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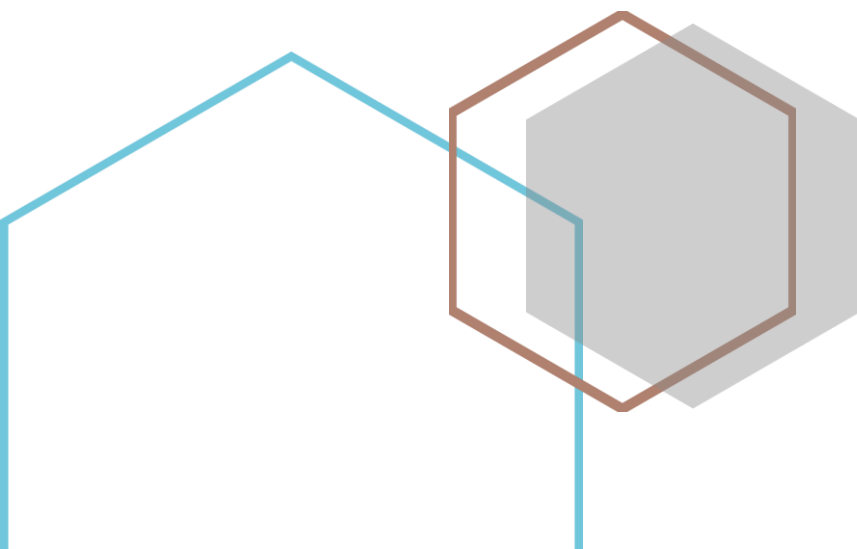
# IMPLEMENTATION FRAMEWORK TALENT CO-CREATION LAB

IFUGAO STATE UNIVERSITY, PHILIPPINES

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Integrating Talent Development into Innovation Ecosystems in Higher Education

586227-EPP-1-2017-1-BG-EPP





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The framework outlines the design of the operations of the Talent Co-Creation Lab created at the University in the frame of the INNOTAL project. It clarifies the Lab's place within the University structure, its functioning, management and activities, as well as applicable rules and regulations.



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**ACTIVITIES OF THE LAB**

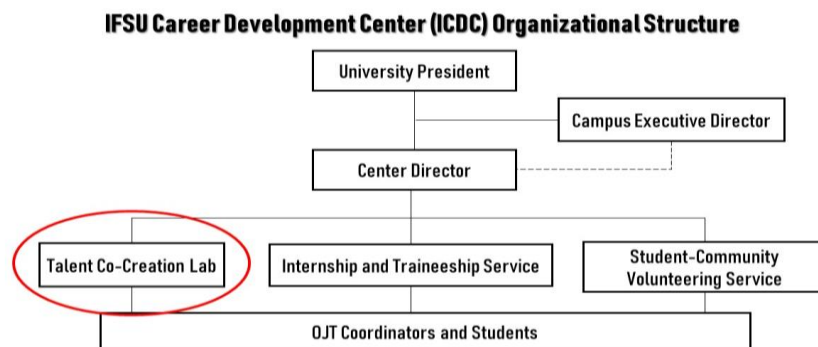
The Talent Co-Creation Lab that will be established at Ifugao State University will be engaged in student-practitioner collaboration for the development of Innovation, Business Start-up and/or Career Direction ideas.

The rapid changes of today’s world present growing demands on the education system pushing institutions to change and improve the preparation of the students to become employable professionals in the future. While not an entirely new approach, students becoming co-creators or partners of their own learning facilitates the development of collaboration, communication, creativity and leadership - skills that are crucial on the labour market. The Talent Co-Creation Lab (TCCL), being one service that makes up the IFSU Career Development Center (ICDC), is structured to foster student-practitioner collaboration and knowledge sharing.

TCCL will coexist as physical space and online portal where external stakeholders from various industry backgrounds will be invited to guide/scaffold and support the students to develop and pursue their ideas of Innovation, Business Start-up and Career Direction. Specifically, the lab will harness the students’ ability to come up with innovative ideas or solutions; encourage students to venture in business and develop their entrepreneurial mind-set and skills; and enable the students to discover their professional potential and have a clear vision of what they will pursue after graduation through the collective experiences and wisdom of their mentors. The student-practitioner collaboration process will be further explained in the following pages.

**POSITION OF THE LAB WITHIN THE UNIVERSITY STRUCTURE**

Within the Ifugao State University structure, the University President provides the overall leadership and presides over a hierarchy that generally consists of a Campus Executive Director, a Center Director, Chairpersons and Administrative Staff members. The management and administration of each campus is led by a Campus Executive Director. The Campus Executive Director provides support to the implementation and maintenance of the ICDC. The operation of the ICDC is led by the Center Director, including the financial activities. Each service in the ICDC is managed by a Chairperson, who is a faculty member. *(Refer to the figure below)*



ORGANIZATION OF  
THE PHYSICAL  
PREMISES AND  
WORKING SPACE FOR  
THE TALENT CO-  
CREATION LAB

The Talent Co-Creation Lab (TCCL) is a sub-structure of the IFSU Career Development Center (ICDC). The integration and complementation of the services are beneficial as they strengthen and facilitate the attainment of the services' objectives. By effectively integrating the Lab with the other two services - Internship and Traineeship Service (ITS) and Student-Community Volunteering Service (SCVS) - this will create the overall purpose of the ICDC, and that is career development.

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The IFSU Career Development Center (ICDC) occupies the whole first floor of the Research, Development, Training and Extension (RDET) Building. The ICDC is divided into five well ventilated rooms using partition walls that can be restructured into ideation room, discussion/mentoring area, and audio-visual room. They are all designed to support the three services of the ICDC.

In the interest of respect and consideration, guidelines will be strictly implemented governing the room use. Time limit will be observed if others have signed up for the next appointment time to accommodate the students who may also wish to use them. Operating hours is Monday to Friday from 8:00AM to 5:00PM, except when an activity is scheduled on weekend.

#### **Ideation Room (Talent Co-Creation Lab)**

This is the space where the students will form their ideas. There will be whiteboards and flip charts, thus students are provided with sticky notes and pen. To ensure that there is enough space and that they work in a comfortable and concentrated environment, a maximum of 15-20 participants per brainstorming session will be allowed to enter the room. Overcrowding might stifle the creativity and focus of the students.

#### **Discussion/Mentoring Area (Student-Community Volunteering Service)**

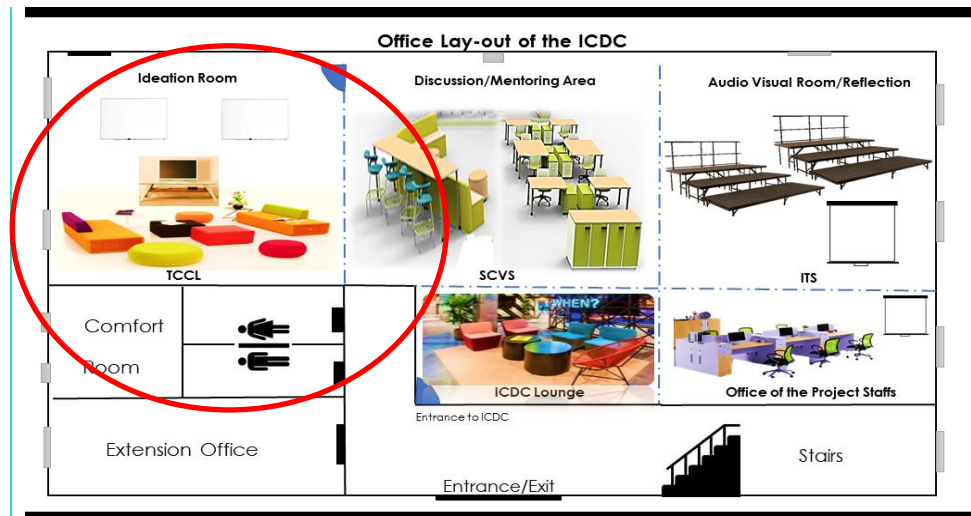
This is where the students and experts/practitioners can collaborate, discuss and/or have a meeting. The room is equipped with laptops (with internet connection) that students can use to communicate with their mentors online.

#### **Audio-Visual Room (Internship and Traineeship Service)**

This room provides audio visual resources, equipment and services such as LCD Projector and a large screen intended for presentation. This is also where students can spend quiet time for reflection.



**ARRANGEMENTS FOR THE MANAGEMENT OF THE LAB**



*Center Director*

- Provides the overall leadership and management of the ICDC and TCCL
- Collaborates with College Deans, academic program Chairpersons and faculty members for the development of lab activities that are compliant with the needs of the students
- Forge partnerships with mentors in the TCCL
- Establishes and implements a dissemination and exploitation plan to attract prospective partners
- Ensures that the Center is adequately stocked with necessary supplies and equipment and its facilities meet the institution’s safety requirements
- Manages the Center’s finances by establishing budgets, settling accounts, and keeping track of funds
- Screens, interviews and hires suitable ICDC and TCCL staff.

*Chairperson*

- Ensures that the Lab is managed effectively and the staff members function properly
- Coordinates with the Center Director, as appropriate, to keep an overview of the Lab’s affairs and ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control, etc.) are met
- Acts as a collaborative partner that facilitates the learning process of the students and ensures a smooth flow of activities
- Communicates effectively the vision and purpose of the Lab to the participants
- Addresses Lab concerns and run meetings when needed.



#### ARRANGEMENTS FOR INVOLVEMENT OF FACULTY AND STAFF IN THE LAB

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The regular workload of a faculty member is 18 units. This includes assignments/functions in a) instruction, b) research, c) extension, d) production/income generation and e) others/administrative designations. The Center Director with concurrence of the University President shall appoint a teaching staff member to act as Chairperson in the Lab provided that he/she meets the requirements of the position. The faculty member designated as Chairperson shall be entitled to a reduction of teaching load. For instance, 65% of his/her official time shall be credited to actual teaching load while 35% shall be allotted for his/her workload as Chairperson. He/she shall render an accumulated forty hours of work at the university per week, ensuring that the needs of the Lab and the students are met. Some of the benefits to be reaped by a faculty member involved in the Lab are: exchange of ideas with other professionals; career growth; development and enhancement of his/her potential by being exposed to his/her function as Chairperson.

In addition, IFSU has an established incentive awards system called Program on Awards and Incentives for Service (PRAISE) to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service. Other incentives in the form of recognition include Best Employee Award, On the Spot Recognition, etc.

#### ARRANGEMENTS FOR THE COORDINATION AND ADMINISTRATIVE WORK IN THE LAB – STAFF, RESPONSIBILITIES, FINANCING

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As an integral part of the ICDC, the Lab is entitled to personnel and support component from the university. Administrative Staff members will be hired to provide administrative and secretarial support to the Center Director and the Chairperson. They will perform the following duties and responsibilities:

- Assist in the overall implementation of the Lab
- Helps in the coordination of Lab concerns
- Undertake bookkeeping, accounting and budgeting for the Lab
- Keep track of the fund utilization
- Reports directly to the Director
- Performs other assigned tasks.

#### CHANNELS AND MEANS OF COMMUNICATION WITH EXTERNAL STAKEHOLDERS

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### Stakeholder Engagement Process

#### 1. Identify Key Stakeholders

Since the Lab will primarily focus on the three courses: Bachelor of Science in Agriculture (BSA), Bachelor of Science in Information Technology (BSIT) and Bachelor of Science in Hotel and Restaurant Management (BSHRM), invited mentors and partners will come from industries, government agencies and non-profit organizations related to these programs. The Lab will also be equipped with staff members whose qualifications are relevant to these three programs. They will be responsible





in establishing contacts and negotiating with stakeholders who are willing and interested to serve as mentors to the students. These stakeholders must be in legal operations, observe professionalism and abide by the agreement defined by both. Documents to prepare include invitation letter, proposal, presentation (if needed) and brochure.

Call to collaborate in the Lab activities will be carried out from September 2019 to May 2020. The target number of mentors for each academic program is twenty-five (25). According to their field of interest, stakeholders will serve as mentors to more than one of the participants, sharing their knowledge and ideas and brainstorming with the students. They will be also invited as guest lecturers in chosen subjects/courses. Below is a list of prospective stakeholders' fields of expertise or areas of knowledge for each program:

#### **Bachelor of Science in Agriculture**

- Flower Farm
- Plantation Farming
- Animal Technology-Swine Production & Management
- Agricultural Crop Production Farm
- Ruminant Production Farm
- Dairy Farm
- Poultry Farming.

#### **Bachelor of Science in Information Technology (BSIT)**

- Computer System Servicing (Problem Analysis and Computer System Servicing Skills)
- Software Productivity Tools (Software Application Usage)
- Programming (Design and Development of Solutions)
- Networking (Computer Network Troubleshooting and Administration)
- Web (Web Page Development and Content Management, E-mail Management, Online Tools Application)
- Telecom Services
- Emerging Technologies.

#### **Bachelor of Science in Hotel and Restaurant Management (BSHRM)**

- Accommodation Facilities/Hotels/Inns
- Restaurant, Restobars, Food Service, Catering Companies
- Resorts, Clubs, Casino
- Airport/ Airline, Cruise Companies.

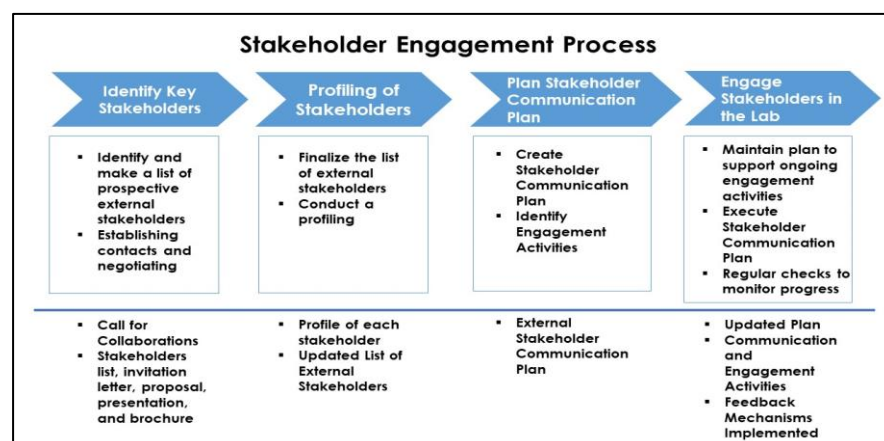
## 2. Profiling of External Stakeholders

After the list is finalized, the stakeholders will be categorized according to their field of expertise. The staff members will then develop a profile of each mentor to help the students determine what can be learned from them. Below is the sample matrix that will be used.

<b>External Stakeholders' (Mentors') Profile</b>					
	<b>Stakeholder Name</b> <i>Name and organization</i>	<b>Contact Details</b> <i>Address, contact no. and e-mail</i>	<b>Engagement</b> <i>Current profession and business</i>	<b>Mentor for</b> <i>Areas of knowledge/field of expertise</i>	<b>What can be learned from him/her?</b> <i>Skills or knowledge that can be learned from the mentors</i>

## 4. Engage External Stakeholders in the Lab

Throughout the collaboration process, stakeholder management is practiced with specific attention to each stakeholder, with the ultimate goal being to ensure that the stakeholder's communication needs are being met. Progress is monitored and evaluated on the basis of a status and tracking system. There will be a regular assessment of the communication plan to know whether or not the objectives of the Lab are being met. Corrective actions will be taken in case the communication plan is not being followed. The figure below shows the summary of the external stakeholder engagement process.



\*Adapted from <http://tellers.me/stakeholder-plan-template/>



## RULES AND REGULATIONS FOR SELECTION AND PARTICIPATION OF STUDENTS IN THE LIVE INNOVATION PROJECTS

## OPPORTUNITIES FOR COLLABORATIVE WORK

The TCCL takes into account the interests of prospective students from the three programs, namely Bachelor of Science in Agriculture (BSA), Bachelor of Science in Information Technology (BSIT) and Bachelor of Science in Hotel and Restaurant Management (BSHRM) preferably in third year and/or fourth year. All students from the three academic programs are welcome to participate in the activities regardless of economic status, sex and physical abilities. Moreover, the Lab also ensures the equal treatment and opportunities of all participants for career development.

### *General Conditions*

1. The Lab ensures that all students shall be given the chance to learn and engage in Lab activities.
2. The Lab is committed to maintain a working and learning environment that is free from any form of harassment. It treats any allegations of harassment very seriously and has support policy responding in the form of a violence act.
3. Facilities and equipment are intended for Lab activities only.

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### **Steps of student-practitioner collaboration**

The collaboration between students and experts/practitioners is divided into five stages which will be facilitated by the Center Director and Chairperson to ensure the activities are unbiased and that everyone participates and no one dominates:

#### 1. Preparation

Participants will be welcomed through a kick-off meeting to present to them the general information they need to know about the Lab. They will also be given lectures and workshops on idea generation, so that they can understand the process and ideation techniques. It is important that participants are guided and prepared well before they get into the process.

#### 2. Ideation

Brainstorming sessions will be conducted where students can work individually or in groups (a moderate-size group of 4 to 5 is ideal). Students from the different programs will meet, interact and work on business start-ups/innovation ideas. The idea is to blend the different skills and knowledge while enhancing the personality traits of the students by working in cross-disciplinary teams and networks. Everyone will get equal opportunities to improve themselves and develop their personal character traits.

Furthermore, this kind of learning environment - blend of individual and collaborative approaches to work - will boost the innovation competencies and flexibility of the students so that when they enter the labor market, they could effectively work with people from different fields and disciplines in the workplace. They are encouraged to generate as many ideas as possible. To ensure a more systematic way of ideation, we will use the SIT method. All ideas will be put in a standard format.



*Name of Idea:*

*Description of Idea:*

*Benefits:*

*Target Audience:*

*Challenges:*

### 3. Mentoring

At this stage, the students will choose their mentors from a pool of experts/practitioners. They are given an option to communicate with them either through physical interaction (they will be given access to the Lab) or online (through a chosen platform) considering the fact that not all stakeholders have the time to meet the students face-to-face.

The students will share their ideas, and will hear feedback and insight from their chosen mentors. With their practical expertise and knowledge, the mentors will assist the students to filter and cut down their broad ideas into the best and most practical ones. Once the ideas have been sorted out, the students will combine, build or connect those that have been suggested.

Meanwhile, the external stakeholders will have unlimited access to the Lab facilities and equipment as a reward for working with the University voluntarily, but will have limited access to confidential information on the overall project.

### 4. Reflection

While the students are in the crucial stage of integrating the comments and suggestions of their mentors and finalizing their ideas, they will be given time to pause and reflect for a while to become aware of the importance of their own learning process. This will enable them to visualize their ideas, identify what has been observed or already done, and what they need to change or improve (if there is).

### 5. Final Presentation

The last stage allows the students to further develop and refine their ideas to become more realistic and ready for future implementation. They will present their ideas and discuss them to people with different knowledge and competencies - experts/practitioners, faculty and other students. The stakeholders can get inspiration from the fresh perspective and creative ideas of the students. The process can also contribute to their continuing professional development, expand their intellectual resources and maintain a good reputation of their organization.

### **Involving stakeholders in the design, delivery and assessment of Lab activities**

The University will organize an assessment meeting with the external stakeholders to gather their inputs about the design and delivery of the Lab activities. They will help according to their expertise and distinguish suitable and unsuitable activities to be taken by the students. Once the activity is done, they will be given an evaluation form to assess the activities of the

Lab.

### **Carrying out consultation with external stakeholders on needed skills and potential updates of the university curricula**

In their capacity of future employers, experts and business practitioners will be invited to take part in a consultation workshop to contribute to the development plan of the University. Their inputs are valuable as they help in crafting the curriculum content and learning goals of the students.

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Lab activities and projects will be linked to co-curricular activities, giving an extra credit to the students. The TCCL programs and activities will be linked and properly coordinated with relevant Campus offices such as Office of Student Services and Development (OSSD), the College Deans and Program Chairpersons and Campus Executive Director for synergy, support and achievement of mutual goals.

Rewards and recognition will be given for these activities. This includes published results in the dissemination channels of IFSU and awards such as Outstanding Innovation Award, Certificate of Recognition and Certificate of Participation. This creates an environment that recognizes those who continuously grow, evolve and perform. On the other hand, as the stakeholders are guiding the students to conceptualize their ideas, they are also preparing someone that they can absorb in their company as interns or even as employees.

The results of the project activities can be used by faculty as a reference material in teaching.

The Lab can assist faculty members wishing to develop entrepreneurship and innovation courses by allowing them to participate in the activities. Moreover, stakeholders from the Lab will be invited as guest lecturers in the courses related to entrepreneurship and innovation or as speakers in the seminars related to the said courses. This is desirable as they relate the contents of the courses to practice and add credibility to the content of lessons.

The Lab itself will organize entrepreneurship or innovation training sessions for students in various disciplines. Such trainings will help them prepare and generate advanced knowledge to craft their ideas on innovation and business start-ups and guide them on what career profession they are going to take. The Lab will invite renowned speakers for the entrepreneurship or innovation training sessions.

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After the final presentation, the students are required to reflect on their own performance to evaluate their strengths and weaknesses during their work at the Lab and to identify areas where to focus their efforts to see the greatest results. Moreover, the Chairperson will provide open-ended self-assessment to allow them to share the learning that occurred during the activity. As they reflect and evaluate, students should describe their learning and contemplate decisions they have made individually or as a team. They will be asked to

answer self-assessment questions.

The following are the seven soft skills that will be monitored and assessed during the Lab activities: Leadership, Teamwork, Communication, Work Ethics, Flexibility/Adaptability, Interpersonal Skills. The monitoring and evaluation of student performance in the Lab shall be done jointly by the students and stakeholders, using standard procedures, instruments (performance/evaluation form) and methodologies such as observation. Students will be evaluated in order to determine their readiness to be deployed in the partner agencies, industries, institutions and establishments. The Lab schedule will be regularly reviewed to ensure any upcoming bottlenecks and deadlines are taken into account. Changes to the schedule will be agreed upon by all partners.

The lab will create opportunities for peer-to-peer assessment allowing students to evaluate and give feedback to other students on assignments/tasks carried out in the Lab. Peer assessment can: (a) empower students to take responsibility for and manage their own learning; (b) enable students to learn to assess and give others constructive feedback to develop lifelong assessment skills; (c) enhance students' learning through knowledge diffusion and exchange of ideas; (d) motivate students to engage with co-creation activities.

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IFSU seeks to provide an environment for the encouragement of creative work, the dissemination of knowledge and the advancement of teaching, learning and research. Intellectual Property created out of these activities is recognized by the University as a valuable asset. Moreover, the University strictly complies with the Philippine Laws on Intellectual Property. The Department of Research and Development provides assistance in the processing of requirements.

Republic Act No. 8293

An Act prescribing the Intellectual Property Code and establishing the Intellectual Property Office, providing for its powers and functions, and for other purposes. This protects and secures the exclusive rights of scientists, inventors, artists and other gifted citizens to their intellectual property and creations, particularly when beneficial to the people, for such periods as provided in this Act. It also covers the following: a) Copyright and Related Rights; b) Trademarks and Service Marks; c) Geographic Indications; d) Industrial Designs; e) Patents; f) Layout-Designs (Topographies) of Integrated Circuits; and g) Protection of Undisclosed Information (n, TRIPS).

Republic Act No. 165

An Act creating a patent office, prescribing its powers and duties, regulating the issuance of patents, and appropriating funds therefore.

Republic Act No. 166

An Act to provide for the registration and protection of trade-marks, trade-names, and service marks, defining unfair competition and false marking

and providing remedies against the same, and for other purposes.

Ifugao State University adheres to the principle that knowledge and ideas should be made available among stakeholders for the benefit of the entire community, but this must be balanced with the recognition of the importance of Commercialization of Intellectual Property for and on behalf of the University for a financial return. Both parties contemplating a joint venture should enter into a “Memorandum of Understanding” (MOU) or “Memorandum of Agreement” (MOA). This covers, in general terms, nature, scope, and location of activities to be carried out, duration of the partnership, financing, facilities to be utilized and management. The disposition of intellectual property created by the participating parties in performance of the MOU/MOA will be guided by that University’s applicable policies and the principles:

**Disclosure:** The participating parties will disclose Intellectual Property from one to another to facilitate performance of the research and training activities of the MOU/MOA and to determine appropriate measure to be taken regarding the Intellectual Property.

**Ownership:** Intellectual Property created in performance of the MOU/MOA (“Intellectual Property”) shall be owned in accordance with the policies and procedures of the party of the parties whose personnel created such Intellectual Property.

**Right to Use:** Each participating party will have a non-exclusive, royalty-free license to use other participating party’s Intellectual Property (a) in performance of the MOU/MOA activities, and (b) for research and teaching use. Any other use will be a subject to the negotiation of a license agreement with the owners of the subject Intellectual Property.

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The establishment of IFSU Career Development Center (ICDC) has been approved by IFSU’s Board of Regents (BOR) as per Referendum No. 18, Series of 2019 with yearly budget allocation under the Research, Development, Extension and Training funds.

The University plans to search for external financing in case the allotted funds for the TCCL are insufficient to implement the activities. Some of the possible actions that will be carried out are: fund sourcing from other government agencies and/or national leaders, fund sourcing through competitive proposals from research granting institutions, etc.

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*Rules for financial and other contribution of business/industry to Lab projects of interest*

IFSU has rules of engagement, covering the right to use inventions (including exclusivity aspects), processes for negotiating royalties and other financial flows, manufacturing rights and obligations, and allowable constraints on publication or other public disclosures and other issues bearing on use of the results of the collaborative work. Some financial

POLICY ON FINANCING OF THE LAB ACTIVITIES

POLICY AND PROCEDURES ON INDUSTRY / BUSINESS CONTRIBUTION OR CO-FINANCING OF THE LAB PROJECTS OR TRAININGS





**POLICY AND PROCEDURES ON ACCESS TO RESEARCH/INNOVATION RESULTS AND USE OF PRODUCTS DEVELOPED WITHIN THE LAB**

matters are not negotiable, being tied directly to government law or other binding mandates. But other matters are negotiable when both parties reach a mutually acceptable compromise. Contributions given by businesses are optional.

The companies participating in Lab activities have complete freedom to negotiate their contribution and the other conditions of the collaboration. However, IFSU reserves the right to refuse any condition/terms that are not in line with the University's policies and procedures.

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*Access to the results produced or achieved within the Lab*

The results produced or achieved within the Lab will be made public and accessible to the largest possible audience – government agencies, business innovators, entrepreneurs, faculty, students, community and the general public. Increased access expands opportunities for new knowledge to be applied to areas of innovation and entrepreneurship, and to catalyze innovative breakthroughs that drive economic growth and prosperity.

*Conditions for using the results*

Anyone can use the results for educational purposes, i.e. purposes directly related to learning, teaching, training, research and development. For commercial, professional or any other for-profit purposes, the parties should enter into an agreement.

*Rules for proprietary research*

This type of research should follow the guidelines for implementation determined by the University and should be executed through a Proprietary User Agreement. Proposals for Proprietary Research must be reviewed for merit and to assure that all guidelines are met in accordance with standard user facility policies and procedures. Proposals designated as proprietary research will be maintained in confidence during the Agency In-House Review to the maximum extent possible.

**RULES FOR ENSURING THE SAFETY OF STUDENTS AND EXTERNAL STAKEHOLDERS WORKING AT THE LAB**

In order to avoid overcrowding, there will be restrictions on the number of persons present during Lab sessions. Other rules applicable to the daily operation of the laboratory to ensure the security and safety of the participants are as follows:

- No foods allowed inside the Lab premises – this is to avoid any foreign materials that could cause damage to the Lab equipment.
- Participants must present any valid ID before entering the Lab.
- Proper Dress Code – Students can wear either their uniform or civilian clothes during Lab activities. However, wearing shorts, slippers, sleeveless shirt (sando), miniskirt and tight fitting clothes are not allowed.
- Maximum of 15-20 people are allowed in the Lab to ensure comfort for discussion and smooth flow of sharing ideas between students





**RULES FOR ENSURING  
THE SAFETY OF  
STUDENTS AND  
EXTERNAL  
STAKEHOLDERS WHEN  
THE LAB ACTIVITIES  
TAKE PLACE OUTSIDE  
THE LAB**

**INTERNAL  
DEVELOPMENT PLAN  
OF THE TALENT CO-  
CREATION LAB**

**QUALITY ASSURANCE  
PLANS FOR THE  
TALENT CO-CREATION  
LAB**

and the expert practitioners.

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Activities outside the Lab are permitted provided that they are approved by the University President and necessary requirements are processed before the activity. A faculty or a relevant staff member can accompany the students during off-campus work.

The very first thing to do before considering an off-campus work is to seek the approval of the Administration and adjust to the University's policies and procedures. If the activity is approved, the Chairperson will distribute a waiver form to be signed by the parents/guardians of the students, informing them on the potential hazards and safety precautions being taken. For those students who have medical issues; e.g., allergies, asthma, etc., they must secure permission or clearance from the school nurse.

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The TCCL in the ICDC becomes an integral part of the University structure with the Approval of the Board of Regents of the Establishment, Operationalization and Sustenance of the ICDC. As such, it will have its own operating fund, hired personnel and responsible university official who will manage it; it will have its own office and other assets needed for it to perform its role in the university, which is to help improve the quality of programs and ensure the employability of graduates.

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As part of the Ifugao State University Career Development Center (ICDC), the Talent Co-Creation Lab will be quality assured to serve its purpose and objectives. As one of the major and significant centers of the University, the ICDC will be included in the facilities and support system of the university that will undergo regular evaluation and assessment every time the university is to be assessed for its effectiveness, efficiency, quality and excellence.

State Universities and Colleges (SUCs) in the Philippines are always evaluated by the government through the Commission on Higher Education to ensure that they are responding to the education needs of the Filipinos. Quality assurance is done as a way of levelling the SUCs into different development levels from Level 1 to 5 with level 1 as the lowest. The requirements for higher level include the creation and operationalization of needed centers such as the ICDC. Accreditation of programs by external auditing bodies also looks into established support centers and systems for Mentoring, Internships and Traineeships, where the ICDC, the TCCL, ITS and SCVS therein can contribute points. More importantly, quality of the TCCL will be assured by feedback of students who will avail of the services therein. Ifugao State University will not allow a functional and responsive center as ICDC go for naught.

The following preliminary Quality Assurance plans have been made:



Type of assessment	Who will be in charge?	How will assessment activities be organized?	Who will collect the results from the monitoring activities?	Who will analyse the result from the monitoring activities?	What indicators will be used? What elements of the work of the Lab will be monitored?	How will results be reflected in planning?
<b>Monitoring: ongoing, focused on implementation</b>	Campus Executive Director  Quality Assurance Office of the University	As an integral part of any University activities, including visits for quality assurance by regulatory and accreditation bodies	The Campus Executive Director acting as the CEO of the University Campus.	The Director for Planning and/or the planning Chairperson in all Campuses.	Number of mentors and mentees  Nature of the collaboration activity that will lead to innovation activities.	The results lay a basis for us to monitor our achievement effectively. It will enable us to plan better and more efficient activities that the students need.
<b>Evaluation: periodic (e.g. once a semester or once a year)</b>	Campus Executive Director  Quality Assurance Office of the University	As an integral part of any University activities, including visits for quality assurance by regulatory and accreditation bodies	The Campus Executive Director acting as the CEO of the University Campus.	The Director for Planning and/or the planning Chairperson in all Campuses.	Skills and competencies developed by the students  Quality of the collaboration projects undertaken	The results will enable us to judge whether we had the impact we planned, and whether or not we achieved our goals.

## SOURCES

<http://www.leeds.ac.uk/educol/documents/150679.htm>

<https://www.ipophil.gov.ph/intellectual-property-code-implementing-rules-and-regulations/>

<http://www.csc.gov.ph/phocadownload//MC2001/mc1s2001.pdf>

<https://projectmanager.com.au/3-types-of-stakeholder-communication/>

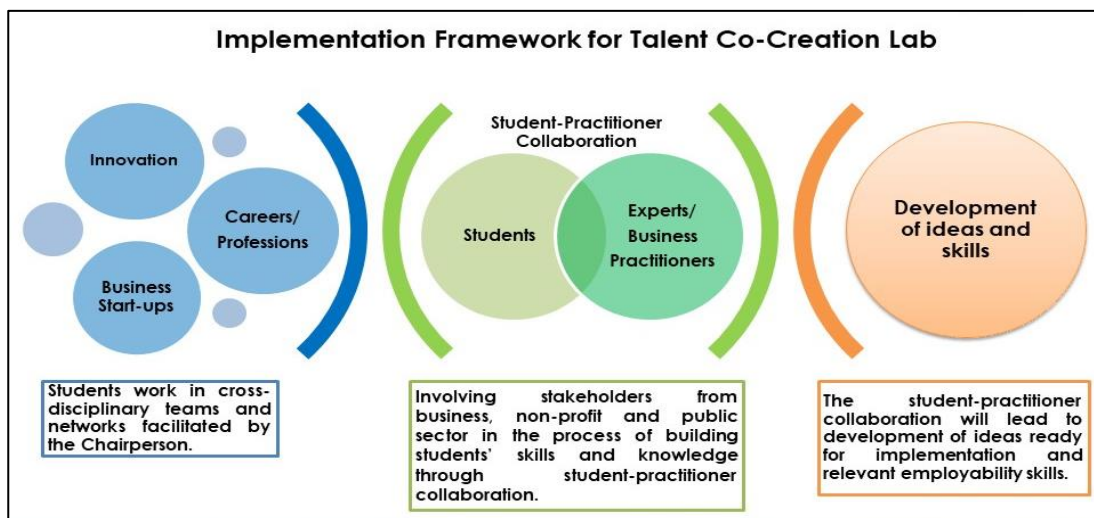


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**APPENDICES**

*Implementation Framework for Talent Co-Creation Lab (TCCL) as one component of the IFSU Career Development Center (ICDC)*



*The Talent Co-Creation Lab (TCCL) Roadmap*



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