

Operational Management

Course 1: Financial TVET Management

TOPICAL AREA: Management of TVET Institutions

TVET governance and financial policies provide the overall regulatory and legal framework for the financial management of TVET institutions. This course outlines the specifics of TVET finance and discusses the challenges for TVET institutions. It aims at providing TVET managers with approaches to overcome common problems in budgeting and accounting as well as financial processing of additional revenues.

- **Content, elements, format and duration can be customized to the respective needs.**

LEARNING OUTCOMES

On completion of the training, participants

- know the key functions of financial management and accounting.
- are able to define financial processes and procedures in a TVET institution
- have basic knowledge in the principles of management accounting, taxation and balancing
- are familiar with contents of a budget plan of a TVET institute
- are able to interpret financial statements
- have identified and explored sources and procedures of additional income generation
- are familiar with institutional and administrative requirements for dealing with additional, non-public revenues

CONTENTS

- Definition of general terms in financial management and accounting
- Analysis of national policies of participating countries for financing TVET institutions
- Financial planning, budgeting and revision
- Principles of cost- and performance accounting, profit and loss accounting, corporate and income tax, VAT, debt and equity, assets and liabilities for TVET institutions
- Generation of additional revenues
- Establishing structures and workflows for processing additional revenues
- Preparation of a school budget plan incl. public and non-public funding

FORMATS

Virtual format implemented with the following methods:

- Action orientation
- Cooperative work
- Webinar
- E-coaching
- Synchronous / asynchronous
- Individual work / self-learning

LANGUAGE

- English
- German
- Upon request: other languages with interpreters

TARGET GROUPS

- TVET management staff

PARTICIPATION REQUIREMENTS

- Basic ICT skills

DURATION

- 60 h in 2-4 weeks

EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Webcam

CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

YOUR CONTACT

TVET Academy

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