ninth Congress of the World Federation of Colleges and Polytechnics (WFCP) in Melbourne, Australia focussed on the future of work, we approve the following WFCP Melbourne Declaration. We intend to submit the Declaration to our respective national authorities and to international organizations.

Our global and national economies are in a period of unprecedented change and stand to be disrupted by new and emerging technologies, new industries, as well as globalised markets and workers. In this context, the institutes training our citizens and future workers and retraining our current ones face major challenges, both to ensure learners are empowered with the knowledge and skills that will serve them over the course of their careers, and to ensure that institutes are able to make meaningful use of emerging technologies and innovations.

In this context the signatories of this declaration are committed to ensuring that learners are empowered to face future uncertainties.

Signatories:

1. Recognise the empowering effect of work and the dignity it instils in all workers, but especially in those from disengaged or disempowered groups.
2. Commit to supporting skills of the future, recognising that this entails flexibility, innovation and engagement with industry and employers, and with communities.
3. Commit to ensuring no one is left behind, by supporting all learners to fulfil their potential and by retraining displaced workers in ways that support the skills of the future and retain the dignity of the worker.
4. Commit to preparing all learners for the labour market, by building a strong foundation in learners, and leveraging the existing foundation of displaced workers involved in retraining.
5. Support quality learning and teaching that responds to the needs of society and students by providing learning and development opportunities to teaching staff, and using:
 - a. New methods of delivery and assessment, and
 - b. New ways of designing qualifications to support future-proof skills and new ways of learning.
6. Support the development of qualifications that enable learners to navigate a fluid economy, prepare learners for lifelong learning, and recognise the inter- and multi-



disciplinary nature of learning required for an increasingly interconnected and globalised economy.

7. Build and support the building of pathways for learners, both into and out of the labour market and into higher qualifications.
8. Commit to establish and use international communities of practice – made up of WFCP members and international leaders in technical and professional education and training – to share knowledge and collaborate, to address the issues facing our sector, as well as the global economy.

Craig Robertson, Chair of WFCP Board, October 10, 2018

Document signed by the representatives of the associations of colleges or institutions of the 16 member countries of the World Federation of Colleges and Polytechnics, gathered at the World Congress on October 10, 2018 in Melbourne.

