IIEP Training Offer
in Educational Planning & Management
UNESCO’s International Institute for Educational Planning (IIEP) is the only institute in the world providing a winning combination of training in educational planning, cutting-edge research, and in-country capacity development to support educational bodies. All three elements work together and are core components for making the fundamental changes needed for building better education systems around the world.

For over 50 years, IIEP has been known and respected for its research and training in educational planning and has trained planners from around the world. Today, IIEP continues to fine-tune its training programme, updating it with the latest technology and research in the field.

*IIEP’s vision is rooted in the understanding that education is a basic human right. No child, youth, or adult should be excluded from the best possible learning opportunities that will allow him or her to live decently, access and exercise their rights, and engage in civic life. To uphold this conviction, IIEP strives to expand quality education to provide equal and relevant learning opportunities to all.*

IIEP believes that good educational planning is both visionary and pragmatic and offers a solid path to implementing education reform and transforming systems. At the same time, it ensures equal opportunities for children and youth.

*I myself have attended courses at IIEP on costs and financing for education, which have helped us to improve the education system and helped us make sure that we have enough budget for education systems on the central and local level.*

Deputy Minister, Ministry of Education and Sports for LAO PDR, Mr Lytou Bouapao
What does IIEP offer you?

Furthering your training in educational planning can help you, as an education professional, strengthen your capacities, and those of your institution and country, in the design, planning, and management of your education system. **IIEP offers courses** in various forms and of various lengths to provide professionals around the world with the most practical, hands-on, and flexible training in educational planning.

The Institute offers courses in residential and distance modes. They range from two-week professional development courses to the comprehensive Advanced Training Programme (ATP) which spans a period of nine months.

**The strength of IIEP**

The strength of IIEP is in the expertise of its trainers and its practice-oriented training approach. Through training courses, trainers pass on their knowledge, techniques, and new research to trainees. **They support you**, the participant, in formulating educational reforms and the design of new educational programmes around the world. Participants will come from a variety of countries and bring the wealth of their knowledge, expertise, and experience to **share with you**. You, in turn, will give others the benefit of your expertise and experience.
A training modality to meet *your* needs

Among the major themes in contemporary education, over the years, IIEP training courses have addressed:

<table>
<thead>
<tr>
<th>Education sector planning</th>
<th>Financial management and budgeting for education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics in educational planning</td>
<td>Monitoring and evaluating gender equality in education</td>
</tr>
<tr>
<td>Micro-planning and school mapping</td>
<td>Learning assessments</td>
</tr>
<tr>
<td>Projections and simulation models</td>
<td>Education sector diagnosis</td>
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<tr>
<td>Reforming school supervision</td>
<td>External quality assurance in higher education</td>
</tr>
<tr>
<td>Educational planning for conflict and disaster risk reduction</td>
<td>Using indicators in planning higher education</td>
</tr>
<tr>
<td>Using indicators in planning EFA</td>
<td>Strategic financial management in universities</td>
</tr>
<tr>
<td>Transparency, accountability, and anti-corruption</td>
<td>Management of university-enterprise partnerships</td>
</tr>
</tbody>
</table>
Why receive training at IIEP?

- **To strengthen** your skills and competencies:
  - In education policy analysis, sector diagnosis, formulation, implementation, monitoring and evaluation of plans.
- **To develop** your current planning competencies:
  - In strategic management and leadership in education.
- **To enhance** your expertise:
  - In using planning and management techniques, tools, and educational information systems.
- **To foster** your personal development: reinforcing and developing your generic competencies and abilities in communication.

IIEP offers a unique learning experience, which is:

- **Relevant** – IIEP assesses and updates its courses and programmes to ensure they respond to the country context.
- **Comprehensive** – Trainees participate in lectures, seminars, practical exercises, and individual and group work.
- **Dynamic** – Participants share knowledge with other professionals working in the education sector.
- **Flexible** – Courses are conducted in either English, French, or Spanish.
- **International** – Colleagues from different continents and cultures exchange ideas and experience.
- **Grounded in research** – Training features a significant portfolio of operational activities at the country level and integrates IIEP’s latest research findings.

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

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

2015-16 ATP Trainees

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

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

2015-16 ATP Trainees
Mastering the fundamentals of educational planning

3 Month online phase

+ Month residential training at IIEP Training Centre in Paris

As a stand-alone course earning an IIEP International Certificate of Advanced Studies in educational sector planning and management

Specialized courses

2 Week courses on topics in 2 streams:

Educational Planning and Analysis

Educational Planning and Management

2 Projects

Advanced Training Programme: a professionally oriented programme

*For more details on the ATP components, see page 15
Programmes and courses for different needs

A modular approach to meet the needs of a wide variety of individuals: IIEP courses will address your learning needs and consider your time constraints. You can choose from a flexible offer, finding the course and programmes that best meet your training needs:

- **Education Sector Planning (ESP)**. The ESP provides fundamental skills for educational planning and management. It will provide you with a solid foundation in management and planning (3 months online + 3 months in Paris).

- **Specialized Courses Programme (SCP)**. Through the SCP courses you can strengthen your capacities in planning management, address and learn how to manage and monitor technical and managerial issues that you have experienced, and build strategies (2 weeks for each course).

- **Advanced Training Programme (ATP)**. This intensive 12-month programme at the Master’s level combines both courses above. It addresses educational issues in the context of the entire education sector and focuses on recent educational developments and reforms (3 months online + 6 months in Paris, concluding with 3-month distance work for a final professional project back in the country).

**E-learning (@) – How is it different?**

IIEP’s Virtual Campus offers specialized online courses and e-forums using various ICT resources, such as wikis, blogs, and quizzes supported by a Learning Management System (Moodle). Distance training activities are flexible to allow participants to honour their other commitments. Courses are led by experts in educational planning and offer high-calibre, intensive training to meet professional requirements.
Three centres for learning

**IIEP Paris**

9,440 trainees from 1963 to 2016

**IIEP Buenos Aires**

443 trainees from 1998 to 2016

**IIEP Pôle de Dakar**

320 trainees from 2002 to 2016
IIEP in the regions

IIEP carries out residential training at its headquarters in Paris, as well as in its regional offices in Buenos Aires, Argentina, and Dakar, Senegal.

The IIEP regional office in Buenos Aires has been operating for over 15 years. It brings international expertise to the region and helps disseminate Latin American educational experience to the rest of the world through the IIEP framework. Its great emphasis on innovation has enabled it to respond to the region’s needs through new forms of training, research, and technical assistance.

The Pôle de Dakar provides sub-Saharan countries with technical support in the field of education, particularly by conducting analyses and sectoral strategies for the region. In late 2013, the Pôle de Dakar was integrated within IIEP and is the centre of IIEP distance training for the region.
Key components

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

The ESP provides you with the fundamental skills for educational planning and management.

The course is intensive and provides solid foundations in management and planning through lectures, case studies, collaborative group work, and planning exercises. The ESP can be taken as a ‘stand-alone’ training course or in a modularized approach to complete the Master’s level Advanced Training Programme (ATP).

**Key components**

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

**Course organization**

The course consists of a 3-month online learning phase and a 3-month residential training phase at IIEP in Paris.

**Who should take this course?**

- Educational planners & managers involved in policy formulation and implementation
- Officials from education ministries around the world
- Professionals from other governmental bodies in charge of education matters

**Certification**

Upon successful completion, you will receive an IIEP-UNESCO International Certificate of Advanced Studies in Education Sector Planning (for the stand-alone course). If you choose it as a first stage towards the Advanced Training Programme (ATP), you will have 5 years to complete the other programme components (SCP and projects).
Key components

- Education planning & analysis – focusing on analysis of information for decision-making
- Planning & management – focusing on operational planning and implementation
Specialized Courses Programme

The SCP offers specialization courses which develop capacities in management and analyses, addressing technical and managerial issues, strategy, monitoring and evaluation.

Participants receive intensive, short-term, specialized training in specific areas of educational planning and management.

Key components

The SCP courses are grouped into two different streams:

• Education planning and analysis – focusing on analysis of information for decision-making (EMIS, Projections and simulation models, Micro-planning and school mapping, Quantitative methods for monitoring and evaluating the quality of education)

• Planning and management – focusing on operational planning and implementation (Organization and management of the education sector, Teacher management, Education budgets and financial management, Education programmes and projects)

Course organization

Each course consists of a 2-week residential training at IIEP in Paris. Trainees participate on a full-time basis in one or several courses offered in the programme. However, since the programme runs two streams simultaneously, candidates can therefore choose a maximum of three courses in one SCP session.

Who should take these courses?

• Educational planners & managers involved in policy formulation and implementation

• Officials from education ministries around the world

• Professionals from other governmental bodies in charge of education matters

• Education specialists who wish to strengthen their knowledge and expertise in specific areas

Certification

Upon successful completion, you will receive an IIEP-UNESCO certificate of participation.

The credits obtained through the specialization courses can be transferred to IIEP’s Advanced Training Programme (ATP).
Key components

- Education Sector Planning (ESP)
- Specialized Courses Programme (SCP)
- Preparation of professional projects
Advanced Training Programme

An intensive 12-month programme designed to strengthen competencies in education policy analysis, educational planning, and sector management.

The ATP:

• Reinforces the capacity of education leaders and their institutions to prepare and implement education policies more successfully in cooperation with national and international financing agencies.

• Addresses educational issues in the context of the entire education sector.

• Focuses on recent educational developments and reform.

Key components

• **Education Sector Planning (ESP)**
  - Fundamental skills and competencies in educational planning and management

• **Specialized Courses Programme (SCP)**, which has two streams:
  - Education planning and analysis, focusing on analysis of information for decision-making
  - Planning and management, focusing on operational planning and implementation

• **Preparation of professional projects**
  - Tutored project during the last month of the residential phase;
  - Final project back in the country

Course organization

The programme consists of the ESP component (a 3-month online learning phase + a 3-month residential training phase at IIEP in Paris), the SCP (3 courses out of the 6 offered, 2-week courses), and preparation of a tutored project to be completed in Paris. It is then completed through an in-country project meant to contextualize ATP learning achievements within the specific educational and institutional environment in which each participant operates.

Who should take this course?

• Educational planners & managers working in policy formulation and implementation

• Officials in education ministries around the world

• Professionals from other governmental bodies in charge of education matters and from non-governmental bodies

• Education specialists who wish to strengthen their knowledge and expertise in specific areas

Certification

This programme leads to a Master’s level certificate. It can be fully completed in the same year, or through a modularized approach over 5 years.
The IIEP Virtual Campus offers **online courses for professionals working in the education sector in order to enhance their knowledge and skills in educational planning and management.**

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

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

**Key components**

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

**Course organization**

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

**Who should take these courses?**

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

**Certification**

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

**E-forums:**

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

- IIEP’s e-forums provide an opportunity to keep up-to-date on key issues in educational planning and learn from international experiences. They bring together participants from different institutions around the world, and provide a unique space to share knowledge, ideas and experiences among professionals working in the field of education.

- Our e-forums are focused on specific topics and refer to recent IIEP research and publications. They are moderated by experts over a period of two to three weeks.
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Fax: +54 11 4806 9458
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info@iiep.unesco.org
International Institute for Educational Planning
An International Centre of Excellence in Educational Planning
Advanced Training Programme
23 September 2020 - 29 November 2021

Conditions for admission

Entry Requirements
Applicants must meet the following requirements:

- Have a minimum of 3 years of work experience in fields related to education planning and management;
- Hold at least a bachelor’s degree or equivalent, preferably in a field related to education, economics, or statistics;
- Be fully proficient (read, write, and speak fluently) in either English or French;
- Possess good computer skills in MS Word and Excel software;
- Be able to continue working for at least another 5 years, preferably in public service, where appropriate.

Female candidates are strongly encouraged to apply.

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

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

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

IIEP is not a funding institution and cannot offer financial assistance, with the exception of one scholarship per year for female planners. Candidates are encouraged to apply to funding institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners, such as development banks, bilateral agencies, or UN funds and programmes.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO National Commission. The procedure and schedule for the submission of funding requests are available at the UNESCO web site.

Accommodation

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

Financial information

The programme cost is €11,600 for participation in the ATP, which includes:

<table>
<thead>
<tr>
<th>I. Programme Costs¹</th>
<th>Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme costs including training materials</td>
<td>9,300</td>
</tr>
<tr>
<td>Field visits</td>
<td>1,500</td>
</tr>
<tr>
<td>Administrative costs</td>
<td>800</td>
</tr>
<tr>
<td><strong>Total Programme Costs</strong></td>
<td><strong>11,600</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>II. Costs related to the living in Paris</th>
<th>Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical examination fee for French resident permit</td>
<td>60</td>
</tr>
<tr>
<td>Medical and civil insurance coverage</td>
<td>480</td>
</tr>
<tr>
<td>Lunch vouchers</td>
<td>1,200</td>
</tr>
<tr>
<td>Publications postage</td>
<td>160</td>
</tr>
<tr>
<td>Recommended monthly stipend * (€1,800 x 6 months)</td>
<td>10,800</td>
</tr>
<tr>
<td><strong>Total Living Costs</strong></td>
<td><strong>12,700</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Total Expenses</th>
<th>Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme costs</td>
<td>11,600</td>
</tr>
<tr>
<td>Costs related to living in Paris</td>
<td>12,700</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>24,300</strong></td>
</tr>
</tbody>
</table>

Note: The total cost of participation in the 2020-2021 ATP session is estimated at €24,300 to which return travel costs need to be added.

Funds must be deposited in IIEP’s bank account at least one month before the beginning of the programme (August, 23).

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

* These funds could be administered by either the participant or IIEP.
Conditions for admission

Entry Requirements
Applicants must meet the following requirements:

- Have a minimum of 3 years of work experience in fields related to education planning and management;
- Hold at least a bachelor’s degree or an equivalent degree, preferably in a field related to education, economics, or statistics;
- Be fully proficient (read, write, and speak fluently) in either English or French;
- Possess good computer skills in MS Word and Excel software;
- Be able to continue working for at least another 5 years, preferably in public service, where appropriate.

Female candidates are strongly encouraged to apply.

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

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

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

IIEP is not a funding institution and cannot offer financial assistance, with the exception of one scholarship per year for female planners. Candidates are encouraged to apply to funding institutions for fellowships or grants (their employer, including ministries, international organizations, and NGOs). These grants are generally funded from institutional capacity development programmes sponsored by governments, international cooperation programmes, or directly through international partners, such as development banks, bilateral agencies, or UN funds and programmes.

UNESCO member states may submit a request for funding from the UNESCO participation programme through the UNESCO National Commission. The procedure and schedule for the submission of funding requests are available at the UNESCO web site.

Accommodation

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

Financial information

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

<table>
<thead>
<tr>
<th>I. Programme Costs¹</th>
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</thead>
<tbody>
<tr>
<td>Programme costs including training materials</td>
<td>6,300</td>
</tr>
<tr>
<td>Field visits</td>
<td>1,500</td>
</tr>
<tr>
<td>Administrative costs</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total Programme Costs</strong></td>
<td><strong>8,300</strong></td>
</tr>
</tbody>
</table>

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<tbody>
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<td>Medical examination fee for French resident permit</td>
<td>60</td>
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<td>Medical and civil insurance coverage</td>
<td>240</td>
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<td>Lunch vouchers</td>
<td>600</td>
</tr>
<tr>
<td>Publications postage</td>
<td>100</td>
</tr>
<tr>
<td>Recommended monthly stipend * (€1,800 per month)</td>
<td>5,400</td>
</tr>
<tr>
<td><strong>Total Living Costs</strong></td>
<td><strong>6,400</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Total Expenses</th>
<th>Euros</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme costs</td>
<td>8,300</td>
</tr>
<tr>
<td>Costs related to living in Paris</td>
<td>6,400</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>14,700</strong></td>
</tr>
</tbody>
</table>

Note: The total cost of participation in the 2020-2021 ESP session is estimated at €14,700 to which return travel costs need to be added.

Funds must be deposited in IIEP’s bank account at least one month before the beginning of the programme (August, 23).

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

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