

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Regulations on professional development of teaching staff»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev

 D. M. Sivaraksha

«31» August 2022



QUALITY MANAGEMENT SYSTEM

POSITION

REGULATIONS ON PROFESSIONAL DEVELOPMENT OF TEACHING STAFF

QMS-P-6.2.2-02-2022

Ekibastuz

Introduction

1 DEVELOPED службой управления системыBY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED службой управления системыby the Quality Management Systems, Standardization and Norm Control Management Service

3 DEVELOPER:

Potyaga L. A.-Head of the Departmentof Internal Quality Assurance of Education

4 APPROVED AND PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute31» августа 20No. 1 dated August 31, 2022

5 EXPERTS:

- 1) D. K. Imangazinoва-Vice-rector for Academic Affairs;
- 2) Asylova K. B.-Dean of the Faculty of Engineering andEconomics;
- 3) Kadyrbekova K. K.-Head of the department "Educational part".

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academician K. Satpayev, 2022

Content

1 Scope of application	4
2 Normative references	4
3 Basic concepts and definitions	4
4 Continuous professional development	5
5 Planning of professional development of teaching staff	5
6 Organization of staff training	6
7 Training records and information on teaching	staff 6
10 Appendix A Form " Appendix 10 to the qualification requirements for educational activities and the list of documents, confirming compliance with them"	7
List of registration of changes, additions and revisions of the document	8

1 Scope of application

This Regulation has been developed for the purpose of planning and monitoring the professional development of the management and teaching staff of the Ekibastuz Engineering and Technical Institute named after Academician K. Kropotkin. Satpayev Institute (hereinafter referred to as the Institute).

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Labor Code of the Republic of Kazakhstan No. 414-V SAM dated November 23, 2015;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 "On approval of standard rules for the activities of relevant types of educational organizations";
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 563;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 General provisions and basic concepts and definitions

3.1 Heads of the Institute are required to take advanced training courses and (or) internships in the field of management with obtaining the appropriate certificate (certificate) at least once every five years in accordance with the legislation of the Republic of Kazakhstan (paragraph 14 of the Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595).

a process is a set of interrelated and interacting activities that transform inputs into outputs.

advanced training course - long-term training of specialists (over 72 academic hours) for more in-depth study of various problems related to professional activities.

DVOKO – Department of Internal Quality Assurance of Education.

QMS – quality management system.

Teaching staff – faculty members.

University – a higher educational institution.

4 Continuous professional development

4.1 The following basic methods are used to improve the skills of teaching staff:

- independent training of teaching staff (studying literature, etc.);
- active participation of teaching staff in planned events;
- completing advanced training courses;
- participation in methodological seminars.

4.2 Teaching staff of the Institute should constantly improve their professional level, including:

- theoretical knowledge;
- pedagogical skills;
- skills of educational work;
- skills in developing educational and methodological support for the educational process;
- skills in using modern technical training tools;
- research level.

5 Planning for advanced training of teaching staff

5.1 The Head of the Department draws up an annual professional development plan for teaching staff. Professional development plans are reviewed and approved by the Vice-Rector for HR and MS.

5.2 The general plan of the Institute is developed on the basis of the cathedral plans for professional development.

5.3 In order to plan professional training, the head of the department analyzes the results of professional development of teaching staff over the past periods.

At the same time, it is guided by:

- 1) information about the staff of the department by composition and quality
- 2) the last dates when one or another teacher of the department improved their qualifications;
- 3) the effectiveness of the teacher's work based on the assessment obtained in the quality control processes of classes;
- 4) the need to train young teaching staff;
- 5) the need to improve the skills of teaching staff, for example, changes in teaching methods or the emergence of new technologies in the discipline.

5.4 After discussing the schedule of teachers' professional development at the meeting of the department, the head of the department submits it for consideration by the Vice-Rector for HR and MS.

5.5 The draft professional development plan is submitted to the Rector for review and approval. The approved training plan is stored in DVOKO.

5.6 If necessary, the decision to postpone the implementation of training activities is made by the Rector of the Institute. The decision is made in any form.

6 Organization of staff training

6.1 Independent training. The Institute's administration welcomes and supports the desire of its employees to improve their skills independently, when an employee seeks to:

- study the regulatory documents on the profile of the university's work and departments;
- learn new technologies, methods, and techniques of work.
- learn from other employees ' work experience.

6.2 Classes are usually conducted by qualified specialists of the Institute. Individual issues can be covered by the Rector or invited specialists.

6.3 Advanced training courses. The administration of the Institute may decide to send its employees to advanced training courses in other organizations – in Advanced Training Institutes, in relevant training centers, in other domestic and foreign organizations on the issues of the Institute's competence and quality management.

7 Training records and teaching staff information

7.1 An employee who has been trained in a third-party organization in the direction of the Institute's management, upon completion of the course, must provide the HR department with a copy of the document certifying successful completion of their studies.

7.2 Department heads enter information on advanced training and retraining of personnel over the past five years in accordance with the profile of the subjects taught in the form "Appendix 10 to the qualification requirements for educational activities and the list of documents confirming compliance with them", which is given in Appendix A.

