



DVET



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To: **Rector Board**
 LILAMA 2 International Technology College
 Dong Nai province

Ref. CoE LILAMA2/2018/ 18
 Dong Nai, 21 May 2018

Subject: Invitation to fundamental training course in Installation and Commissioning of Photovoltaic Systems

Dear members of the Rector Board,

In June 2018, We (LILAMA 2 together with GIZ) will cooperate with Ly Tu Trong College to organise a fundamental training course on Installation and Commissioning of Photovoltaic Systems for Teachers/Instructors of Ly Tu Trong College and its partner Colleges. On this occasion, we would like to invite the selected teachers/instructors (see enclosed list) to this training course, with the following details:

Time: 11-16 & 18-23 June 2018

In order to reach the expected outcome of the training measure it is indispensable to ensure that all course participants attend the full 8h training per selected day (from 08:00 to 17:00)!

Venue: Electrical and Electronic Department, Ly Tu Trong College, 390 Hoang Van Thu, Ward 4, Tan Binh District, Ho Chi Minh City

Regarding the training costs, the programme and Ly Tu Trong college will cover major costs as follows: training materials and documents, training experts and lunch for the participants during the course.

Please confirm the participation of your teachers/instructors according to the enclosed list by email before 26 May 2018. For further information, please contact our Administrative Assistant, Ms. Lu Thi Bich Phuong (email: phuong.lu@giz.de; mobile: 0977.149.756).

Thank you very much for your cooperation.



Nguyen Khanh Cuong – Rector
 LILAMA 2 International Technology
 College

On behalf of Programme Manager

Bach Hung Truong
 Senior Programme Officer,
 GIZ Programme Reform of TVET in Vietnam

CC: - DVET

Participant list

Fundamental training course in Installation and Commissioning of Photovoltaic Systems

Time: 11-16 & 18-23 June 2018

Venue: Electrical and Electronic Department, Ly Tu Trong College, 390 Hoang Van Thu, Ward 4, Tan Binh District, Ho Chi Minh City

No	Full name	Faculty/ Dept.	Position	Remark
1	Mr Huynh Thanh Son	Mechatronics	Teacher	Assistant Trainers
2	Mr Aditya Kumar Singh		Teacher	
3	Mr Lai Minh Hoc	Practical Engineer	Teacher	
4	Mr Bui Hoang	Quality Assurance	Officer	
5	Mr Nguyen Trong Tin	International Electrics and Electronics	Teacher	Participants
6	Mr Phan Hong Phuong		Teacher	

Notes:

- Trainer: Mr Michael Stark – Development Advisor
- As agreed training plan, Mr Lai Minh Hoc and Mr Bui Hoang should cooperate with Mr Michael Stark to conduct parts of training course on 19 June 2018.
- Each training participant must bring his/her own work clothes to the training and is obliged to wear it!
- After each training course, the participating teachers/instructors have to multiply their gained competence to other teachers/instructors at the college.
- Course language: English/Vietnamese

Confirmed:

(Sign and stamp)



MSc. NGUYEN KHANH CUONG
 RECTOR