

## Upazia Primary Education Training Centre (UPETC)'s Aim, Objectives and Functions/Activities

### Aim:

Enhancing professional development of primary school teachers through providing academic support and continuous in-service training.

### Objectives:

1. To improve the professional competencies of primary school teachers;
2. To enhance the quality of teaching-learning processes at school and classroom levels;
3. To establish a Teachers' Support Network in schools;
4. To promote formative (continuous) assessment in the teaching-learning process;
5. To improve the quality of student learning outcomes at the primary level;
6. To identify the training needs of primary school teachers;
7. To implement short-term training programs;
8. To introduce and institutionalize teacher training evaluation;
9. To organize refresher/reinforcement training programs;
10. To improve the sub-cluster training system for teachers;
11. To establish a teacher information database (data bank);
12. To strengthen School Management Committees (SMC) and Parent-Teacher Associations (PTA);
13. To promote social awareness and community mobilization.

### Functions/Activities:

1. Provide academic support to teachers for applying appropriate methods and techniques in teaching-learning activities through academic supervision;
2. Monitor fortnightly/academic meetings of primary schools and conduct academic meetings of teachers at cluster/upazila levels;
3. Review reports of school-level academic meetings and URC teacher training evaluation to identify teachers' training needs;
4. Prepare training plans, develop/collect training materials, and implement training programs;
5. Participate and cooperate in implementing basic/foundation training for primary teachers conducted at Primary Teachers' Training Institutes (PTIs);
6. Organize, conduct, and coordinate short-term training programs;
7. Monitor classroom implementation of training received from PTI and URC and arrange refresher/reinforcement training as needed;
8. Supervise "Lesson Study" activities to establish a Teachers' Support Network, provide feedback, and organize workshops;
9. Provide technical support for implementing multimedia classrooms and organize ICT in Education training;
10. Support the implementation of formative (continuous) assessment in primary schools and organize workshops on question paper/item development;
11. Develop demand-based sub-cluster training leaflets and conduct field visits to observe sub-cluster training;

12. Organize training for members of School Management Committees (SMC) and Parent-Teacher Associations (PTA);
13. Participate in SMC/PTA meetings, parent/mother gatherings, courtyard meetings, and conduct home visits during school supervision;
14. Supervise school development activities and support the creation of child-friendly environments in schools;
15. Organize social awareness seminars/workshops involving local stakeholders of primary education;
16. Develop and maintain databases containing information on teachers' training and related aspects;
17. Review teachers' professional behavior and competencies (pre-training, during training, and post-training) and evaluate training outcomes accordingly;
18. Conduct action research for professional development and provide support to teachers in carrying out action research;
19. Collect books, journals, and magazines related to primary education and manage the library system;
20. Coordinate with local administration and Upazila/Thana Education Offices regarding national day celebrations, competitions, and participation in development fairs;
21. Publish and disseminate Upazila/Thana-based newsletters containing information on primary education.