SATBAYEV UNIVERSITY	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 602-2022

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FOREWORD

1 DEVELOPED by HR Service of NJSC "KazNRTU named after K.I. Satpayev"

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STAFF PROFESSIONAL DEVELOPMENT AND TRAINING
Documented procedure №602

1 GENERAL PROVISIONS

1.1 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 institutes, centers, services, structural units.

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 normative references are:

- The Constitution of the Republic of Kazakhstan dated August 30, 1995;
- Labor Code of the Republic of Kazakhstan No. 414-V ŻRK dated November 23, 2015;
- The Law of the Republic of Kazakhstan "On Education" dated 27.07 2007 No. 319-111;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 No. 4. "On approval of the qualification requirements for the educational activities of organizations providing higher and (or) postgraduate education, and the list of documents confirming compliance with them";
- Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated May 21, 2012 No. 201-p-m "Qualification reference book for positions of managers, specialists and other employees", order dated 2020;
- SU KazNRTU 04-2022. Organization standard. Quality system. Regulations on the structural unit;
- SU KazNRTU 07-2022. Organization standard. Quality system. Regulatory documents of the university;
- Charter of the NJSC KazNRTU named after K.I. Satpayev, approved by order of the Minister of Education and Science of the Republic of Kazakhstan;

- Law of the Republic of Kazakhstan "On Combating Corruption" No.410-V dated November 18, 2015;

- Anti-corruption standard for ensuring openness and transparency in organizations of higher and (or) postgraduate education, approved by Order of the Ministry of Education and Science of the Republic of Kazakhstan No.174 dated 04.05.2020.

3 TERMS AND ABBREVIATIONS

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

AMP - administrative and management personnel;
HR Service - Human Resource Management Service;
SP - service personnel;
TSS - training and support staff;
AT- advanced training;
TS - teaching staff;
SU - structural unit;
QMS - 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;
- research-professor;
- associate professor;
- senior lecturer;

- lecturer;
- assistant.

б. scientific staff:
- chief researcher;
- leading researcher;
- senior researcher;
- researcher;
- junior researcher.

5.2 The following positions are provided for AMP and TSS:
- department director;
- deputy director of the department;
- director of the service;
- the head of the center;
- the head of the department;
- head manager;
- 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".

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 (for TS - at least 72 hours in accordance with the profile of the disciplines taught and in the field of IT competencies and methods of online training in the requested field of training and at least 36 hours according to the method of online training for teachers with basic IT education, in accordance with the requirements of the Ministry of Science and Higher Education for the last 3 years);
- 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 HR Service by collecting plans for advanced training of departments (institutes), divisions (departments) and other structural units (SU) (F KazNRTU 602-01);

7.2 Based on the budget allocated to the institute / SU from the University, individual plans of TS and structural unit staff for advanced training, a general plan of activities for the department, department (SU), 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 requirements of the Ministry of Science and Higher Education of the Republic of Kazakhstan for advanced training of the teaching staff (number of hours, compliance with the disciplines taught);

- 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, new educational programs;

- the need for training in the field of quality management systems.

7.4 After discussion at a meeting of the department or SU chart 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 HR Service in electronic and paper form, signed by directors/managers. HR Service draws up a consolidated plan for advanced training of university staff and checks the compliance of the requested budget with the budget allocated to the institutions / SU. 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 summary schedule and an extract from the Minutes of the meeting of the Academic Council, at which the schedules for advanced training of institutes and SU were approved, are stored in the HR Service for subsequent execution of orders for sending employees to advanced training courses, if necessary.

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

7.6.1 funds of the University budget allocated for advanced training of employees of KazNRTU named after K.I. Satpayev in accordance with the Agreement (F 602-04) and technical specification;

7.6.2 sponsors' funds;

7.6.3 employees' own funds;

7.6.4 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);

7.6.5 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 HR Service).

8.2 The generalized data on the teaching staff of the University and SP should be submitted to the HR Service for analysis on a regular basis – once every 3 months and/or on request.

9 CONTROL

9.1 Continuous monitoring of the process of advanced training and staff training is carried out by heads of departments, directors of institutes, departments, services, heads of centers based on information about 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;
- HR service inquiries on institutes and SU.

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

- register the reasons for the lag in the non-conformity journal (DP KazNRTU 801);
- if necessary, an analysis of the causes of discrepancies is carried out at meetings of departments, departments and corrective actions are developed (DP KazNRTU 801);
- 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
The risk of 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.
The 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, the inclusion in the employment contract of a clause with the obligation to return the amount of tuition in case of early dismissal at their own request.

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 (F KazNRTU 602-07);
- hearing a report at a meeting of the department, department, and/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 or for an extension in your current position;
- making decisions to improve the processes of professional development of employees of the SU;
- 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 (F KazNRTU 602-06) 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 (F KazNRTU 602-06) is transferred to the institute, department, center, service, which draw up summary reports and transmit them to the HR Service.

11.5. HR Service analyzes the reports (F KazNRTU 602-05) of institutes, departments, centers, services and prepares a summary a report on advanced training at the University, summary data is transmitted to the JEM on demand. The HR Director is preparing a report on the results of the year of the F KazNRTU 502-02.

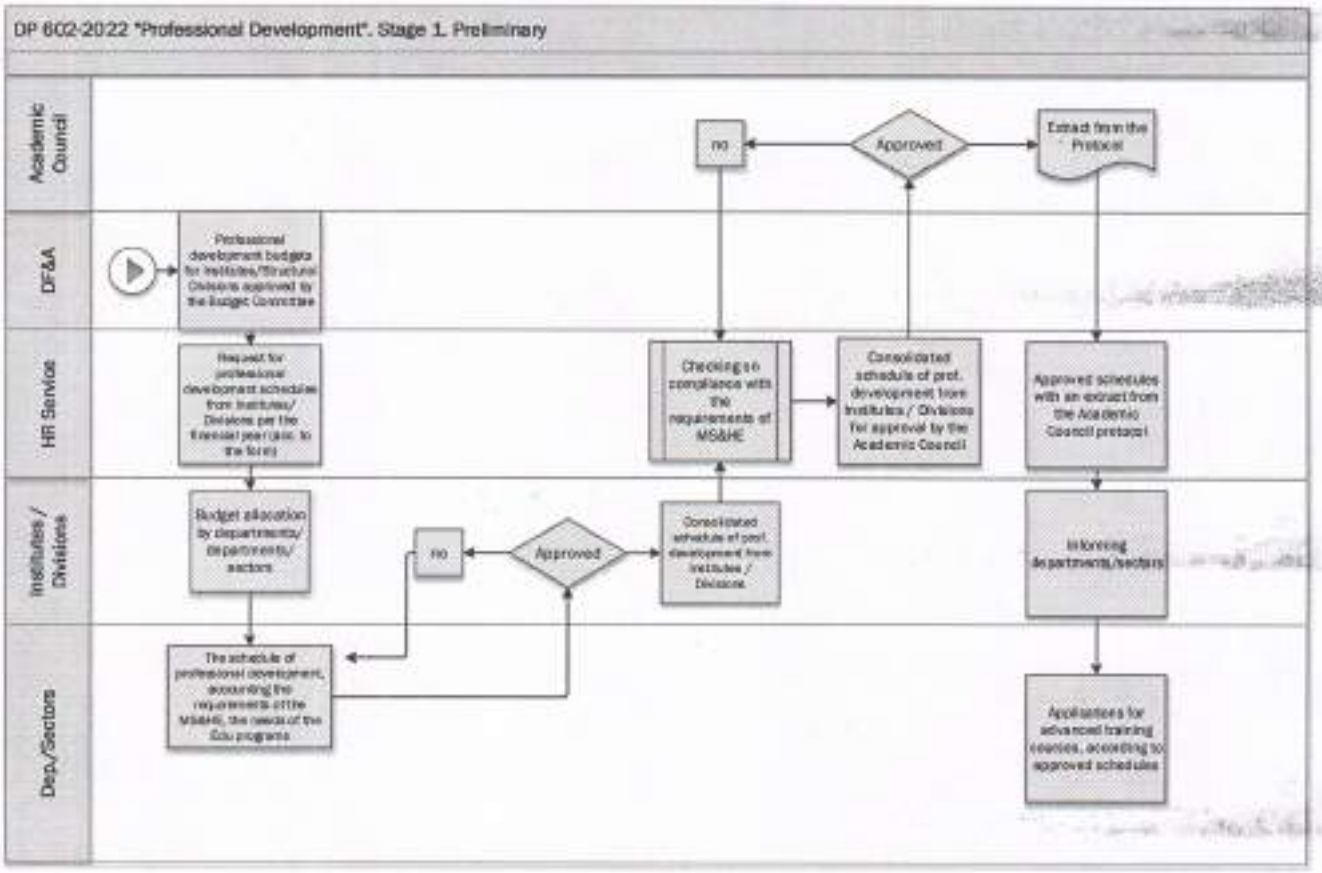
11.6. the report is analyzed and, based on the results of the analysis, decisions are made with the leadership of the University aimed at improving the AT.

List of forms of DP KazNRTU 602

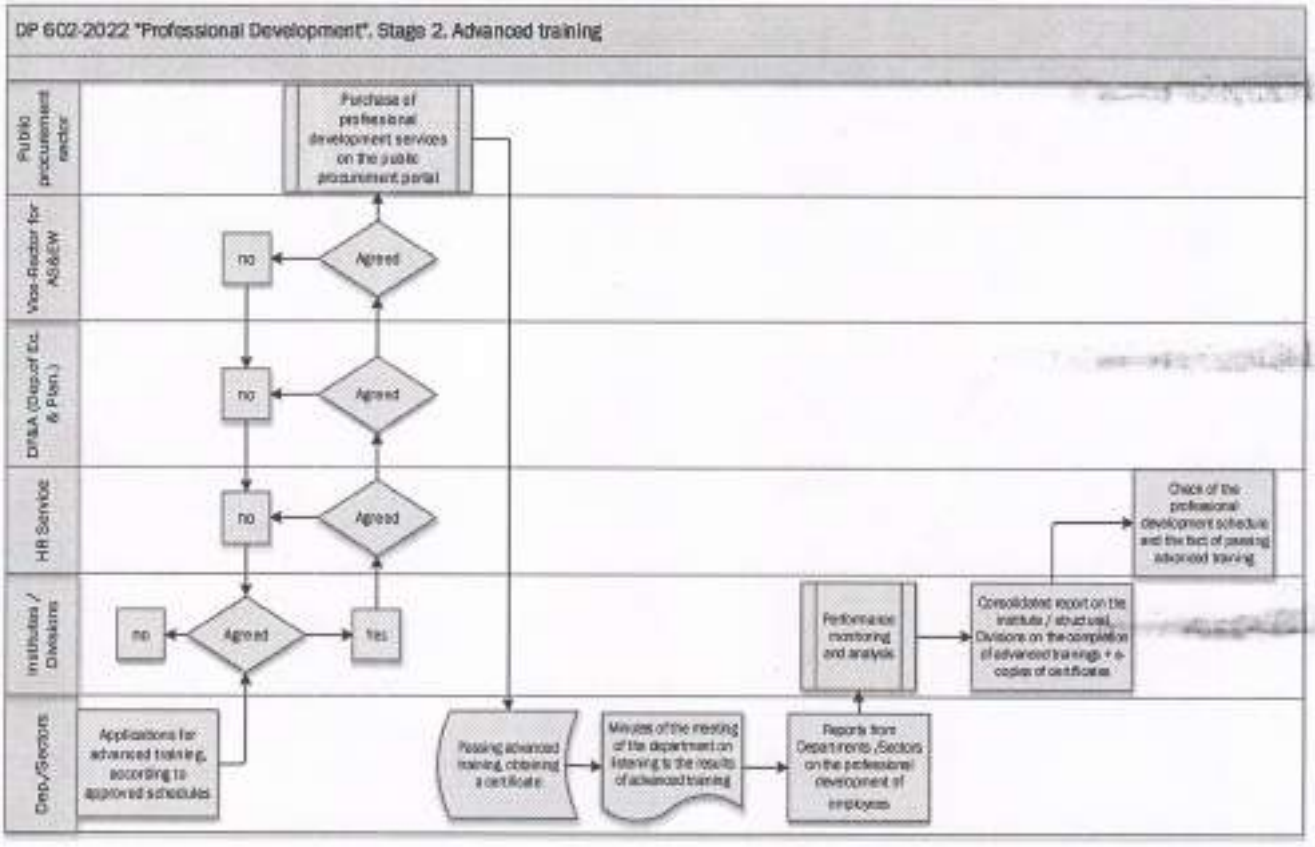
№	The name of the document	The form	Storage location	Storage date
1	Advanced training schedule	F KazNRTU 602-01	Original HR Service; copies – in institutes/structural divisions	5 years
2	AMP and TSS	F KazNRTU 602-02	SU / HR Service	3 years
3	The teaching staff of the department	F KazNRTU 602-03	SU / HR Service	3 years
4	Schedule of advanced training realization	F KazNRTU 602-05	HR Service	5 years
5	Annual report on advanced training	F KazNRTU 502-02	HR Service	5 years

The block diagram of advanced training

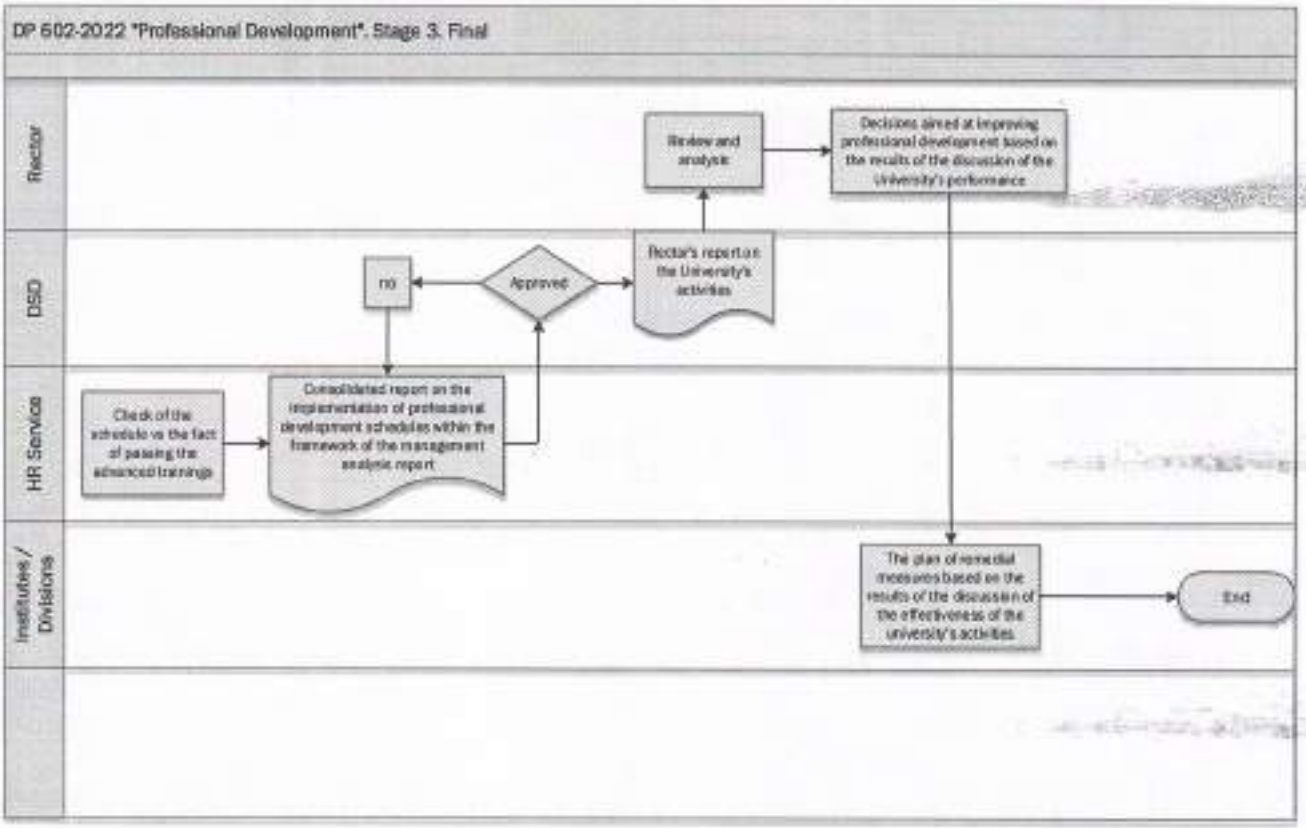
Appendix 1



Appendix 2



Appendix 3


DP 602-2022 "Professional Development". Stage 3. Final
Rector
DSD
HR Service
Institutes / Divisions
Review and analysis
Decisions aimed at improving professional development based on the results of the discussion of the University's performance
Rector's report on the University's activities
Approved
no
Check of the schedule vs the fact of passing the advanced trainings
Consolidated report on the implementation of professional development schedules within the framework of the management analysis report
The plan of remedial measures based on the results of the discussion of the effectiveness of the university's activities
End

Change registration sheet

Index number of changes	Section, point of the document	Type of change (replace, cancel, add)	Number and date of the notification	The change has been made	
				Date	Surname and initials, signature, position