LAPORANG KEGIATAN

ENGLISH LANGUAGE TEACHER TRAINING PROGRAM (ELTT) PROJECT

DISUSUN OLEH:
YUDA SEPTIAN KURNIAWAN

SEKOLAH TINGGI ILMU EKONOMI SYARIAH NAHDLATUL ULAMA (STIESNU) BENGKULU INDONESIA

TAHUN 2023

LEMBAR PENGESAHAN

Yang bertanda tangan dibawah ini :

Nama	: Dodi Isran, M.Pd.Mat
NIDN	: 2121128603
Jabatan	: Ketua STIESNU Bengkulu

Mengesahkan laporan kegiatan English Language Teachers Training (ELTT) yang merupakan implementasi Memorandum of Understanding (MoU) antara Sekolah Tinggi Ilmu Ekonomi Syariah Nahdlatul Ulama (STIESNU) Bengkulu dengan Regional English Language Office (RELO) Keduataan Amerika Serikat untuk Indonesia di Jakarta yang dilakukan oleh saudara :

Nama	: Yuda Septian Kurniawan, M.Pd.
NIDN	: 2123099103
Jabatan	: Dosen Tetap Mata Kuliah Bahasa Inggris

Demikian lembar pengesahan ini dibuat, untuk dapat dipergunakan sebagaimana mestinya.

Bengkulu, 23 Juli 2023
Ketua

SEKOLAH TINGGI ILMU EKONOMI SYARIAH
NAHDLATUL ULAMA BENGKULU

Dodi Isran, M.Pd.Mat.
NIDN : 2121128603

MEMORANDUM OF UNDERSTANDING

BETWEEN

ENGLISH LANGUAGE TEACHER TRAINING PROGRAM (ELTT) PROJECT

AND

SEKOLAH TINGGI ILMU EKONOMI SYARIAH NAHDLATUL ULAMA (STIESNU) BENGKULU INDONESIA

1. Parties

The Parties to this Memorandum Of Understanding (MOU) are **English Language Teacher Training (ELTT) Program** as part of World Learning Inc., a 501 (c) (3) US non-profit organization registered with the US Agency for International Development (USAID), having its International Development Offices at 1015 15th Street, NW, 7th Floor, Washington, D.C. 20005, USA, full funded by Regional English Language Office (RELO) US Embassy-Jakarta; and **Sekolah Tinggi Ilmu Ekonomi Syariah Nahdlatul Ulama (STIESNU) Bengkulu**, a private and formal educational institution under Ministry of Religious Affairs Bengkulu Indonesia having its Office at Jl. Pancur mas Kelurahan Sukarami Kecamatan Selebar, Bengkulu Indonesia known as the "Parties."

2. Purpose

The Parties have discussed mutual interest **in the English Language Teacher Training (ELTT).** The Parties recognize that this MOU is broadly drafted, but that it will form the basis of a proposed plan of action. The MOU underscores the commitment of both RELO US Embassy Jakarta (Together with World Learning US) and STIESNU Bengkulu to work jointly to do some program related to **education, research and community services**.

3. Communications

All communications relating to this MOU shall be directed only to the specific persons designated to represent US Embassy Jakarta (Together with World Learning US) and STIESNU Bengkulu on this activity.

4. Final Agreement

It is the intention of the Parties to enter into a Final Agreement once the issues outlined in Section 3 have been researched and agreed upon. In the final Agreement, the Parties will specify in greater detail the proposed partnership arrangements, including co-branding of the curriculum and materials, financial contributions and obligations, intellectual property, teacher certification, and methods of course delivery.

5. Duration

This MOU is effective as of the day signed by the Parties and shall continue for three year from the date of the signing. Upon written assent, the Parties may extend this MOU for additional periods.

6. Confidentiality and Proprietary Information

In developing the proposed certificate program, it will be necessary for the Parties to disclose information that is proprietary in nature. Therefore, each party agrees that all information provided to the other Party shall be treated as confidential and the property of the disclosing Party, unless the disclosing Party has identified the information as being non-confidential, and shall be used solely for the purpose for which it is provided. Each party agrees that it will use the same reasonable efforts to protect the other's proprietary information as it uses to protect its own proprietary information now and in the future regardless of the outcome of this MOU. Disclosures of such information shall be restricted to those who are directly participating in the proposal development efforts identified in this MOU.

7. Obligations

The only lasting obligation created by this MOU is to maintain the confidentiality of information as specified above and to create an exclusive relationship between the Parties for the purposes detailed above. Each Party to this MOU is free to withdraw without financial liability or obligation to the other unless an obligation has been created, accepted, and signed through a final Agreement, and respecting the commitment to exclusivity with the other Party.

For World Learning US & RELO:	**For STIESNU Bengkulu Indonesia:**
Signature	Signature
Holly Marvin	**Dodi Isran, M.Pd.Mat.**
Name	Name
World Learning Project Manager	**Rector**
Title	Title
Date: 15 April 2022	Date: 25 April 2022

December 19, 2022

Dear **Yuda Septian Kurniawan,**

Congratulations! You are selected to serve as a Trainer for the English Language Teacher Training (ELTT) 2023 program, a professional development program funded by the Regional English Language Office (RELO) of the Embassy of the United States of America to Indonesia. World Learning, a global development and exchange NGO, has been selected by RELO to implement the ELTT program. The ELLT 2023 program will enhance the capacity of madrassah and pesantren English language educators across Indonesia through a scalable, multi-stage cascade training program model in which 5 Coaches will guide 40 Trainers who will train 600 madrassah and pesantren teachers.

As a Trainer, you will recruit, train, and mentor fifteen teachers in completing a blended professional development program. The program is comprised of online courses from National Geographic's ELTeach series and in-person workshops.

The role of Trainer is designed as professional development for you. Additionally, we will acknowledge your work with a 14,833,110 IDR honorarium and provide you with a stipend of 1,092,966 IDR for workshop snacks and materials.

Your work in the ELTT program will be primarily with your Coach, but the World Learning team will support behind the scenes throughout the program. You will get videos of sample workshops from our Education Advisor, Lois Scott-Conley. Your honorarium, agreements, transport and internet stipends for teachers, and official letters will come from the Program Manager, Mihiri Warnasuriya, with support from our local Program Coordinator, Uyun Nishar.

We understand that as an educator in an institution of higher education, you have many responsibilities. Please feel free to share this letter and the Trainer Scope of Work with your institution officials. However, please ensure that all parties understand that the information disclosed in the letter should remain confidential. Please carefully read the ELTT 2023 Trainer Scope of Work on the following page. **You must sign and email the page back to me by the end of day, Wednesday, December 21, 2022.**

Congratulations, and thank you for your commitment to education and service to the madrassah and pesantren communities.

Mihiri Warnasuriya
Program Manager
English Language Teacher Training (ELTT)

U.S. EMBASSY JAKARTA

U.S. DEPARTMENT OF STATE
REGIONAL ENGLISH LANGUAGE OFFICE

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

ELTT 2023 - Trainer Scope of Work

Attend the in-person Enhancement Training of Trainers (TOT)
January 2022: Introduction to the ELTeach online courses

An in-person Enhancement TOT will be held for the ELTT 2023 Trainers in Jakarta on January 18-20, 2023. The training will be conducted by World Learning Education Advisor, Lois Scott-Conley and Senior Program Officer, TESOL, Holly Marvin. All expenses to attend the refresher training including travel, accommodation and meals will be covered by the program. We will send an official invitation letter containing all the information Trainers will need to make arrangements to attend the training.

Assist with teacher recruitment
By January 25, 2023: Recruitment of teachers completed

From the end of December 2022 to the end of January 2023, Trainers, with support from their Coach, will assist with the recruitment of English language teachers at madrassahs and pesantrens that are nearby their institutions of higher education. World Learning and the U.S. Embassy will lead and facilitate the process of recruiting teachers by sharing relevant material about the program and providing a Teacher Application form. More information will be provided at each stage of the process.

Attend the virtual Opening Ceremony for the ELTT 2023 program
February, 2023

The U.S. Embassy will host a virtual Opening Ceremony for all the Trainers and their Peer Learning Hubs. The exact date and time will be announced later, and the event will last approximately 30 minutes.

Deliver the ELTT 2023 program for teachers in a Peer Learning Hub (PLH)
February 01 to June 15, 2023

Trainers can expect to spend 12-15 hours per month carrying out all tasks, including leading the workshops. They will lead their PLH in the two online courses and reflections. Trainers will deliver eight 2.5- hour workshops to their PLH. Workshop plans are provided. Trainers will monitor and communicate teacher progress weekly and report on workshop attendance and course completion every other week during the program. Trainers will also monitor and report on teachers' written reflections and final tests scores. Trainers will provide basic technical support and check/post to the WhatsApp group regularly to motivate teachers.

Additionally, Trainers will make stipend payments for transport and internet to the teachers in their PLH. The Coaches will send these payments to the Trainers and they will disburse them to the teachers. They will collect documentation of payments received and submit them to the Coaches.

I commit to carrying out the activities above in the timeframe detailed.

Signed _____ Date _____

Print your name: _____

December 22, 2022

Dear Trainers,

As a part of your appointment as a Trainer for the English Language Teacher Training (ELTT) 2023 program, you are invited to attend a three-day in-person Enhancement Training of Trainers (TOT) that will take place at Novotel Jakarta Cikini from **Wednesday, January 18 to Friday, January 20, 2023**. You should arrive in Jakarta in the afternoon on January 17 and depart in the morning on January 21. The training will be facilitated by World Learning Education Advisor, Lois Scott-Conley and Senior Program Officer, TESOL, Holly Marvin.

The U.S. Embassy-funded project will cover all expenses, including the costs of your travel to and from the training, accommodation in Jakarta at Novotel Jakarta Cikini, and meals. Your relevant stipend will be transferred to your bank account by the WL Local Program Coordinator, Uyun Nishar.

Please make sure you follow this timeline and complete these steps:

December 26, 2022	**Complete registration form.** We will use this form to help determine your total travel stipend, which the local Program Coordinator will transfer to you.
December 30, 2022	**Buy air ticket and send receipt to World Learning.** You must book a basic, economy fare. Please email your travel receipt to the WL Program Associate, Danielle Mistretta at danielle.mistretta@worldlearning.org You will be reimbursed for this cost upon submission of a receipt for air travel.
January 17, 2023	**Arrive in Jakarta in the afternoon.** The WL Local Program Coordinator will be there to help you settle in at Novotel Jakarta Cikini.
January 18 - 20, 2023	**Attend the Enhancement TOT.** Venue: Novotel Jakarta Cikini Jl. Cikini Raya No. 107 – 109 – Jakarta 10330, Indonesia
January 21 morning	**Depart from Jakarta.**

Other Important Details:

Ground transport

- You will be given a stipend of IDR 7,500/KM to reimburse you for your ground transportation to and from your home and the airport. We ask for information regarding the distance between your home and the nearest airport in the registration form.
- You will also be given a stipend of IDR 240,000 to cover the cost of travel between Jakarta airport and Novotel Jakarta Cikini. This applies to both the airports in Jakarta, so you can choose whichever one you prefer.
- If this stipend rate is insufficient to cover your transport costs due to particular circumstances, please reach out to Uyun Nishar at uyun.nishar@worldlearning.org

Accommodation

- You will be provided with a deluxe room at Novotel Jakarta Cikini.
- World Learning will only pay for lodging at Novotel Jakarta Cikini. We are not able to provide you a stipend to stay at a different location.

Meals

- Breakfast and lunch on the days of the training will be provided at the hotel restaurant.
- You will receive a stipend of IDR 1,801,254 to buy dinner on the days of the training and to buy food and beverages on the days you travel to Jakarta and return home.

Please note that you will also be given a stipend of IDR 555,000 to print 15 copies of the Teacher Reference Book for the teachers in your Peer Learning Hub (PLH). The printing of these books can be done once you return home after the TOT, but they need to be ready by the beginning of February when the PLHs begin.

If you have any questions or concerns regarding the information provided in this letter, you may send a personal message on WhatsApp to the WL Local Coordinator, Uyun Nishar. Her number is +62-8123 7123 3141.

We would be grateful if you could confirm your participation by filling out the registration form by **December 26, 2022**. Again, the registration form can be found here.

Thank you for your commitment to education and service to the madrassa communities. We look forward to meeting you at the TOT!

Regards,

……

Mihiri Warnasuriya
Program Manager
English Language Teacher Training (ELTT)
World Learning

KEMENTERIAN AGAMA RI
KOPERTAIS WIL. VII SUMBAGSEL
SEKOLAH TINGGI ILMU EKONOMI SYARIAH NAHDLATUL ULAMA (STIESNU) BENGKULU
Jalan Pancur Mas Kelurahan Sukarami Kec. Selebar Kota Bengkulu
Email : info@stiesnu-bengkulu.ac.id Website : www.stiesnu-bengkulu.ac.id

SURAT TUGAS

Nomor : 477/STIESNU.BKL/I/2023

Assalamu'alaikum Wr. Wb

Menimbang :
a. Bahwa sesuai dengan surat undangan dari Regional English Language Office Kedutaan Amerika Serikat Jakarta Prihal : Undangan Peserta Pelatihan ELTT Tahun 2023 pada Tanggal 22 Desember 2022.
b. Bahwa untuk menindaklanjuti surat dari Regional English Language Office Kedutaan Amerika Serikat Jakarta tersebut.
c. Bahwa untuk melaksanakan kegiatan dimaksud perlu dibuat surat penugasan dengan non-SPPD.

Dasar :
1. Surat undangan dari Regional English Language Office Kedutaan Amerika Serikat Jakarta pada Tanggal 22 Desember 2022.
2. Keputusan Pimpinan Wilayah Nahdlatul Ulama Bengkulu tentang 011/A.II.04.d/01/2021 Tentang pengangkatan ketua STIESNU Bengkulu masa khidmat 2021-2024.
3. Keputusan Ketua STIESNU Bengkulu Nomor : 014/SK/STIESNU.BKL/III/2021 tentang Pengelolaan Keuangan STIESNU Bengkulu.

Memberikan Tugas

Kepada :

Nama	: **Yuda Septian Kurniawan, M.Pd,**
NIDN	: 2123099103
Jabatan Fungsional	: Lektor / III.c
Jabatan	: Dosen Tetap Mata Kuliah Bahasa Inggris

Untuk : Menjadi Peserta Pelatihan Trainer ELTT oleh RELO-US Embessy Jakarta dan World Learning Pada :

Hari/Tanggal	: Rabu-Jumat/ 18-20 Januari 2023
Waktu	: 08.00 WIB s/d Selesai
Tempat	: Hotel Novotel Cikini - Jakarta Jl. Cikini Raya No. 107-109 Jakarta 10330

Wallahul Muwaffiq Ila Aqwamith Thariq
Wassalamu'alaikum Wr. Wb

Bengkulu, 08 Januari 2023
Ketua,

Dodi Isran, M.Pd.Mat.
NIDN.2121128603

Tembusan :
1. Yth. DPH STIESNU Bengkulu (Sebagai Laporan)
2. Yth. Wakil Ketua 1, 2 dan 3 STIESNU Bengkulu
3. Yth. Panitia Pelaksana Kegiatan
4. Arsip.

May 25, 2023

Dear Coaches and Trainers,

As part of your appointment as a Coach/Trainer for the English Language Teacher Training (ELTT) 2023 program, you are invited to attend a six-day in-person training program referred to as 'Essential Skills in ELT and Teacher Training (ESETT)', that will take place at Four Points by Sheraton Bali, Ungasan from **Monday, June 12 to Saturday, June 17, 2023**. You should arrive in Bali in the afternoon/evening on June 11 and check out of the hotel in the morning on June 18. The training will be facilitated by World Learning Education Advisor, Lois Scott-Conley and another TESOL Specialist.

The U.S. Embassy-funded project will cover all expenses, including the costs of your travel to and from the training, accommodation in Bali at Four Points by Sheraton Bali, Ungasan, and meals. Your relevant stipend reimbursement will be paid through a bank transfer.

Please make sure you follow this timeline and complete these steps:

By May 30, 2023	**Buy round-trip air ticket.** You must book a basic, economy fare round-trip air ticket to Bali. Please book an individual air ticket for yourself, not a group ticket. We will ask you to upload the receipt for your individual round-trip air ticket into the registration form. A receipt is required to reimburse your airfare.
May 31, 2023	**Complete registration form.** The link to the registration form can be found here. We will use this form to help determine your total travel stipend, which will be transferred to you. You need to upload the receipt for your round-trip air ticket into the registration form.
June 11, 2023	**Arrive in Bali in the afternoon/evening.** The check-in time at Four Points by Sheraton Bali, Ungasan is 3:00 pm, so please arrive at the hotel after that time.
June 12 - 17, 2023	**Attend the ESETT training program.** Venue: Four Points by Sheraton Bali, Ungasan Jalan Raya Uluwatu, Banjar Giri Dharma Ungasan, Kuta Selatan, Bali 80364, Indonesia.
June 18 morning	**Check-out from the hotel.** The check out time at Four Points by Sheraton Bali, Ungasan is 12:00 noon, so please make sure to hand in your room key to the reception by that time.

Other Important Details:

Travel dates

- You are required to arrive in Bali on June 11th. We will provide accommodation at the Four Points by Sheraton Bali, Ungasan hotel from June 11 – 18, 2023. If you wish to extend your stay in Bali beyond June 18th, you may do so at your own expense. We will reimburse your round-trip air ticket for your preferred travel dates, even if they extend beyond the dates of the training program.

Ground transport

- You will be given a stipend of IDR 7,500/KM to reimburse you for your ground transportation to and from your home and the nearest airport (from which you will be flying to Bali). In the registration form, we ask you to mention the **round-trip distance** between your home and the nearest airport. We will use this distance to calculate your stipend (e.g. IDR 7,500 x X KM). Please complete and submit the form by May 31, 2023.
- You will also be given a stipend of IDR 460,000 to cover the cost of travel (round-trip) between the Ngurah Rai International Airport and Four Points by Sheraton Bali, Ungasan hotel.
- If this stipend rate is insufficient to cover your transport costs due to particular circumstances, please reach out to Uyun Nishar at uyun.nishar@worldlearning.org

Accommodation

- You will share a deluxe bay view room at Four Points by Sheraton Bali, Ungasan with another participant.
- World Learning will only pay for lodging at Four Points by Sheraton Bali, Ungasan. We are not able to provide you a stipend to stay at a different location.

Meals

- Breakfast and lunch on the days of the training will be provided at the hotel restaurant.
- You will receive a stipend of approximately IDR 2,657,963 (the exact amount will be equivalent to USD 178.50 based on the exchange rate on the day of payment) to buy dinner on the days of the training and to buy food and beverages on the days you travel to Jakarta and return home.

Please note that trainers will also be given an additional payment to cover the internet and transport stipends for the teachers in their respective Peer Learning Hubs (PLH). We will send you a separate email explaining exactly how much of the total stipend you receive needs to be set aside for the teacher stipends and give you information about the individual stipend amount per teacher. We would like to kindly ask you to disburse these stipends to the teachers in your PLH in cash when you meet them at the final PLH workshop. You will then need to submit proof of payment to World Learning once you have disbursed the stipends. We will send you a detailed email explaining the process.

If you have any questions or concerns regarding the information provided in this letter, you may send a personal message on WhatsApp to the WL Local Coordinator, Uyun Nishar. Her number is +62-8123 7123 3141.

We would be grateful if you could confirm your participation by filling out the registration form by **May 31, 2023**. Again, the registration form can be found here.

Thank you for your commitment to education and service to your student communities!

Regards,

……
Mihiri Warnasuriya
Program Manager
English Language Teacher Training (ELTT)
World Learning

List of invited Coaches and Trainers:

No	Name
1	Nursarirati Fahrizqa
2	Muntasir
3	Amalia Hasanah
4	Dedi Efrizal
5	Deta Desvitasari
6	Utami Dewi
7	Hariana Amalia
8	Hasnul Insani Djohar
9	Khairul Azmy
10	Maryati Salmiah
11	Meri Lestari
12	Novanie Sulastri
13	Raudhatul Jannah
14	Reko Serasi
15	Ria Rafika
16	Rizqy Dwi Amrina
17	Santi Erliana
18	Yuda Septian Kurniawan
19	Zaida Ulfah
20	Ikrimah
21	Nikmah Fadillah Nasution

KEMENTERIAN AGAMA RI
KOPERTAIS WIL. VII SUMBAGSEL
SEKOLAH TINGGI ILMU EKONOMI SYARIAH NAHDLATUL ULAMA (STIESNU) BENGKULU
Jalan Pancur Mas Kelurahan Sukarami Kec. Selebar Kota Bengkulu
Email : info@stiesnu-bengkulu.ac.id Website : www.stiesnu-bengkulu.ac.id

SURAT TUGAS

Nomor : 641/STIESNU.BKL/VI/2023

Assalamu'alaikum Wr. Wb

Menimbang :
a. Bahwa sesuai dengan surat undangan dari Regional English Language Office Kedutaan Amerika Serikat Jakarta Prihal : Undangan Peserta Pelatihan Trainer ESETT Tahun 2023 pada Tanggal 25 Mei 2023.
b. Bahwa untuk menindaklanjuti surat dari Regional English Language Office Kedutaan Amerika Serikat Jakarta tersebut.
c. Bahwa untuk melaksanakan kegiatan dimaksud perlu dibuat surat penugasan dengan non-SPPD.

Dasar :
1. Surat undangan dari Regional English Language Office Kedutaan Amerika Serikat Jakarta pada Tanggal 25 Mei 2023.
2. Keputusan Pimpinan Wilayah Nahdlatul Ulama Bengkulu tentang 011/A.II.04.d/01/2021 Tentang pengangkatan ketua STIESNU Bengkulu masa khidmat 2021-2024.
3. Keputusan Ketua STIESNU Bengkulu Nomor : 014/SK/STIESNU.BKL/III/2021 tentang Pengelolaan Keuangan STIESNU Bengkulu.

Memberikan Tugas

Kepada :

Nama	: **Yuda Septian Kurniawan, M.Pd,**
NIDN	: 2123099103
Jabatan Fungsional	: Lektor / III.c
Jabatan	: Dosen Tetap Mata Kuliah Bahasa Inggris

Untuk : Menjadi Peserta Pelatihan Trainer ELTT oleh RELO-US Embessy Jakarta dan World Learning Pada :

Hari/Tanggal	: Senin-Sabtu/ 12-17 Juni 2023
Waktu	: 08.00 WIB s/d Selesai
Tempat	: Hotel Fourth Points by Sheraton - Bali Jl. Raya Uluwatu, Banjar Giri Dharma Ungasan, Kuta Selatan, Bali 80364.

Wallahul Muwaffiq Ila Aqwamith Thariq
Wassalamu'alaikum Wr. Wb

Bengkulu, 05 Juni 2023
Ketua,

Dodi Isran, M.Pd.Mat.
NIDN.2121128603

Tembusan :
1. Yth. DPH STIESNU Bengkulu (Sebagai Laporan)
2. Yth. Wakil Ketua 1, 2 dan 3 STIESNU Bengkulu
3. Yth. Panitia Pelaksana Kegiatan
4. Arsip.

CERTIFICATE OF COMPLETION

Yuda Septian Kurniawan

successfully completed all the requirements of the

Essential Skills in ELT and Teacher Training

SPONSORED AND FUNDED BY THE U.S. EMBASSY IN JAKARTA
IMPLEMENTED BY WORLD LEARNING

June 12-17, 2023
Bali, Indonesia

The course is a 48-hour course designed to strengthen participants' learner-centered teaching and teacher training.

Lois Scott-Conley
Education Advisor & Lead Trainer
World Learning

German Gomez
Director of TESOL Education
World Learning

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DOKUMENTASI KEGIATAN ELTT DAN ESETT DARI RELO-US EMBESSY JAKARTA DAN WORLD LEARNING