SATBAYEV UNIVERSITY	**MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN** **NON-PROFIT JOINT STOCK COMPANY "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. SATPAYEV"**	
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STAFF PROFESSIONAL DEVELOPMENT AND TRAINING
DP KazNRTU 602

Human Resources Department
Almaty 2018

FOREWORD

1 DEVELOPED by the Human Resources Department of the NJSC "Kazakh National Research Technical University named after K.I.Satpayev"

2 AGREED

Responsible for translation
Head of the English Language Department _____ A.Turlybekova
«20» 04 _____ 2018

3 APPROVED by the decision of the Board «23» 04 2018 № 15

CONTENT

1. General Provisions
2 Normative references
3 Terms and abbreviations
4 Goals and objectives of professional development
5 Categories of KazNRTU employees
6 Professional development
7 Planning for staff development and training, funding sources
8 Information on the organization of professional training
9 Control
10 Risk management
11 Reporting, evaluation, analysis and improvement
Appendices
Change registration sheet

STAFF PROFESSIONAL DEVELOPMENT AND TRAINING

Documented procedures № 602

1 GENERAL PROVISIONS

1 This procedure "Advanced training and personnel training" (hereinafter the Procedure or DP KazNRTU) was developed for the purpose of continuous improvement of the qualifications of the teaching staff and other categories of employees of KazNRTU named after K.I.Satpayev (hereinafter referred to as the University).

1.2 The requirements of this procedure apply to the professional development processes of all university personnel.

1.3 All work under this procedure is controlled by the heads of departments and centers, services.

1.4 The procedure is mandatory for the teaching staff and other categories of employees of the university.

1.5 This procedure is an internal regulatory document of the University and is not subject to presentation to other parties, except for the auditors of certification bodies, when conducting audits of management systems.

1.6 Planning, organization and quality control of passing (conducting) advanced training courses for KazNRTU employees are carried out by the heads of departments, institutes, divisions, services, centers, structural divisions.

2 NORMATIVE REFERENCES

– The Constitution of the Republic of Kazakhstan dated August 30, 1995.

– Labor Code of the Republic of Kazakhstan.

– Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III On education.

– Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 13, 2009 No. 338 "On approval of the Typical qualification characteristics of the positions of teaching staff and equivalent to them

– Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated May 21, 2012 No. 20141-m "Qualification reference book of positions of managers, specialists and other employees"

– Standards and Guidelines for Quality Assurance in the European Higher Education Area. ENQA report, 2015, (Standards and Directives for Quality Assurance in Higher Education in the European Area),

– ST KazNRTU 04-2017. Organization standard, Quality system. Regulations on the structural unit.

– ST KazNRTU 07-2015. Organization standard. Quality system, University regulations.

– Charter of NAO KazNRTU named after K.I.Satpayev.

– The Law of the Republic of Kazakhstan on combating corruption.

3 TERMS AND ABBREVIATIONS

In this procedure, the following abbreviations and their definitions apply and are used:

AMP – administrative and management personnel;
HPD – Human Resources Department;
HRD – HR department;
SP – service personnel;
TSS – training and support staff;
AT – advanced training;
TS – teachinf staff;
SU – structural unit;
QMS – Is a quality management system.

4 GOALS AND OBJECTIVES OF TRAINING

4.1 The main goals of advanced training of the teaching staff and researchers are the study of modern technologies of scientific and educational work, including methods of knowledge transfer, the study of modern pedagogical technologies, the development of new university management techniques, including new approaches to ensuring the quality of the educational process.

4.2 The main tasks of advanced training of the university are:

– acquisition of knowledge in priority areas of development of science and technology and critical technologies;

– acquisition of knowledge on the modernization of higher education and innovations in higher education,

5 CATEGORIES OF KazNRTU EMPLOYEES

5.1 For the teaching staff and scientific staff, the following positions are provided,

a) teaching staff:

– Professor;

– associate professor;

– assistant professor;

– senior lecturer;
– lecturer;
– tutor;
– assistant,

b) scientific staff:
– Chief Researcher;
– Leading Researcher;
– Senior Researcher;
– Researcher;
– junior researcher.

5.2 The following positions are envisaged:
– Department Director;
– Deputy Director of the Department;
– the head of the center;
– the head of the service;
– Head of Department;
– manager;
– Chief Specialist;
– Leading Specialist;
– engineer;
– laboratory assistant.

Replacement of positions of the teaching staff and the process of admission to teaching positions is carried out in accordance with the current Labor Code of the Republic of Kazakhstan on a competitive basis, under an employment contract and in accordance with DP 601 "Personnel Management".

6 PROFESSIONAL DEVELOPMENT

6.1 University staff is constantly improving the professional level, including:
– theoretical knowledge;
– pedagogical skills;
– skills of educational work;
– skills in the development of educational and methodological support of the educational process;
– skills in using modern technical teaching aids;
– research level.

6.2 The following basic forms are used to improve the qualifications of the University staff:
– passing training programs,
– passing training programs carried out by other leading universities;

– passing training programs for foreign universities, scientific and industrial organizations in accordance with contracts and agreements concluded with KazNRTU;

– participation in a series of conferences, seminars in the priority areas of advanced training of scientific and pedagogical workers, confirmed by the relevant documents (travel orders, participant certificates, etc.);

– defense of a candidate's or doctoral dissertation;

– other forms of advanced training if there is an appropriate justification approved by the head of the KazNRTU department

7 PROFESSIONAL DEVELOPMENT AND TRAINING PLANNING, SOURCES OF FUNDING

7.1 The plan for advanced training of the personnel of KazNRTU named after K.I.Satpayev is drawn up by the Department for Personnel Management by collecting plans for advanced training of departments (institutes), divisions (departments) and other structural divisions (SP).

7.2 Based on the individual plans of the teaching staff and employees of the joint venture for advanced training, a general plan of activities for the department, department (joint venture), including vocational training, is developed.

7.3 In order to plan professional training, the head of the department and the head of the joint venture will animate the results of improving the qualifications of employees over the past period. In doing so, he is guided by:

– information on the personnel of the structural unit in terms of composition and quality (F KazNRTU 602-02, F KazNRTU 602-03);

– the terms when this or that employee improved his qualifications;

– the effectiveness of the teacher's work based on the assessment obtained in the quality control of classes (DP KazNRTU 708);

– the need to train young teaching staff;

– the need to improve the qualifications of teaching staff, for example, changes in teaching methods or the emergence of new technologies in the discipline;

– the need for training in the field of quality management systems,

7.4 After discussion at a meeting of the department or joint venture plan for advanced training, the head of the joint venture approves and transfers it to the institute and department (F KazNRTU 602-01). Institutions, departments, centers, services transfer PC plans to the Human Resources Department. DUP draws up a consolidated plan for advanced training of university staff and coordinates it with the Department of Finance and Accounting in case of allocation of funds from the republican budget. On the basis of the agreed plan of the University PC, a schedule for passing the PC is drawn up, which is endorsed

by the director of the institute, department, supervising vice-rector and approved by the Head of the University.

7.5 The approved schedule is transferred to the OK for the subsequent issuance of orders for sending employees to refresher courses,

7.6 Funding for advanced training of scientific and pedagogical workers is carried out through:

7.6.1 funds of the republican budget allocated for advanced training of employees of KazNRTU named after K.I. Satpayev in accordance with the Agreement and technical specification;

7.6.2 university funds;

7.6.3 sponsors' funds;

7.6.4 employees' own funds;

7.6.5 funds from international scientific and educational grants received by KazNRTU named after K.I. Satpayev and individually by employees (with the consent of the KazNRTU named after K.I.Satpayev for the implementation of such funding);

7.6.6 other external sources of financing (with the consent of the KazNRTU named after K.I.Satpayev for the implementation of such financing).

8 INFORMATION ON THE ORGANIZATION OF PROFESSIONAL TRAINING

8.1 In order to provide an opportunity at any time to identify or demonstrate the current state of personnel affairs, the University has an information system, including:

- information on the teaching staff of the department, AUP and UVP (F KazNRTU 602-02, F KazNRTU 602-03);
- summary information on the teaching staff of the institute, AUP and UVP (stored in the joint venture);
- summary information on the teaching staff, AUP and the University's Department of Internal Affairs (stored in the DUP).

8.2 The generalized data on the teaching staff of the University and SP should be submitted to the PMD for analysis,

9 CONTROL

9.1 Continuous monitoring of the process of advanced training and institutes and departments, heads of services, centers based on information on the results of advanced training.

9.2 Control of the process of professional development of teaching staff can be carried out by methods:

- discussions at meetings of departments and joint ventures;

– quality control of the educational process (DP KazNITU 708);
– internal audit (DP KazNRTU 801);
– checking the reports of teachers and other categories of employees;
– DUP inquiries on institutes.

9.3 If the planned results are not achieved, they must;

– register the reasons for the lag in the non-conformity journal (DP KazNRTU 803);

– if necessary, an analysis of the causes of discrepancies is carried out at meetings of departments, departments and corrective actions are developed (DP KVNITU 803);

– without undue delay, corrective actions are implemented and re-checks carried out to eliminate non-conformities.

10 RISK MANAGEMENT

In the process of document management, risks may arise, depending on the type of which it is necessary to take measures to resolve or reduce them,

Risk	Reasons	Consequences	Risk prevention measures
The risk of disruption to training courses	– insufficient funding – non-attendance of the teaching staff at the courses	incompetence of staff	- timely approval of the advanced training schedule - inclusion of training in the development plan
Ineffective learning	– inconsistency with the profile of the teaching staff – inconsistency of the organization without taking into account the specifics of the university	– incompetence of staff – not reliable information – staff turnover	monitoring the effectiveness of training
Risk of leaving the organization of a trained employee	– failure to pass the competition – due to staff reduction	– expenses of the university – staff turnover	training of an employee who has passed the competition for 3 years,

11 REPORTING, EVALUATION, IMPROVEMENT ANALYSIS

11.1 The teacher, employees of the joint venture at the end of the reporting period draw up a report on the implementation of the individual plan for professional development.

11.2 Reports of employees on advanced training are discussed at meetings of departments and departments and are endorsed by the heads of the joint venture.

11.3 Upon completion of professional development courses at the department, in the department (no later than one month), the following activities are carried out to assess the knowledge gained by the employee and the effectiveness of the courses:

– preparation of the course report by the employee, including the course assessment;

– hearing a report at a meeting of the department, department, or presentation of the acquired skills; discussion at the department and in the department of the results achieved by an employee in refresher courses;

– making a decision on the advisability of issuing a recommendation to an employee for his certification for a new position;

– making decisions to improve the processes of professional development of employees of the joint venture;

– recording of the meeting of the department, department,

11.4 Based on the results of the implementation of the planned activities of the department, a report is drawn up. The report of the department, department is discussed at a meeting of the department, department and signed by the head of the joint venture. Then the report is transferred to the institute, department, center, service, which draw up summary reports and transmit them to the DUP.

11.5 DUP analyzes the reports of institutes, departments, centers, services and prepares a summary report on the University, the Director of DUP prepares a report on the results of the year (F KazNRTU 602-06).

11.6 The report is analyzed and, based on the results of the analysis, decisions are made with the leadership of the University aimed at improving the PC.

List of forms DP KazNRTU 602

APPENDIX 1

SCHEDULE of professional development of employees
In the 20 -20_ academic year

№	Surname and First name	Position	Work experience	Place of the course	Deadlines

Head of structural unit _____

Get introduced with the schedule;

1._____
2. _____

Department_____
Unit

_____

APPENDIX 2

«APPROVE»

Rector of
KazNRTU named after K.I.Satpayev

_____

_____20___

PLAN for teaching staff professional development and training

KazNRTU named after K.I.Satpayev for 20 -20 academic years.

№	The content of the event for professional development and training	Information about the staff to whom the event applies	Duration period of the event	Responsible executor	Mark on completion or postponement
	2		4	5	

APPENDIX 3

Information on the results of professional development by university employees for the 20 -20 academic year

Total number of employees	Must improve their qualifications	Plan to improve their qualifications	Improved qualifications	Visited courses
1	2	3	4	5

Head of the Department_____

(signature)

Head of unit

_____

(name of SU) (signature)

Head of Institute _____

(signature)

Head of the Department

_____

(name of SU) (signature)

Approved by the Decision of the Board "23" 04 2018 № 15

APPENDIX 4

Information on professional development and traing of teaching staff for 2018

1	2	3	4	5	6	7	8	9	10
№	**Surname and First name**	**position**	**Course (seminar) title**	**Period and place of course**	**Number of hours**	**Source of financing**	**Continuing education and training programs Orleu, Bolashak**	**Completion form, certificate, attestation**	**Note**

AMENDMENT RECORD SHEET

Serial number of changes	Section in document	Change type (replace, cancel, add}	Notification number and date	Change made	
				Date	Surnames and initials, signature, position