

World Friends Korea IT Volunteer Program 2023

Application Form

▶ Request Survey

If you wish to join the World Friends Korea IT Volunteers (KIV) Program, please fill out this form and carefully explain why your organization wants to participate. Please note that volunteers will be recruited according to the needs of our partner organizations.

It is essential that this survey be completed with all relevant details and returned to us before **April 14th, 2023 (KST 24:00).**

Once the surveys are collected, we will look over which organizations are most appropriate to receive World Friends Korea IT Volunteers. This process is expected to be completed in May. If your organization is selected, the NIA will contact you before dispatching volunteers.

▶ Contact

If you have any further questions about the KIV program, please do not hesitate to contact us.

National Information Society Agency (NIA)

Department of Global ICT Cooperation

Global Arcademy

Mr. Kangmin Jang

·Email: kiv@nia.or.kr

·Tel: +82-2-6191-2073 / 2030

(from 9:00 a.m. to 6:00 p.m. (KST))

NIA NATIONAL INFORMATION
SOCIETY AGENCY

Turn to the next page to fill out the application form!

1. General Information

Country				
Name of country	Lao PDR		Capital city	Vientiane
First language	Lao language		Second language	English)
Organization				
Name of organization	Vangvieng Ethnic school			
Type	<input type="checkbox"/> Government <input type="checkbox"/> IAC (Information Access Center) <input type="checkbox"/> Public sector <input type="checkbox"/> NGO <input type="checkbox"/> University <input type="checkbox"/> Private sector <input checked="" type="checkbox"/> School <input type="checkbox"/> Other ()			
Address of organization	Viengsamai village, Vangvieng District, Vientiane province.			
Description of organization	Teaching-learning many subjects with more than 600 students and more than 50 teachers. We have vocational teaching learning such as IT, sewing, study beautician			
	Website	No		
Coordinator for volunteers (main contact point)	Name	Ms. Toula Saenginkham		
	Position	English teacher		
	English proficiency	<input type="checkbox"/> Poor <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Fluent		
	Mobile	+8562058850330		
	Office	+85623511078		
	Email	xonphaovangvieng@gmail.com		
Final decision maker	Name	Mr. Phonesavanh SOUKANYA		
	Position	The principal of school		
	Mobile	+8562022254335		
	Office	+85630511078		
	Email	No		
	Fax	No		
Program method	<input checked="" type="checkbox"/> On-site <input type="checkbox"/> Online Cf. "On-site" refers to offline classes that are typically held in your country. "Online" refers to classes that are conducted virtually through video conferencing systems (e.g. Zoom, Google meet, etc.)			
Period	(minimum 2 weeks to maximum 4 weeks)			
Number of coordinators able to provide assistance to volunteer trainees	4 people			

2. Resources of Your Organization

Facilities for Volunteers	
Available seats	<input type="checkbox"/> 10 or fewer <input checked="" type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
Available PCs	<input type="checkbox"/> 10 or fewer <input checked="" type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
PCs with Internet	<input checked="" type="checkbox"/> 10 or fewer <input type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
Internet connection speed	<input checked="" type="checkbox"/> 385kbps or below <input type="checkbox"/> 385kbps to 1Mbps <input type="checkbox"/> 1 to 2Mbps <input type="checkbox"/> 2 to 10Mbps <input type="checkbox"/> 10 to 100Mbps <input type="checkbox"/> 100Mbps or above <input type="checkbox"/> Others ()
Installed software	<input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Flash <input type="checkbox"/> Web editor <input type="checkbox"/> Photoshop <input type="checkbox"/> Other ()

3. ICT Training

- Volunteers provide education through basic/advanced classes on AI, programming (C, C++, Java, Scratch, HTML, PHP, etc.), graphic design (Photoshop, video editing), and OA or more advanced ICT programming classes.

※ **NOTE**

- Please fill out **all** fields of interest below and indicate which areas in each field your organization would like to receive training on. You may **refer to the sample below** for possible training fields.

Subject	<input checked="" type="checkbox"/> ① AI <input checked="" type="checkbox"/> ② Programmin g <input type="checkbox"/> ③ Graphic design <input type="checkbox"/> ④ OA
Expected trainee group	<input checked="" type="checkbox"/> ① Students <input type="checkbox"/> ② Government officials <input type="checkbox"/> ③ Office workers <input type="checkbox"/> ④ Others ()
Trainee level	<input type="checkbox"/> ① Advanced <input type="checkbox"/> ② Upper intermediate <input checked="" type="checkbox"/> ③ Intermediate <input checked="" type="checkbox"/> ④ Basic
Class size	<input type="checkbox"/> ① 1 to 20 <input checked="" type="checkbox"/> ② 21 to 30 <input type="checkbox"/> ③ 31 to 40 <input type="checkbox"/> ④ 41 to 50 <input type="checkbox"/> ⑤ 51 and above (people)

4. ICT Project

<p>- Volunteers conduct ICT-related projects and may also provide consultation in certain ICT fields in order to meet the particular needs of the organization.</p> <p>- ICT projects conducted by the volunteers can range from facility improvement to website building and other ICT-related endeavors.</p>	
Project type	Teaching-learning how to learn and create the program
Project purpose	<i>To develop the students' knowledge about ict</i> <i>To develop the students' skills of using computer</i> <i>To have good cooperation with each other</i>
Project details	<i>After training the school will find the fund and discuss to do the training for another students and teacher.</i> <i>Do the classroom management and more students can be able to join learning.</i> <i>We choose the teacher coordinators to work the trainees to make the communication easier beam projector, Bluetooth speaker...</i>
Project requirements	<i>to make the communication easier beam projector, Bluetooth speaker...</i> <p>✓ Does your organization have the software needed to carry out the project? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>
Expected outcome(s)	<i>After training, we expected that the students would be able to use the computer programs and have more interest to study. Hope they would have more knowledge and use in their life and their works.</i> <i>Students who join the summer class can teach another who could join in summer class.</i>

5. Cultural Experience Request

Request for Korean cultural experience	<input checked="" type="checkbox"/> ① Yes <input type="checkbox"/> ② No
Subject (if selected "Yes" above)	<i>Korean martial arts , Korean language, Korean cuisine and any</i>

6. Additional Survey (Offline Only)

Accommodations for Volunteers	
Available accommodations	<input checked="" type="checkbox"/> Is your organization able to provide accommodations? <input checked="" type="checkbox"/> ① No ② Yes
	<input checked="" type="checkbox"/> If not, please check available accommodations: ① Homestay ② Youth hostel ③ Dormitory ④ Rental apartment ⑤ Others (Hotel)
Cost of accommodations (for entire stay)	<i>Note: Please specify whether cost is per day, week, or month.</i> <div style="text-align: center;">USD (per)</div>
Distance from workplace	7 km
Daily mode of transportation to workplace	<input checked="" type="checkbox"/> Is your organization able to provide transportation? <input checked="" type="checkbox"/> ① Yes ② No
	<input checked="" type="checkbox"/> If not, please state: - Recommended transportation: _____ (ex. bus) - Round-trip fare: USD _____ (for four people)

Risk Assessment	
What kinds of hazards is your organization prone to?	<i>Note: Please check all hazards to which your organization is prone.</i> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Power failure (electricity, gas, etc.) <input type="checkbox"/> Earthquake, volcanic eruption <input type="checkbox"/> Cyclone, tornado <input type="checkbox"/> Others () </div> <div> <input type="checkbox"/> Fire <input type="checkbox"/> Flood, tsunami <input type="checkbox"/> Mudslide, landslide </div> </div>
Available emergency procedures or drills	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Power failure (electricity, gas, etc.) <input type="checkbox"/> Earthquake, volcanic eruption <input type="checkbox"/> Cyclone, tornado <input type="checkbox"/> Others () </div> <div> <input type="checkbox"/> Fire <input type="checkbox"/> Flood, tsunami <input type="checkbox"/> Mudslide, landslide </div> </div>
Frequency of emergency drills per month	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ① Do not conduct emergency drills <input type="checkbox"/> ③ 3 to 4 </div> <div> <input type="checkbox"/> ② 1 to 2 <input type="checkbox"/> ④ 5 or more </div> </div> <p>If volunteers are dispatched to your organization, it will be mandatory for the organization to conduct emergency drills concerning all hazards for the volunteers. (Please read and check the box below.)</p> <input type="checkbox"/> I understand and agree to conduct emergency drills for the volunteers.
Available facilities and distance from workplace	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ① Health service room/nurse's room <input type="checkbox"/> ② Hospital <input type="checkbox"/> ③ Fire Department <input type="checkbox"/> ④ Police Department <input type="checkbox"/> ⑤ Onsite security office </div> <div> Distance: ____ at school ____ km Distance: ____ 6 ____ km Distance: ____ 6 ____ km Distance: ____ 6 ____ km Distance: ____ km </div> </div>

7. Photo Attachments (**Offline Only**)

(This field is mandatory for the selection process.)

a. Pictures of your organization (full view)



b. Pictures of the expected ICT project or training facility



c. Pictures of Internet and computer facilities at your organization



[Program Recommendations]

1. Program-related Notifications

- Please be aware that, as all classes are conducted in English, recruited tutees must be able to communicate in English.
- If the tutee has difficulty communicating in English, providing a coordinator who can interpret between Korean and the local language or between English and the local language can make education more effective.
- Organizations with excellent volunteer performance may also be invited to Korea for the KIV performance report ceremony in 2023, scheduled for mid to late November.

I hereby certify that the information written in this survey is true and correct. I understand that any false information provided herein may affect the selection of my organization regarding the dispatch of 2023 World Friends Korea IT Volunteers.

(Institution Director's Printed Name and Signature)

World Friends Korea IT Volunteer Program 2023

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SOCIETY AGENCY

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1. General Information

Country			
Name of country	Lao People's Democratic Republic (Lao PDR)	Capital city	Vientiane Capital
First language	Lao	Second language	English
Organization			
Name of organization	Vientiane Capital Skill Development Center		
Type	<input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> IAC (Information Access Center) <input type="checkbox"/> Public sector <input type="checkbox"/> NGO <input type="checkbox"/> University <input type="checkbox"/> Private sector <input type="checkbox"/> School <input type="checkbox"/> Other ()		
Address of organization	Kaisone phomvihan Avenue, Phonephanao Village, Sayshettha District, Vientiane Capital.		
Description of organization	<p>The Skill Development Center was established in 1983 merger between Center for Skill Development of Ministry of Labor and Social Welfare (MLSW) and Vocational training center (VTC) of Vientiane Capital under the supervision of MLSW since 1998 to 2000.</p> <p>Open enroll for the officer staffs from the organization of public and private who are lack of opportunities to study in universities and education institutions and unemployed from, those families with many children orphanage no chance.</p>		
	Website	www://www.facebook.com/itosdc	
Coordinator for volunteers (main contact point)	Name	Ms.Faifun PHOMMACHANK	
	Position	HEAD OF IT Section	
	English proficiency	<input type="checkbox"/> Poor <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Fluent	
	Mobile	+85620 58841678	
	Office	+85621 415170	
	Email	neephommachack@gmail.com	
Final decision maker	Name	Ms. Aloon THAVIXAY	
	Position	Vice Director	
	Mobile	+85620 59328707	
	Office	+85621 415170	
	Email	thavixay@hotmail.com	
	Fax	+85621 415170	
Program method	<input checked="" type="checkbox"/> On-site <input type="checkbox"/> Online Cf. "On-site" refers to offline classes that are typically held in your country. "Online" refers to classes that are conducted virtually through video conferencing systems (e.g. Zoom, Google meet, etc.)		
Period	(4 weeks)		
Number of coordinators able to provide assistance to volunteer trainees	8 peoples		

2. Resources of Your Organization

Facilities for Volunteers	
Available seats	<input type="checkbox"/> 10 or fewer <input checked="" type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
Available PCs	<input type="checkbox"/> 10 or fewer <input checked="" type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
PCs with Internet	<input checked="" type="checkbox"/> 10 or fewer <input type="checkbox"/> 10 to 30 <input type="checkbox"/> 30 to 50 <input type="checkbox"/> 50 or more
Internet connection speed	<input type="checkbox"/> 385kbps or below <input type="checkbox"/> 385kbps to 1Mbps <input type="checkbox"/> 1 to 2Mbps <input checked="" type="checkbox"/> 2 to 10Mbps <input type="checkbox"/> 10 to 100Mbps <input type="checkbox"/> 100Mbps or above <input type="checkbox"/> Others ()
Installed software	<input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Flash <input checked="" type="checkbox"/> Web editor <input checked="" type="checkbox"/> Photoshop <input type="checkbox"/> Other ()

3. ICT Training

<p>- Volunteers provide education through basic/advanced classes on AI, programming (C, C++, Java, Scratch, HTML, PHP, etc.), graphic design (Photoshop, video editing), and OA or more advanced ICT programming classes.</p> <p>※ NOTE</p> <p>- Please fill out all fields of interest below and indicate which areas in each field your organization would like to receive training on. You may refer to the sample below for possible training fields.</p>	
Subject	① AI ② Programming
Expected trainee group	① Students ② Government officials
Trainee level	Basic
Class size	① 1 to 20

4. ICT Project

<p>- Volunteers conduct ICT-related projects and may also provide consultation in certain ICT fields in order to meet the particular needs of the organization.</p> <p>- ICT projects conducted by the volunteers can range from facility improvement to website building and other ICT-related endeavors.</p>	
Project type	Creating Student's Database
Project purpose	Currently the Vientiane Capital Skills Development Center (IAC Lao) still using a basic database system by using Excel to creating and data collection it is difficult to create data analysis and inconvenient, would like to create a database system to collect student's data more easily and also can sharing the data, link data and using same data.
Project details	<ul style="list-style-type: none"> - Collecting Information. - Designing form for student ID. - Creating database. - Query the data. - Share and linking data. - Reporting data.
Project requirements	<i>Router</i> <i>Hub Switch</i> <i>Lan cable Cat6 UTP</i> <i>Server Computer</i> <i>Network Cable Tester</i> <i>Wi-Fi Router</i>
	<input checked="" type="checkbox"/> Does your organization have the software needed to carry out the project? <input type="checkbox"/> No
Expected outcome(s)	After the project creation training, the IAC Lao will have a database system of registered students that can be easily searched, easy to use, as well as being able to link information easily, easy analysis to make statistics as well as using shared resources.

5. Cultural Experience Request

Request for Korean cultural experience	① Yes
Subject (if selected "Yes" above)	Food K-pop Korean Traditional dress

6. Additional Survey (**Offline Only**)

Accommodations for Volunteers	
Available accommodations	<input checked="" type="checkbox"/> Is your organization able to provide accommodations? <div style="text-align: center;">② No</div>
	<input checked="" type="checkbox"/> If not, please check available accommodations:
	<div style="text-align: center;">④ Rental apartment</div>
Cost of accommodations (for entire stay)	<i>Note: Please specify whether cost is per day, week, or month.</i> <div style="text-align: center;">550 USD (per month)</div>
Distance from workplace	<div style="text-align: center;">Only 30-100 m</div>
Daily mode of transportation to workplace	<input checked="" type="checkbox"/> Is your organization able to provide transportation? <div style="text-align: center;">No</div>
	<input checked="" type="checkbox"/> If not, please state: - Recommended transportation: <u> TAXI </u> (ex. bus) - Round-trip fare: <u>1 USD per 1 Km</u> (for four people)

Risk Assessment	
What kinds of hazards is your organization prone to?	<i>Note: Please check all hazards to which your organization is prone.</i> <div style="text-align: center;">Air pollution PM 2.5</div>
Available emergency procedures or drills	<div style="text-align: center;">Wear the mask</div>
Frequency of emergency drills per month	<div style="text-align: center;">① Do not conduct emergency drills</div> <p>If volunteers are dispatched to your organization, it will be mandatory for the organization to conduct emergency drills concerning all hazards for the volunteers. (Please read and check the box below.)</p> <input type="checkbox"/> I understand and agree to conduct emergency drills for the volunteers.
Available facilities and distance from workplace	<div style="display: flex; justify-content: space-between;"> <div>① Health service room/nurse's room</div> <div>Distance: <u>20</u> m</div> </div> <div style="display: flex; justify-content: space-between;"> <div>② Hospital</div> <div>Distance: <u>1</u> km</div> </div> <div style="display: flex; justify-content: space-between;"> <div>③ Fire Department</div> <div>Distance: <u>2</u> km</div> </div> <div style="display: flex; justify-content: space-between;"> <div>④ Police Department</div> <div>Distance: <u>50</u> m</div> </div> <div style="display: flex; justify-content: space-between;"> <div>⑤ Onsite security office</div> <div>Distance: <u>10</u> m</div> </div>

7. Photo Attachments (**Offline Only**)

(This field is mandatory for the selection process.)

a. Pictures of your organization (full view)



b. Pictures of the expected ICT project or training facility



c. **Pictures of Internet and computer facilities at your organization**



[Program Recommendations]

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Mr Doih VIRANAM

(Institution Director's Printed Name and Signature)

Thank you for your cooperation.