

The 4th International Training Course

ON COMPREHENSIVE REHABILITATION SERVICE FOR WORKERS
WITH PHYSICAL DISABILITIES 2018

18th November – 1st December 2018

Operating Organization:

Industrial Rehabilitation Centre Region 1 (IRC)

Social Security Office, Thailand

I. PREFACE

The Industrial Rehabilitation Centre Region 1 (IRC) was established in cooperation with the Japanese Government and the Thai Government through the Japan International Cooperation Agency (JICA). The IRC began providing rehabilitation services for disabled workers whose disabilities derived from work accident on 1 May 1985.

One of the IRC's objectives is to help disabled workers who suffer from work-related injuries or sickness and insured persons with disabilities under the Social Security Act & Workmen's Compensation Fund of Thailand in order to enable them to re-enter the work force to work in an establishment or to be self-employed. To achieve this objective, the IRC provides comprehensive rehabilitation services: medical, vocational, and psychological rehabilitation through a multidisciplinary approach of team work.

Over the past 33 years, it has been found that the best system for helping persons with disabilities is the comprehensive rehabilitation system which has been properly implemented by the IRC. So far the rehabilitation system has successfully helped to rehabilitate over 10,000 people, about half of whom returned to their previous place of employment, about 40 percent became self-employed, and the remaining 10 percent found new jobs.

According to Strategic Plan of the Social Security Office (2015-2019) Strategic Issue ASEAN: Thailand Social Security System will be the principal and dominant part of ASEAN's Social Security Foundation. Hence the IRC plans to implement a training program for rehabilitation personnel in the Southeast Asian region in order to support and to contribute the development of human resources which will promote the advancement of developing countries. The IRC hopes to enhance its potential of becoming a comprehensive rehabilitation training Centre of this region. Therefore, it is necessary to share and exchange experiences for supporting self-help efforts that will lead to a better life for persons with disabilities in these countries.

II. ABOUT THE PROGRAM

COURSE TITLE

Comprehensive Rehabilitation for Workers with Physical Disabilities 2018

COURSE INTRODUCTION

The Industrial Rehabilitation Center Region 1 (IRC) under Social Security Office, Ministry of Labour will organize a two week training program. The objective is to develop and enhance knowledge, skills and experience in the field of rehabilitation process among participants and other rehabilitation personnel from Southeast Asian countries. The outcome of the training project will be acceptance from other ASEAN countries that Thailand is ranked as the leaders in comprehensive rehabilitation services in the region.

COURSE OBJECTIVES

- 1) To provide the participants with comprehensive theoretical training, field trips, and practical studies on various aspects of comprehensive rehabilitation.
- 2) To share and exchange experiences concerning various problems in relation to rehabilitation of persons with physical disabilities among participants.
- 3) To create better coordination and cooperation as well as to strengthen the networking of comprehensive rehabilitation among participating countries in the region.

COURSE CONTENTS

This Training program will cover a wide range of practical topics consisting of 3 parts as follows;

- 1) In principle, all training participants will be provided an introduction to the Social Security System in Thailand and concepts of comprehensive rehabilitation, holistic approach and rehabilitation techniques on practical training; Medical, Psychosocial, Vocational Rehabilitation as well.
- 2) The participants will learn about the current situation of employment, policies and plans of Persons with Disabilities and observe activities, Site visit at organizations of/for persons with disabilities in Thailand for instance, Sirindhorn National Medical Rehabilitation Institute (SNMRI), Center for Persons with Disability Occupational Promotion and Redemptorist Vocational School for Persons with Disabilities etc.
- 3) There will be an opportunity to observe the IRC monthly screening committee.

DURATION OF PROGRAM

18 November – 1 December 2018

SUBMISSION DEADLINE

Applications from shall be sent by email by 31 October 2018. If the applicants are posting their application forms, they need to be postmarked on or before the due date. After this date, the application will not be considered

TRAINING VENUES

Training will take place at a variety of locations across Pathum-Thani and Bangkok, including the Industrial Rehabilitation Center Region 1, the Social Security Office (Head Office), and organizations of/for persons with disabilities.

THE NUMBER OF PARTICIPANTS SELECTED

A maximum of 8 places are available. In principle, only 1 participant can be selected from each country.

TARGET COUNTRIES

Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore and Vietnam.

TARGET GROUP

Personnel with practical levels of rehabilitation experience such as medical staff, vocational instructors, counselors, psychologists, social workers, planning and administration staff, etc.

LANGUAGE

Translate English to Thai, and vice versa is provided

ACCOMMODATION

The Industrial Rehabilitation Centre Region 1 (IRC1) will arrange the following accommodation for participants in Thailand:

Asia Airport Hotel: 99/2 Moo 8, Phaholyothin Road Lamlukka Pathumthanee 12130
Tel: 662 992 6999 Fax: 662 992 6828 (where “66” is the country code for Thailand, and “2” is the local area code). If there is no vacancy, the IRC will arrange alternative accommodations for the participants.

EXPENSES

The Industrial Rehabilitation Centre Region 1 (IRC 1) will cover the following expenses:

1. Training expenses. (e.g., lecture fee, field visit charge)
2. Accommodation during the training period.
3. Meals (e.g., Breakfast, lunch, dinner & coffee break) during the training period.
4. The selected participants will bear any other expenses with are not listed above and Any expenses spent in his/ her country before/ after the training should be borne by each participant.

III. APPLICATION & SELECTION

1. APPLICANT CRITERIA

1) **Current Duties:** Governmental officials/ staff of related organization / staff of institutions responsible for PWDs/ staff of ASEAN Social Security Association institutions engaged in practical levels of rehabilitation/ personnel such as medical staff, vocational instructors, counselors, psychologists, social workers, policy planning staff etc.

2) **Occupational Background:** practical experience in the field of rehabilitation of persons with disabilities is required.

3) **Language:** a competent command of spoken and written English is required to participate in the discussion, this program includes active participation in discussion, which requires high competence in English language. Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc. if possible)

4) **Academic Background:** university or college graduates, or an equivalent academic background.

5) **Health:** must be in good health, both physically and mentally, to participate in the program. (Pregnancy is regarded as a disqualifying condition for participation in the course).

6) Age should be under 50.

2. REQUIRED DOCUMENTS FOR APPLICATION

1. The Application form is available at **the Royal Thai Embassy or Consulate** in respective countries and the soft file of this application form can be downloaded at <http://www.sso.go.th/irc/> and <https://www.asean-ssa.org/Seminar-ASSA>

2. The application form is composed of five parts (part I to part V) and should be completed in triplicate. Part I to part IV should be completed by the candidate and part V by the government authority.

3. All parts must be filled in typewritten form. Each question must be answered clearly and completely. Detailed answers are required in order to make the most appropriate arrangements

4. An Official authority of the nominating Government will then forward two copies of the certified application forms to the IRC, 97 Moo 3, Bangpoon, Muang District, Pathumthani 12000, THAILAND, through the Royal Thai Embassy or Consulate in the nominating country by 31 October 2018. The nominee is required to attach a medical certificate. **No consideration will be given to late submissions or incomplete applications/documents.**

5. Nominee's English score sheet: to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

7. The applicant also needs to mail one copy of the completed application form with a photo attached as either a Microsoft Word or PDF file in advance directly to the IRC by e-mail to the following address ircptmssso@gmail.com. Please note that the copy sent directly to the IRC in advance is for information only. As a selection process, it will consider all documents which have come through official channels (from the Royal Thai Embassy to the IRC).

3. PROCEDURE FOR APPLICATION

1. Submission of the application documents: Closing date for application to the Industrial Rehabilitation Centre Region 1 (IRC) by **31 October 2018**

2. Selection: After receiving the documents through due administrative procedures in the respective government, the Royal Thai Embassy or Consulate in respective country shall conduct screenings applicant and send the application to the Industrial Rehabilitation Center Region 1 (IRC), Thailand, which organizes this training program. Selection shall be made by the IRC Executive Committee based on submitted documents according to qualifications of applicants, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

3. Notice of acceptance: The IRC will inform the selected participants by **2 November 2018**, on IRC official website [http:// www.sso.go.th/irc/](http://www.sso.go.th/irc/)

4. DOCUMENT(S) TO BE SUBMITTED BY ACCEPTED PARTICIPANTS:

1. COUNTRY REPORT: Before coming to Thailand, **ONLY SELECTED PARTICIPANTS** are required to submit a country report to the Industrial Rehabilitation Centre Region 1 via e-mail ircptmssso@gmail.com. The Country Report Format Guideline (**Situation Analysis Report**) is showed in the ANNEX II

2. PHOTOCOPY OF PASSPORT should include the following: Name, Date of birth, Nationality, Sex, Passport number, Expire date and Optical Character Recognition (OCR) with barcode.

3. Documentation, the participants need to submit or bring the following documents and give them to the IRC. Therefore, please be sure to check them out carefully: Medical health certificate issued by the authorized physician, Completed application form with nominee's signature and photo.

5. INFORMATION NOTE FOR ACCEPTED PARTICIPANTS

1. The participants are requested to register and obtain training badges at the Registration Table in front of the Conference Room 1 before the Opening Ceremony. For identification and security reasons, all participants are requested to wear the training badges at all times during the training period.

2. All participants are requested to attend the Opening and Closing Ceremony at the Conference Room 1.

6. RULES AND REGULATIONS

During the course the participants will stay at **Asia Airport Hotel** for which the following rules and regulations are in enforced.

1. The participants must register upon arrival and should settle into the room that has been assigned to him/her. Changing of rooms is only allowed with permission of the Director of the IRC.

2. During training and field study the participants should follow the orders and directions of the Director of the IRC or the IRC staff concerned.

3. During the training and field study the participants should be appropriately and decently dressed with formal dress in Opening Ceremony and Closing Ceremony.

4. Those who live in the hotel should make every effort in preserving cleanliness and orderliness and will not litter the room and surroundings.

5. Loud noise and other disturbances should not be made, especially not during times of study or sleep.

6. Leaving the lecture and field study is not allowed without permission from the Director of the IRC or the responsible authority.

7. Traveling out of the program during the training course is only allowed with special permission from the Director of the IRC or responsible authority.

7. CONDITIONS FOR ATTENDANCE, THE PARTICIPANTS

1. should assume responsibility for other expenses not provided for which are incurred during the trip between his/her home country and Thailand.

2. shall make his/her own arrangements for any financial matters of a private nature that are not covered under this training course.

3. is required to fulfill the course requirements.

4. is not allowed to bring any members of his/her family.

5. is required to refrain from engaging in political activities or any form of employment for profit or gain.

6. is required to observe the rules and regulation of their places of accommodations and not to change accommodations designated by the IRC.

7. is requested to confirm his/her flight information and date of arrival in Bangkok to the IRC by e-mail (ircptmsso@gmail.com) at least two week before the commencement of the course.

8. The Royal Thai Government and/or the IRC shall have no liability whatsoever for the participant or his/her personal representatives for injury, illness or death suffered or contracted by the participant arising out of or in the course of his/her participation in the program/course; nor shall the Royal Thai Government and /or have any liability whatsoever towards third parties for compensation for any loss of property, injury, illness, or death of such third parties caused by the nominee during the course of his/ her participation in the program/course.

IV. OTHERS

1. TRAVEL DOCUMENTATION

Upon arrival in Thailand, participants must hold a valid passport with at least six months validity, Thai visa, and proof of onward travel. However, visitors from ASEAN Countries are not required to have a Thai visa for visits less than 30 days in Thailand. They will be granted access through Thailand immigration with a 30 Thai visa waiver, provided upon arrival. After such time, a Thai visa extension from immigration office or a Thailand visa from an embassy or consulate outside of Thailand is required. Immigration policies are subject to change: check with a Thai Embassy or Ministry of Foreign Affairs (www.mfa.go.th) for the latest information.

2. TRANSPORTATION

Upon arrival, the Industrial Rehabilitation Centre Region 1 (IRC) will provide transportation (airport- hotel- training venue- hotel- airport) for all participants. However, traveling out of the program during the training course is only allowed with special permission from the Director of the IRC or the responsible authority.

3. WEATHER

In November, the sun normally shines for 8 hours per day, with temperatures generally settling between 24°C and 31°C.

The daily average temperature is usually around 28°C and there's a good chance of a shower, so pack a raincoat just in case. It's warm enough to wear shorts and a t-shirt, as it still feels humid in the city. The highest ever recorded temperature in November is 38°C with the lowest being 18°C. However, temperatures normally fall within the averages for the month.

However, temperature is generally consistent with the average for each month: check with the Thai Meteorological Department(www.tmd.go.th/en/) for the latest information.

ANNEXT I: TENTATIVE SCHEDULE 2018

DATE	DAY	AM (8.30-12.00)	PM (13.00-19.00)	VENUE
NOV 18	SUN	Arrival of Participants		
NOV 19	MON	Orientation & Opening Ceremony	Overview of Thailand	Pathumthani
NOV 20	TUE	Courtesy Call: SSO Executive	Visit Center for PWDs Occupational Promotion	Nonthaburi
NOV 21	WED	Visit SNMRC	Comprehensive Rehabilitation Service	Pathumthani
NOV 22	THU	Employment Promotion of PWDs	33 years with Rehabilitation & Thailand Policies and Plans for PWDs	Pathumthani
NOV 23	FRU	Medical Rehabilitation		Pathumthani
NOV 24	SAT	Sight Seeing		Bangkok
NOV 25	SUN	Sightseeing		Bangkok
NOV 26	MON	Vocational Rehabilitation		Pathumthani
NOV 27	TUE	Observe activities & Site Visit		N/L
NOV 28	WED	Psychosocial Rehabilitation		Pathumthani
NOV 29	THU	Visit Redemptorist Vocational School of PWDs		Chonburi
NOV 30	FRI	Course Evaluation	Closing Ceremony	Pathumthani
DEC 1	SAT	Departure of Participants		

NOTE:

Dress Code;

- Opening (Business Attire)
- Closing (National Dress)
- Training day (Business Casual)
- Sightseeing (Smart Casual)

Coffee break: 10.30 - 10.45 and 14.30 - 14.45

Schedule is subject to change as appropriate

Language Translate English to Thai, and vice versa is provided

ANNEX II: Country Report & Final Report Guideline

COUNTRY REPORT (Situation Analysis Report) Selected Participants are required to submit a country report to the Industrial Rehabilitation Centre Region 1 (IRC) by October 31st, 2018 via e-mail ircptmsso@gmail.com. All participants are required to give brief presentation on his/her Country Report at the beginning of course and Final Report Presentation at the Closing of the course, the following items.

COUNTRY REPORT:

I. Introduction

1. Name of the Training Course:
2. Name of applicant:
Home Address:
Phone No: (Home & Office):
Fax:
E-mail:
3. Name of Country:
4. Name of Organization:
5. Main Tasks of the Organization & Organization Chart
(Please draw an organization chart, starting from “section” as the lowest level and circling the section to which applicant belongs)
6. Applications’ Position: Roles and Responsibilities

II. General Information of the country (1-2 pages of A4 size paper):

Geographical status of the country, climate, population, official language, social, educational and economic conditions, gross National Products (GNP), Per- capita Income, major import and export goods, natural resources and environmental situation, etc.

III. Historical Background of the Subject Related to the Training Course

(Within 1 page of A4 size paper)

IV. Existing Laws and Regulations concerning the subject (if any)

V. Existing Problems in the Applicants’ section (1-2 pages of A4 size paper)

1. Current problems and/or constraints you are facing (Please describe concrete details)
2. Obstacles in the process of solving those problems
3. Countermeasures of questions for those problems or any idea which you would like to study or solve through the course

VI. Future Program/Project on the Related Subject

1. What is the future policy/program/or project concerning with the subject.
2. How the training course is related with those future.

VII. Expectations for the Training Course (up to 1 page of A4 size paper)

1. Main interesting subject areas or topics in this training course and reasons why do you pick up them.
2. How do you expect to apply the knowledge and skills received from this training course after you return to your home country
3. Other matters you are expecting for this course (if any) (Basically this training program is fixed and cannot be changed upon your request)

FINAL REPORT:

1. Lesson learned or what you learned from this training course.
2. Key lessons or what you can better understand from the implied words.
3. From the lesson learned what you can implement and factors needed for implementation.
4. Yours expectation for this course could be reached or not. If not please point out what should be added.
5. Your action plan in each level (your work, organization, community, or country)
6. Other findings & recommendation.

NOTE:

- For these sessions, audiovisual aids such as MS PowerPoint (PTT) video player or Overhead Projector (OHP) are available.
- The Industrial Rehabilitation Centre Region 1 (IRC) will provide desktop computers and Wi-Fi is available at the IRC Conference Room 1

CONTACT PERSON:**Ms. Phornphat Uttarak**

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For enquiries and further information

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