MEMORANDUM

Department: Human Resources, Ban Khai Technical College

To: **Date:** 27 October B.E. 2568

Subject: Report on Teacher Self-Development Results in the Overview of the Educational Institution, Academic Year 2567

To: Director of Ban Khai Technical College

Attachment: 1. Summary of teacher self-development results in the overview of the educational institution, Academic Year 2567, 1 set

The Human Resources Department, Asset Management Division, requests permission to report on the Self-Development Plan (ID PLAN) results of teachers for Academic Year 2567. There are a total of 69 teachers, of which ...53... teachers have prepared a Self-Development Plan (ID PLAN), accounting for 76.81 percent, according to the attached documents.

This is hereby submitted for your acknowledgment and consideration.

Signed ....

(Miss Suriya Santi)

Head of Human Resources Department

Comment of Deputy Director of Asset Management Division:

Inform all teachers and department heads to submit results within 100%.

Noted

(Panyar Temrak)

Director's Comment:

[X] Acknowledged

[ ] Forward to Deputy Academic Director / Deputy Administrative Director / Head of Human Resources / Head of Academic Department

to use as information to support and encourage teachers to receive self-development continuously and systematically.

Signed ....

(Mr. Yuttaphan Khotrphan)

2.2.6 Self-Development and Professional Development

1.1) Output

    1.1.1) Number of teachers who have prepared a Self-Development Plan (ID Plan): ...53.... persons

    1.1.2) Number of teachers who participated in organizing professional learning communities (PLC): ...0.... persons

1.2) Outcome

    1.2.1) Number of teachers who developed themselves according to the Self-Development Plan (ID Plan): ...7.... persons, accounting for ...13.02....% of all teachers

    1.2.2) Number of teachers who carried out professional development through the professional learning community (PLC) process: ......0...... persons, accounting for ...0......% of all teachers

1.3) Impact

1. Some teachers were unable to prepare a self-development plan and submit reports because the system experienced errors and was inaccessible near the system closing date. As a result, they were unable to submit reports within the specified deadline.

2. Teachers who carried out professional development through the professional learning community (PLC) process did not organize meetings continuously and did not report results to the administration regularly.

2) Guidelines for Quality Development of Vocational Education Institutions

2.1) Planning

1. The human resources department or relevant department shall arrange meetings or send notifications to schedule sessions for preparing self-development plans together with or separately by department, to jointly prepare their own development plans and implement them in the same direction, as follows:

    1.1 Self-Assessment: Evaluate oneself according to core competencies, professional competencies, and performance results; identify strengths and areas for improvement.

    1.2 Setting Development Goals: Specify goals that need to be developed clearly, such as: developing information and communication technology skills, developing communication and teamwork skills, developing competencies in active learning management.

2.2) Plan Implementation

1. Implement individual development plans by the institution organizing training or a schedule for preparing self-development plans together with or by exchanging departments nearby to jointly prepare self-development plans.

2. Teachers with a PLC group hold meetings, consultations, or guidance on knowledge gained, apply it to organize teaching and learning activities, and exchange learning with colleagues in the PLC community to develop student learning for greater efficiency, and summarize operational results periodically to report to the administration.

2.3) Monitoring and Evaluation

Summarize operational results periodically according to practice to report to the administration for tracking progress in development according to the plan.

2.4) Improvement and Development

The institution must organize various development activities for teachers, such as training/seminars, study visits, e-Learning, knowledge exchange (PLC), or On-the-job Training.

Summary of Teacher Self-Development Results in the Overview of Educational Institution
Academic Year 2567

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No.	Department / Program	Total Teachers	Number of teachers who prepared a Self-Development Plan (ID Plan), received development according to the plan, and applied the results to teaching and learning	Percentage
1.	General Education Department	15	2	13.33
2.	Tool and Maintenance Department	10	0	0
3.	Electronics Technology Department	5	1	20
4.	Mechanical Engineering (Machinery) Department	6	1	16.67
5.	Welding Technology Department	3	1	33.33
6.	Construction Technology Department	3	0	0
7.	Production Technology Department	1	0	0
8.	Industrial Technology Department	1	0	0
9.	Electrical Technology Department	3	0	0
10.	Information and Communication Technology Department	2	0	0
11.	Mechatronics and Robotics Department	1	0	0
12.	Accounting Department	3	0	0
13.	Digital Business Technology Department	6	1	16.67
14.	Retail Business and Marketing Department	2	0	0
15.	Logistics Management Department	5	0	0
16.	Hotel Management Department	3	0	0
17.	Marine Engineering Department	1	1	100
	Total	**69**	**7**	

Summary

    1. In Academic Year 2567, Ban Khai Technical College has a total of ....69.......... teachers.

    2. Teachers who prepared a Self-Development Plan (ID Plan), received development according to the plan, and applied development results to teaching and learning: ....7.......persons, accounting for ....10.14......... percent of all teachers.

Signed ....

(Miss Suriya Santi)

Head of Human Resources Department