

World Friends Korea IT Volunteers Program 2026 Application Form

Please ensure that all necessary information is provided in the survey and submitted by midnight on **19th March 2026, according to Korean Standard Time (KST)**.

Once the surveys are collected, we will review and confirm organizations for the World Friends Korea IT Volunteers Programme in May. During the review process, we may contact you for additional inquiries, so please ensure that the contact details of the responsible person are provided.

If your organization is confirmed, the **National Information Society Agency (NIA)** will contact you before dispatching volunteers.

< Programme Overview >

The WFK IT Volunteer Corps organises two main types of volunteer activities. The activities are tailored and implemented according to the needs of each organization.

- ✓ **ICT Training:** Education through AI (Basic AI, Chat GPT, LLM, etc.), Programming (Arduino, Python, Scratch, etc.), Graphic Design (Photoshop, video editing, etc.), OA (Word, PowerPoint, Excel, etc.), and others.
- ✓ **Korean culture:** Promoting Korean culture, including K-POP, K-DRAMA, and K-FOOD
 - ※ Korean culture classes cannot be conducted independently and must be held in conjunction with ICT training organised by each institution.

※ **NOTE :** All classes are conducted in English, so trainees must have proficient communication skills. If needed, a coordinator can assist with interpretation between Korean, English, and the local language to improve learning effectiveness.

< Key Changes for 2026 >

1. **Expansion of the minimum team size for each country's local volunteer programme (from at least 1 team to at least 3 teams)**

- ✓ The person responsible is kindly requested to confirm whether it is possible to accommodate 3 or more teams for volunteer activities by seeking cooperation from other institutions or improving the local volunteer environment when completing the application form.

2. **Activities related to ICT Projects have been discontinued.**

- ✓ ICT projects*, which were carried out based on the preferences of institutions until last year, have been excluded from the IT volunteer programme activities starting in 2026 due to constraints such as the short duration of volunteer periods and the difficulty in verifying the outcomes.

* **[Definition]** ICT Projects: Volunteer activities involving website building, mobile app development, and other ICT-related projects (such as improving student ID systems, diabetes patient classification, visualisation projects, etc.).

<Volunteer Team Structure>

Each dispatched team consists of 4 members and is responsible for one training subject.
 Each institution is kindly requested to prepare to accommodate at least 3 classes. These classes can be offered either as multiple sessions of the same IT subject or as separate IT courses, each covering a different topic, depending on the programme planning of the local dispatched volunteer teams.

A. Checklist for Volunteer Accommodation Capacity

In IT training, typically one team (usually consisting of 4 volunteers) is responsible for one class.
 If a minimum of three different educational programs are requested, at least 3 teams (approximately 12 people) will visit the institution to conduct the classes.

※ NOTE

It is also possible to deploy a total of 3 or more IT volunteer teams. For example, if the institution can accommodate 5 teams (approximately 20 people), 5 subjects can be requested. However, please consider the capacity for additional personnel, such as local coordinators, when calculating the total number of people that can be accommodated.

Organizations able to deploy three or more IT volunteer teams will be prioritized in the selection process.
 Organizations applying with one or two teams may be placed in lower priority in the selection process.

Accommodation Capacity

A1. Is your organization prepared and willing to accommodate three or more IT volunteer teams?

1) Yes

※ NOTE

Organizations able to deploy three or more IT volunteer teams will be prioritized in the selection process.
 Organizations applying with one or two teams may be placed in lower priority in the selection process.

A2. If "No, but we can recommend candidate organizations within the same local area (within a 20km radius" is selected above, please provide recommendations for organizations within the same city (within a 20 km radius of your organization).

| Organization Name | Contact person | Email |
|-------------------|----------------|-------|
| | | |
| | | |

B. Checklist for Available Resources for On-Site Dispatch

※ NOTE

Please fill out **ALL** fields of interest below and indicate which areas in each field your organization would like to receive training on.

Accommodations for Volunteers

B1. Is your organization able to provide accommodations? 2) No

B2. [B1=2 응답자] If not, please check available accommodations. 3) Hotel 6) Rental apartment

B3. Cost of accommodations (for entire stay)

※ Note: Please specify whether cost is per day, week, or month.

3) per month [단일 응답] USD : 600

B4. Distance from Office (Approx.) : 1 km

B5. [Daily transportation to Office] Is your organization able to provide transportation? 2) No

[B5-1 & B5-2는 B5 = 2 응답자]

B5-1. Recommended transportation 4) Others (Bus, Taxi, KOK KOK Move)

B5-2. Round-trip fare: USD 10 (for four people)

Risk Assessment

B6. What kinds of hazards is your organization prone to?

※ Note: Please check all hazards to which your organization is prone.

1) Power failure (electricity, gas, etc.)

2) Fire

B7. Available emergency procedures or drills. [중복응답]

1) Power failure (electricity, gas, etc.)

2) Fire

B8. Frequency of emergency drills per month [단일 응답]

1) Do not conduct emergency drills

If volunteers are dispatched to your organization, it will be mandatory for the organization to conduct emergency drills concerning all hazards for the volunteers.

I understand and agree to conduct emergency drills for the volunteers.

B9. Distance from Office and Available Emergency/Rescue Services (approx.)

| | Distance |
|-------------------------------------|----------|
| 1) Health service room/nurse's room | 1 km |
| 2) Hospital | 2 km |
| 3) Fire Department | 5 km |
| 4) Police Department | 1 km |
| 5) Onsite security office | 0km |

B10. Is your organization capable of providing a Safety Manager? 2) No

※ **NOTE**

The Safety Manager's primary role is to prevent accidents and unauthorized departures of volunteers. They are responsible for monitoring potential risks on-site and intervening to prevent dangerous behaviors, ensuring the safety and well-being of all volunteers under their supervision.

C. Demand for Training Courses

IT volunteers provide education through **AI** (Basic AI, Chat GPT, LLM, etc), **Programming** (Arduino, Python, scratch, etc.), **Graphic design** (Photoshop, Video editing, etc.), **OA** (Word, PowerPoint, Excel, etc.), and Others.

※ **NOTE**
Please fill out **ALL** fields of interest below and indicate which areas in each field your organization would like to receive training on.

C1. [Volunteer Type] Preferred Type of Volunteer Teams

1) On-Site

※ **NOTE**

Although you select the 'On-Site' type, it may be transitioned to the 'Online' type depending on the circumstances

[C1 = 1 응답자] **[On-Site] Capacity and topics**

C2. [Volunteer Teams] Desired number of volunteer teams (1 class per 1 team)
(Three teams (3))

C3. [Training Level & Topic] Preferred IT Training topics and number of students per class

Note: Please match the number of groups to the number of selected volunteer teams.
(e.g, if you request 3 volunteer teams, you need to provide details for 3 classes in the table.)

| Class Name | Level | Topic | Number of trainees |
|------------|----------|---|--------------------|
| Class A | 1) Basic | AI (Basic AI, Chat GPT, LLM, Gemini...) | 25 |
| Class B | 1) Basic | Programming (Arduino, Python) | 25 |
| Class C | 1) Basic | Graphic design (illustrator, VEO editing ...) | 25 |

[C1 = 1 응답자] [On-Site] Training Environment

C4. Device 1) Personal computer

C5. How many trainees per device 1) 1 trainee per device

C6. Network (Internet) Availability

- 1) Accessing web pages (loading within 5 seconds)
- 2) Streaming online videos
- 3) Participating in video conferences (e.g., Zoom)

C7. Number of coordinators able to assistance.

4) 3

[C1 = 1 응답자] [On-Site] Trainee

C8. Expected trainees 4) 50 ~ 80

C9. Expected group

- 1) Students
- 2) Residents
- 3) Government Officials
- 4) Office workers

C10. Expected age

- 3) 16 ~ 20
- 4) 21 ~ 30
- 5) 31 years or older

C11. Expected trainees level

| | |
|-------------------------------|-----------------|
| C11-1. ICT Knowledge | 1) Basic |
| C11-2. English proficiency | 2) Intermediate |

D. Cultural Exchange Program

D1과 D2 한페이지 제시, D3와 D4 한페이지 제시

| | |
|--|--|
| D1. [Our Side] Request for Korean cultural experience | 1) Yes |
| D2. [D1=1응답자] Topics | 2) K-Food 3) K-Culture 4) Korean |
| D3. [Your Side] Availability to prepare a cultural exchange program | 1) Yes |

E. Applicant's Basic Information

| | |
|------------------------------|---|
| D4. [D3=1 응답자] Topics | 2) Foods 3) Cultures 4) Languages |
|------------------------------|---|

| | | | |
|--------------------------|---|---------------------|--|
| Name of Country | <i>(Official full name of Country)</i> Lao People Democratic republic | Capital City | <i>(full name)</i> Vientiane Capital |
| National Language | Lao | | |

Organization

| | | | |
|------------------------------------|--|---------|--|
| Name of Organization | <i>(Official full name)</i> Vientiane Capital Skills Development Center (VSDC) | | |
| Type of Organization | 1) Government | | |
| Address of Organization | Kaisone Phomvihanh Avenue, Km 5, Phonphanao Village, Xaysettha District, Vientiane Capital Lao PDR. Tel: +856 21 415170 | | |
| Description of Organization | <i>(Briefly describe your organization's main activities as well as history, size, role, etc.)</i> The Vientiane Skills Development Center is under the Supervision of Department of Labor and Social Welfare of Vientiane. The main function is training for the vocational education such as <ul style="list-style-type: none"> - Computer and Information Technology - Administration and Accounting - Electricity Installation - Air Condition Installation - Cooking and FB service - Beauty and Hairdressing - Tailoring - mobile skill training for people living in local area. - Participate in skill competitions. Since 2005 the Lao Korea information access Center was established by supported from the Korea government the main propose is provide the training for the people who would be access to information for find the suitable jobs | | |
| | Website | No have | |

Coordinator for Volunteers (Main Contact Point)

| | | | |
|----------------------------|---|--|--|
| Name | <i>(full name)</i> 1) Mr. Sounthone Thavixay | | |
| Position | Head of the Computer and Information Technology Sector, IAC administrator | | |
| English proficiency | 2) Intermediate | | |

| | |
|--------|---|
| Mobile | <i>(including country code)</i> +8562055415881, +8562059442863 |
| Office | <i>(including country code)</i> (+856) 21-415-170 |
| Email | <i>(provide two emails, if available)</i> Mail 1: thone00t@gmail.com , souvanhny59442863@gmail.com |
| SNS | 1) WhatsApp |
| | WhatsApp ID: +8562055415881, +8562059442863 |

Responsible Person(Management and Decision-making)

| | |
|----------|---|
| Name | <i>(full name)</i> 2) Ms. Aloon THAVIXAY |
| Position | Deputy of the Director of Vientiane Capital Skills Development Center |
| Mobile | <i>(including country code)</i> +8562059328707 |
| Office | <i>(including country code)</i> (+856) 21-415-170 |
| Email | <i>(provide two emails, if available)</i> Mail 1: thavixay@hotmail.com |

Preferred Program Schedule

| |
|---|
| <p>1. Duration : 2) 2 weeks</p> <p>※ NOTE</p> <p>This is a short-term volunteer program, so the duration can only be within one month. It includes the entire duration of the Preferred Training Program.</p> |
| <p>2. Start Week</p> <p>3) July Week 2</p> <p>※ NOTE</p> <p>The program must be completed within the months of July and August. It is not possible to proceed with the program in September.</p> |

F. Photo Attachments (REQUIRED)

F1. Pictures of your organization (full view)

F2. Pictures of the expected ICT project or training facility

F3. Pictures of Internet and computer facilities at your organization

I confirm that the information provided in this survey is accurate and truthful.
I understand that any inaccuracies may affect the selection process for the 2026 World Friends Korea IT Volunteers from our organization.



Ms Aloon THAVIXAY

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(Institution Director's Printed Name and Signature)

We appreciate your participation.

Contact

If you have further questions, please feel free to contact us at any time.
National Information Society Agency (NIA)
Department of Global ICT Cooperation
Global Academy
Email. kiv@nia.or.kr





