

Approved by Keoni Academy Ltd

By order of the director on 12.10.2020 2011 1-23

The change was made by the director of Keoni Academy

Order N1-20 dated 29.06.2021

The attached rule for developing professional educational programs and making changes to it

This rule defines the procedures for planning, approving/implementing, evaluating and changing/cancelling professional educational programs/educational program (hereinafter "program") of Keoni Academy LLC (hereinafter referred to as the Academy).

1.2 Professional educational programs / The educational program is educational

A document developed by the institution, which refers to learning objectives, learning outcomes, module/modules, relevant credits, teaching methods, assessment forms

and the set of peculiarities of the organization of the educational process. professional educational

The program is completed according to the national professional educational standard

By awarding qualifications corresponding to level 3/4/5 of the qualifications framework and a diploma by issuing

1.3 The program must be consistent with the Academy's mission, strategic plan and its development and

The implementation decision may be based on both primary sources (directly

Research carried out by the institution on the needs of the labor market, professional

Student/applicant survey results and/or graduate employment rate, meetings with employers, etc., as well as secondary sources (other organizations/institutions

The data of the research conducted by, the data of the National Statistical Service of Georgia

etc.)

1.4 The content of the program is determined by the relevant framework document/educational standard

according to;

1.5 The planning and implementation of programs in the Academy is carried out in accordance with the legislation of Georgia and this according to the rule.

1.6 Development of professional educational standard and module/modules

and in case of changing the professional educational standard in accordance with the approval rule

Academy provides professional educational program/short cycle educational

Compliance with the revised framework document/educational standard of the program.

1.7 The basis for the development of the program is the educational standard/framework document, although there may be other additional legal bases, such as the order of the Minister of Education, Science, Culture and Sports of Georgia No. 170/N of August 19, 2019

General education average in the approved "secondary vocational education program".

The rules and conditions of integration of learning outcomes of the level", or other legal or by-law.

## Article 2. Determining the feasibility of adding programs and the development procedure

2.1 Program development is preceded by a planning phase that should include market research, meetings with prospective program implementers and potential with partners/employers, resource analysis and consultation with the college administration with representatives.

2.2 Justification of the feasibility of the program should be based on the following circumstances:

2.2.1 There is demand or predicted demand for relevant skills/jobs which Confirmed by research or employer initiatives.

2.2.2 The institution expands the range of programs of its main profile direction within;

2.2.3 The skills acquired within the program enable or promote self-employment Realization of personal interests of a person or promotes social integration derived from the content of the program;

2.2.4 other material circumstances that may be used as arguments;

2.3 Makes a decision on the implementation of the professional educational program director;

2.4 Anyone on the need to develop a professional educational program An interested person can submit a report card in the name of the director of the academy; The interested person can be a representative of the administration, the program implementer; partner organization; employer and others)

2.5 The initiator of the professional educational program must present the argument of the program on the expediency of implementation;

2.6 Initiating the implementation of the professional educational program and Reasoning for feasibility will be submitted to the Director and reviewed by the Academy's administration at the session;

2.7 After making a positive decision at the session of the Academy's administration, the program It is created by an individual administrative legal act of the director for the purpose of development The working group, the mandatory members of which are: the head of the program (a person who considered as the head of the program), learning process manager, field specialist(s), librarian, accountant. The project of the program developed by the working group will be presented Director, who forwards the draft program to the Quality Assurance Manager for review. It happens in case of positive evaluation by the quality assurance manager The program is approved by the director, and in the case of recommendations, it is returned to the working group for processing.

2.8 The working group is led by the manager of the learning process and/or the head of the program;

2.9 The educational program is approved by the director of the academy;

2.10 The working group carries out the following activities:

2.10.1. will study the relevant educational standard/framework document;

2.10.2 Defines the name of the program, which should be consistent with the content of the program/learning outcomes envisaged by the program

2.10.3 Determines the optional module(s) for the educational program (if a specific educational standard allows for the integration of optional modules). It is possible to transfer the optional module from another professional educational standard. For this, three circumstances must be taken into account: the optional permanent(s) must be valid for the given program, must be logically related to the qualification awarded and/or the future activity of the student; Prerequisites for admission to the module(s) must be considered; The prerequisite for admission should not be different from the prerequisite for admission to the program. The volume of optional status modules should not exceed the permissible amount determined by the relevant educational standard.

2.10.4. Specifies the language for teaching a foreign language provided in the program, if it is not specified by the standard;

2.10.5 investigates the personnel implementing the professional educational program; It is recommended that the implementation of all modules does not depend on only one person. In order to ensure the sustainability of the program implementation, it is necessary for the staff implementing the program to be specialists in more than one field.

2.10.6 will implement the adaptation of the modules provided by the educational standard/framework document; The module is an appendix to the program and it is approved together with the professional education program, except when the module is implemented as an independent course (in which case it must be approved separately). In case of changing a module or its part, adding or removing a module, a new legal act will be issued on making changes to the program.

2.10.7 Modules consist of three parts: general information, standard entries and auxiliary entries. General modules and mandatory professional modules are mandatory and the college does not have the right to change them. The module may include the following components: name of the module; module status; General Information; standard records; supporting records; hours distribution scheme; learning resource; teaching of students with special needs and disabilities; Module Implementer. Making any changes in the first (general information) and second (standard notes) parts of the module is practically not allowed. If any error(s) are found in the standard notes of the module, the college will ensure to inform the National Center for the Development of the Quality of Education.

2.10.8. When changing the distribution of hours, a change is allowed, however, not in favor of independent hours (the hours of independent work should not be increased). The group is entitled to change the topic only in the context of the achievable learning results or to change the learning methods at its own discretion. 2.10.9 Assessment of learning outcomes can be done either individually or together with several learning outcomes (including one instrument). The learning outcomes of the module must be achieved and supported by appropriate evidence. The materials (equipment) specified in the program should enable the achievement of the learning outcomes of the module.

2.10.10. The working group compares the existing resource with the recommended list of technical equipment given in the educational standard/module and establishes a list of resources to be searched/purchased and an approximate cost estimate, taking into account the resources to be purchased, the required quantity and price of raw materials.

2.10.11 Certain material resources may be available at the practice facility, this should be determined in advance by the working group and subsequently reflected in the contract signed with the practice facility;

2.10.12 The working group determines the educational resources necessary for the implementation of the program, the list of literature and educational resources specified in the modules may remain unchanged, it may be replaced by another resource with appropriate justification, in consultation with the appropriate persons/program implementers. The literature indicated in the modules should ensure the achievement of the learning outcomes. Together with the librarian of the institution, the group compares the literature resources in the possession of the academy and compiles a list of literature to be searched/purchased.

2.10.13 The working group determines the implementation approaches of the practical component of the program (practical project, production practice, etc.) and, if necessary, helps the Academy in finding practice facilities;

2.10.14 The educational process manager, with the involvement of the program head/specialist of the field, establishes the curriculum, which should allow for the consistent implementation of the program and the prerequisites for admission to the modules (if any) should be observed; In the event that a certain module is a prerequisite for admission to another module, it is preferable to include at least a three-week interval in the curriculum between the previous and the following modules, so as not to create a problem of repeated evaluation;

2.10.15 The final edition of the project of the educational program will be submitted to the director of the academy for approval within the established period.

2.10.16 The educational program should include:

2.10.16.1 Curriculum (for Georgian-speaking students, non-Georgian-speaking students,

2.10.16.2 list of educational environment and material resources;

2.10.16.3 information about the personnel implementing the program;

2.10.16.4 Modules;

2.10.16.5 Optional modules (if any)

2.10.16.6 Georgian language modules;

Article 3. Development, evaluation, modification and cancellation of the educational program

3.1 Development of educational programs/making changes to it is possible by initiating proposals in the National Center for Quality Development, as well as within the capabilities of the Academy;

3.2 Making changes in the recommendation part of the educational program created on the basis of the educational standard is the prerogative of the Academy and it is not mandatory to inform the National Center for the Development of the Quality of Education of the said changes;

3.3 In case of discovery of inconsistency in the standard part of the educational program created on the basis of the educational standard, the academy enters the National Center for the Development of Education Quality by initiating a change with a substantiated argumentation.

3.4. The change in the program can be initiated by the manager of the quality assurance service of the academy, the manager of the learning process, the head of the program and the professional education teacher implementing the program.

3.5. In case of making a change in the program/module, the said change is approved by the rector's individual-legal act;

3.6. It is possible to create a working group for the implementation of the program change (if the program changes the curriculum, hours, results). In this case, changes in the educational program are reflected in the same way as the stages of program development.

3.7. In the event of cancellation/change of the educational standard/framework document, the educational institution is authorized to complete the studies of the professional students enrolled in the relevant program and grant the qualification provided by this program.

### 3.8 Educational Program Evaluation/Development Process Process

3.8.1 In order to evaluate the implementation of educational programs, the quality management manager conducts a survey, for which he uses the forms of face-to-face interviews or questionnaires (according to specific needs); It is also possible to use the process observation method to evaluate the quality of work or teaching;

3.8.2. Vocational student survey: Vocational student survey is carried out by means of a questionnaire developed in advance by the Academy, which includes: module evaluation; evaluation of the person implementing the program/professional education teacher; evaluation of learning resources.

3.8.3. The survey of professional students is conducted at least twice a year;

3.8.4 Survey of Vocational Education Teachers: The survey of vocational teachers is carried out by means of a questionnaire developed in advance by the Academy, which includes evaluation of the module, evaluation of the learning process, evaluation of the administration. The evaluation of the module is carried out by vocational education teachers at the end of each module.

3.8.5 Survey of employers: The survey of employers is carried out on the basis of a questionnaire developed in advance by the Academy and provides information about the skills that the professional student has developed well, about the skills that need more work and about the skills that are new to the labor market and not included in the training program. As a result of the employers' survey, approaches to learning may change;

3.8.6 results of observation of the learning process;

3.8.7 graduate employment rate;

3.8.8 Analysis of registration, enrollment, qualification, status suspension/termination/mobility statistics of professional students;

3.9 Based on the analysis of the information obtained from all the above surveys, the following will be done:

c) Identification of areas for improvement - based on the analysis, consideration of the areas for improvement identified in the educational program by the quality assurance service, the head/leaders of the program and other persons;

d) development of recommendations and planning of changes - in order to develop the educational program, development of recommendations related to the correction of areas for improvement identified in the program and planning of relevant changes;

e) Implementation of changes - in the implementation of the mentioned recommendations and with the involvement of the parties and procedures defined by the acts.

3.9.1 The mechanisms for evaluating the implementation of the educational program are described in the quality assurance mechanisms of the Academy;

3.9.2 The interested parties are determined by the persons involved in the program development process.

3.10. In case of making changes in the educational program, it may be necessary to develop an individual curriculum (according to needs). The individual curriculum is developed with the participation of a professional student.

3.11. During the authorization period of the educational program, a change in the qualification to be awarded in the educational program is allowed, if it is related to the change made in the existing sectoral characteristic, bringing it into conformity with the sectoral characteristic of the educational program or the framework of national qualifications and the classifier of fields of study. In such a case, the said educational program is not considered a new program.

3.12. In order to protect the legal interests of professional students, in the event of a change in the educational program, the professional students enrolled before the change are continued to study on the modified educational program (in case of discussion and approval of the change with them), if necessary with a different curriculum, so that the learning results provided by the modified program are achieved.

3.13 In case of changing or canceling the educational program, the institution will inform the relevant agencies in accordance with the law.

3.14. In case of changing or canceling the educational program (including in case of loss of authorization), it is important for the Academy to provide the students of the corresponding program with further education. Accordingly, there is an opportunity for professional students of the Academy to continue their studies, taking into account the credits received within the framework of the changed or canceled educational program.

3.15. The Academy provides further education of professional students using the following mechanisms:

a) to give the opportunity to complete the current stage/level to the students of the educational program to be cancelled. In this case, admission to the educational program is not carried out.

b) to facilitate the process of professional student mobility. For such cases, the institution signs an agreement with other educational institutions that implement similar/similar professional educational programs.

c) to offer the professional student a transfer to another professional educational program in the same or another institution, within the same or similar direction and specialty, on a mobility basis;

- d) to provide students with information about other vocational education about the relevant educational programs realized by the institutions;
- e) to introduce the student to the rules, terms and conditions of mobility stipulated by the current legislation.

3.16 In case of changing or canceling the educational program, or removing one of the qualifications from the professional educational standard, as well as in case of changing the professional educational program, the Academy will notify the professional student of the above information in writing;

3.17. Before making a decision on canceling the educational program operating in the institution, in order to protect the interests of professional students and provide them with further education, the quality development manager is obliged to study the compatibility of the canceled educational program with the adjacent/related educational program or the possibility of replacing it with a new educational program and submit the corresponding conclusion to the director.