

Approved  
by Decision of Board of  
noncommercial joint-stock company  
«National center for children's  
rehabilitation»  
from 31 January 2025 year № 1

**Regulation**  
**of development, coordination and approval of educational programs,**  
**organization and conduct of advanced training courses, implementation of**  
**post-course support of teaching staff's activities and monitoring the**  
**effectiveness of educational programs**  
**in the non-profit joint-stock company**  
**«National center for children's rehabilitation»**

Astana city, 2025 year

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## 1. General provisions

1. These Regulation for the development, coordination and approval of educational programs, the organization and conduct of advanced training courses, the implementation of post-course support of the activities of educators and monitoring the effectiveness of educational programs (hereinafter - the Rules) in the non-profit joint-stock company «National center for children's rehabilitation» (hereinafter - the Company) were developed in accordance with the following regulatory documents:

- 1) The Law of the Republic of Kazakhstan «On Education»;
- 2) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 №569 “On approval of the Classifier of training programs for personnel with higher and postgraduate education”;
- 3) Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2016 № 95 “On approval of the Rules for organizing and conducting advanced training courses for teachers, as well as post-course support of the teacher's activities”;
- 4) Order of the acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 21.07.2023 №327 “On approval of the Classifier of training programs for personnel with higher and postgraduate education”;
- 5) Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020 №175 “On approval of the Rules for the development, coordination and approval of educational programs for advanced training courses for teachers”;
- 6) Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009 №338 “On approval of standard qualification characteristics of teachers' positions”;
- 7) Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2022 № 121 “On Amendments to the Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009 №338 “On approval of standard qualification characteristics of posts of teachers and persons equated to them”;
- 8) Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 27, 2018 №500 «On approval of the Classifier of specialties and qualifications of technical and professional, post-secondary education”;
- 9) Order of the acting Minister of Science and Higher Education of the Republic of Kazakhstan dated 21.07.2023 №327 “On approval of the Classifier of training programs for personnel with higher and postgraduate education”

2. Educational programs are developed by specialists of the non-profit joint-stock company «National center for children's rehabilitation» (hereinafter - the Company) with the participation of external experts, students, employers.

3. The following terms are used in these Rules::

- 1) qualification - a set of professional knowledge, skills, skills and work experience necessary to perform work within the framework of the relevant type of professional activity;

2) educational monitoring - systematic observation, analysis, assessment and forecast of the state and dynamics of changes in the results and conditions of the implementation of educational processes, the contingent of students, the network, as well as rating indicators of achievements of educational organizations;

3) final assessment - a procedure for confirming the level of qualification and competence of educator in accordance with the requirements of the program of short-term advanced training courses;

4) professional development of educators - a form of professional training, that allows to acquire new ones, as well as maintain, expand, deepen and improve previously acquired professional knowledge, skills, skills and competencies to improve the quality of teaching and learning;

5) educator training organization - an organization that implements educational programs for educator training courses in the system of continuing education;

6) post-course support of the educator activities - a system of measures that ensures the development of the professional competence of the educator through continuous monitoring of his post-course activities and the provision of methodological, consulting assistance;

7) certificate - a document issued to trainees who have successfully passed the final assessment in accordance with the educational program of continuing education courses;

8) appendix to the certificate - a document containing a list of mastered modules of the educational program indicating grades;

9) certified trainer - a person who has completed training under the training program and implements educational advanced training programs;

10) external final assessment - a procedure for confirming the level of qualification and competence of educator in accordance with the requirements of the program of long-term advanced training courses;

11) trainee - a person taking advanced training courses.

## **2. Procedure to develop educational programs of advanced training courses**

4. To develop the Programs, the Company conducts:

- analysis of the legislation of the Republic of Kazakhstan and regulatory legal acts for changes in existing or emergence of new requirements;

- analysis of professional development needs of educators through qualitative and/or quantitative research methods; The collection of quality data is done by examining existing educator practices, the skills and beliefs of educators through interviews and group focus with educators and/or students and, if necessary, attending classes. Quantitative data is collected by questioning and/or testing teachers and/or students. The study methodology, including tools, selection criteria, and study procedures, are determined by the specifics of the program.

5. The results of the analysis of the legislation and regulatory legal acts of the Republic of Kazakhstan and the needs of the educators of the Company are drawn up by a protocol decision. The protocol is signed by persons who analyzed the legislation and regulatory legal acts of the Republic of Kazakhstan and the needs of educators, as well as the head of the Company.

6. On the basis of the Company's minutes, an order is issued indicating the terms for the development of the Program, the name of the Program, the duration and form of training.

7. The program contains the following sections:

- 1) general provisions;
- 2) glossary;
- 3) the subject of the Program;
- 4) purpose, objectives and expected results of the Program;
- 5) structure and content of the Program;
- 6) organization of the educational process;
- 7) educational and methodological support of the Program;
- 8) assessment of training results;
- 9) post-course support;
- 10) list of core and supplementary literature.

8. Programs are formed in the following order:

- 1) print - «Times New Roman» 14 pt;
- 2) interline interval - single;
- 3) first line indent - 1,25 santimetres
- 4) left side margin - 2,5 santimetres, right side margin - 1,5 santimetres, printing running head - 2,5 santimetres.

### **3. Procedure to coordinate educational programs for training courses of educators**

9. Specialists of the Department of social pedagogical rehabilitation of the Company develop draft educational programs in accordance with the Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020 №175 “On approval of the Rules for the development, coordination and approval of educational programs for advanced training courses for teachers” and are considered at a meeting of the methodological council. The protocol and draft educational programs are sent to the Department of science and education of the Company for further coordination with the Ministry of Education of the Republic of Kazakhstan

10. To coordinate the Program, the Department of science and education of the Company sends the following documents to the Ministry of Education of the Republic of Kazakhstan in electronic format:

- cover letter on the official letterhead of the organization for advanced training;
- draft Program;
- a copy of the protocol according to paragraph 5 of these rules;
- copy of the order according to clause 6 of these Rules;
- active link to the draft Program posted on the Internet portal of the Company for public discussion.

11. If the Expert Council receives an opinion on the need to finalize the draft Program, the specialists shall finalize and resubmit for approval without the need to

update the documents specified in paragraph 5,6 of these Rules within 15 working days from the date of official receipt of the expert opinion.

#### **4. Procedure to approve educational programs of educators training courses**

12. The programs are approved by the order of the Chairman of the Board of the Company within three working days after receiving the decision on approval of the Expert Council.

13. The programs will be entered by the Authorized body to the register of educational programs of advanced training courses agreed by the Expert Council.

The register of agreed Programs is posted on the website of the Authorized body and contains the name of educational programs agreed with the Authorized body, the name of the organization developing the Programs, as well as the date of approval of educational programs.

14. Approved programs are reviewed at least 1 every three years.

15. The approved programs are revised in order to increase their effectiveness and relevance with an analysis of the legislation of the Republic of Kazakhstan and regulatory legal acts; results of monitoring the effectiveness of educational programs with drawing up a protocol and making a decision on revising (updating or canceling) the program, followed by approval by order of the Chairman of the Board.

#### **5. Monitoring of educational programs effectiveness**

16. Monitoring the effectiveness of the Programs includes the following stages:

1. analysis of the quality of trainee training under the Programs based on the results of the final assessment of trainees;

2. analysis of questionnaires of trainees with satisfaction of training under the Programs;

3. analysis of comments, recommendations on the content, quality of the educational process;

4. analysis of the results of post-course support of the activities of teachers who have undergone advanced training, including in a distance format (professional problems and needs of teachers);

5. finalization of the Programs taking into account all proposals and comments, recommendations formulated by invited experts, researchers of pedagogical universities, trainees of the Courses.

17. Monitoring the effectiveness of the Programs includes compliance of the content of the modules and the schedule with the curriculum of the Programs, compliance with internal regulatory documents.

18. The criterion for the effectiveness of the Programs is the successful completion of the final assessment by the trainees (more than 50% of positive responses in testing, control work), the successful activity of educators in the post-course period (improving the quality of training of trainees), further professional growth of educators (exchange of their own experience and its replication, active participation in scientific - methodological events, improvement (confirmation) of the qualification category).

19. Based on the results of monitoring the effectiveness of the Programs, decisions are made on the further development of educational programs, expansion of the Company's activities to form a contingent of trainees of the Courses.

## **6. Objects of monitoring**

20. Conditions created for the training of students (curriculum, well-thought-out schedule, access to electronic documents, active feedback).

21. Compliance of the Programs with the established requirements for the development of educational programs, taking into account the requirements of the State Regulated Standards.

22. Conditions necessary for the implementation of the Programs by employees: administrative - management, training and support, engineering, technical and other service personnel.

23. Qualitative changes in the professional activity of the educator, assessed by the head of the educational organization (preschool organization, secondary school), the educator himself in the post-course period.

## **7. Forms of monitoring**

24. Oral survey of trainees, teaching staff, heads of educational organizations and other stakeholders.

25. Survey of trainees, employees of the Company, heads of educational organizations.

26. Analysis of the final assessment results of trainees, the activities of educators in the post-course period.

27. Feedback from trainees of the Courses, including those trained remotely.

## **8. Procedure to organize training courses of educator**

28. Courses organized:

1) on-the-job (including distance learning);

2) with separation from work with the preservation of wages (including the method of distance learning);

3) combined (full-time with the use of distance learning).

29. An educator applying for training at Courses financed from budgetary funds shall submit an application form to the educational organization in accordance with Annexes 1 or 2 to these Rules.

30. The Company develops and coordinates the annual Courses: a schedule with the education departments of the region, the city of republican significance, the capital, respectively, when implementing educational programs of continuing education courses at the expense of the local budget with the authorized body in the implementation of educational programs of advanced training courses at the expense of the republican budget and the relevant departments of education of regions and cities of republican significance.

31. Education departments form lists of educators for Courses two months before the start of the Courses according to the approved plans.

32. Educators are sent to the Courses on the basis of orders from the heads of educational organizations, education units, education departments.

33. The educational process is regulated by the curriculum, annual schedule, schedule of classes of the Company.

34. Enrollment of trainees in advanced training courses is formalized by order of the Chairman of the Board of the Company on the basis of: at the expense of budgetary funds, letters from education departments with attached lists of trainees; at its own expense - an application in any form addressed to the Chairman of the Board of the Company, as well as copies of identity documents.

35. Specialists of the Department of science and education of the Company fill out the data of educators who have completed advanced training courses in the form of administrative reporting of the information system "National educational database" in accordance with the order of the Minister of education and science of the Republic of Kazakhstan dated December 27, 2012 №570 "On approval of forms of administrative data within the framework of educational monitoring" (registered in the Register of state registration of regulatory legal acts under № 8369). The data is filled in no later than five working days from the date of completion of advanced training courses by educators.

36. The Company shall:

- 1) training of educators in the Courses;
- 2) post-course support for the activities of educators;
- 3) monitoring the effectiveness of educational programs.

## **9. Procedure to conduct training courses of educator**

37. Courses are conducted on the basis of the Company and/or on the basis of educational organizations.

38. Courses are conducted by the following categories of trainers:

- 1) educators with experience in the profile of the educational program of continuing education courses;
- 2) specialists and employees of production enterprises with work experience of at least 3 (three) years

39. Duration of Courses:

- 1) Short-term Courses – from 36 till 108 academic hours;
- 2) Long-term Course – more than 108 academic hours;
- 3) traineeship of teachers of technical and vocational education organizations - at least 36 academic hours.

40. The trainee signs a training agreement with the Company specifying the following conditions for advanced training courses:

- 1) study according to the established curriculum, schedule and schedule of classes,
- 2) observe academic discipline and norms of behavior, including showing respect for the teaching staff and other trainees, not infringing on their honor and dignity;
- 3) attend at least 80% of all classes according to the schedules of the advanced training course;
- 4) pass the final testing in the amount of at least 50% of the maximum score received.

The Company collects personal data of students from the information system "National educational database," and also notifies the head of educational organizations and/or educational authorities if the student violates the conditions established by the contract (agreement).

41. The Agreement is the basis for transferring extrabudgetary funds related to the payment of all expenses for organizing the Courses.

42. Upon completion of the Courses, the Company shall conduct a final assessment in accordance with the training program.

43. Trainees, who have successfully passed the final assessment in accordance with the educational program of the Courses, the Company is issued a certificate indicating the topic and volume of hours, in the form in accordance with Appendix 3 to these Rules, as well as an appendix to the certificate in accordance with Appendix 4 to these Rules.

44. Trainees, who have not passed the final assessment are issued by the Company a certificate of attendance of a continuing education course in an arbitrary form.

Trainees, who do not receive a certificate have the opportunity:

- 1) for repeated assessment of knowledge, no more than once a year;
- 2) for re-assessment of knowledge with the next flow of Courses;
- 3) for transfer one stream in another during the current year,
- 4) to complete the interrupted Course with the provision of supporting documents.

45. Trainees, who have not fulfilled the conditions of the contract for advanced training courses are expelled in accordance with the order of the head of the Company and the decision of the commission for consideration of appeals and applications of trainees of the Courses. The company notifies the employer of the listener of the deduction.

## **10. Procedure to organize and conduct post-course support of educator's activities**

46. The educator, who has completed advanced training courses applies the acquired professional competencies in the process of work.

47. Administration of education organization:

1) conducts control and monitoring of the educator's activities within the organization of education in order to track the results of the educator's application of the acquired competencies;

2) provides access to the Company's specialists in order to conduct post-course support and monitor the effectiveness of educational programs.

48. The Company implementing the Advanced training programs, within one calendar year, provides post-course support for the activities of educators who have undergone advanced training in order to qualitatively implement the acquired knowledge in practice.

49. The content of post-course support is determined by the goals, objectives and expected results of educational programs of advanced training courses.

Forms of post-course support of the educator's activities include:

- 1) providing methodological, consulting assistance to trainees in their pedagogical, research and reflective activities;
- 2) Advising on the preparation and publication of pedagogical and research results;
- 3) organize and support the work of professional communities of educators, including conducting events for the exchange of experience (competitions, conferences, seminars, round tables and other educational events).

50. Analysis of the results of post-course support and monitoring of the effectiveness of educational programs is carried out at least 1 (once) every three years.

## **11. Final provisions**

51. This Regulation shall come into force from the date of their approval by the Board of the Company.

52. Amendments to these Regulations shall be made by the decision of the Board of the Company.

53. All matters not covered by this Regulation shall be governed by law.