

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE  
REPUBLIC OF KAZAKHSTAN NAO «AKTOBE REGIONAL  
UNIVERSITY NAMED AFTER K.ZHUBANOV»**

**«APPROVED»**

**Chairman of the Board - Rector  
NAO «Aktobe Regional University  
named after K. Zhubanova»**

\_\_\_\_\_ **L.Ch.Karabasova**

**«\_\_\_\_» \_\_\_\_\_ 2023**

**REGULATION ON THE WORK OF ADDITIONAL EDUCATION**

**For Official Use Only  
Aktobe, 2023**

## **DEVELOPED AND INTRODUCED**

Director of the Department of Additional Education \_\_\_\_\_ Zh.K.Muzbayeva

Approved and put into effect by the Chairman of the Board-Rector of the NAO  
«Aktobe Regional University named after K.Zhubanov» based on the decision of  
the Board Protocol No. \_\_\_\_\_ of «\_\_\_\_\_» \_\_\_\_\_ 2023

## **I. Goal:**

These Regulations establish requirements for professional retraining and advanced training, pedagogical retraining, and quality assurance.

## **II. SCOPE OF APPLICATION**

This provision must necessarily be included in the relevant structural units of the university.

### **BASIC CONCEPTS:**

- 1) qualification - a set of professional knowledge, skills, and work experience required to perform work within the relevant professional activity;
- 2) monitoring is a specially organized, scientifically based, targeted system of diagnostics, predictive monitoring, evaluation and quality management of the educational process and activities of certified teachers in order to compare the actual state of teaching practice with the expected results of the learning process in educational organizations.;
- 3) final assessment is a process that results in a decision on certification, which helps to establish the applicant's compliance with the requirements of the qualification scheme.;
- 4) teaching staff -teaching staff and persons equated to them who are undergoing training in the framework of professional development programs;
- 5) professional development of teaching staff is a form of professional training that allows developing, expanding, deepening and improving newly and previously acquired professional knowledge, skills and competencies to improve the quality of teaching and learning;
- 6) post-course support for teaching staff - a set of measures for methodological and consulting support of educational activities of teaching staff aimed at overcoming professional deficits and developing professional competencies of teaching staff, monitoring their teaching activities;
- 7) certificate-a document confirming the compliance of a specialist's qualifications with the qualification requirements, as well as the standard for a certain industry and the level of professional activity.;
- 8) certification is a procedure for confirming a specialist's compliance with qualifications and assigning qualifications to him. Certification with the participation of vendors establishes the compliance of a person with the requirements for the level of qualification and competence;
- 9) post-course support for certified teaching staff -a system of resources, forms and methods that provide favorable conditions for optimal professional development and changes in school practice of certified teaching staff, contributing to the successful education of pupils and students in educational organizations;
- 10) a certified trainer is a specialist or teacher who has completed certification training under the trainer training program.

## **III. DOCUMENTS**

- 1) The Law of the Republic of Kazakhstan "On Education";
- 2) The Law of the Republic of Kazakhstan "On Professional Qualifications";

- 3) "The Concept of development of higher education and science in the Republic of Kazakhstan for 2023-2029" Resolution of the Government of the Republic of Kazakhstan dated March 28, 2023 No. 248;
- 4) Standard rules of activity of organizations of additional education for adults, Order of the Minister of Education of the Republic of Kazakhstan dated August 31, 2022 No. 385;
- 5) Standard Rules for the activities of educational organizations of the relevant types, Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- 6) Rules for the development, coordination and approval of educational programs for teacher training courses, Order No. 175 of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020;
- 7) Rules for the recognition of learning outcomes obtained through non-formal education, as well as the recognition of professional qualifications", joint Order No. 544 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated October 24, 2023 and No. 322 of the Minister of Education of the Republic of Kazakhstan dated October 24, 2023.

#### **IV. DESCRIPTION OF THE PROCEDURE**

##### **4. GENERAL PROVISIONS**

4.1 The Department of Additional Education is a structural subdivision of the University by order of the rector of Aktobe Regional University named after K.Zhubanov dated 02/01/2022.

4.2 The Department of Additional Education is guided by the Law of the Republic of Kazakhstan "On Education", resolutions of the Government of the Republic of Kazakhstan, orders of the Minister of Education and Science of the Republic of Kazakhstan, the charter of the University, the decision of the Academic Council of the University and these Regulations.

4.3 The Department of Continuing Education is supervised by the Rector of the University and the Vice-Rector for Academic Affairs.

4.4 The Director of the Department of Additional Education is appointed by order of the Rector.

4.5 The Department of Continuing Education cooperates with other university structures.

4.6 professional retraining of personnel and the improvement of specialties, as well as the training of a multilingual specialist who is proficient in distance and information technology education, has skills in research, search and creative activities, and is proficient in innovative technologies.

#### **V. GOALS AND OBJECTIVES OF THE DEPARTMENT OF ADDITIONAL EDUCATION**

5.1 The purpose of the Department of Additional Education: Improvement and development of the training system and obtaining additional training at the workplace, which helps each student maximize their personal potential in accordance with the demand on the labor market and the requirements of intellectual, socio-economic development of the western region.

5.2 tasks of the Department of Additional Education:

5.2.1 identification of priority strategies for professional development of educational workers based on the principles of the state educational policy;

5.2.2 teaching teachers with scientific, theoretical and practical knowledge;

5.2.3 development of scientific and practical methods of result-oriented education;

5.2.4 widespread introduction of new pedagogical technologies into the educational process in improving the skills of education workers in the region;

5.2.5 management and organization of scientific and research work.

5.2.6 dissemination of advanced pedagogical experience and methodological assistance to teachers.

5.2.7 development of information and methodological materials.

5.2.8 organization of retraining courses for personnel in each industry by establishing links with enterprises in the region, creating an effective system for staff development, taking into account the specifics of the region's development;

5.2.9 development of educational and methodological materials for training specialists of various categories;

5.2.10 providing professional retraining and advanced training of personnel as the main type of additional and professional development by providing specialists with wide opportunities for employment and career growth.

## **VI. THE CONTENT OF THE ACTIVITIES AND DIRECTIONS OF THE IMPLEMENTATION OF THE CONCEPT OF THE DEPARTMENT OF ADDITIONAL EDUCATION**

Key points of the concept implementation:

6.1 organization and holding of advanced training courses for personnel of organizations and institutions;

6.1.2 organization and conduct of scientific research, scientific, technical and experimental work, consulting activities;

6.1.3 scientific examination of programs, projects, proposals, other documents and materials related to the field of work;

6.1.4 planning and organization of advanced training of teachers in cooperation with the National Center for Advanced Training "Orleu", Autonomous educational organizations "Nazarbayev Intellectual Schools", providing organizational and methodological assistance to teachers in the system of additional education;

6.1.6 use and improvement of educational process methodology and educational technologies;

6.1.7 professional development and retraining of personnel of the Republic of Kazakhstan; Types of training advanced training courses in accordance with the Rules on Training:

- Short-term period

- at least 40 academic hours (resulting in a certificate);

- Medium-term-80 academic hours (resulting in a certificate);

- Long-term -at least 108 academic hours (resulting in a certificate);

- Pedagogical retraining courses - 46 credits;

One academic hour of the course is 45-50 minutes.

- 6.1.8 professional development of workers, employees, and specialists, taking into account the constant increase in requirements for them in connection with the ongoing changes;
- 6.2 deepening and improving previously acquired professional knowledge, skills and abilities;
- 6.3 organization of short courses, seminars and workshops with the participation of the best trainers;
- 6.4 organization of courses, seminars, webinars; 6.5 organization of foreign language courses;
- 6.6 assistance in organizing the work and establishment of branches of the department in order to improve the quality of specialist training;
- 6.7 participation in the discussion of standards on the updated curriculum system, the development of updated curricula within the framework of updating the content of secondary education, the preparation of teaching materials;
- 6.8 organization of advanced training courses for school management in remote areas and settlements of the region;
- 6.9 activation of the work of the pedagogical community;
- 6.10 organization of professional certification courses for students;
- 6.11 organization of distance learning courses and internships for university teaching staff;
- 6.13 development of the system of training, advanced training, certification of specialists, technical and vocational education with the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken".

## **VII. CONTENT OF PROFESSIONAL DEVELOPMENT ACTIVITIES:**

- 7.1 The purpose of professional development is to acquire additional knowledge, skills and abilities in certain disciplines of educational programs and to develop science and innovative technologies necessary for the effective implementation of professional activities.;
- 7.2 students who have completed advanced training and retraining are issued a certificate of the established standard.
- 7.3 it is necessary to carry out professional development for the service should take place at least once every 5 years for the entire period of work. The period of professional development by specialists is determined by the university independently.
- 7.4 The frequency of training in the process of professional development is determined in accordance with the curriculum.

## **VIII. REQUIREMENTS**

- 8.1 tuition fees are determined by the educational institution on the basis of a contract with the university.
- 8.2 the student is obliged to comply with the rules of internal regulations, perform all types of educational work stipulated in the curriculum and curriculum.
- 8.3 the rights of the student of the Department of Additional Education for advanced training: - participate in the preparation of the content of the educational program; - if necessary, in the professional activities of the Department of

Additional Education, use the normative, instructional, educational and methodological documents of the faculty, department and other structural divisions of the university, as well as the library, information fund in accordance with the procedure established by the university charter.; - participate in conferences and seminars, submit their essays, publications on scientific merit and other materials to the university publication.

## **COURSE ORGANIZATION PROCEDURE**

8.4 Advanced training and retraining courses are implemented in accordance with the university's charter and educational programs in accordance with the schedule from the beginning of the next calendar year.

8.5 admission of students to the courses is issued by the order of the rector of the university based on the list of students.

8.6 the procedure for organizing advanced training courses

- 1) with separation or partial separation from work;
- 2) according to individual educational programs;

8.7 the procedure for organizing retraining courses in the educational field

- 1) on-the-job (full-time education);
- 2) according to educational programs;
- 3) after completing a teaching internship;

8.8. Conducting courses by level of education has its own peculiarities and peculiarities depending on the subject, form, content and duration of professional training.

8.9 The courses are conducted for students with the following categories:

- 1) Teaching staff with at least 3 years of work experience in the field of course preparation;
- 2) certified trainers, trained with the participation of Kazakhstani and foreign experts;
- 3) specialists and employees of manufacturing enterprises who have at least 3 years of work experience in the field of course training;
- 4) the teaching staff of higher educational institutions that train specialists in pedagogical and specialized specialties.

8.10 attracting lecturers from manufacturing enterprises to conduct courses

8.11 During the course period, organizations involve methodologists, teachers, heads of educational organizations, practitioners, specialists from manufacturing enterprises, employees of the regional Chamber of Entrepreneurs and the employers' association in studying individual lectures and conducting practical classes.

8.12 The Department of Additional Education issues certificates to students who have completed courses in accordance with the subject of advanced training courses, develops and approves methodological resources and tools, mechanisms for conducting post-course monitoring to provide post-course support or post-course support for certified teaching staff.

## **THE PROCEDURE FOR ORGANIZING PROFESSIONAL CERTIFICATION COURSES FOR STUDENTS**

- The procedure for professional certification of students with the involvement of vendors:
- Organization of verification of the level of knowledge by conducting competitive tests organized by vendors.
- Organization of 80-hour advanced training courses
- The employee's qualification certificate.

## **FINAL ASSESSMENT AND CERTIFICATION OF THE AUDIENCE**

- At the end of the course, the Department of Additional Education gives a final assessment of the students' knowledge.:
  - take the final exam;
  - students who have completed courses in the educational program and have successfully passed the final certification are issued a certificate (in the prescribed form) in accordance with the topic of the advanced training course.
  - for students who have not received a certificate:
- there is a possibility of switching from one stream to another during the current year for good reasons;
- for good reasons, the possibility of transferring with the provision of documents confirming the unfinished course;
- the certificate is signed by the rector of the university.

## **IX. PROCEDURE FOR MAKING CHANGES TO THE RULES**

The Regulations on Advanced Training and retraining are valid until the liquidation of the Supplementary Education Department.

In case of a change in the name of this regulation, it is re-approved and replaced.

### **AGREED UPON:**

Vice-rector for Academic Affairs

Myasnikova L.N.

Director of the Legal Department

Alimanova L.B.

Director of the Document Management Department

Yesenalina L.B.