


Annex
to the order of the Chairman of the Board -
Rector of NJC "KazNWTTU"
dated "___" _____ 2024 years.
№ _____

«Қазақ ұлттық қыздар педагогикалық университеті» КЕАҚ		NJC "Kazakh National Women's Teacher Training University"
HR ДЕПАРТАМЕНТІ		HR DEPARTMENT
ЕРЕЖЕ		RULES
2 РЕДАКЦИЯСЫ		EDITION 2

"APPROVED"
By order of the Chairman of the
Board-Rector
NJC "Kazakh National Women's
Teacher Training University"
From "___" ___ 2024 years.
Order No. _____

RULES
For training and professional
development of administrative staff
R 025 RFTPDAS/HR-24

Reg. No. _____

Exh. No. _____

date of introduction _____
(date, month, year)

Almaty city, 2024

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1. FIELD OF APPLICATION

1.1. The rules of advanced training and professional development of administrative and management personnel of NJC "Kazakh National Women's Teacher Training University" (hereinafter - the Company) determine the procedure and conditions for employees of the Company from among administrative and management personnel (hereinafter - AMP) to pass advanced training courses.

1.2. According to paragraph 1), Article 116, paragraph 1), of the Labour Code of the Republic of Kazakhstan, professional training is understood as a form of professional training that allows to maintain, expand, deepen and improve previously acquired professional knowledge, skills and abilities.

1.3. Funding for the professional development of the AMP may be provided from the Company's funds, extra-budgetary funds of the Company or other funds not prohibited by the laws of the Republic of Kazakhstan, as well as from the employee's own funds. Professional development of AMP is carried out only for those employees whose main place of work is in the Company.

1.4. Employees undergoing advanced training may, by agreement with the employer, be released from work or perform work on a part-time basis.

1.5. The agreement, collective and (or) labour contracts may provide for benefits and compensation payments related to training.

1.6. Professional development is carried out in accordance with the plans for professional development of employees, developed by the head of the structural subdivision, as the normative acts of the RK legislation, as well as organisational and regulatory documentation of the Company, concerning the organisation of educational activities of the Company as a whole or its separate structural subdivisions, come into effect.

1.7. Professional development may be carried out in the Company itself, as well as in leading universities, institutes of professional development, training centres for training and/or professional development and (or) retraining of employees licensed for the relevant type of educational activity, including outside the Republic of Kazakhstan.

1.8. The choice of an institution for training is determined by the head of the SU and/or the employee himself/herself, taking into account the qualifications and position of the employee.

1.9. Training abroad is carried out on the basis of strategic partners, as well as in leading foreign universities, scientific centres at the expense of attracted funds not prohibited by the legislation of the Republic of Kazakhstan, as well as at the expense of the employee's own funds.

1.10. Professional development may be carried out using e-learning, distance learning technologies and network forms of training organisation.

1.11. Professional development may be carried out based on the results of the performance appraisal based on the recommendation for training and further development of the employee as necessary.

1.12. In case of training at the expense of the Company's funds, extra-budgetary funds of the Company, a training contract (written agreement on training conditions) shall be concluded between the employer and the trainee.

1.13. The Rules are part of the Company's regulatory documentation and its requirements are binding.

2. REGULATORY REFERENCES

The rules have been developed taking into account the requirements of the following documents:

- Labour Code of the Republic of Kazakhstan;
- Articles of Association of the Company.

3.

TERMS AND DEFINITIONS

Terms and definitions are used in the Rules:

<i>Frequency of advanced training</i>	-	periodicity of advanced training is set by employers themselves. In practice, as a rule, advanced training is carried out at least once every 5 years during the entire labour activity of an employee.
<i>Short-term professional development</i>	-	the training time is less than 72 hours. Short-term further training is thematic training on issues of specific production. Employers organise the training courses themselves, and the training is conducted by highly qualified employees of the company. At the end of the training, employees must pass an examination, pass a test or defend an abstract.
<i>Organisation of thematic seminars</i>	-	the training time ranges from 72 to 100 hours. This type of professional development is aimed at accelerated acquisition of skills necessary for work in new conditions. Within the framework of such programmes, dissonant and resonant issues, as well as contemporary issues in the spheres of work or scientific activity of the course participants are studied. At the end of the course, participants take a test or exam, or write and defend an abstract on the material covered.
<i>Prolonged professional development</i>	-	the time of training ranges from 100 to 500 hours. The purpose of long-term professional development is in-depth study of current issues in the field of professional activity in order to update knowledge or prepare specialists to perform new labour functions. Such programmes are designed for employees of the organisation who have certain work experience and lack practical skills and knowledge. At the end of the course, participants take a test, an exam or prepare and defend an abstract on the topic of the programme materials.

<i>Professional development</i>	- Acquisition by employees of new competences, knowledge, skills and abilities that they use or will use in their professional activities.
<i>Training</i>	- The process of developing specific professional skills in the organisation's employees through specific training methods.

4. DESIGNATIONS AND ABBREVIATIONS

The following abbreviations are used in the Regulations:

QMS - Quality Management System

Faculty members – teaching staff

AMP-Administrative and managerial personnel

SP - Service personnel

SU- Structural unit

MSHE - Ministry of Science and Higher Education

BoD - Board of Directors

5. OBJECTIVES, OBJECTIVES

5.1. The main objectives of professional development are:

– systematic development of basic and special competences of the Company's AMP, taking into account the education policy and requirements of the legislation of the Republic of Kazakhstan, and the Company's development strategy;

– mastering new technologies (forms, methods and means) in the relevant area of professional activity;

– increasing the efficiency of each employee and, as a consequence, the Company's competitiveness.

5.2. The goal is to satisfy the needs of specialists in obtaining a full range of necessary information in the field of the latest scientific achievements, as well as advanced foreign and domestic experience in any profile.

6. PROCEDURE FOR ORGANISING PROFESSIONAL DEVELOPMENT

6.1. Professional development of AMP is carried out at least once every three years.

6.2. Heads of structural subdivisions are responsible for planning timely professional development of employees. Forms, terms, place and focus of training are determined taking into account:

1) of these Rules;

2) industrial necessity of the structural unit's priority tasks;

3) matching the employee's skill level;

4) financial capabilities of the Company and its structural subdivisions.

6.3. In order to determine and identify the need for training and to form a plan for professional development of employees for the calendar year, heads of structural

subdivisions shall submit to the Planning and Economic Department an annual application for professional development of AMP of the relevant subdivision for the next calendar year (hereinafter referred to as the application) (*Annex 1* to the Rules) by 30 October of the current year. The application form shall contain the following information:

- 1) the purpose of the training - the specific knowledge and skills that the employee needs to acquire;
- 2) justification of training-explanation of how the knowledge and skills acquired by the employee are planned to be used in the future;
- 3) training topics - training direction corresponding to the functional duties (profile of professional activity) of the employee;
- 4) form of education;
- 5) planned timelines;
- 6) date and name of the last professional development;
- 7) requested budget;
- 8) funding source.

6.4. Planning and economic department calculates the budget (included in the Company's Development Plan) for advanced training of AMP by 25 December of the next calendar year based on the requests received from structural subdivisions, then agrees the budget with the IEE and submits it to the BOD for approval.

Changes and additions to the approved plan and within the budget established for advanced training can be made on the basis of memos from the heads of structural subdivisions with the indication of objective reasons (illness or dismissal of an employee, production or business necessity, etc.) submitted to the Planning and Economic Department not later than 30 days before the start of training. Changes may include:

- 1) postponement of training;
- 2) replacement of an employee sent for advanced training;
- 3) replacement of the organisation providing advanced training;
- 4) changing the subject matter of the training.

6.5. The Planning and Economic Department jointly with the HR Department provides the heads of structural subdivisions with the approved annual professional development plan (as well as amendments to it).

6.6. Heads of structural divisions:

- 1) are responsible for compliance with the annual training plan and provision of all necessary reporting information on professional development of the division's employees;
- 2) Notify the Planning and Economic Department and HR Department in a timely manner when changes to the approved plan need to be made.

7. ACCOUNTING AND CONTROL

7.1. The HR Department keeps track of the number of AMPs who have completed advanced training.

7.2. The Planning and Economic Department monitors the expenditure of funds allocated for professional development.

7.3. The HR Department together with the International Cooperation Department organises training and professional development of employees abroad.

7.4. HR Department together with the Legal Department prepares a draft training agreement (*Annex 4* to the Rules).

7.5. AMP who have completed advanced training under programmes implemented by third-party organisations are obliged to submit to the HR Department within five working days an actual report on the event, which includes the training programme and documents confirming the advanced training (originals and copies) diploma, certificate or other type of document on completion of advanced training courses.

7.6. The assessment of the achievement of the results of advanced training shall be made by the head of the structural unit in the form according to Annex 2 to the Rules and by the employee himself/herself who has completed advanced training in the form according to Annex 3 to the Rules. The result of the evaluation shall be submitted to the HR Department.

7.7. Heads of structural subdivisions shall submit a report on professional development of subdivision employees for the current year by 15 December of the current year.

7.8. The HR Department shall submit a report on the implementation of the AMP training plan for the previous year by 15 February of the current year.

8. FORM OF EMPLOYEE TRAINING

8.1. Types and forms of professional development differ from each other by the type of employment of course participants. The choice of training methods depends on many factors: the characteristics of the trainees, the Company's capabilities (including financial), the qualifications of the trainers and the objectives of the process.

8.2. **Methods of external professional development.** Methods of external professional development include:

1) Conferences, meetings, symposiums. Active teaching methodology that stimulates the development of communication skills, develops logical thinking, teaches the specifics of public speaking.

2) Training. In training, the trainer gives certain instructions and checks how much knowledge has been learnt over a period of time.

3) Lectures. The most traditional method. Materials are learnt passively and this method is not considered optimal nowadays, but is supplemented with other methods.

4) Self-study. The easiest option, but it requires self-discipline and responsibility. This method is now being developed through the introduction of various training programmes and distance learning.

5) Interactive courses. Knowledge is acquired, consolidated and tested using a learning programme.

6) Business game. The essence of the method is that the problem is solved not by one person, but by a group of students.

7) Case study. This method allows you to solve real production problems. It is mainly suitable for senior managers and managerial staff.

8) Basket method. Based on imitation of situations encountered in the course of work.

8.3. **Methods of in-organisational professional development. On-the-job** training methods include:

1) Instructional training. Used when skills are to be learnt in a new workplace.

2) Coaching. In this method, the trainer and the trainees interact and connect the participants in the production process.

3) Project Group. A group is formed to work collectively on a single project. This improves management skills, problem-solving skills and teamwork.

4) Mentoring. When experience is purposefully passed on, teaching an employee by example. A more experienced employee passes on his or her knowledge to someone who is less experienced.

5) Rotation. An employee is transferred within the company to another department. A very popular methodology nowadays.

6) Storytelling. Young employees are taught the rules of the job using the organisation's history.

7) Tutoring. A type of mentoring. A discussion is held in which the trainee demonstrates the knowledge gained.

8) Shadewing. The essence of the method is the observation of the work process, which allows to find out which sides in the employee's professional training are weak and to make a plan of professional development to remove them.

9. AMENDMENT

1. Amendments to this document shall be made by HR Department on the basis of the RK legislation and local normative documents of the Company.

2. changes are made on the basis of the order of the Chairman of the Board - Rector and are registered in the "Change Registration Sheet".

10. HARMONISATION, STORAGE, DISTRIBUTION

10.3. Approval of this document shall be obtained from the Chief of Staff and the following managers:

1) Legal Department;

2) Planning and Economic Department;

Responsibility for the custody of the original is assigned to the Records Management and Archives Department.

Annex 1
to the Rules of Training and Professional
Development administrative of the staff
of
NJC "Kazakh National Women's Teacher
Training University"
approved by the order of the Chairman of
the Management Board - Rector
dated " __ " ____2024 years.

№ _____

Application for employee professional development for 20____.

Name of structural subdivision

No. n/a	NAME	Position	Subject matter	Purpose	Rationale	Form of training	Cost per participant (all expenses)	Funding source	Planned learning periods	Date and name of the last professional development
Total										

Position title of the manager

Full name of the manager

Signature

The date of application is " __ " _____20____.

Annex 2
to the Rules of Training and Professional
Development administrative
of the staff of NJC «KazN», approved by
order of the Chairman of the Management
Board - Rector
dated " __ " ____ 2024 years.
№ _____

Employee Training Performance Evaluation Questionnaire (to be completed by the manager)

Head of structural subdivision (full name)
Division, position
Training topic
Date of training
Venue (city, educational institution)
Name of training participant
Position of the participant

1. Rate the learning outcome on a 4-point scale: (2-satisfactory, 3-satisfactory, 4-good, 5-excellent).

Evaluation criterion	Evaluation	Remarks
1. Practical value of the knowledge gained from the training for the department		
2. Degree of fulfilment of the objectives set for the employee prior to training		
3. Satisfaction of the manager with the suggestions made by the employee to improve the employee's/department's performance		
4. Manager's satisfaction with the information and materials received		
5. To what extent did the training contribute to the development of the employee's skills required for the job, which ones?		

Effectiveness of training, employee by the manager (Pp,%) is calculated by the formula:

$$P_p = \frac{\text{сумма_баллов}}{100} \times 100\%$$

2. What other knowledge and skills the employee needs to successfully perform their job duties:

3. What other training does the employee need to receive (on what topics):

4. Your suggestions for improving training in the organization

Date " __ " _____ 20__.

Caption / _____

FULL NAME/ _____

Annex 3

to the Rules of Training and Professional Development administrative of the staff of NJC «KazNWTTU», approved by order of the Chairman of the Management Board - Rector dated " __ " ____ 2024 years.
№ _____

Employee Training Evaluation Questionnaire (to be completed by the employee)

Training participant (full name)

Division, position

Training topic

Date of training

Venue (city, educational institution)

1. Rate the performance of the training on a 10-point scale (1 - unsatisfactory, 10 - excellent)

Evaluation criterion	Evaluation	Remarks
1. Relevance of the course content to expectations		
2. relevance of the knowledge gained		
3. Relevance of the course content to the programme		
4. Novelty of the information obtained		
5. Understandability of the material presented		
6. Practical value of the material		
7. Would you be able to make suggestions to improve your performance?		
8. To what extent has the training contributed to the development of skills, which ones?		
9. To what extent has the training contributed to personal improvement?		
10. Satisfaction with the materials received		

Efficiency of training, employee (P_c ,%) is calculated by the formula:

$$P_c = \frac{\text{сумма_баллов}}{100} \times 100\%$$

2. Your suggestions on how to improve the activity (department, division) taking into account the knowledge gained during the training:

Date " __ " _____ 20 __.

Caption / _____

FULL NAME/ _____

Annex 4
to the Rules of Training and Professional
Development administrative
of the staff of NJC «KazNWTTU», approved
by order of the Chairman of the Management
Board - Rector
dated "___" ___ 2024 years.
№ _____

**AGREEMENT ON TRAINING OF AN EMPLOYEE (ADMINISTRATIVE STAFF) AT THE EXPENSE OF THE
EMPLOYER NO. _____**

Almaty city "___" _____ 20___ year

Non-commercial joint stock company "Kazakh National Women's Teacher Training University", represented by the
Chairperson of the Board-Rector Qanay Gulmira Amirkhankyzy acting on the basis of the Charter, hereinafter referred to as
the "**Employer**", and citizen of the Republic of Kazakhstan _____, IIN _____, identity card number
№ _____, issued by _____ RK "___" _____ 20___, hereinafter referred to as the "**Employee**", jointly
referred to as the "**Parties**", and each individually as a "**Party**", **have** concluded this agreement on training of the employee at
the expense of the employer (hereinafter referred to as the "Agreement") as follows.

1. CONTRACT SUBJECT

- 1.1.** Under the Agreement, the Employer shall bear the costs of paying for the Employee's training in the form of advanced training _____ on: _____ (hereinafter referred to as Training) for the benefit of the Employer.
- 1.2.** The Employee's training is organised at the Employer's expense.
- 1.3.** The Contract is additional to the labour contract dated "___" _____ 20___ year No. _____, which is concluded between the Employer and the Employee and is valid at the time of conclusion of the Contract.
- 1.4.** Education is carried out in _____ (hereinafter referred to as the Education Organisation).
- (name of organisation)*
- 1.5.** Training dates from _____ to _____ inclusive.
- 1.6.** The cost of the Employee's training expenses in accordance with the Agreement is _____ (_____) tenge.

2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1. Responsibilities of the Employer:

- 2.1.1.** to pay for the Employee's training properly within the terms and conditions established by the training organisation.
- 2.1.2.** if necessary, release the Employee from work for the period of training and passing the necessary examinations, tests, control works;
- 2.1.3.** During the training period, not to engage the Employee in overtime work, not to send him/her on business trips not related to the training process;
- 2.1.4.** during the period of the Employee's training to retain his/her place of work (position) in accordance with the labour legislation of the Republic of Kazakhstan;
- 2.1.5.** pay wages to the Employee in accordance with the terms and conditions of the labour contract concluded between the Parties.

2.2. Employer's Rights:

- 2.2.1.** reduce the period of time an Employee is required to work or not require an Employee to work for paid training;
- 2.2.2.** in case of the Employee's unreasonable refusal to go to the training previously agreed upon and paid for by the Employer, withhold from the Employee's salary the paid cost of his/her planned training.

2.3. Duties of the Employee:

- 2.3.1.** to observe production and educational discipline, as well as the rules of internal regulations of the Education Organisation;
- 2.3.2.** Responsible and conscientious attitude to the Training, strive to acquire the necessary skills and appropriate level of qualification in the course of the Training;

- 2.3.3.** in full and within the established deadlines to perform properly all types of training tasks provided for by the curriculum and training programmes, to master the training programme in full;
- 2.3.4.** follow the instructions of the persons providing the Training relevant to the Training process;
- 2.3.5.** to comply with the requirements for occupational health and safety, fire safety, rules of ecological safety of the environment, legislation of the host country and other rules of the Organisation of Education;
- 2.3.6.** to treat with care the equipment, tools, consumables and other property of the Educational Organisation, not allowing their breakage or uncontrolled and thoughtless spending;
- 2.3.7.** independently bear all costs associated with material liability resulting from the Employee's culpable and/or innocent actions, both during and outside of the Training;
- 2.3.8.** upon completion of the Training, submit to the Employer documents confirming successful completion of the Training course;
- 2.3.9.** after completion of Training to work for one year in the NJC "Kazakh National Women's Teacher Training University" in the position held and to conduct 6 (six) open lecture classes during the 2023-2024 academic year.
- 2.3.10.** in cases of termination of the labour contract at the initiative of the Employee and/or at the initiative of the Employer due to the Employee's fault (incompatibility with the position held, absenteeism, being at work in a state of intoxication, violation of safety rules, embezzlement, loss of trust, disclosure of secrets, disciplinary violations, etc.) the Employee shall reimburse the cost of the expenses related to the Training and/or in proportion to the unworked period in the order of working time provided for in the Contract.
- 2.3.11.** the period of time off from the Employer starts from the day of the Employee's arrival to work at the NJC "Kazakh National Women's Teacher Training University".
- 2.4. Employee's Rights:**
- 2.4.1.** refuse to work off the Training if he/she pays the Employer the amount of money spent on his/her Training.
- 2.4.2.** The employee may choose not to pay the cost of the Training in the following cases:
- 1) termination of the labour contract at the initiative of the Employer in case of staff reduction;
 - 2) termination of the employment contract due to force majeure circumstances (conscription for military service, conviction for a crime, illness, death of the employee, changes in legislation).
- 2.4.3.** at any stage of the Training, withdraw from further Training with notice to the Employer and full reimbursement of the costs incurred by the Employer under the Contract.

3. ANTI-CORRUPTION CLAUSE

- 3.1.** When concluding and (or) performing this Agreement, the Parties, their affiliates, employees shall not pay, offer to pay or authorise the payment of any money or valuables in any form, either directly or through intermediaries, to any persons to influence the actions or decisions of such persons in order to retain or obtain any undue advantage in business activities.
- 3.2.** When concluding and (or) executing the Contract, the Parties, their affiliates, employees or intermediaries shall not perform actions qualified by the applicable laws of the Republic of Kazakhstan as giving or receiving a bribe, commercial bribery, as well as actions on legalisation (laundering) of proceeds of crime.
- 3.3.** If the Parties suspect that a violation of any provisions of this article has occurred or may occur, the Party concerned undertakes to notify the other Party in writing.
- 3.4.** In the written notification, the Party shall refer to facts or provide materials that reliably confirm or give grounds to assume that a violation of any provisions of this Article by the counterparty, its affiliates, employees or intermediaries has occurred or may occur, expressed in actions qualified by the applicable laws of the Republic of Kazakhstan as giving or receiving a bribe, commercial bribery, as well as actions on legalisation of proceeds of crime.

4. LIABILITY OF THE PARTIES

- 4.1.** The Parties shall be liable in accordance with the laws of the Republic of Kazakhstan.
- 4.2.** If the Employee fails to fulfil his/her obligations under the Agreement upon completion of the Training, he/she shall be obliged to reimburse the Employer for all expenses incurred by the Employer for the Employee's Training, including accommodation, meals and transport to and from the place of Training - within one month from the date of non-fulfilment of obligations under the Agreement.
- 4.3.** If the Employee fails to fulfil or improperly fulfils the obligations under the Agreement, the Employee shall pay a penalty to the Employer in the amount of 1% of the cost of Training for each day of delay.

5. DISPUTE RESOLUTION PROCEDUR

5.1. Disagreements and disputes arising in the process of fulfilment of the Contract shall be settled directly by the Parties in order to develop mutually acceptable solutions.

5.2. Issues not resolved by the Parties through negotiations, development of mutually acceptable solutions shall be resolved by appealing to the District Court No. 2 of Almalinskiy district of Almaty.

6. FINAL PROVISIONS

6.1. The Contract shall come into force since the signing date and shall remain in force till the Parties discharge their liabilities in full.

6.2. Any amendments and additions to the Contract shall be valid only if they are made in writing, and signed by the authorised representatives and sealed with signatures/seals of both Parties.

6.3. The Contract is drawn up in two original copies in the state and Russian languages having equal legal force, one copy for each of the Parties.

4. DETAILS AND SIGNATURES OF THE PARTIES

<p>{ "employer": NAO "KazNWTTU", 114/1 Gogol St., Almaty, 050000 BIN:990240005438 EIC: BIC: KBE: tel.: +7 (727) 233 18 45</p> <p>Chairman of the Management Board-Rector</p> <p>_____ G.A. Qanay</p>	<p>{ "worker": Full name: _____ Year of birth: _____ Адрес: _____ ИИН: _____ ID card: # _____ when issued: _____ By whom issued: _____ RK tel.: _____</p> <p>_____/_____ <i>(signature) Full name</i></p>
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APPROVAL SHEET

№	Position	FULL NAME.	Date	Caption	Note
1	Elaborated: Director of HR Department	Micropulo Y.V.			
2	Agreed: Head of Legal department	Makhanov M.M.			
3	Agreed: Acting Head Planning and Economic Department	Murat S.J.			
4	Agreed: Chief of Staff	Shintaev N.T.			

FAMILIARISATION SHEET

№	FULL NAME.	Position	Date	Caption	Note

PERIODIC INSPECTION SHEET

No. n/a	Date checks	Name and position of the person who carried out the inspection	Signature of the inspector	Items to be amended

SHEET FOR REGISTRATION OF AMENDMENTS AND ADDITIONS

No. of changes	Section, paragraph subject to change	Type of amendment (replacement, cancellation, addition)	Reason for change	Modification made		
				Date	FULL NAME	Caption
1			Changes in the Company's local regulatory documents and expiry of their validity period	21.02.2024	Micropulo Y.V.	