



Training, Development, and Opportunities Program (TDOP)

Terms of Reference (TOR)

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Approved:

Amended:

1. Purpose

The Training, Development, and Opportunities Program (TDOP) is an initiative by the Bansa Project to provide staff with access to free training and development resources. This program reflects the Bansa Project's core values of education and cultural competency by equipping team members with the skills and knowledge necessary to excel in their roles and contribute meaningfully to our mission. By offering **Continuing Professional Development (CPD)** recognized, curated, self-paced online courses, TDOP aims to foster a culture of lifelong learning and professional growth.

2. Objectives

- To provide staff with free, accessible opportunities for skill-building and professional development.
- To enhance staff competency in areas aligned with The Bansa Project's mission, including cultural education, communication, operations, and leadership.
- To promote continuous learning and personal growth within The Bansa Project team.

3. Scope

- TDOP is currently available to all staff members of The Bansa Project.
- The program offers access to a **Continuing Professional Development (CPD)** recognized, curated list of free online certificate courses from reputable platforms such as OpenLearn (The Open University) and Alison Education.
- Staff may complete these courses at their own pace, as the program is designed to be flexible and accommodate varying schedules.
- While the program is initially exclusive to staff, it may expand to include public access in the future.

4. Program Structure

- **Course Selection:** The courses available through TDOP are carefully curated to cover topics relevant to The Bansa Project's operations, cultural advocacy, and staff professional development. Topics may include but are not limited to:
 - Filipino culture and heritage.
 - Social media marketing.
 - Operations and project management.
 - Accessibility and inclusion.
 - Leadership and collaboration.
- **Access:** Staff will be provided with a centralized document or spreadsheet containing the list of available courses, organized by category and topic.
- **Flexibility:** Participation in the program is voluntary, and staff may choose courses based on their interests and professional development goals.

6. Benefits

- Free access to high-quality online courses and certifications.
- Enhanced skills and knowledge tailored to individual roles and aspirations.
- Recognition of course completion, with potential for internal opportunities such as promotions or new responsibilities.
- Contribution to a more knowledgeable and capable team.

7. Monitoring and Evaluation

- The program's effectiveness will be reviewed periodically through staff feedback and participation levels.
- Updates and new course additions will be made based on staff needs and emerging trends relevant to The Bansa Project's mission.

8. Future Outlook

The TDOP is envisioned as a cornerstone of professional development within The Bansa Project. While currently focused on internal staff, the program may evolve to offer public access to curated courses, further extending The Bansa Project's impact in education and cultural advocacy.

Approved by:

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Date: