

Order No. 1-06 of the Director of Keoni Academy of February 10, 2022 is approved

Keon Academy Ltd

Rules for developing professional training and professional retraining programs, making changes to them, enrolling in the program, managing the training process and ensuring quality

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Article 1. General provisions

1.1 The present rule determines the professional training and professional retraining programs (hereinafter referred to as the academy) of Keoni Ltd. program) rules and procedures for developing, approving, making changes to it, enrolling applicants, managing the educational process and quality assurance.

1.2 The present rule was developed: "On Professional Education" of Georgia Law, "Professional Training Program" and "Professional Retraining".

To obtain the right to implement the program and to be recognized by the state

Regarding the approval of the terms and conditions of the calculation" of the Government of Georgia in 2019 Resolution No. 131 of March 15, "Professional training program and professional Regarding the development and approval of the retraining program", Order of the Minister of Education, Science, Culture and Sports of Georgia No. 59/N of March 26, 2019, "Professional prepares for the program and professional

On approval of the rules and conditions for enrollment in the retraining program" of the Minister of Education, Science, Culture and Sports of Georgia dated April 10, 2019 N10/N, Vocational Training Program and Vocational Training Program

Obtaining the right to implement the retraining program and by the state

Regarding approval of the terms and conditions of recognition" of Georgia 15 March 2019 on the amendment of the Government Resolution No. 131 Based on the resolution of the Government of Georgia of July 13, 2021.

Chapter I. Development of professional training and professional retraining programs, obtaining the right to implement and making changes to the programs

Article 1. Development of professional training and professional retraining programs

1.1 Vocational training program is a program that prepares a person of certain tasks and duties related to the profession

to perform. Vocational training provided by the program of study

The results may correspond to the 2nd / 3rd / 4th / 5th level of the National Qualifications Framework, with which compliance is determined by the legal entity under public law - determined by the National Center for Education Quality Development methodology.

1.2 Vocational training program is a program whose purpose is to acquire and/or develop competencies to carry out professional activities in the same field. The learning outcomes provided by the vocational training program can be

Comply with Level 2 / 3 / 4 / 5 of the National Qualifications Framework, with

Compliance is determined by the methodology defined by the National Center for the Development of Education Quality, a legal entity under public law.

1.3 The purpose of obtaining the right to implement a professional training program and a professional retraining program is the implementation of relevant activities within the framework of formal education and the issuance of a certificate recognized by the state.

1.4 The program(s) must be consistent with the purpose and stated priorities of the institution and be based on an analysis of the needs of the stakeholders – trainees, implementing staff, employers and others.

1.5 The development of the program is initiated by the interested person;

1.6 The interested person may be a representative of the institution/administration, a person implementing the program, a partner organization, and others. The interested person can submit a reasoned report card in the name of the director of the academy about the need to develop the program(s) or make a verbal agreement/reservation. In the report card (if any) it should be shown on what basis or under what circumstances the desire/need to develop/implement the program;

1.7 The director will consider the above within 10 working days after the presentation of the report card (if any) and, if approved, will issue an appropriate order on the creation of a specific program development group, where the following are defined: group leader, program(s) leader(s), composition and work of the working group deadlines;

1.8 In the event that the director himself is the initiator of the planning/development of vocational educational program(s)/educational program(s), he directly issues an order on the creation of a specific vocational educational program development group, where the following are defined: group leader, program(s) the head(s), composition of the working group and working terms;

1.9 The program development team may include:

1.9.1 program initiator;

1.9.2 Director of the Academy;

1.9.3 quality assurance manager;

1.9.4 Learning process management manager;

1.9.5 head(s) of the program(s);

1.9.6 vocational education teachers;

1.9.7 practice manager (if any);

1.9.8 employers;

1.9.9 partner organizations of the institution (practice implementing organizations);

1.19. 10 librarians;

1.19.11 accountant;

1.9.12 representatives of the professional association;

1.9.13 experts in the field;

1.9.14 and others.

1.10 Justification of the need for the program should be based on the following circumstances:

1.11 There is demand or predicted demand for relevant skills/jobs, as evidenced by research or employer initiatives. Argumentation may be based on both primary sources (research conducted directly by the institution, meetings with employers, etc.), as well as secondary sources (data from studies conducted by other organizations/institutions, data from the National Statistical Service of Georgia, etc.);

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

1.13 The skills acquired within the program enable self-employment or contribute to the realization of a person's personal interests or social integration, which is derived from the content of the program;

1.14 Other essential circumstances that may be used as arguments for the development of a new program.

1.15 In case of initiating the development of the program, the submitted materials should include the following information: employment market research, employment rate of graduates (if any); Data on material-technical, library and human resources.

1.16 The head of the working group shall submit the draft(s) of the professional educational program(s) (training/retraining) to the director of the institution for review/approval within the time limit set by the order;

1.17 When developing the program, the program development/adaptation group is authorized to rely on the professional training program and professional

Regarding the determination of the procedure for the development and approval of the retraining program" one of the following grounds determined by the order of the Minister of Education, Science, Culture and Sports of Georgia dated March 26, 2019 N59/N:

1.18.1 the standard of the profession;

1.18.2 professional-educational standard;

1.18.3 module/modules;

1.18.4 under the legislation of Georgia and/or ratified by Georgia international agreement and/or other international acts of a specific field requirements set for regulation;

1.18.5 International Classification of Employment as defined by ISCO-08 standard and/or the national classifier of economic activity of Georgia About types (a legal entity in the mentioned classifiers makes the To identify profession/professions related to professional with the content of the training/vocational training program/programs.)

1.18.6 The basis for the development of the program specified in paragraph 2 of this article In addition to the basics, it is possible to become any document that contains Information necessary for determining the content of the program.

1.18.7 The content of the program is determined by the order of the Minister of Education, Science, Culture and Sports of Georgia dated March 26, 2019 N59/N in accordance with the annexure to the rule.

1.18.8 If the institution wants to prepare and implement a retraining program Without obtaining additional rights, in this case, authorized in the institution In consultation with the staff/representatives of the department involved in the program, relevant training/retraining programs are prepared and Confirmation is made in accordance with the law.

1.18.9 Training / retraining programs are approved by the director of the academy by order

Article 2. Obtaining the right to implement professional training and professional retraining programs

2.1 Vocational Training Program and Vocational Retraining Program

The standard for obtaining the right to perform (hereinafter - the standard) is A state-imposed requirement that an academy must meet while carrying out relevant activities within the framework of formal education and Proof of professional education recognized by the state To issue a document-certificate.

2.2 The standards established by the first paragraph of this article refer to:

2. 2.1. professional training and professional retraining program;

2.2.2. Professional training and professional retraining program resources needed for implementation;

2.2.3. Professional training and professional retraining program administration.

2.3. Implementation of professional training/professional retraining program

The right is granted to the Academy for a period of 3 years.

2.4 Academy of professional training or professional retraining program

To obtain the right to implement, he makes an electronic application through an electronic system.

2.5 The application must include:

2.5.1 the name and legal form of the Academy;

2.5.2 Academy identification code;

2.5.3. Academy address (legal and actual) and contact information (phone and e-mail address);

2.5.4. The field of activity of the Academy, which is determined by economic activity about types in accordance with the national classifier of Georgia;

2.5.5. the name of the professional training/professional retraining program (in Georgian and English languages) and the type of program (professional training program/professional training program);

2.5.6. Professional training/professional retraining program electronic

The form on which the qualified electronic is completed

Signature/Qualified Electronic Stamp

2.5.7. Implementation of professional training/professional retraining program

place

2.5.8. the number of listeners (with justification of the requested number);

2.5.9. Information about professional training/professional retraining program implementing human resources (education and/or work experience

Confirmation document regarding the cooperation not less than the program contract, agreement signed for the period of implementation) and professional

Necessary for the implementation of the training/retraining program

About material resources

2.5.10. information about the educational resource necessary for the implementation of the professional training/professional retraining program;

2.5.11. Information on ensuring the safety of the listeners, depending on the specifics of the program, as well as the conclusion issued by the authorized body/person on the fire safety of the building and the letter issued by the authorized body/person on the elimination of violations of fire safety requirements

2.5.12. justification about the need to implement a professional training/professional retraining program (in case of obtaining the program with additional rights);

2.5.13. information about the procedure of student selection and program enrollment;

2.5.14. information about mechanisms for ensuring the quality of educational activities (in case of acquiring the program with additional rights);

2.5.15. A document confirming the payment of the fee must be attached to the application.

Article 3. Making changes to the professional training program and professional retraining program

3.1. The Academy is obliged to inform the National Center for Quality Development:

a) change or addition of the entrepreneurial entity or state body involved in the implementation of the practical component of the program and submit the contract signed with the new partner/legal entity, which contains information about the format of cooperation;

b) Change of the person/persons implementing the program and submit a document confirming their education and/or work experience and the contract signed with them;

c) change the program name, scope, place of implementation or learning outcome/outcomes and submit a revised program.

3.2 The Academy is authorized to complete the studies of trainees enrolled in the relevant program in case of cancellation of the professional educational standard or removal of the qualification from the professional educational standard, within the framework of which the professional training/professional retraining program has been prepared. The Academy will no longer accept new trainees for the mentioned program.

3.2 In the event of a change in the professional educational standard, before announcing the next admission to the program, the Academy is obliged to ensure the compliance of the professional training/professional retraining program with the changed professional educational standard. The Academy is entitled to the trainees

to complete their studies in the program in which they are enrolled, and the new one Listeners receive a modified program.

3.4 If the Academy loses the right to implement the program, it is already authorized Enrolled trainees should complete their studies with the existing program.

3.5 In case of change/changes provided for in this clause, the Academy is obliged to inform the National Center for Quality Development about the change 30 working days before the announcement of receiving a new stream of listeners.

Chapter II Implementation of professional training and professional retraining programs

Article 1. Announcement of admission to professional training and professional retraining programs

1.1 Applicants for professional training/professional retraining program
Registration is made through an electronic system, which is administered
It is carried out by a legal entity under public law – Education Management Information system.

1.2 To obtain the right to implement the program in accordance with the law
The Academy then has the right to declare registration for this program open or in a closed manner.

1.3 In case of announcement of open registration in the electronic system
The posted information is public and available to anyone interested for a person.

1.4 Closed registration is disclosed only when the Academy
has signed a contract with another legal entity or an administrative one with the body, within the framework of which it should ensure a certain circle of persons
Professional training/professional retraining. Closed registration
During the registration of applicants, the Academy is obliged to use the electronic system
Upload the contract signed with the legal entity.

1.5 Applicants for professional training/professional retraining program
In order to announce the registration, the Academy indicates in the electronic system:

- a) name of legal entity/legal form/identification code;
- b) legal and actual address of the legal entity;
- c) contact information of the legal entity (e-mail address, phone number). number);
- d) name of professional training/professional retraining program;

- e) Type of professional training/professional retraining program (training/retraining);
- f) duration of professional training/professional retraining program;
- g) admission to professional training/professional retraining program prerequisite (age, education, etc.);
- h) brief description of professional training/professional retraining program;
- i) implementation of professional training/professional retraining program the place
- j) Limit number of seats for vocational training/vocational on the retraining program;
- k) level of the national qualifications framework (2nd/3rd/4th/5th);
- m) applicants for professional training/professional retraining program selection form;
- n) dates of beginning and end of registration of applicants, which each Upon admission, the individual-administrative role of the college director is determined by legal act (start/end date of registration should be forwarded be earlier than the start date of studies);
- n) To start studying at a professional training/professional retraining program and completion dates;
- p) Admission to professional training/professional retraining program number of seats;
- p) Tuition fee for professional training/professional retraining program;
- r) Information about professional training/professional retraining program about financing;
- s) other information determined by the management system.

1.6 Information provided for in subparagraphs "a" - "m" of paragraph 1.5 of this article It is automatically generated in the electronic system by the professional academy When announcing registration for a training/vocational training program. this of the information stipulated in subsections "n"-,"s" of article 1.5 Entry into the electronic system is provided by a person who is not registered in the register.

1.7 The Academy is authorized to change the information displayed by it in the electronic system Information on vocational training/retraining program no later than 3 working days before the end of the registration period (change

The applicant will be notified by e-mail and/or verbal communication).

Article 2. Registration of applicants

2.1 In the event that the Academy announces the registration of applicants in an open manner, the electronic system ensures the publicity and availability of the information specified in clause 1.5 of this rule for all interested persons, and in the case of closed registration, the electronic system ensures the availability of the information specified in clause 1.5 of this rule for the persons specified in clause 1.4 of this rule.

2.2 To register for the professional training/professional retraining program, the applicant passes authorization on a special web page and registers through an electronic application or applies to the academy that performs registration using the electronic system.

2.3 If the registration is announced as closed, the applicant registers for the professional training/professional retraining program using the Academy's electronic system.

2.4 The applicant or the representative of the academy enters the following data in the electronic system during registration:

- a) name, surname, personal number and date of birth of the applicant;
- b) applicant's contact telephone number and e-mail address;
- c) actual address/registration address;
- d) information about the applicant's education;
- e) data on a family member with special educational needs, an IDP or a family member registered in the unified data base of a socially vulnerable family, if any;
- f) information about selected professional training/professional retraining programs;

Article 3 Selection of applicants

3.1 During the selection of applicants (in the case of open registration), an interview is defined as the form of selection.

3.2 Evaluation of applicants to the program is carried out in accordance with evaluation criteria (see Appendix 1)

3.3 The maximum competitive score is 12, and the minimum competence limit is 4 points. The mentioned does not apply to persons with disabilities / persons with disabilities who are enrolled in the program without competition Within the existing quota, taking into account the time of registration.

3.4 At least 3 working days before the start of the selection procedure, the Academy will provide the applicant with information about the selection procedure by e-mail and/or through telephone communication. Information is also published on the official website of the Academy.

3.5 The competition committee and the date of the competition are determined by the Academy by the director's individual-administrative legal act.

3.6 The competition commission consists of at least three members, whose members It includes the chairman of the commission, member(s) of the commission and the secretary. as part of the commission At least one representative of the partner company is also included.

3.7 Interviews are held at the academy. The interview can be conducted remotely, using electronic means of communication.

3.8 The results of the evaluation of the applicants by the commission are reflected in the evaluation of the applicants in the form (Appendix 2) and in the protocol of the meeting of the relevant commission. Also stands on the program List of applicants for enrollment.

3.9 The list of applicants to be enrolled in the program will be submitted to the director of the academy who issues an order on the enrollment of the persons presented in the list to the program (granting listener status).

3.10 Within 3 working days after the end of the selection procedure, the Academy through the electronic system provides to the applicant The right to enroll in a vocational training/retraining program to grant the status of a person with and to inform the applicants about this via e-mail and/or telephone communication.

Article 4 Rights and obligations of applicants participating in the selection

4.1 The applicant is entitled to:

- a) to be familiar with the rules and conditions of his evaluation by the commission;
- b) to have information about the partner company;

4.2 The applicant is obliged to appear on time for the interview and bring it with him Identity document. without announcing the said document In this case, the applicant will not be admitted to the competition organized by the Academy.

Article 5. Obtaining, suspension and termination of listener status

5.1 The stages of obtaining the status of a trainee on professional training/professional retraining programs are:

5.1.1. Determining the applicant's compliance with the main formal requirements, which means checking the compliance of the documentation submitted by the applicant.

5.1.2. Compliance of the submitted applications with the main formal requirements is ensured by the academy administrator.

5.1.3. If any inconsistency is found, the Academy contacts the applicant and informs about the inconsistency with the main formal requirements;

5.1.4. The person with the right to enroll in the program is obliged to submit the requested documentation to the academy within the period established by the director of the academy by an individual-administrative legal act;

5.1.5. The applicant has the right to submit an additional document before the deadline for receiving documents expires;

5.1.6 After the deadline for receiving documents, in the case of closed registration, the list of applicants provided by the legal entity/administrative body with which the Academy has a contract is submitted to the Director of the Academy, who issues an order to enroll the persons on the list in the program (assigning trainee status) and a contract is signed with them. ;

5.1.7 After the deadline for receiving the documents, in the case of open registration, the final list of interviewed applicants will be submitted to the director of the academy, who will issue an order to enroll the persons on the list (grant the status of trainees) and a contract will be signed with them;

5.1.8 Information about the assignment of trainee status by the person in charge of the registry is reflected in the electronic system for the relevant professional training/professional retraining program within 3 working days after the completion of the selection procedure.

5.1.9 If there are vacancies after the end of the enrollment process, the Academy has the right to contact those applicants who were registered for the vocational training program, but could not be included in the list of persons eligible for enrollment due to the competition.

5.1.9 Granting of trainee status, signing of the contract and reflection in the electronic system for this category of persons will be provided no later than 5 working days after the start of studies on the relevant program.

5.1.10 Applicants enrolled in professional training/retraining programs may have their status suspended or terminated. listener status

Suspension is dismissal and from fulfilling the rights and duties of the listener from the academy without termination of trainee status.

5.1.11 Suspension of the status for the trainee is possible only in the event that the opportunity to implement a similar program/course in a specific period and to restore the status for the trainee is precisely identified.

5.1.12 Grounds for termination of trainee status:

- a) personal statement;
- b) Completion of professional training/professional training program;
- c) death;
- d) a legally effective guilty verdict, if the punishment is imprisonment with serving in a penitentiary institution;
- e) presenting a false document, which became the basis for enrollment;
- f) failure to sign the contract within the established terms;
- g) not taking advantage of the program within the established terms (failure to show up for the main and additional assessment, missing half or more of the contact hours stipulated by the program);
- h) disciplinary offense;
- i) Financial debt
- j) a person whose status has been terminated, if he wishes to study, must go through the procedure of enrolling in an educational program all over again;

5.1.13 The college is obliged to inform the person about the matter, listen to his position and give him the right to present an explanation when raising the issue of termination/suspension of the student status.

Article 6. Tuition fees

6.1. The tuition fee for the vocational training/professional training educational program is determined by the Academy for the respective program;

6.2. Tuition fees for trainees can also be financed in accordance with the rules established by the legislation of Georgia;

Article 7 Personal case of the listener

7.1 To enroll in professional training/professional retraining programs, a person must submit:

a) copy of identity document;

b) a document confirming the education provided by the relevant program

A copy or certificate of completion of the relevant level of education. An applicant who received education abroad and a person who received education in an occupied country Territories, should present the National Education Quality Development Program document issued by the center on the recognition of received education;

c) in the case of a minor - a copy of the birth certificate, as well as its legal

A copy of the representative's identity card and a document confirming it the proper authority of the applicant/parent/legal representative.

f) Additional documentation determined by the specifics of the training/ Professional professional training program.

g) Deadline for submission of documents to be submitted for enrollment at each reception

The individual administrative of the director of the academy is determined by legal act;

Article 8 Grounds for refusing enrollment

8.1 The applicant will not be enrolled in the professional training/professional academy

on the retraining program, if he indicated a mistake in the registration system

Information about the achieved level of education and within the established period is not present

Documentation defined by clause 7.1 of article 7 of this rule;

8.2 The applicant is not enrolled in vocational training/retraining

If he did not appear for the program during the interview.

Article 9. Administration of the educational process

9.1. Professional training and professional retraining program

The provided classes (in accordance with the weekly study hours provided by the program)

are conducted on the basis of the program

According to study tables/schedules.

9.2 Study tables will be placed in the institution's newsletter before the start of studies

on the board or in special electronic groups created for listeners.

Article 10 The mechanism of integrating inclusive education in the learning process and creating an inclusive learning environment

10.1. The institution provides special educational needs

Individuals for persons with disabilities

Customized learning process and necessary special education services

existence, as well as accessibility of the learning environment.

10.2 If necessary, the institution will develop an individual curriculum/table for students with special educational needs, according to which training, social adaptation and integration into public life will be carried out.

10.3. In order to introduce inclusive education, the institution, by providing additional human and material resources, ensures the inclusion of students with disabilities in the learning process and the creation of an appropriate learning environment for them.

10.4. If necessary, the institution ensures the inclusion (contracting) of a sign language interpreter, spatial orientation and mobility trainer, mobility supporter and special caretaker in the educational process of persons with disabilities, as well as adaptation of educational resources.

13.5. The institution develops an individual curriculum for the student of the vocational education and training program, which is based on professional training and professional retraining programs and represents its modification (quantitative change of the achievable learning outcomes) and/or accommodation (changes in teaching and assessment approaches without changing the achievable learning outcomes) and, accordingly, specifies the vocational education for the trainee. Additional educational services are needed.

13.7. The individual curriculum is used as a guide for the implementation of the educational process of students with special educational needs. Within the framework of the individual curriculum, the current evaluation of the student of the SSC is carried out in relation to the individually determined achievable learning results.

13.8. An individual curriculum/table is created within a week after the start of studies, as a result of the observation of the learning process by the teacher and the inclusive professional education specialist, and is submitted to the director of the academy (verified by the seal of the institution and the director's signature).

13.9. The inclusive professional education specialist will submit written information about the needs of additional courses and other resources within the framework of the individual curriculum to the institution.

13.10. The individual study plan does not replace or change any other document that is filled in at the institution (absences, evaluations, characterization, etc.). The individual study plan specifies the basis of the data in these documents.

13.11. Based on the individual curriculum, the teacher becomes authorized within the educational process: to refer to different methods and strategies of teaching; to select and use effective learning for the listener-

methods of teaching and instruction; if necessary, use additional adapted technical equipment; to use the necessary amount of teaching material and raw materials.

Article 11. Appraisal of trainee's achievements and evaluation procedure

11.1 Evaluation in professional training and professional retraining programs means evaluation of the ability of the person to be evaluated to possess knowledge and use skills, according to the defined criteria;

11.2 In order to obtain a certificate confirming completion of the professional training and professional retraining program, the results of all studies defined by the program must be positively evaluated;

11.3 The learning result is considered to be achieved if the person to be evaluated is positively evaluated. It is possible to confirm learning outcomes separately or several learning outcomes at the same time;

11.4 Deterministic assessment is used in professional training and professional retraining programs, which are of two types:

- a) the learning result has been confirmed;
- b) the learning result could not be confirmed;

11.5 All learning outcomes/results must be confirmed within the timeframes specified by the programme. Not/failing to confirm the above is considered as the listener's failure to master the program.

11.6 In case of receiving a negative result during the deterministic assessment during the teaching of the program or in case of not appearing for the assessment, the student has the right to confirm the learning results once again no later than 10 days after the end of the program, for this the student must apply to the director of the academy.

11.7 The learning process manager, in agreement with the person implementing the program, means the date of the repeated assessment. Non-appearance of professional trainees for re-evaluation is considered failure to confirm the learning result.

11.8 It is possible: a) to evaluate learning outcomes at the end of each learning outcome; b) it is possible to evaluate at the end of the program;

11.9 The trainee has the right to appeal both the course of the assessment process and the received assessment. (Appeal).

a) In case of appeal of the evaluation process, the trainee on the same day
A written statement should be addressed to the director of the academy.

b) In case of appeal of the evaluation result (content), at the latest after getting to know the result
Within 2 working days, the student must apply to the director of the academy with a written statement.

The director of the academy makes a decision within one working day
Regarding consideration/non-consideration of the result by commission. Appeals Commission
consists of at least three members and may include: director, learning process manager, program
implementer
who did not participate in the process of evaluating the listeners and others.

11.10 The commission will consider the question of the evaluation of the trainee and may accept it
The decision to appoint a repeat assessment for the trainee or to leave it
The initial assessment received by the trainee is valid. adopted by the Commission
The decision will be notified to the listener electronically and/or by phone within 2 working days
through communication. During the re-evaluation, the program implementer
The person is obliged to change the learning outcome confirmation test/practical
assignment (according to program outcome/outcomes);

11.11 The assessment process is considered completed only after the assessment results
After signing the documentation. Program implementer/evaluator
is obliged to ensure the creation of evidence (test, assessment chart, observation sheet, video
recording of the student's activity or other
by means) and after the assessment, the evidence of the assessment was handed over to the school
process manager;

11.12 Evidence in the institution must be kept professional
Within three years after granting the relevant status to trainees.

11.13 The destruction of the solids is done according to the rules established in the institution.

11.14 It is an introduction to the rules and program of the evaluation of achievements for the trainees
The responsibility of the person implementing the program.

Article 12 Evaluation system and evaluation tool

12.1 Assessment directions and an alternative list of assessment tools are provided in Vocational
Training/Professional Retraining
in relation to the corresponding result in the programs;

12.2 The evaluation system provides professional training/professional
valid, reliable, transparent, fair/objective confirmation of the achievement of learning outcomes
determined by the retraining program.

12.3 The assessment system is valid if the assessment tool used is valid
It is relevant to confirm the learning outcome that is being assessed. as well as evaluation
The tool used provides an opportunity to evaluate the learning outcomes of all
according to the criterion;

12.4 The evaluation system is reliable if the results of the evaluation are supported
with proper evidence;

12.5. The assessment system is transparent if the assessment process and confirmation conditions,
requirements, as well as other necessary information about the assessment are known in advance.
For all assessable persons;

12.6 An assessment system is fair if the assessment process is organized in such a way that
it enables the person being assessed to confirm the learning outcomes achieved
(including assessment time, assessment environment, materials used, equipment, etc
other conditions). Also, during the evaluation, everyone was put in the same conditions;

12.7 The evaluation system is objective if all evaluated persons have the same performance
(results) are evaluated in the same way.

12.8 Assessment tools are validated before being used in the assessment process. Agreement
on the assessment tool by the professional education teacher
/Validation is carried out by the manager of the learning process, who is authorized to do so
to involve a field specialist in the process;

12.9 Vocational education at least 10 working days before the assessment process
The teacher sends/presents the developed to the manager of the learning process
assessment tool project;

12.10 The manager of the learning process together with the field specialist checks the assessment
Technical and content evaluation of the tool within 3 working days after receiving the tool.

12.11 In case of defects, the evaluation tool within 2 days
It returns to professional education with recommendations/notes/instructions
The teacher, who is obliged to submit within two working days
as amended;

12.12 The learning process manager retests the assessment tool and
If necessary, engages the representative of the field/the head of the program;

12.13 Tested evaluation tool is used in case of validation
for the purposes of evaluating listeners;

12.14 The evaluation tool includes:

12.14.1 Professional training and professional retraining program
name;

- 12.14.2 name, surname of the person implementing the program;
- 12.14.3 name and surname of the listener;
- 12.14.4 place of assessment;
- 12.14.5 date of assessment;
- 12.14.6 learning outcomes;
- 12.14.7 performance criteria; 12.14.8 assessment direction; 12.14.9 the name of the evaluation tool; 12.14.10 description of the assessment process; 12.14.11 evaluation evidence; evaluation scheme, additional conditions; re-evaluation procedure;
- 12.14.12
- 12.14.13
- 12.14.14
- 12.14.15 in the time allotted for the assessment;
- 12.14.16 Recommendations on labor, health and environmental protection

Article 13 Internal verification of the assessment system

13.1 Verification is by the standard of the evaluation system used in the academy
 A mechanism for ensuring compliance with established requirements. Mechanism of quality
 It is part of the internal system of assurance, there is a quality assurance manager on it
 responsible, although other persons may be involved in the process
 (Professional education teachers, administration representative, branch
 The expert and other) verifier should not be the person who used the evaluation tool
 developed or participated in the development process.

13.2 The director of the academy creates a verification group by order. of the group
 Headed by the Quality Assurance Manager.

13.2. Verification is carried out in three directions:

13.3.1 verification of the used evaluation tool;

13.3.2 verification of the evaluation process;

13.3.3 verification of created evidence;

13.4. The quality assurance manager is involved in the verification process, determines
 During the academic year, the verification plan, which can be written
 in the one-year action plan of the academy and/or in the action plan of the quality manager;

13.5 Learning process manager - is involved in the verification process, checks the evaluation
 The technical side of compliance with the instrument module and carries out evaluation
 validation of the tool together with the head of the program/teacher of the field; Ensures transparency,
 fairness and
 objectivity; Recommendations are included if necessary

in drawing up an implementation plan and submits a report on the implemented recommendations;

13.6 Verification is performed for each program. During the verification of evaluation evidence, the evidence of all trainees is not considered, however, a sufficient number of works are selected to determine within the program how objective the evaluation of the vocational education teacher is and how much it adheres to the standard.

Article 14 Administration of evaluation process

14.1 At least one week before the implementation of the evaluation process, the manager of the learning process and/or the professional education teacher informs the trainees about the rules and regulations for the implementation of the evaluation process;

14.2 Before the start of the evaluation process, trainees are instructed by the manager of the learning process and/or vocational education teacher about the rules of behavior during the evaluation process. After listening to the instruction, the evaluation time will start for all the listeners at the same time.

14.3 In order to conduct the assessment process in an organized manner, the trainee is obliged to appear for the assessment process at the specified time of the beginning of the assessment;

14.4 During the assessment, the professional student is prohibited from: a) using a mobile phone or other electronic equipment (except for cases where this is allowed by the assessment rules);

b) evaluation process supporting material - manuals, records, sheets, etc. use (except when it is allowed by the assessment rule);

c) Negotiating, providing or receiving help in any way, obstructing other listeners in any way;

14.5 In case of violation of the requirements stipulated in this article, the trainee will be given a warning, and in case of repetition of the violation, he will be placed separately from the rest of the trainees, observing the conditions of the evaluation process stipulated in this regulation, or he will be left from the evaluation space. A trainee can be removed from the evaluation without warning only in case of gross violation. In these cases, the student's leaving the evaluation space is formalized by the protocol, by an individual act of the director of the academy.

14.6 Before the end of the evaluation time, the trainee has the right to leave the evaluation site in the event of the completion of the assigned task (test, practical task);

14.7 Within one working day after conducting the evaluation process, the professional education teacher submits the completed form to the learning process manager;

Article 15 Source of assessment

15.1 Confirmation of learning results of trainees of professional training/professional retraining programs is reflected in the evaluation source. The source includes the following information:

- a) date of opening of the source;
- b) date of closing of the source;
- c) name of the program;
- d) name and surname of the listener;
- e) learning outcomes that were confirmed by the student and learning outcomes that were not/could not be confirmed by the student;

4.2 The evaluation form created for each program is signed by the evaluator and is kept for life.

Article 16 Rights and duties of listeners

16.1 The rights and obligations of the trainees in the academy are determined by the current legislation, the contract signed with the trainees, this rule and the individual administrative legal acts of the director of the academy.

16.2 The rights and duties of the trainees must be made known to the trainees, which must be confirmed by a corresponding entry in the contract signed with the trainees at the time of signing the contract.

16.3 The listener has the right to:

- a) To ensure high quality of teaching. within the framework of work-based learning, to receive an education that will make them competitive in the labor market after the completion of the program;
- b) in the process of work-based learning, to ensure the appropriate material-technical base of the program and a safe working environment;
- c) to be provided with educational material necessary for the proper conduct of the educational process;
- d) use the resources of the Academy's library for educational purposes;
- e) freely establish professional and other student organizations and/or join them in accordance with their own interests;

f) in order to adapt to the learning environment, the trainee is entitled to receive support from the relevant officials regarding the issues belonging to their competence;

g) to be protected from improper treatment, neglect and abuse;

h) to express his opinion and demand his respect;

i) to express a protest and complain in writing to the director of the academy about the unfair action of an employee of the academy and/or other trainees;

j) The student/applicant has the right to demand the realization of the rights provided for by the law of Georgia "On personal data protection", including the right to refuse the consent given by him/her at any time without explanation and to request the termination of personal data processing or/ and destruction of processed data

k) to receive a document confirming the relevant education in accordance with the established procedure;

16.4 The student has the right to appeal the unfair action of the Academy in accordance with the rules established by the law;

16.5 The student is obliged to:

a) not to be late and not to miss the training process, as well as not to leave the auditorium/ practice facility during the course of the training (except for special needs, with proper permission);

b) if there are objective reasons, to inform the administration about missing classes;

c) do not delay the building and territory of the school/practice facility, follow the safety rules;

d) clean and protect the material and technical means in the possession of the Academy; to use the material property in good faith, to compensate for the property damage caused by him to the college;

e) take care of the educational resources of the Academy;

f) not to use the means of communication, which will cause disruption of the educational process;

g) to respect the dignity of other trainees and employees of the Academy, not to allow any form of pressure or offensive behavior towards them;

h) In case of changing the phone number, inform the Academy immediately to the administration;

i) to obey the requirements of the regulatory rule of the educational process and the Academy according to the instructions of the authorized person employed, who does not violate them rights.

16.6 The listener is prohibited from:

a) Alcoholic drinks, tobacco and without permission according to the legislation of Georgia bringing prohibited substances into the territory of the Academy and using them in any way;

b) while drinking alcohol or being under the influence of any substance declaration and movement in the territory of the college/practice facility;

c) playing all types of computer games in the information space of the Academy, making unauthorized connections, installing software that is not agreed with the Academy's administration;

d) interference with the educational process, noise, conversation;

e) using a mobile phone or other means of communication during classes, which is not provided by the teaching methods;

16.7 on the behavior of the professional trainee in the auditorium/practice facility

The person implementing the program is responsible. If the listener breaks the order or the law and thus will interfere with the course of studies, the program

The performing person has the right to ask him to leave the audience and

He immediately raises the question of the listener's responsibility before the administration.

16.8. Corresponding to the amount of damages caused by the student to the Academy

Material responsibility rests with the listener (in the case of a minor, incapacitated/restricted – his legal representative).

16.9 Violation of the requirements provided by Article 7 of this rule by the listener

It is considered a disciplinary offense and the academy is authorized to violate it

To ask the professional student/trainee to give an explanation to him and

Taking into account the degree of committed violation, apply disciplinary

One of the following forms of liability:

a) warning;

b) note;

c) reprimand;

d) Termination of listener status

Article 17. Training and production practice of trainees of professional training and professional retraining program

17.1. Practice gives the student the opportunity to acquire and strengthen the experience of using the knowledge and skills acquired during the theoretical training courses in real practice.

17.2. The task of practice is: combining theoretical and practical aspects of knowledge in a real work environment, practical application of theoretical knowledge; developing practical habits while performing work and achieving necessary competencies for practical work, gaining work experience in a real work environment; Awareness of the need to share relevant information and existing experience and to constantly update knowledge for successful activities; Connecting trainees with prospective employers to promote self-presentation of their knowledge and competencies and subsequent employment.

17.3. Head of practice: the unified process of conducting practical classes at the practice facility is led by a representative of the receiving facility (company/enterprise, etc.).

17.4. The supervisor of the practice helps the trainees to solve the problems raised during the practice, monitors the process of conducting practical lessons in accordance with the approved plan.

17.5. Mentor: in order to carry out the practice perfectly, the company (recipient) determined by a specific contract assigns a mentor who directly leads the practice process and the production of the student's practice diary. The identity of the practice mentors is determined by the head of the practice before the practice begins

17.6. Organization of the training process at the practice facility

The practice process takes place both in contact (consultation with the head of the practice, direct work with the mentor - fulfilling his instructions and tasks, preparation and protection of the practice report) and independent work format. At the place of practice, the trainee, within the limits of the possibilities and the set goal, gets involved in the professional activity of the receiving facility. Performs specific tasks within the framework of the tasks assigned to him by the mentor. Every day, he describes the work done in the practice diary and after the end of the practice, in accordance with the requirements of the training program, he defends it publicly.

Article 18. Certificate issuance

18.1. The basis for issuing a certificate for the professional training and professional retraining program is the individual assessment of the director of the academy.

Evaluation and confirmation of the student's learning outcomes by the qualification commission created by the administrative legal act. The qualification commission includes a representative of the institution's administration, a specialist in the field and a representative of the partner/employer organization, as well as another person determined by the order of the rector.

18.2. A learning outcome is an application of a person's "knowledge and understanding" (the result of assimilation of information, facts, principles, theories, theoretical and practical methods related to the field of study or activity), "ability" (the ability to use relevant knowledge to perform a specific task and solve problems) or / and about "responsibility and autonomy" (the use of knowledge and skills by a person with the appropriate degree of values and independence).

18.3. The qualification commission will study the trainee's personal case, his evaluations, and is authorized to request additional characterization, recommendation or to schedule an interview with the trainee from the head of the program or the teacher implementing the program.

18.4. The qualification commission makes a decision to grant the qualification to the trainee or to refuse to grant the qualification.

18.5. A certificate is prepared and issued on the basis of the individual-administrative legal act of the director of the academy regarding the protocol of the qualification commission and the issuance of the certificate.

18.6. The certificate to be issued as a result of the completion of the professional training/ professional retraining program and the sample of the certificate annex are prepared in accordance with the procedure established by the legislation of Georgia.

18.7. Registration of the certificate is carried out in accordance with the procedure of the Academy.

18.8. In case of loss, destruction and unusability of the certificate, the Academy has the right to issue a duplicate certificate.

18.9. The person authorized to request a duplicate of the certificate applies to the director of the academy;

18.10. The certificate is replaced in the event of a technical error.

18.11. An unusable certificate is destroyed in case of a mistake made during filling or physical damage.

Article 19. Labor relations of the personnel implementing the professional training and professional retraining program

19.1. Academy's professional training and professional retraining program

The implementing staff (hereinafter "employee") will be selected from within the Academy in accordance with regulatory documents;

19.2. A labor/service contract is signed with the employee, Georgia in accordance with the law;

Article 20. Storage and use of materials and raw materials used for educational purposes

20 .1. of the number of trainees enrolled in the educational program, in the program

Considering the materials and raw materials of the included components

The program coordinator/learning process manager submits the request for materials to the director of the academy no later than 10 days before the start of the program;

20.2 The purchase of materials and raw materials is carried out by the manager of the training process, taking into account the expiration date of the materials and raw materials;

20.3 Accounting of spent material and raw materials is carried out by the training manager by.

Article 21. Management of waste generated within the technological/educational process

21.1 Originating in a technological process organized for educational purposes

Waste disposal should be carried out as established by state bodies

By following the waste disposal rules, if any. other

In this case, the disposal should be carried out in such a way that the environment is not harmed and surrounding persons;

21.2 The following types of waste are generated in the educational process:

21.2.1 Paper waste (evidence of student assessment, material questionnaires, recorded books and magazines, used educational materials, cardboard binders, paper-cardboard packages and others),

21.2.2 Plastic waste (pen, plastic folder, file, marker, board eraser, plastic bags and others)

21.2.3 Hazardous waste which is collected in a special place located in the Academy in the container.

21.2.4 Household waste - from household activities, cleaning resulting waste;

21.2.5 All the above-mentioned wastes, except for hazardous wastes, are collected in the garbage containers located in the academy, which the janitor provides for disposal in the municipal containers/ bunkers designated for these wastes;

21.3 The removal of hazardous waste is carried out by a special company with which the Academy has signed a contract.

Article 22 Methodology for determining the maximum number of trainees of the institution

22.1. When determining the maximum number of students of the institution, the following are taken into account:

22.1.1. Number of student seats in 1A training environment;

22.1.2 Number of student seats in the B learning environment;

22.1.3. C number of student seats in the learning environment;

22.1.4 the maximum number of trainees admitted to the practice facility (if any);

22.1.5. Decisions regarding the request for the maximum number of students within the limits of the number determined in accordance with the rules established by this article are made by the Academy and reflected in the relevant statement.

Chapter III quality assurance mechanisms

Article 1. Approaches to the quality assurance system

The main values and approaches of activities in the direction of quality assurance are: transparency, publicity, objectivity, reliability, continuity and validity.

Article 2. Stages of the quality assessment cycle

2.1 The quality assurance system functions according to the "plan, implement, check, act" (PDCA) cycle principle, namely:

P - Plan - to improve the quality of teaching, the frequency of events is planned. Specific goals, resources and strategic actions to achieve these goals are defined.

D - Do - Describes the processes that the college will take to achieve the set goal.

C - Check - checks the work performed by all persons involved in the educational process in order to raise the level of learning and teaching, the quality of work of human resources involved in the educational process. The purpose of the inspection is to present the strengths and weaknesses of the college and to develop appropriate recommendations.

A – Act Act - outlines ways to eliminate gaps identified as a result of research, develops innovative approaches and establishes through the development of recommendations mechanisms for improving the situation.

2.2. According to this approach, the end of one phase means the beginning of another phase etc.

2.3 To ensure quality, the college checks:

Administration of the educational process, quality of teaching and training/retraining Programs, material resources and technological support, available fluency, flexibility and compliance with legislation; Compliance of the Academy's activities with the established regulations.

Article 3. Administration of educational process, quality of teaching and evaluation of training/ retraining programs

3.1. In order to check the administration of the educational process in the college:

- Attendance at the teaching process is carried out at least during the program
three times.
- Preparation of training tables/retraining programs. compliance checking

Questionnaires developed in advance to assess the quality of teaching
It is carried out on the basis of:

- observation of the teaching process;
- Survey of listeners.

For the purpose of technical monitoring of programs, the following is carried out:

- Establishing the formal compliance of the programs with the Georgian professional Legislation and by-laws in the field of education, as well with the institution's internal regulations;
- Feedback with interested parties is carried out (it is carried out Students, vocational education teachers, graduates and regular survey of employers).

Listeners and program implementers evaluate the program

Upon completion, a survey of graduates and employers is conducted

6-9 months after the end of the program. The purpose of this survey is to determine the extent to which the student's developed professional skills are consistent

skills in the field of employment, whether trainees require additional practice

Passing, to what extent the competence of the graduates is in accordance with the employers to the requirements defined in relation to the respective positions, how much

The duration of the mentioned professional educational program is sufficient to achieve the goals provided by the program and others. evaluation of programs
 The goal is to reveal the existing shortcomings and set out to eliminate them ways.

3.2 Assessment of material resources and technological support.

At the end of the program in the college, material resources and Assessment of technological support based on pre-designed questionnaires. The questionnaires will be submitted to the college administration staff, vocational education teachers and trainees. of said questionnaires

Based on the analysis, the person responsible for quality assurance will develop Recommendations regarding identified deficiencies, if any, which will be submitted to the college principal for further action.

3.3 Fluency, flexibility and compliance with the legislation of the existing regulations

by the person responsible for quality assurance permanently (at least 2 times a year) comparison of regulatory documentation of the college is carried out with the applicable regulations. If necessary, it is prepared to be included in the regulations change package and submit it to the College Principal for approval.

3.4 compliance of the Academy's activities with the established regulations;

degree in order to comply with the established regulations of the Academy's activities
 It is carried out by the person responsible for the provision of: educational process
 Administration check, status acquisition/suspension/termination by trainees
 Verification of procedures, issuance of a qualification document
 Check procedures.

Article 2 Final Provisions

2.1 the present rule by an individual-administrative legal act

According to the director of the academy;

2.2. Changes and/or additions to this rule are made by the Academy

Based on the director's individual-administrative legal act

Appendix 1. Evaluation criteria

Name of the program	
N evaluation criteria	score

1	motivation for the profession	(Interest				
2	vision regarding teamwork					
3	Willingness to work in a stressful environment					
4	Knowledge and/or experience related to the profession					

Appendix 2.

Evaluation form of the applicant by the commission

Vocational Training/Retraining Program -----

	N applicant's surname, first name						
1							
2							
3							
4							
5							
6							
7							

The maximum rating for each criterion is 3 points

Very good - 3 points

Good -2 points

Average -1 point

Unsatisfactory - 0 points

Commission member name and surname -----

Commission member's signature -----

Completion Date -----

Appendix 3. Questionnaire of attendance at the educational process

Name of professional training/professional retraining program:		
Date of attendance at the contact hour:		
Person implementing the program:		
Number of listeners in the group:		
Number of trainees at the time of examination: provided by the program		
Implementation environment: A; B; C; production		
	Yes	No
1 lesson is conducted with the program in the specified appropriate environment		
2 Time and topic of contact hours corresponds to the program the topic		
3 of the person implementing the program by in the process of learning Teaching methods used and activities are aligned 4 educational processes		
related to the topic of the program provided appropriate with material/technical resources		
5 learning process provided appropriate with learning materials and with educational resources		
6 person implementing the program Motivates the student		

Comments and recommendations:

Signature of the examiner:

Internal auditor's signature: 7 Program implementer promotes students engagement.		

Appendix 4 Questionnaire for listeners

Hello!

The purpose of the questionnaire presented below is to find out your opinion about the training program .

As part of the survey, your evaluations are confidential, for research purposes only will be used by the group in summary form to identify gaps, improve the quality of the program and teaching, and develop new action plans to create instructions.

Please read all the questions in the questionnaire carefully and as much as possible Give accurate, honest answers. Remember that the questionnaire is not correct and wrong answers. It is only important to state your opinion. Therefore, answer the questions as you see fit.

You should mark the answer option of your choice next to the question. If you made a mistake while marking the answer, cross out the mistake and mark the option that corresponds to your answer.

Thank you in advance for filling out the questionnaire and sharing your opinion!

A. General information

A.1. Enter which vocational training/retraining program
are you studying

A.2. Please indicate your age in the given column /_____/

A.3. Please specify gender:

1. Female
2. Male

B. Information about the person/persons implementing the program

B.1. The person implementing the program always comes to the lectures on time and at scheduled meetings?

1. Yes
2. No
3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.2. Each person implementing the program is well trained
for studying?

1. Yes
2. No
3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain below in the form of a note)

Explain _____

B.3. The person implementing the program uses examples and illustrations of the material to convey clearly?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.4. Does the person implementing the program explain the material in an interesting way?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.5. The person implementing the program answers the questions exhaustively and to understand

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.6. The person implementing the program does everything to Ensure that trainees understand the main ideas of the course?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.7. You have the opportunity to ask questions and participate in discussions?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

B.8. The person implementing the program is ready for additional consultations
Conduct with the trainee to achieve or improve learning outcomes?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

B.9. The person implementing the program always tries to listen
motivate?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.10. The person implementing the program consistently follows me through the program
a certain topic.

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.11. The person implementing the program does it himself when explaining the new task
Demonstration of a practical task.

- 1. Yes
- 2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

**B.12. The person implementing the program teaches us/instructs us specific
Find additional information about the issue on the Internet and other sources
using**

- 1. Yes
- 2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

C. General information about the program

C.1. Information about the program is available and public.

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

**C.2. The person implementing the program introduced us to the professional
training/professional retraining program.**

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

**C.3. I got to know how my results will be achieved during the program
Confirmation.**

- 1. Yes

- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

C.4. Training named/provided by the person implementing the program
Are the materials (textbook, support materials) completely relevant to the course?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.5. Tasks are tailored to the student in terms of complexity and volume
Individual abilities?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.6. I rate the quality of the program as

- 1. Very good
- 2. Good
- 3. Medium
- 4. Bad
- 5. Very bad

C.7. It is consistent with lectures and practical (laboratory) studies
form and content?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(if you circled the code as 3) - "partially" please explain the note below

Explain _____

C.8. I think certain issues/topics should not be in the curriculum because
It will not be useful for practical work.

1. Yes (in case of a positive answer, write the name of the issue below)

2. No
3. I don't know / refuse

C.9. Are the results achieved within the program consistent with your expectations?

1. Yes
2. More or less
3. No

C.10. Is the evaluation of the listener objective?

1. Yes
2. No
3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.11. Does the trainee's evaluation system fully reflect the acquired knowledge and skills?
skills?

1. Yes
2. No
3. Partially
99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.12. The majors specified within the course of study are available at the college
literature?

1. Yes
2. No
3. I don't know/refuse

C.13. The person implementing the program uses auxiliary teaching aids and
Visibility when providing information?

- 1. Yes
- 2. No
- 3. I don't know/refuse

C.14. Educational technical equipment/educational materials are sufficient for the whole group (for teaching the program).

- 1. Yes
- 2. No
- 3. Partially

(If you circled – “in part, please explain below as a note)

C.15. The materials-raw material necessary for the educational process (eg: paper, construction material, chemical substances, thread, fabric, etc.) are sufficient for the entire group during the contact hour.

- 1. Yes
- 2. No
- 3. Partially

(If you circled “in part”, please explain in the form of a note below)

C.16. Did you use machinery, tools or technical equipment during the practical training/learning?
1. Always 2. Rarely 3. Never 4. I don't know / refusal

C.17. How would you rate the support of the administration staff regarding the educational process? 1. Very good 2. Good 3. Average 4. Bad 5. I can't rate it

C.18. Please indicate whether you agree with the following terms
 (Note: tick only 1 answer for each statement)

Provisions	Not at all I agree 1	I do not agree more or less 2	I more or less agree 3	I completely agree 4	does not apply 5
Lecture schedule (table) It is well distributed	1	2	3	4	5
for my major Hours are quite enough	1	2	3	4	5
theoretical is required for studies increase hours	1	2	3	4	5
Need practical for studies increase hours	1	2	3	4	5
practical studies well is organized, his Goals, objectives and Content will match listeners' needs	1	2	3	4	5
I am satisfied with the assessment By organizing the process	1	2	3	4	5
in the teaching process is actively happening Modern Use of technology	1	2	3	4	5
laboratories enough is enough	1	2	3	4	5
laboratories Quality (arrangement, inventory, etc.) is completely acceptable	1	2	3	4	5

D. If you want to make a point that is not in any of the questions above
 Sounded off, please share your opinion/note about the college.

Thank you for filling out the questionnaire!

Appendix 5 Training/retraining program implementation person

Hello!

The purpose of the questionnaire presented below is to find out your opinion about the training program .

As part of the survey, your evaluations are confidential, for research purposes only will be used by the group in summary form to identify gaps, improve the quality of the program and teaching, and develop new action plans to create instructions.

Please read all the questions in the questionnaire carefully and as much as possible Give accurate, honest answers. Remember that the questionnaire is not correct and wrong answers. It is only important to state your opinion. Therefore, answer the questions as you see fit.

You should mark the answer option of your choice next to the question. If If you made a mistake while marking the answer, cross out the mistake and mark the option that corresponds to your answer.

Thank you in advance for filling out the questionnaire and sharing your opinion!

General Information

A.1. Enter which vocational training/retraining program
are you studying

A.2. Please indicate your age in the given column / _____/

A.3. Please specify gender:

- 3. Female
- 4. Male

B. Information about the person/persons implementing the program

B.1. The person implementing the program always comes to the lectures on time and at scheduled meetings?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.2. Each person implementing the program is well trained for studying?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

B.3. The person implementing the program uses examples and illustrations of the material to convey clearly?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.4. Does the person implementing the program explain the material in an interesting way?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.5. The person implementing the program answers the questions exhaustively and to understand

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.6. The person implementing the program does everything to Ensure that trainees understand the main ideas of the course?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.7. You have the opportunity to ask questions and participate in discussions?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.8. The person implementing the program is ready for additional consultations Conduct with the trainee to achieve or improve learning outcomes?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(if you circled the code as) 3 - "partially" please explain the note below

Explain _____

B.9. The person implementing the program always tries to listen motivate?

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.10. The person implementing the program consistently follows me through the program a certain topic.

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.11. The person implementing the program does it himself when explaining the new task Demonstration of a practical task.

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.12. The person implementing the program teaches us/instructs us specific Find additional information about the issue on the Internet and other sources using

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C. General information about the program

C.1. Information about the program is available and public.

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.2. The person implementing the program introduced us to the professional training/professional retraining program.

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

circled code 3 - "partially" please explain below the note (if you have

in the form) explain _____

C.3. I got to know how my results will be achieved during the program Confirmation.

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.4. Training named/provided by the person implementing the program
Are the materials (textbook, support materials) completely relevant to the course?

1. Yes
 2. No
 3. Partially
99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.5. Are the tasks in terms of complexity and scope appropriate to the individual abilities of the trainees? 1. Yes

2. No

3. Partially 99. I
don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.6. I rate the quality of the program as 6.
Very good 7. Good 8. Average 9. Bad 10.
Very bad

C.7. Are the form and content of lectures and practical (laboratory) studies consistent? 1. Yes 2. No

3. Partially 99. I
don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.8. I think certain issues/topics should not be in the curriculum because
It will not be useful for practical work.

4. Yes (in case of a positive answer, write the name of the issue below)

5. No

6. I don't know / refuse

C.9. Are the results achieved within the program consistent with your expectations?

4. Yes 5.

More or less 6. No

C.10. Is the evaluation of the listener objective?

1. Yes

- 2. No
- 3. Partially 99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

C.11. Does the trainee's assessment system fully reflect the knowledge and skills he has acquired?

- 1. Yes 2. No

- 3. Partially 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.12. Is the basic literature specified in the course available at the college? 4. Yes 5. No 6. Don't know/refuse

C.13. Does the person implementing the program use assistive learning tools and visual aids when providing information? 4. Yes 5. No

- 6. I don't know/refuse

C.14. Educational technical equipment/educational materials are sufficient for the whole group (for teaching the program).

- 4. Yes
- 5. No
- 6. Partially

(If you circled – “in part, please explain below as a note)

C.15. The materials-raw material necessary for the educational process (eg: paper, construction material, chemical substances, thread, fabric, etc.) are sufficient for the entire group during the contact hour.

- 4. Yes

- 5. No
- 6. Partially

(If you circled “in part” please note below explain)

C.16. During practical lessons/learning, you used machinery, work Weapons or technical equipment?

- 5. Always
- 6. Rarely
- 7. Never
- 8. I don't know / refusal

C.17. How would you rate the administration regarding the educational process? support of colleagues?

- 6. Very well
- 7. Well
- 8. On average
- 9. badly
- 10. I can't rate it

C.18. Please indicate whether you agree with the following terms
 (Note: tick only 1 answer for each statement)

Provisions	I completely disagree	I do not agree more or less	I more or less agree	I completely agree	does not apply
Lecture schedule (table) It is well distributed	1	2	3	4	5
for my major Hours are quite enough	1	2	3	4	5
theoretical is required for studies increase hours	1	2	3	4	5
Need practical for studies increase hours	1	2	3	4	5

practical studies well is organized, his Goals, objectives and Content will match listeners' needs	1	2	3	4	5
I am satisfied with the assessment By organizing the process	1	2	3	4	5
in the teaching process is actively happening Modern Use of technology	1	2	3	4	5
laboratories enough is enough	1	2	3	4	5
laboratories Quality (arrangement, quantity, etc.) is completely acceptable	1	2	3	4	5

D. If you want to make a point that is not in any of the questions above Sounded off, please share your opinion/note about the college.

Thank you for filling out the questionnaire!

Appendix 6. Questionnaire of graduates

Hello!

The purpose of the questionnaire presented below is to find out your opinion about the training program .

As part of the survey, your evaluations are confidential, for research purposes only will be used by the group in a summarized form to identify gaps,

To improve the quality of the program and teaching and new action to create instructions.

Please read all the questions in the questionnaire carefully and as much as possible Give accurate, honest answers. Remember that the questionnaire is not correct and wrong answers. It is only important to state your opinion. Therefore, answer the questions as you see fit.

You should mark the answer option of your choice next to the question. If you made a mistake while marking the answer, cross out the mistake and mark the option that corresponds to your answer.

Thank you in advance for filling out the questionnaire and sharing your opinion!

B. General Information

A.1. Enter which vocational training/retraining program
are you studying

A.2. Please indicate your age in the given column / _____/

A.3. Please specify gender:

- 5. Female
- 6. Male

B. Information about the person/persons implementing the program

B.1. The person implementing the program always comes to the lectures on time and at scheduled meetings?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.2. Each person implementing the program is well trained for studying?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

B.3. The person implementing the program uses examples and illustrations of the material to convey clearly?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.4. Does the person implementing the program explain the material in an interesting way?

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.5. The person implementing the program answers the questions exhaustively and to understand

- 1. Yes
- 2. No
- 3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.6. The person implementing the program does everything to Ensure that trainees understand the main ideas of the course?

- 1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 - "partially" please explain the note below

in the form) explain _____

B.7. You have the opportunity to ask questions and participate in discussions?

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.8. The person implementing the program is ready for additional consultations
Conduct with the trainee to achieve or improve learning outcomes?

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.9. The person implementing the program always tries to listen
motivate?

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

B.10. The person implementing the program consistently follows me through the program
a certain topic.

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

B.11. The person implementing the program does it himself when explaining the new task
Demonstration of a practical task.

1. Yes
2. No
3. Partially

99. I don't know / refusal

circled code 3 - "partially" please explain below the note (if you have

in the form) explain _____

B.12. The person implementing the program teaches us/instructs us specific
Find additional information about the issue on the Internet and other sources
using

1. Yes
2. No
3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C. General information about the program

C.1. Information about the program is available and public.

1. Yes
2. No
3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.2. The person implementing the program introduced us to the professional
training/professional retraining program.

1. Yes
2. No

3. Partially

99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.3. I got to know how my results will be achieved during the program
Confirmation.

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.4. Training named/provided by the person implementing the program
Are the materials (textbook, support materials) completely relevant to the course?

1. Yes

2. No

3. Partially

99. I don't know / refusal

(If you circled the code 3 - "partially" please explain the note below

in the form) explain _____

C.5. Tasks are tailored to the student in terms of complexity and volume
Individual abilities?

1. Yes

2. No

3. Partially

99. I don't know / refusal

circled code 3 - "partially" please explain below the note (if you have

in the form) explain _____

C.6. I rate the quality of the program as

11. Very good

12. Good

13. Medium

14. Bad

15. Very bad

C.7. It is consistent with lectures and practical (laboratory) studies form and content?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.8. I think certain issues/topics should not be in the curriculum because
It will not be useful for practical work.

- 7. Yes (in case of a positive answer, write the name of the issue below)

- 8. No
- 9. I don't know / refuse

C.9. Are the results achieved within the program consistent with your expectations?

- 7. Yes
- 8. More or less
- 9. No

C.10. Is the evaluation of the listener objective?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(If you circled code 3 – “in part”, please explain in the note below

in the form) explain _____

C.11. Does the trainee's evaluation system fully reflect the acquired knowledge and skills?
skills?

- 1. Yes
- 2. No
- 3. Partially
- 99. I don't know / refusal

(if you circled the code as) 3 - "partially" please explain the note below

Explain _____

C.12. Is the basic literature specified in the course available at the college? 7. Yes 8. No
9. Don't know/refuse

C.13. Does the person implementing the program use assistive learning tools and visual aids when providing information? 7. Yes 8. No

9. I don't know/refuse

C.14. Educational technical equipment/educational materials are sufficient for the whole group (for teaching the program).

- 7. Yes
- 8. No 9.

Partially

(If you circled – “in part, please explain below as a note)

C.15. The materials-raw material necessary for the educational process (eg: paper, construction material, chemical substances, thread, fabric, etc.) are sufficient for the entire group during the contact hour.

- 7. Yes
- 8. No
- 9. Partially

(If you circled “in part”, please explain in the form of a note below)

C.16. Did you use machinery, tools or technical equipment during the practical training/ learning? 9. Always 10. Rarely 11. Never 12. I don't know / refusal

C.17. How would you rate the administration regarding the educational process?
support of colleagues?

11. Very well
12. Well
13. On average
14. badly
15. I cannot estimate

C.18. Please indicate whether you agree with the following terms
(Note: tick only 1 answer for each statement)

Provisions	Not at all I agree 1	No more or less I agree 2	I more or less agree 3	I completely agree 4	does not apply 5
Lecture schedule (table) It is well distributed	1	2	3	4	5
for my major Hours are quite enough	1	2	3	4	5
theoretical is required for studies increase hours	1	2	3	4	5
Need practical for studies increase hours	1	2	3	4	5
practical studies well is organized, his Goals, objectives and Content will match listeners' needs	1	2	3	4	5
I am satisfied with the assessment By organizing the process	1	2	3	4	5
in the teaching process is actively happening Modern Use of technology	1	2	3	4	5
laboratories enough is enough	1	2	3	4	5

It is in quantity

laboratories The quality (arrangement, inventory, etc.) is completely acceptable	1	2	3	4	5
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D. If you want to make a point that is not in any of the questions above
Sounded off, please share your opinion/note about the college.

Thank you for filling out the questionnaire!

Appendix 7 Questionnaire employer

Hello!

The purpose of the questionnaire presented below is to understand your professional opinion
towards education.

Vocational training/retraining programs have been implemented in Georgia for several years, the purpose
of which is to make professional students knowledgeable
More specific, result-oriented and education relevant
in an environment typical for the profession, which is facilitated by the admission program
Availability of an appropriate C environment at the college or practice facility.

Please read all the questions in the questionnaire carefully and as much as possible
Give accurate, honest answers. Your evaluations by the research team
It will be used to identify gaps in program and teaching quality
To improve and create new action instructions. it's important,
Just stating your opinion. Therefore, answer the given questions as follows
You are right.

You should mark the answer option of your choice next to the question. If you answer
Make a mistake while marking, cross out the mistake and mark the option that
You match the answer.

Thank you in advance for filling out the questionnaire and sharing your opinion!

Questionnaire number /_____/

A. General information

A.1. Please enter your first and last name

/_____/

A.2. Please indicate the organization you represent

A.3. Please indicate your position

A.4. Please indicate how many years you have been working for this organization /_____/

B. Information regarding cooperation and competences of vocational training/retraining trainees

B.1. From which sources do you get information about professional education?

1. Television

2. Relatives, friends

3. Social networks

4. Representatives of professional educational institution

5. I do not receive information from any source at all

6. Other _____ /
write/

B.2. In the past three years, have you had college vocational training trainees practice?

1. Yes

2. No (go to question B.10.)

B.3. Do you have a disability or special education?

Those in need of practice?

1. Yes
2. No

B.4. Are vocational training trainees motivated during industrial practice?

1. Yes, they are very motivated
2. They are motivated on average
3. No, they are not motivated
4. I don't know/it's hard to answer

B.5. How would you evaluate the knowledge of the trainees of professional training and retraining? skills? (rate each one)

knowledge and skills	very well 1	good 2	bad 3	very badly 4	no refers to 5
Communication skills, computer skills, professional ethics, knowledge of labor safety rules and	1	2	3	4	5
Wear work-appropriate clothing	1	2	3	4	5
Ability to select, knowledge of a foreign language, ability to work in a team, time management,	1	2	3	4	5
practical skills relevant to the profession, theoretical knowledge relevant to the profession	1	2	3	4	5

B.6. How would you rate the college based on the following criteria? (rate each one)

knowledge and skills	It is very positive 1	positive 2	neutral 3	Very negative 4	I do not know 5
Program implementer Professionalism of persons of college administration	1	2	3	4	5
Flexibility of cooperation in the process	1	2	3	4	5
material-technical base Fluency in the content of the programs	1	2	3	4	5

B.7. How would you rate mutual cooperation?

1. Collaboration brings more benefits to our organization 2. Collaboration brings more benefits to the college 3. Collaboration brings equal benefits to both parties 4. Don't know/difficult to answer B.8. Will you continue to cooperate with the college in the future? 1. We think we will continue cooperation 2. We think we will not continue cooperation 4. I don't know/it's difficult to answer

B.9. In the last two years, have you employed any vocational training trainees who have completed their internship with you? 1. Yes, I employed all of them 2. Yes, I employed some of them 3. No, I did not employ anyone

B.10. Do new employees generally need training, regardless of their qualifications? 1. Yes, they need it 2. Sometimes they need it 3. They don't need it 4. I don't know/it's hard for me to answer B.11. What do you think is the reason you have not hired college vocational training students? 1. In general, lack of jobs 2. Low quality of programs 3. Low motivation of students in the learning process 4. Low qualification of vocational education teachers 5. High level of unemployment and lack of vacancies 6. Other
_____ /name/

B.12. Do you think college vocational training trainees are competitive in the labor market? 1. It is competitive 2. It is competitive on average 3. It is not competitive 4. I do not know/it is difficult to answer B.13. How prestigious is professional education? 1. It is very prestigious 2. It is prestigious

3. Unprestigious 4. Very
unprestigious 5. I don't know/difficult
to answer

C. If you want to express an opinion that was not expressed in any of the questions above, please share your opinion/note about vocational training programs and vocational education in general.

Thank you for filling out the questionnaire!