

On approval of the Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project "Mangilik el zhastary-industriyaga!" ("Serpín"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties at the labor market within the framework of the project "Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in organizations of technical and professional, post-secondary education, higher and (or) postgraduate education, approved by the authorized body in the field of education

### *Unofficial translation*

Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 26, 2018 No. 646. Registered with the Ministry of Justice of the Republic of Kazakhstan dated November 27, 2018 No. 17800.

Unofficial translation

On approval of the Rules for organizing and financing of personnel training with technical and vocational education, short-term vocational training, according to the project "Мәңгілік ел жастары-индустрияға!" ("Серпін"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties in the labor market within the framework of the "Жас маман" project on the principle of "100/200", as well as training in the basics of entrepreneurship in organizations of technical and vocational, post-secondary education, higher and (or) postgraduate education.

Footnote. Title - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

In accordance with subparagraph 2) of paragraph 3 of Article 16 of the Law of the Republic of Kazakhstan of March 19, 2010 "On State Statistics", subparagraphs 5.1.1, 5.1.2, 5.1.3 and 5.1.4 of the 'Yenbek' State Program for the Development of Productive Employment and Mass Entrepreneurship 2017 - 2021, approved by Decree No. 746 of the Government of the Republic of Kazakhstan dated November 13, 2018, **I hereby ORDER:**

1. To approve the attached Rules for organizing and financing of personnel training with technical and vocational education, short-term vocational training, under the project "Мәңгілік ел жастары-индустрияға!" ("Серпін"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties in the labor market within the framework of the "Жас маман" project on the principle of "100/200", as well as training in the basics of entrepreneurship in organizations of technical and vocational, post-secondary education, higher and (or) postgraduate education.

Footnote. Paragraph 1 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

2. Certain orders of the Minister of Education and Science of the Republic of Kazakhstan shall be deemed to have lost force in accordance with Appendix 2 to this order.

3. The Department of Technical and Vocational Education of the Ministry of Education and Science of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan shall:

1) ensure state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, send its copy in the Kazakh and Russian languages to the Republican State Enterprise with the Right of Economic Management “Republican Center of Legal Information” for official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) within ten calendar days after the state registration of this order, send a copy of it for official publication in periodicals;

4) place this order on the Internet resource of the Ministry of Education and Science of the Republic of Kazakhstan after its official publication;

5) within ten working days after the state registration of this order, direct the information to the Legal Department of the Ministry of Education and Science of the Republic of Kazakhstan on the execution of the actions provided for in subparagraphs 1), 2), 3) and 4) of this paragraph

4. The control over the execution of this order shall be entrusted to Vice-Minister of Education and Science of the Republic of Kazakhstan, E. Sukhanberdiyeva .

5. This order shall become effective upon expiry of ten calendar days after the day of its first official publication.

*Minister of Education and Science of the  
Republic of Kazakhstan*

*E. Sagadiyev*

"Agreed"

Minister of Labor and  
Social Protection of the Population of the  
Republic of Kazakhstan

\_\_\_\_\_  
" \_\_\_\_ " \_\_\_\_ 2018

"Agreed"

Chairman of the Committee on Statistics of the  
Ministry of National Economy of the  
Republic of Kazakhstan

"\_\_"\_\_\_\_ 2018

Approved  
by the order of the Minister  
of Science and Education  
of the Republic of Kazakhstan  
dated November 26, 2018 No. 646

**The Rules for organizing and financing of personnel training with technical and vocational education, short-term vocational training, under the project "Мәңгілік ел жастары-индустрияға!" ("Серпін"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties in the labor market within the framework of the "Жас маман" project on the principle of "100/200", as well as training in the basics of entrepreneurship in organizations of technical and vocational, post-secondary education, higher and (or) postgraduate education**

**Footnote. Title - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

Footnote. Appendix 1 is in the wording of the order of the Minister of Education and Science of the Republic of Kazakhstan dated September 27, 2019 No. 425 (shall be enforced upon expiry of ten calendar days after its first official publication).

## **Chapter 1. General provisions**

1. These Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project “Mangilik el zhastary-industriyaga!” ("Serpin"), retraining of labor resources and redundant workers ( hereinafter – the Rules) were developed in accordance with the State program for development of productive employment and mass entrepreneurship for 2017-2021 "Enbek", approved by the resolution of the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746 (hereinafter – the Program) and shall determine the procedure for organizing and financing training of the personnel with technical and vocational education , short-term vocational training, according to the project “Mangilik el zhastary-industriyaga!” ("Serpin"), retraining of labor resources and redundant workers, training of qualified personnel in in demanded specialties at the labor market within the framework of the project " Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in the colleges and higher educational institutions.

2. The following basic concepts are used in these Rules:

1) business coach - an individual who has professional competencies and skills necessary for development, as well as support of business projects of participants in training in the basics of entrepreneurship;

2) mobile training center - a mobile training center that implements educational programs of additional education with the provision of practice and ability to transport structural elements and equipment to the place of training;

3) a mobile group - a group established by the decision of the district (town) commission in each locality to search and form a list of applicants for training personnel with TVE. The mobile groups include representatives of akimats of a district in a town, a town of district significance, a settlement, a village, a rural district, educational organizations, local executive bodies for education and employment of the district (town) level, local police service, youth organizations and volunteers;

4) educational and production equipment - material teaching aids used in the educational process to form professional competencies in students, as well as a set of various kinds of machines and mechanisms, and their components used for educational purposes;

5) foreign partner (organization) - a legal entity and / or individual involved in the "Жақ маман" project in order to assist educational organizations in the preparation of training programs for compliance with international standards, in training, support and assessment of teachers in the declared profession (specialties), in providing recommendations on the necessary equipment for demanded and new professions (specialties).

**Footnote. Paragraph 2 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

## **Chapter 2. The procedure for organizing and financing training of the personnel with TVE**

### **Paragraph 1. The procedure for organizing training of the personnel with TVE**

3. The participants of the Program for training the personnel with TVE shall be the graduates of grades 9-11 of the current and previous years, persons who do not have professional education and have not enrolled in educational institutions, job seekers, the unemployed, members of low-income and/or large families, as well as other categories of citizens specified in paragraph 4 of Article 8 of the Law of the Republic of Kazakhstan "On Education", regardless of registration in employment centres.

**Footnote. Paragraph 3 - is in the wording of the order of the Minister of Education and Science of the Republic of Kazakhstan dated 03.04.2020 No. 128 (shall be enforced upon expiry of ten calendar days after its first official publication).**

4. Local executive bodies of regions, cities of republican significance on issues the of employment shall create a regional commission for implementation of the Program. The composition of the regional commission shall be at least seven people from among representatives of local representative bodies, representatives of employers, trade unions and

the regional chamber of entrepreneurs of regions, cities of republican significance and the capital city "Atameken" (hereinafter - RCE "Atameken") (at least 50% of the commission members are from number of representatives of entrepreneurs and employers).

5. Local executive bodies in the field of education of the district (city) level shall create a district (city) commission on the issues of employment programs implementation. The composition of the district (city) commission shall be at least seven people from among local executive and representative bodies, representatives of employers, trade unions (at least 30% of the commission members are representatives of entrepreneurs and employers).

6. The regional commission, upon recommendation of the local executive body in the field of education shall form and approve the list of educational institutions and specialties for carrying out the training of personnel with TVE, and also distribute the places for educational organizations and specialties.

7. Educational institutions of TVE are included in the list upon the availability of:

1) licenses for educational activities in the specialties of technical and vocational education;

2) at least three years of experience in carrying out educational activities in the field of TVE.

8. The list of specialties and qualifications shall be determined taking into account the analysis and forecast of the needs of the labor market in the region, carried out by local bodies on the issues of employment, together with employment centres, the joint stock company "Centre for development of labor resources" (hereinafter - JSC "CDLR") and the RCE "Atameken".

9. The list of specialties for training of the personnel with TVE shall be determined on the basis of the order of the Minister of Education and Science of the Republic of Kazakhstan dated September 27, 2018 No. 500 "On approval of the Classifier of specialties and qualifications of technical and vocational, post-secondary education" (registered in the Register of state registration of regulatory legal acts under No. 17564).

10. Mobile groups shall be created by the decision of the district (city) commission in each city of republican, regional, district significance, the capital city, settlement, rural districts of the district/city.

11. The mobile groups include the representatives of akimats of a district in the city, the city of district significance, a settlement, a village, a rural district, educational organizations, local executive bodies for the issues of education and employment at the district (city) level, local police service, youth organizations and volunteers;

12. Mobile groups, in accordance with the Program shall carry out the search for applicants by door-to-door rounds and form a list of persons who applied for the training of personnel with TVE until August 10. Within 3 (three) working days, the mobile groups shall

send information about applicants for the training of personnel with TVE in the form according to Appendix 1 to these Rules to the employment centre through the state Internet resource "Labor exchange".

13. The employment centre shall check the accuracy of the data through the automated information system "Labor market" and, within a period of no more than 5 (five) working days, report the results of the check to the local executive bodies in the field of education of regions, cities of republican significance for submission for consideration and approval by the district (city) commission.

14. The regional (city) commission, on the basis of the results of checking the data of applicants by the employment centres, within 5 (five) working days, shall approve the list of the Program participants.

15. Local executive bodies in the field of education of regions, cities of republican significance, on the basis of the decision of the district (city) commission shall conclude agreements with educational institutions on training of the personnel with TVE no later than 5 (five) working days from the date of receipt of the decision of the district (city) commission.

16. Local executive bodies in the field of education of the district (city) level, together with akimats of the district in the city, city of district significance, settlement, village, rural district, on the basis of the decision of the district (city) commission, within 3 (three) working days, shall notify the participants of the Program and issue a referral for training of a Program participant (hereinafter- the referral) in the form according to Appendix 2 to these Rules.

17. Applicants for participation in the Program on the basis of referrals issued by local executive bodies in the field of education of the district (city) level/akimats of the district in the city, city of district significance, settlement, village, rural districts shall submit an application to the educational organization in the form according to Appendix 3 to these Rules.

18. When submitting an application to an educational organization, applicants submit the following documents:

1) a copy of the identity document;

2) an education document (qualifications, certificate), in accordance with the form approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2015 No. 39 "On approval of the types and forms of education documents of the state standard and the Rules for their issuance" (registered in the Register of state registration of regulatory legal acts under No. 10348) (hereinafter – the Order No. 39);

3) a health certificate in accordance with the form approved in accordance with subparagraph 2) and 7) of Article 9 of the Code on public health and healthcare system.

4) a certificate confirming the category of citizens who receive social assistance (if any), in the form approved by the order of the Minister of health and social development of the

Republic of Kazakhstan dated April 28, 2015 No. 279 "On approval of standards of public services in social and labor sphere" (registered in the Register of state registration of regulatory legal acts under No. 13369);

5) a referral issued by local executive bodies in the field of education of the district (town) level in the form in accordance with Appendix 2 to these Rules.

The identity documents of the applicant who have not reached the age of majority are presented in person or by their parents or legal representatives.

In cases of introduction of restrictive measures by the relevant state bodies, introduction of a state of emergency, emergencies of a social, natural and man-made character in a certain territory, the applicant in this territory provides the educational organization with the document specified in subparagraph 3) of this paragraph, as the restrictive measures are lifted, the state of emergency terminated.

**Footnote. Paragraph 18 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

19. The staffing of groups shall be carried out until August 31, during the year additional staffing is allowed in accordance with paragraphs 20 and 28 of these Rules.

20. In case the applicant refuses to study, the educational institution within 3 (three) working days shall inform the local executive bodies in the field of education of regions, cities of republican significance. Local executive bodies in the field of education of regions, cities of republican significance shall notify local executive bodies in the field of education of the district (city) level to search for other applicants. The replacement of a participant who has refused training from the moment of receiving a referral for training by another person shall be carried out until September 30.

21. The enrollment of the Program participants for study on training of the personnel with TVE on the basis of the decision of the regional commission shall be carried out by the head of the educational institution.

22. The organization of education after enrollment of the Program participants shall return a notification to the referral according to Appendix 2 to these Rules to the local executive body in the field of education of the district (city) level/akimats of the district in the city, city of district significance, settlement, village, rural district.

23. Participants of the Program shall be trained on educational programs in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 "On approval of state compulsory education standards at all levels of education" (registered in the Register of state registration of regulatory legal acts under No. 17669) (hereinafter - SCES).

24. Local executive bodies in the field of education of the regional level, cities of republican significance on a monthly basis shall submit information (full name (if any), IIN, address of residence) about the enrolled applicants (in electronic form through the portal/



manually) to the employment centres by trainees by the 3rd day of the month following the reporting one.

25. The educational institution, after enrollment of the students, shall submit a report about the enrolled participants of the Program in the form according to Appendix 4 to these Rules by October 1st to the local executive body in the field of education of regions, cities of republican significance.

26. The duration of training for the Program participants shall be determined in accordance with the List of professions and specialties by the duration of training and levels of education for technical and vocational, post-secondary education in accordance with the classifier approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 No. 65 (registered in Register of state registration of regulatory legal acts under No. 13149).

27. The educational organization shall expel the Program participants in the following cases:

1) missing classes without good reason in accordance with the internal regulations of the educational organization;

2) unsatisfactory grades based on the results of current monitoring of progress, intermediate attestation in accordance with the Model rules for conducting current monitoring of progress, intermediate and final attestation of students for organizations of secondary, technical and vocational, post-secondary education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 18, 2008 No. 125 (registered in the Register of state registration of regulatory legal acts under No. 5191) (hereinafter - Order No. 125).

28. In case of expulsion of the Program participant, it is allowed to transfer or enroll in the available vacant places not during the holidays period the following categories of applicants:

graduates of grades 9-11, persons not enrolled in educational institutions (within the first month after the start of the school year);

students studying on a paid basis, including on related qualifications.

The applicant shall submit an application in any form addressed to the head of the educational organization for his/her transfer or admission to the vacated place. The head of the educational organization, having considered this application, in agreement with the district (city) commission, shall issue an order on the transfer or enrollment of the applicant to the vacated place.

29. The Program participants of who have completed training of the personnel with TVE on working qualifications, mid-level specialists shall pass the final certification (hereinafter – a graduate) in accordance with Order No. 125.

30. The graduates shall be issued a state-recognized document (diploma) in accordance with Order No. 39.



31. The organization of education shall submit a report on the progress of training the personnel with TVE (in electronic form through the portal or/or manually) in the form according to Appendix 5 to these Rules to the local executive bodies in the field of education of regions, cities of republican significance on a monthly basis, before the 1st day of the month following the reporting month.

32. Local executive bodies in the field of education of regions, cities of republican significance shall submit a report on the progress of training the personnel with TVE in the form according to Appendix 6 and information on enrolled participants for training the personnel with TVE in the form according to Appendix 7 to these Rules (in electronic form through the portal/manually) to employment centres on a quarterly basis by the 3rd day of the month, to the authorized body in the field of education monthly by the 5th day of the month following the reporting one.

## **Paragraph 2. The procedure for financing training of the personnel with TVE**

33. Financing for training the personnel with TVE shall be carried out from the local budget.

34. Program participants receiving TVE shall be provided with:

1) a scholarship in accordance with the Rules for appointment, payment and size of state scholarships to the students studying in educational institutions, approved by the Government of the Republic of Kazakhstan dated February 7, 2008 No. 116 (hereinafter - Resolution No. 116);

2) compensation for travel in accordance with the Rules for providing preferential travel by paying compensations for the students studying on the basis of a state educational order in educational organizations that implement educational programs of technical and vocational, post-secondary and higher education, during winter and summer holidays on intercity rail and road transport (except for taxis) approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated December 4, 2015 No. 677 (registered in the Register of state registration of Regulatory legal acts under No. 12894) (hereinafter - Order No. 677);

3) hot meals in accordance with the Resolution of the Government of the Republic of Kazakhstan dated March 12, 2012 No. 320 "On approval of sizes, sources, types and Rules for provision of social assistance to citizens who receive social assistance" (hereinafter - Resolution No. 320).

35. Participants, except for the students from among orphans and children left without parental care, and persons undergoing short-term vocational training, in accordance with the Program, shall be provided with free one-time hot meals at the rate of 40 percent of the cost of the daily ration for orphans.

## **Chapter 3. Procedure for organizing and financing short-term vocational training**

Footnote. Chapter 3. - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

**Paragraph 1. Procedure for organizing short-term vocational training at the request of employers**

36. For organizing short-term vocational training, the employer submits an application to the employment center indicating the number of required personnel, the list of qualifications and skills and the form of training.

37. The employer independently selects applicants for training by:

- 1) selection from among applicants offered by the employment center, mobile employment centers and / or registered on the Electronic Labor Exchange;
- 2) participation in job fairs;
- 3) self-search, including through private employment agencies.

The selection of applicants is carried out by conducting an interview or on the basis of information from employment centers, the Electronic Labor Exchange.

38. The employer submits a written application (in any form) to the employment center with an indication of the applicants selected for organization of short-term vocational training.

39. The employment center within three working days from the date of receipt of written applications from employers notifies (in any form) applicants about their participation in short-term vocational training.

40. Applicants selected by employers submit the following copies to the employment center:

- 1) identity card;
- 2) work book (if any);
- 3) an education document (qualifications, certificate, diploma, certificate) (if any);
- 4) a health certificate in accordance with the form approved in accordance with subparagraph 2) and 7) of Article 9 of the Code on public health and healthcare system.

41. To participate in short-term vocational training, applicants independently choose an educational organization from the Register of educational centers and educational institutions approved by the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken".

42. The employment center issues a referral to the applicant for training in the educational organization in the form in accordance with Appendix 10 to these Rules.

The educational organization enrolls applicants for training within 3 (three) working days.

43. Within 10 working days from the date of enrollment of the Program participant, the employment center concludes an agreement with the Program participant, educational organization and employer for organizing and financing of short-term vocational training in accordance with the Civil Code of the Republic of Kazakhstan.

44. The educational organization carries out short-term vocational training in full-time and (or) online mode.

45. The educational organization, together with employers and in agreement with the NCE Atameken, develops training programs for short-term vocational training.

46. Educational organizations, no later than five working days after the enrollment of the Program participants, subsequently - on a monthly basis by the first day of the month following the reporting month, submit to the employment centers a report on the enrolled Program participants in the form in accordance with Appendix 11 to these Rules electronically through the portal or / or manually and copies of enrollment orders.

47. The educational organization expels the Program participants in the following cases:

1) missing classes without good reason in accordance with the internal regulations of the educational organization;

2) unsatisfactory grades based on the results of current monitoring of progress, intermediate certification in accordance with the Order No. 125.

48. The Program participants expelled for unjustifiable reasons re-undergo training after one year from the date of re-registration as job seekers or unemployed, but not more than once.

49. The educational organization conducts the final certification of the Program participants in accordance with the Order No. 125.

50. The Program participants who have completed short-term vocational training, receive from the educational organization a certificate or diploma in the forms in accordance with the Order No. 39, Model rules for activities of types of organizations of additional education for adults, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated September 11, 2013 No. 370 (registered in the Register of state registration of regulatory legal acts under No. 8829) (hereinafter – the Order No. 370).

51. The employer hires a Program participant and sets a probationary period for the employee.

52. The employer sends to the employment center a copy of the order on admission to permanent work within the time limits established by the labor legislation of the Republic of Kazakhstan.

53. In the event that the employer refuses to hire a Program participant, the actual training costs, including the amounts of material assistance and scholarships paid, are reimbursed by the employer to the budget by transferring funds to the employment center.

In the event of liquidation of an employer - a legal entity or termination of activities of an employer - an individual, a reduction in the number of employees, a decrease in the volume of production and work and services performed, resulting in a deterioration in the economic condition of the employer, these expenses are not reimbursed by the employer.

54. Educational organizations monthly, before the first day of the month following the reporting month, submit to the employment centers a report on the progress of short-term

vocational training at the request of employers in the form in accordance with Appendix 12 to these Rules.

54-1. On a monthly basis, the employment centers submit a report on the progress of short-term vocational training at the request of employers to local authorities on employment of the population of regions, cities of republican significance by the third day of the month following the reporting month, in the form in accordance with Appendix 13 to these Rules.

54-2. Local authorities on employment of the population of regions, cities of republican significance submit a report on the progress of short-term vocational training at the request of employers through the automated information system "Labor Market" in electronic form through the portal or / or manually monthly by the 5th (fifth) day of the month, following the reporting month, to the JSC "Center for development of labor resources" in the form in accordance with Appendix 13 to these Rules.

**Paragraph 2. Procedure for organizing short-term vocational training for qualifications and skills in demand in the labor market**

55. Applicants for short-term vocational training in qualifications and skills in demand on the labor market apply to employment centers, mobile employment centers with an application in the form in accordance with Appendix 8 to these Rules.

55-1. Copies and originals of the following documents are attached to the application:

- 1) identity card;
- 2) work book (if any);
- 3) an education document (qualifications, certificate, diploma, certificate) (if any);

4) a health certificate in accordance with the form approved in accordance with subparagraph 2) and 7) of Article 9 of the Code on public health and healthcare system (submitted after the decision is made on inclusion of participants in the Program).

55-2. Employment centers, mobile employment centers verify documents for authenticity of copies with the originals and return the originals to applicants.

55-3. The employment center, the mobile employment center provide social vocational guidance to the applicant.

55-4. Mobile employment centers, within 3 (three) working days from the date of acceptance of the application and documents, transfer the application and documents, as well as information about applicants for short-term vocational training in the form in accordance with Appendix 9 to these Rules to employment centers in electronic form through the portal / manually.

55-5. Employment centers within two working days verify the documents of applicants for compliance with the requirements for the Program participants, form lists of applicants and send them to the district (town) commission for approval.

55-6. The district (town) commission, on the basis of the data from the employment centers, considers and approves the lists of applicants within 3 (three) working days and submits them to the employment centers.

55-7. Employment centers within 3 (three) working days notify applicants about the decision of the district (town) commission and issue them a referral to the educational organization for training in the form in accordance with Appendix 10 to these Rules.

56. Enrollment for short-term vocational training by educational organizations is carried out on the basis of the decision of the district (town) commission within 3 (three) working days.

57. The employment center concludes an agreement with an educational organization for implementation of a short-term vocational training program.

58. The educational organization provides short-term vocational training in full-time and (or) online mode.

59. The educational organization, together with employers and in agreement with NCE "Atameken", develops training programs for short-term vocational training.

60. Educational organizations, no later than five working days after enrollment of the Program participants, subsequently - on a monthly basis by the first day of the month following the reporting month, submit to the employment centers a report on the enrolled Program participants in the form in accordance with Appendix 11 to these Rules electronically through the portal or / or manually and copies of enrollment orders.

61. The educational organization expels the Program participants in the following cases:

1) missing classes without good reason in accordance with the internal regulations of the educational organization;

2) unsatisfactory grades based on the results of current monitoring of progress, intermediate certification in accordance with the Order No. 125.

61-1. The Program participants, expelled for unjustified reasons, re-undergo training after one year from the date of re-registration as job seekers or unemployed, but no more than once

61-2. The educational organization conducts the final certification of the participants of the Program in accordance with the Order No. 125.

61-3. The Program participants who have completed short-term vocational training receive from the educational organization a certificate or qualifications in the forms in accordance with the Orders No. 39 and No. 370.

61-4. After completion of short-term vocational training by the participants of the Educational Organization Program, the list of those who completed their training is sent to the employment centers and NCE "Atameken" to organize employment or to assist in obtaining state grants for implementation of new business ideas.

62. Educational organizations on a monthly basis, before the first day of the month following the reporting month, submit to the employment centers a report on the progress of

short-term vocational training for qualifications and skills in demand in the labor market in the form in accordance with Appendix 12 to these Rules.

62-1. On a monthly basis, the employment centers submit a report on the progress of the short-term vocational training on qualifications and skills in demand in the labor market to local authorities on employment of the population of regions, cities of republican significance by the third day of the month following the reporting month, in the form according to Appendix 13 to these Rules.

62-2. Local authorities on employment of the population of regions, cities of republican significance submit a report on the progress of the short-term vocational training for qualifications and skills in demand in the labor market through the automated information system "Labor Market" in electronic form through the portal or / or manually monthly by the 5th (on the fifth) day of the month following the reporting one, to the JSC "Center for development of labor resources" in the form in accordance with Appendix 13 to these Rules.

### **Paragraph 3. Procedure for financing short-term vocational training**

63. Financing of short-term vocational training is carried out in accordance with the Program.

Remuneration for the work of a mentor in production is carried out in accordance with the methodology of per capita normative financing of preschool education and training, secondary, technical and vocational, post-secondary, higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated November 27, 2017 No. 597 (registered in the Register of state registration of regulatory legal acts of the Republic of Kazakhstan under No. 16137).

64. The Program participants undergoing short-term vocational training are provided with a scholarship in accordance with Resolution No. 116, as well as financial assistance for travel, accommodation and medical examination.

65. The employment center transfers the scholarship and material assistance to the current (card) accounts of the Program participants who are undergoing short-term vocational training in training centers.

66. The Program participants undergoing short-term vocational training through mobile training centers or online are not paid material assistance for travel and accommodation.

## **Chapter 4. The procedure for organizing and financing training of the personnel under the project "Mangilik el zhastary-industriyaga!" ("Serp")**

### **Paragraph 1. The procedure for organizing training under the project "Mangilik el zhastary-industriyaga!" ("Serp")**

67. Participants of the project "Mangilik el zhastary - industriyaga!" ("Serp") for training of the personnel with higher, technical and vocational education shall be the

graduates of grades 9, 11 of 6 labor surplus regions determined in accordance with the Program.

68. Project "Mangilik el zhastary-industriyaga!" ("Serp") is implemented in educational organizations of the regions (hereinafter referred to as labor-deficient regions), approved by the Decree of the Government of the Republic of Kazakhstan dated February 18, 2016 No. 83 "On determining the regions for resettlement of kandas and migrants" (hereinafter referred to as Decree No. 83).

**Footnote. Paragraph 68 - as amended by the order of the acting Minister of Education and Science of the Republic of Kazakhstan dated 25.11.2021 No. 571 (shall be enforced ten calendar days after the day of its first official publication).**

69. Local executive bodies in the field of education shall create a Commission for placement of the state educational order for training of the personnel with TVE within the framework of the project "Mangilik el zhastary-industriyaga!" ("Serp") (hereinafter-the Commission) until March 1st of the calendar year in accordance with the quota of admission, approved by the Resolution of the Government dated February 28, 2012 No. 264 "On approval of sizes of the admission quota upon admission to study in educational organizations implementing educational programs of technical and vocational, post-secondary and higher education".

Based on the decision of the Commission, by the order of a local executive body in the field of education and the resolution of local executive bodies of labor-deficient regions, by April 20 of the calendar year, a list of TVE organizations shall be approved, indicating the names of specialties participating in the project "Mangilik el zhastary-industriyaga!" ("Serp").

70. The state educational order for the training of personnel with higher and postgraduate education shall be posted in accordance with the Rules for awarding an educational grant to pay for higher or postgraduate education with the award of the degree "Bachelor" or "Master", approved by the resolution of the Government of the Republic of Kazakhstan dated January 23, 2008 No. 58.

71. Local executive bodies in the field of education, in accordance with the approved list of specialties and TVE organizations shall create professional orientation groups from among the employees of educational organizations to form participants in the project "Mangilik el zhastary-industriyaga!" ("Serp") no later than May 1 of the calendar year and carry out professional orientation work in secondary schools of labor-abundant regions from May 1st to 30th of the calendar year. The composition and work schedule of professional orientation groups shall be approved by an educational organization.

72. Professional orientation groups shall conduct information and explanatory work among the students of general education schools in labor-abundant regions about the specialties and organizations of TVE in labor-deficient regions in accordance with the Resolution No. 83.



73. Educational organizations of TVE in labor-deficient regions shall organize an exit admission commission from among the representatives of educational organizations to receive documents and conduct entrance exams in accordance with the Standard rules for admission to training in educational organizations implementing educational programs of technical and vocational education, approved by the order of the Minister of Education and Science of the Republic Kazakhstan dated October 18, 2018 No. 578 (registered in the Register of state registration of regulatory legal acts under No. 17705) (hereinafter – the Order No. 578).

74. Admission to higher educational establishments under the project "Mangilik el zhastary-industriyaga!" ("Serp") shall be carried out in accordance with the Standard rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan No. 600 dated October 31, 2018 (registered in the Register of state registration of regulatory legal acts under No. 17650) (hereinafter – the Order No. 600).

75. Enrollment of participants in the Project "Mangilik el zhastary-industriyaga!" ("Serp") shall be held by educational organizations of labor-deficient regions from 25th to 31st August of the calendar year.

76. Training of participants in the Project "Mangilik el zhastary-industriyaga!" ("Serp") shall be carried out according to educational programs providing for the training of qualified workers and mid-level specialists in accordance with the State Educational Standard.

77. Graduates shall be issued a state-recognized document (diploma) in accordance with the Order No. 39.

78. Employment of graduates of educational organizations in the framework of the project "Mangilik el zhastary-industriyaga!" ("Serp") shall be ensured by local executive bodies on the basis of the contract for conducting professional practices for educational organizations, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from January 28, 2016 No. 93 "On approval of forms of standard contract for provision of educational services to preschool organizations, organizations of secondary, technical and vocational, post-secondary education, a model contract for conducting professional practice and a model contract for dual training for organizations of technical and professional, post-secondary education" (registered in the Register of state registration of regulatory legal acts under No. 13227).

**Paragraph 2. The procedure for financing the project "Mangilik el zhastary-industriyaga!" ("Serp")**

79. Participants in the project of higher education shall be provided with state support for tuition fees, scholarships, and travel.

80. Participants in the project of technical and vocational education shall be provided with state support for tuition fees, scholarships, travel, meals.

State scholarships shall be awarded and paid in accordance with the Resolution No. 116.

Compensation for travel shall be paid to the participants of the project "Mangilik el zhastary-industriyaga!" ("Serp") according to the Order No. 677.

Hot meals shall be provided in accordance with the Resolution No. 320.

81. Financing shall be carried out by local executive bodies in the field of education from the local budget.

Participants of the project "Mangilik el zhastary-industriyaga!" ("Serp") shall be provided with places in hostels in accordance with the rules for allocation of places in hostels of educational organizations, approved by the orders of the Minister of Education and Science of the Republic of Kazakhstan dated January 22, 2016 No. 66 (registered in the Register of state registration of regulatory legal acts under No. 13487).

#### **Chapter 5. Procedure for organizing and financing of vocational training for employees under an employment contract, including redundant employees**

**Footnote. Chapter 5 is in the wording of the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (entered into force after ten calendar days after the date of its first official publication).**

#### **Paragraph 1. Procedure for organizing vocational training for employees under an employment contract, including redundant employees**

82. The employer compiles a list of those wishing to undergo vocational training from among those working under an employment contract, as well as redundant workers within the framework of roadmaps for managing the flow of labor resources.

83. After the list of employees is formed, the employer submits an application for vocational training to the employment center, indicating the number of employees sent, the list of qualifications and skills and the form of training. The employer's constituent documents and copies of the following documents of employees are attached to the application:

1) identity card;

2) work book;

3) education document (qualifications, certificate, diploma), as well as documents confirming the completion of training (license, certificate) (if any);

4) an act of the employer (in any form) on the transfer to part-time work or reduced working hours, or on the granting of unpaid leave or unpaid leave to care for a child until he reaches the age of three years or on forced idle time.

83-1. The employment centers within 2 (two) working days check the documents of employees for compliance with the requirements for the Program participants, form lists of employees and send them for consideration to the district (town) commission.

83-2. The district (town) commission, on the basis of the data from the employment centers, reviews and approves the lists of employees within 3 (three) working days and sends them to the employment centers.

83-3. The employment centers within 3 (three) working days notify employers about the decision of the district (town) commission.

83-4. The employer, within 2 (two) working days from the date of receipt of information from the employment center, informs employees about their inclusion in the program.

83-5. The employee, within 3 (three) working days from the date of notification by the employer, applies to the employment center for vocational training and, in agreement with the employer, chooses the educational organization from the Register of educational centers and educational institutions approved by the National Chamber of Entrepreneurs of the Republic of Kazakhstan "Atameken".

83-6. The employment center issues a referral to an employee for training in an educational organization in the form in accordance with Appendix 10 to these Rules.

83-7. The educational organization enrolls an employee for training within 3 (three) working days.

84. The educational organization, in agreement with employers and employment centers, organizes vocational training for employees, taking into account the combination of work and study by employees:

- at the workplace within working hours;
- with partial separation from work;
- in free time from work (evenings, weekends);
- online.

84-1. The educational organization develops training programs (courses) for retraining and advanced training, based on educational programs of higher or technical and vocational education, and coordinates them with employers and NCE Atameken.

85. The educational organization conducts the final certification of employees in accordance with the Order No. 125.

86. Employees who have completed vocational training receive a certificate or a diploma from the educational organization in the forms in accordance with the Orders No. 39 and No. 370.

87. Educational organizations monthly, before the first day of the month following the reporting month, submit to the employment centers a report on the progress of vocational training in the form in accordance with Appendix 12 to these Rules.

87-1. On a monthly basis, employment centers submit a report on the progress of vocational training to local authorities on employment of the population of regions, cities of

republican significance by the third day of the month following the reporting month, in the form in accordance with Appendix 13 to these Rules.

87-2. Local authorities on employment of the population of regions, cities of republican significance submit a report on the progress of vocational training through the automated information system "Labor Market" in electronic form through the portal or / or manually monthly by the 5th (fifth) day of the month following the reporting one, to the JSC "Center for development of human resources" in the form in accordance with Appendix 13 to these Rules.

**Paragraph 2. Procedure for financing vocational training for employees under an employment contract, including redundant employees**

88. Financing of vocational training of employees is carried out at the expense of the local budget and employers.

89. Employers and employment centers, in accordance with the concluded contract for organizing and financing of vocational training, monthly transfer funds for vocational training to the educational organization.

90. Employees on social leave are provided with an educational maintenance allowance in accordance with the Resolution No. 116.

91. Employment centers transfer an educational maintenance allowance to the current accounts of employees on social leave, opened in second-tier banks.

**Chapter 6. The procedure for organizing and financing training of qualified personnel in demanded specialties at the labor market within the framework of the “Zhas Maman” project on the principle of “100/200”**

**Paragraph 1. The procedure for organizing training of qualified personnel in demanded specialties at the labor market within the framework of the “Zhas Maman” project on the principle of “100/200”**

92. Training of qualified personnel in demanded specialties at the labor market under the “Zhas Maman” project shall be carried out in 180 TVE organizations and 20 organizations of higher and (or) postgraduate education on the principle of “100/200”, which provides for training in 100 of the most demanded and new professions (specialties).

Participants of the “Zhas Maman” project are graduates of grades 9-11 of current and previous years, persons who do not have vocational education and enrolled in educational institutions, job seekers, redundant workers, unemployed, members of low-income families, as well as other categories of citizens indicated in paragraph 4 of Article 8 of the Law of the Republic of Kazakhstan "On Education", regardless of registration in employment centres.

The authorized body in the field of education shall create a commission for implementation of the “Zhas Maman” project (hereinafter - the Commission) from among

representatives of state bodies and industry associations, NCE “Atameken” and other interested parties to select TVE organizations, higher educational institutions, equipment and foreign partners in accordance with profile of personnel training.

93. NJSC TALAP (hereinafter referred to as the Operator) has been designated as the operator of the "Жас маман" project in accordance with the Program.

The operator performs the following tasks:

- support of the process of selection of TVE organizations and universities;
- selection of foreign partners (organizations) and coordination of their work, including the provision of language communication when working with foreign partners;
- coordination and monitoring of the progress of the “Жас маман” project.

**Footnote. Paragraph 93 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

94. The selection of TVE organizations and universities for participation in the "Жас маман" project is carried out from among state organizations and non-profit joint-stock companies with 100% (one hundred percent) state participation in their authorized capital, except for those transferred or being transferred into trust management.

**Footnote. Paragraph 94 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

95. Information about the beginning of selection of TVE organizations and higher educational institutions is communicated by the Operator to potential participants in the “Zhas Maman” project by posting information on the Internet resources of the authorized body in the field of education and the Operator, indicating the start and end date of accepting documents, the list of required documents and the method of their submission.

96. The acceptance of applications and documents from TVE organizations shall be carried out by local executive bodies in the field of education and from higher educational institutions by the Operator.

97. The list of required documents for TVE organizations:

- a copy of the license in order to confirm the compliance of the training profile of the TVE organization with the list of 100 demanded and new professions (specialties);
- a copy of the strategic plan for development of TVE organizations for the next five years, including for the declared professions (specialties), drawn up in accordance with Appendix 14 to these Rules;
- a copy of the contract/agreement between the TVE organization and the enterprise (organization) on partnership, including dual training in the declared profession (specialty) for the past three years (except for new professions (specialties);

- an extract from the National educational database on employment for the declared profession (specialty) for the last two academic years (with the exception of new professions (specialties));
- a list of full-time teachers with experience in production and/or trained in production over the past five years in the declared profession (specialty);
- copies of technical passports of buildings of the TVE organization and the layout of equipment in order to confirm the availability of sufficient space and infrastructure for installation of equipment
- a copy of the order of TVE organizations on participation in WorldSkills championships in the declared professions (specialties) (except for new professions (specialties));
- a copy of the certificate of accreditation of educational programs in the declared professions (specialties) (if any);
- a copy of the certificate of accreditation according to the standards of the international system (if any);

**Footnote. Paragraph 97 as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan No. 132 dated 07.04.2020 (shall be enforced upon expiry of ten calendar days after its first official publication).**

98. The list of required documents for higher educational institutions:

- a copy of the license in order to confirm the compliance with the profile of training personnel at the higher educational institution to the list of 100 demanded and new professions (specialties);
- a copy of the contract/agreement between the higher educational institution and the enterprise (organization) on partnership in the relevant profiles;
- a list of teachers with scientific and (or) academic degree "Doctor of Philosophy (PhD)" or "Doctor of Specialization" in the relevant areas of training from the total number of teachers for universities - at least 50%, academies - 30%, institutes - 30%;
- a copy of a strategic development plan of a higher educational institution for the next five years;
- a copy of the agreement with universities (organizations) included in the top 100 rankings QS-by subject, Academic Ranking of World Universities, Times Higher Education;
- a copy of the accreditation certificate in the relevant areas of training (with the exception of new professions (specialties));
- information on the number of publications in editions indexed in the abstract and bibliographic databases of scientific citation Web of Science (Web of Science) or Scopus (Scopus) in the relevant areas of training with supporting documents;
- an extract from the Unified system of higher educational institutions for employment to the declared profession (specialties) for the last two academic years (with the exception of new professions (specialties));

- copies of technical passports of buildings of higher educational institutions and a layout of equipment in order to check for availability of sufficient area and infrastructure for installation of equipment.

99. In order to ensure implementation of the "Zhas Maman" project, local executive bodies of regions, cities of republican significance shall create regional commissions (hereinafter - the Regional commission) to select the region's TVE organizations and equipment.

The Regional commission consists of a chairman, a secretary and commission members. The total composition of the Regional commission is at least seven people, from among representatives of local executive bodies, RCE "Atameken" and employers (at least 50% of members of the commission are representatives of entrepreneurs and employers).

100. The working body of the Regional commissions are local executive bodies in the field of education (hereinafter referred to as the Working body). The Working body organizes the acceptance of applications from TVE organizations wishing to participate in the "Жас маман" project, from among state organizations, except for those transferred or being transferred to trust management. Applications are accepted within 15 (fifteen) working days from the date of publication of the announcement by the Operator in accordance with paragraph 97 of these Rules.

The Working body, within 3 (three) working days after the deadline for accepting applications from TVE organizations, submits to the meeting of the Regional commission a list of TVE organizations wishing to participate in the "Жас маман" project for approval.

The decision of the regional commission is drawn up in a minutes.

**Footnote. Paragraph 100 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

101. Within 5 (five) working days after the decision made by the Regional commissions, the Working bodies provide the Operator with a package of the following documents:

1) an application for submission of a package of documents for participation in the "Жас маман" project with the attachment of:

- a list of selected TVE organizations;
- justification of the region for selection of professions (specialties) (priorities of regional development, labor market data);
- an explanatory note on selection of TVE organizations to participate in the "Жас маман" project (reputation, contribution to the development of the region, prospects).

2) copies of the decisions of the Regional commission with the minutes;

3) a letter of guarantee for additional financing of local executive bodies up to 10% of the cost of equipment at the expense of the local budget signed by deputy akims of regions, cities of republican significance (for the development of the infrastructure of TVE organizations and / or for the purchase of consumables for equipment and / or for improving the



qualifications of teachers and / or for accreditation procedures of a foreign partner in the declared profession (specialty));

4) a letter of guarantee confirming the placement of a state educational order for the declared profession (specialty) within 5 (five) years with the signature of the deputy akim of regions, cities of republican significance.

**Footnote. Paragraph 101 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

102. The operator shall provide TVE organizations selected by the Regional commissions with access to the information system for completing an online questionnaire within 3 (three) working days from the date of submission of the above mentioned documents.

103. After gaining an access of TVE organizations, the TVE organizations shall fill out the questionnaire in accordance with Appendix 15 to these Rules with uploading the necessary package of supporting documents on the Operator's information Internet resource.

104. A higher educational institution that has expressed an interest in participating in the “Zhas Maman” project shall fill out a questionnaire of higher educational institutions in accordance with Appendix 16 to these Rules with uploading the necessary package of supporting documents on the Operator's Internet resource within 10 (ten) working days from the date of publication of the announcement by the Operator.

105. The Operator shall check the information provided from TVE organizations and higher educational institutions for completeness of the submitted documentation, correctness of filling and reliability of the information provided within 10 (ten) working days from the date of receipt of the documents to the Operator.

106. The Operator's information system automatically generates a points table. Members of the Commission shall gain an access to the Operator's information system and sign a contract on confidentiality and non-disclosure of information.

107. Members of the Commission, within 5 (five) working days shall consider the presented table of points and, in the absence of comments and suggestions, vote “Agree”, in case of disagreement - “Against” and provide their comments and suggestions to the information system.

108. Based on the results of voting, the Operator shall organize a meeting of the Commission within 5 (five) working days, at which the results shall be announced. Members of the Commission who voted “Against” voiced their comments and proposals for discussion. Following the discussion, the Commission shall approve the final list of TVE organizations and higher educational institutions for participation in the “Zhas Maman” project.

109. If during the voting the votes are equally divided, the vote of the Chairman of the Commission shall be decisive.

110. The decision of the Commission shall be drawn up in the minutes.

111. The minutes of the Commission meeting shall be signed by the Chairman and the secretary.

In the absence of the Chairman of the Commission, the minutes shall be signed by the deputy Chairman of the Commission.

112. The results of selection of TVE organizations and higher educational institutions shall be published by placing information on the Internet resources of the authorized state body in the field of education and the Operator of the “Zhas Maman” project no later than 5 (five) working days after signing the minutes of the Commission meeting.

**113. Is excluded by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

114. In case of closure/bankruptcy of a TVE organization for reasons beyond the control of the authorized body in the field of education, the conditions for reimbursement of expenses and/or the transfer of equipment to other TVE organizations within the framework of the “Zhas Maman” project shall be established in the contract on participation in the “Zhas Maman” project.

115. In case of closure/bankruptcy of a TVE organization, the decision on transfer of the equipment to other TVE organizations shall be made by the Regional commission, taking into account the list of necessary documents provided for in paragraph 97 of these Rules.

116. Selection of foreign partners is carried out from among foreign organizations or foreign educational institutions from among the countries of the Organization for Economic Cooperation and Development (OECD), engaged in the training and / or certification of personnel corresponding to the list of 100 demanded professions (specialties).

**Footnote. Paragraph 116 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

117. For participation in the “Zhas Maman” project, the foreign partners shall submit to the Operator the following documents:

1) a document confirming the availability of work experience in personnel training for the last 3 (three) years;

2) a document confirming the availability of work experience in personnel certification for the last 3 (three) years;

3) a document confirming inclusion into composition (membership) of internationally recognized organizations for accreditation of educational programs and/or educational organizations and personnel certification (recommended).

118. Foreign partners (organizations) within the framework of the “Zhas Maman” project shall carry out the following functions:

1) assessing the current state of TVE organizations and providing assistance in preparation of training programs for compliance with international standards;

2) provision of requirements for sectoral accreditation of TVE organizations;  
3) providing recommendation on the required equipment;  
4) training, support and assessment of engineering and teaching staff in the declared profession;

5) provision of necessary training materials for training engineering and teaching staff.

119. The Operator requests from the industry associations of employers in Kazakhstan a list of foreign partners (organizations) whose standards are applied in their industry.

Employers' associations provide the Operator with a list of foreign partners (organizations) within 10 (ten) working days. The Operator searches for potential foreign partners (organizations) from among the countries of the Organization for Economic Cooperation and Development (OECD), taking into account the offers of the employers' association.

**Footnote. Paragraph 119 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

120. The announcement of the beginning of the selection of foreign partners (organizations) is posted on the Operator's Internet resource, indicating the deadline for receiving documents and a list of documents. The results of the selection of foreign partners (organizations) are posted on the Operator's Internet resource.

**Footnote. Paragraph 120 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

121. Foreign partners (organizations) wishing to participate in the "Жас маман" project submits to the Operator a letter and documents specified in paragraph 117 of these Rules with a price offer via e-mail to [jmproject@tvvet.kz](mailto:jmproject@tvvet.kz) within 50 (fifty) working days after the announcement is published by the Operator.

**Footnote. Paragraph 121 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

122. The Operator, within 24 (twenty four) working days after receiving the letters and documents specified in paragraph 117 of these Rules with a price offer from foreign partners (organizations), organizes a meeting of the Commission.

At least two potential foreign partners (organizations) with price offers for each industry direction are submitted to the Commission for consideration.

The Commission makes a decision on the approval of the list of foreign partners (organizations) with the determination of one foreign partner (organizations) to conclude an agreement on participation in the "Жас маман" project by open voting. A vote is considered adopted if a majority of votes from the total number of members of the Commission are cast for it.

In case of equality of votes, the vote of the chairman of the Commission is decisive.

The decision of the Commission is drawn up in minutes and signed by the chairman and secretary.

**Footnote. Paragraph 122 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

123. The decision of the Commission on the selection of foreign partners (organizations) is the basis for concluding an agreement on participation in the "Жас маман" project between the Operator and the foreign partner (organizations).

The Operator draws up an agreement on participation in the "Жас маман" project, which is sent to a foreign partner (organizations) determined by the Commission for signing within 30 calendar days.

In case of non-signing of an agreement with a foreign partner (organization), determined by the Commission, on participation in the project "Жас маман" within 30 calendar days, the Commission decides on the selection of another foreign partner (organizations) from among the foreign partners (organizations) indicated in the list approved by the Commission by open vote. A vote is considered adopted if a majority of votes from the total number of members of the Commission are cast for it. In this case, the Operator notifies by e-mail all participants indicated in the list of foreign partners (organizations) about the re-selection and determination of a new foreign partner (organizations) within 10 (ten) working days and the results of the selected foreign partner (organizations) are posted on the Internet resource of the Operator.

If the Commission does not make a decision on the selection of a foreign partner (organizations) from the list of foreign partners (organizations) approved by the Commission, the Operator re-selects and approves the list of foreign partners (organizations), in accordance with paragraphs 116, 117, 118, 119, 120, 121, 122, 123 and 124 of these Rules.

**Footnote. Paragraph 123 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

124. The Operator and the selected foreign partner (organization), after making a decision by the Commission shall sign a contract on participation in the "Zhas Maman" project.

125. Within the framework of the "Zhas Maman" project, selection and purchase of sets of training and production equipment shall be carried out in accordance with the list of 100 most demanded and new professions (specialties).

Formation of the list of equipment and purchase of sets of training and production equipment shall be carried out by local executive bodies in agreement with the Operator.

**126. Is excluded by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

127. Within 10 (ten) working days from the date of approval by the Commission of a final list of TVE organizations for participation in the “Zhas Maman” project, the selected TVE organizations shall form a list of sets of training and production equipment with necessary components and related materials for the declared professions (specialties).

The working body of the regional commission within 10 (ten) working days shall carry out compilation of a list of equipment for its region and submit it for consideration and approval by the regional commission.

The decision of the regional commission shall be drawn up in a minutes.

128. Within 5 (five) working days after the decision made by the regional commissions to determine the list of equipment from the region, the local executive body provides the Operator with a list of equipment.

**Footnote. Paragraph 128 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).**

129. After receiving the list of equipment from the local executive body, the Operator shall engage industry associations and/or experts and/or organizations to obtain an expert opinion on the list of equipment for the declared professions (specialties) and issue a consolidated list of equipment with expert opinions and recommendations of foreign partners (organizations) on the required equipment for consideration and approval by the Commission.

The decision of the Commission shall be drawn up in minutes and signed by the Chairman and secretary.

In the absence of the Chairman of the Commission, the minutes shall be signed by the deputy Chairman of the Commission.

130. The decision of the Commission on approval of the list of equipment shall be the basis for carrying out procurement by local executive bodies.

131. The list of equipment for higher educational institutions shall be determined by higher educational institutions independently based on the needs of the educational process.

132. Monitoring of implementation of the “Zhas Maman” project by TVE organizations and higher educational institutions shall be carried out by the Operator.

133. The working body (for TVE organizations) and the authorized body in the field of education (for higher educational institutions) together with the Operator shall annually collect the results of implementation of the “Zhas Maman” project on the places.

134. Admission of participants in the “Zhas Maman” project to the organization of TVE and higher educational institutions shall be carried out in accordance with the Orders No. 578 and No. 600.

135. Graduates of the “Zhas Maman” project shall be issued a state-recognized document (diploma) in accordance with the Order No. 39 and No. 370.

136. The operator shall annually submit a report to the authorized body in the field of education on the progress of the project "Zhas Maman".

**Paragraph 2. The procedure for financing the training of qualified personnel in demanded specialties at the labor market within the framework of the “Zhas Maman” project on the principle of 100/200**

137. To train qualified personnel for the “Zhas Maman” project, it is provided to purchase equipment and attract foreign partners (organizations) in the declared profession (specialty) for the organization of TVE at the expense of the republican budget, for higher educational institutions - the purchase of equipment through the leasing mechanism or from higher educational institutions’ own funds.

138. The purchase of equipment for TVE organizations shall be carried out by local executive bodies within the framework of targeted transfers from the republican budget for implementation of the “Zhas Maman” project.

139. The purchase of equipment for higher educational institutions shall be realized through a leasing mechanism and/or at the expense of higher educational institutions’ own funds.

140. Terms of lease financing:

- 1) the term of lease financing - up to 7 (seven) years;
- 2) interest rate - no more than 11% per annum;
- 3) financing currency - tenge;
- 4) the lessee –higher educational institutions;
- 5) the subject of leasing - equipment and/or machinery;
- 6) initial payment (advance) for leasing - at least 10% of the value of the leased item;
- 7) the frequency of repayment of lease payments - monthly annuity payments, during the academic year (September-May);
- 8) commissions are not charged, with the exception of commissions, fees and/or other payments charged due to violation of the leasing terms by the lessee.

141. Recoverability of lease payments for higher educational institutions shall be ensured at the expense of higher educational institutions’ own funds.

142. Attraction of a foreign partner (organization) for higher educational institutions shall be carried out at their own expense.

When purchasing equipment at their own expense, higher educational institutions independently conclude contracts for the purchase and supply of equipment with suppliers.

When purchasing equipment through a leasing mechanism, the contract between a higher educational institution and the leasing company shall be concluded independently.

**Chapter 7. The procedure for organizing and financing training in the basics of entrepreneurship in colleges and higher educational institutions**

**Paragraph 1. The procedure for organizing training in the basics of entrepreneurship in colleges and higher educational institutions**



143. Participants of training in the basics of entrepreneurship shall be:

- 1) students - students of graduation groups of higher educational institutions and TVE;
- 2) listeners - teachers of higher educational institutions and TVE;
- 3) business coaches.

144. Training of students in the basics of entrepreneurship shall be conducted by the teachers of higher educational institutions and TVE with involvement of business coaches.

145. The coordinator of training in the basics of entrepreneurship shall be the operator of non-financial support - NCE "Atameken". The operator of non-financial support shall select and form the lists of business coaches having professional competencies and skills necessary for training students.

146. As applicants for business coaches are accepted:

- persons having experience and work experience of at least 1 year as a business coach in the field of entrepreneurship and education;
- persons with a trainer's certificate issued by Kazakhstani and foreign experts;
- specialists and employees of industrial enterprises with at least 3 years of experience.

147. Announcements about the beginning of the training stage for students shall be posted by the Operator of non-financial support in the Kazakh and Russian languages on the Internet resource, in official social networks of the operator of non-financial support 10 (ten) calendar days before the start of training.

148. The local executive body in the field of education shall provide the Operator of non-financial support with lists of teachers for teaching the basics of entrepreneurship and a list of TVE organizations, on the basis of which teaching of trainees and students will be carried out.

149. The structural subdivision of the Ministry of Education and Science of the Republic of Kazakhstan in charge of higher education (hereinafter- the structural subdivision) shall provide the Operator of non-financial support with lists of teachers for teaching the basics of entrepreneurship and a list of higher educational institutions, on the basis of which the training of listeners and students will be carried out.

150. The operator of non-financial support shall form a group of training participants in the number of at least 15 (fifteen) and no more than 50 (fifty) teachers and together with the local executive body in the field of education and the structural subdivision shall determine the training schedule for students.

151. Educational organizations included in the list shall provide the Operator of non-financial support with auditoriums, classrooms for organizing training in the basics of entrepreneurship.

152. Training in the basics of entrepreneurship for trainees shall be conducted by a business coach in interactive and remote forms using modern teaching methods in accordance with the curriculum developed by the Operator of non-financial support.



153. The content of students training provides for the study of basics of doing business in terms of determining tax regimes, the basics of marketing, demand in the respective region of business projects. The total duration of the teaching process in the basics of entrepreneurship is 80 hours.

154. Trainees who have completed training in the basics of entrepreneurship and have passed an individual job shall be issued a certificate of the established form in the form approved by the Operator of non-financial support.

155. Trainees of higher educational institutions who have completed their studies shall conclude a contract with the Operator of non-financial support on provision of educational services to students for teaching the basics of entrepreneurship.

156. Trainees who have completed the training shall conduct teaching of students in the basics of entrepreneurship at higher educational institutions and TVE.

157. The content of student's teaching provides for the study of the basics of doing business in terms of determining tax regimes, the basics of marketing, demand in the respective region of business projects. The total duration of the teaching process in the basics of entrepreneurship is 36 hours.

158. Students who have completed training in the basics of entrepreneurship and defended business projects shall be issued a certificate of the established form in the form approved by the Operator of non-financial support.

159. Based on the results of completion of teaching the trainees and students in the basics of entrepreneurship, the Operator of non-financial support shall submit a report on the number of those trained in any form to the authorized body in the field of education.

**Paragraph 2. The procedure for financing training in the basics of entrepreneurship in colleges and higher educational institutions**

160. Financing of training in the basics of entrepreneurship in colleges and higher educational institutions shall be carried out within the funds provided by the Program.

Appendix 1  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary  
industriyaga!" ("Serpin"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of

entrepreneurship in organizations  
of technical and professional,  
post-secondary education, higher  
and (or) postgraduate education,  
approved by the authorized body  
in the field of education

Form

## Information about the applicants for training personnel with technical and vocational education

(name of the local executive body of the district, city of regional significance, cities of republican significance)

№ п/п	Surname, name, patronymic (if any)	Date of birth	Address of residence	Graduate of the 9th grade	Graduate of the 11th grade	Place of study	Individual identification number	Name of educational organization	Selected specialty	Duration of study	Full training cost (in tenge)
1.											
2.											
3.											
Total:											

### Appendix 2

to the Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project "Mangilik el zhastary-industriyaga!" ("Serp"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties at the labor market within the framework of the project "Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in colleges and higher educational institutions

Form

Referral No. \_\_\_\_\_ for training a participant of the Program

Participant of the Program \_\_\_\_\_

—  
(Surname, name, patronymic (if any) of the participant)

Local executive body in the field of education of the district (city) level/akims of settlements, rural districts, cities of district significance and districts within cities

---

— (cities of regional significance, cities of republican significance)  
\_\_\_\_\_ of the region and on the basis of  
the decision of the district/city Commission is sent for training in

---

— (name of the educational organization, address, contact phone number)  
for a period of \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_  
Head of the local executive body in the field of education  
of the district (city) level/ Akim of cities of district significance,  
villages, townships, rural districts, cities of district significance and districts within cities

---

(Surname, name, patronymic (if any))

---

signature

Date of issue " \_\_\_\_ " \_\_\_\_\_ 20\_\_ year.

Place for seal

---

(cutting line)

Is returned to local  
executive body in the field of  
education of the district (city)  
level /akimat of cities of district significance,  
villages, townships, rural districts,  
cities of district significance and districts  
within cities

**Notice to the referral No. \_\_\_\_**

---

— (name of the educational organization) informs that the Participant of the Program

---

— (Surname, name, patronymic (if any))  
" \_\_\_\_ " \_\_\_\_\_ 20\_\_ in accordance with the order dated " \_\_\_\_ " \_\_\_\_\_ 20\_\_

No. \_\_\_\_\_ has been enrolled for training in the specialty \_\_\_\_\_

(name of specialty)

for a period of \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.

Responsible representative of the educational organization

Surname, name, patronymic (if any) signature

Place for seal

Appendix 3  
to the Rules for  
organizing and financing  
training of the personnel  
with technical and  
vocational education,  
short-term vocational  
training, according to the  
project "Mangilik el  
zhastary-industriyaga!"  
("Serpin"), retraining of  
labor resources and  
redundant workers,  
training of qualified  
personnel in demanded  
specialties at the labor  
market within the  
framework of the project  
"Zhas Maman" on the  
principle of "100/200", as  
well as training the basics  
of entrepreneurship  
in colleges and higher  
educational institutions

Form

To the head of the educational  
institution

\_\_\_\_\_  
(Surname, name, patronymic  
(if any) of the head)  
from

\_\_\_\_\_,  
(Surname, name, patronymic  
(if any) of the participant)  
residing at: \_\_\_\_\_

\_\_\_\_\_  
(Name of residence address)

## Application

I hereby ask you to include me among the participants of the Program on the first direction "Providing the Program participants with technical and vocational education and short-term vocational training."

Appendix on \_\_\_\_\_ sheets:

- 1) a copy of the identity document;
- 2) a document on education (school-leaving certificate, diploma, certificate), as well as documents confirming the completion of training (document, certificate), if any;
- 3) a health certificate in the form 086-U, approved by the Order No. 907;
- 4) a certificate confirming the category of citizens who receive social assistance (if any);
- 5) referral.

Date "\_\_\_" \_\_\_\_\_ 20\_\_ year

\_\_\_\_\_  
signature

-----  
(cutting line)

Application of a citizen \_\_\_\_\_

accepted "\_\_\_" \_\_\_\_\_ 20\_\_ registered under No. \_\_\_\_\_

\_\_\_\_\_  
Surname, name, patronymic (if any), position and signature of the person who accepted the documents:

Date "\_\_\_" \_\_\_\_\_ 20\_\_ year

\_\_\_\_\_  
signature

\* the applicant is responsible for the accuracy of submitted documents.

### Appendix 4

to the Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project "Mangilik el zhastary-industriyaga!" ("Serpín"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties at the labor market within the framework of the project "Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in colleges and higher educational institutions

**The form of administrative data is posted on the Internet resource:**

**www.edu.gov.kz**

**Report about the enrolled participants of the Program**

**Reporting period 20 \_\_ - 20\_\_ academic year**

Index: form No. PC-1-1

Periodicity: once a year

The circle of persons submitting information: Educational institutions to the local executive body in the field of education of regions and cities of republican significance by October 1st

№ п/п	Surname, name, patronymic of the enrolled participant (if any)	Individual identification number	Age	Name of specialty, profession	Name of training group	Training period
1	2	3	4	5	6	7

Name _____	Address _____
_____	_____
Phones _____	
E-mail address _____	
Responsible person _____ signature _____	
surname, name, patronymic (if any)	
Head or person authorized to sign	
_____ signature _____	
surname, name, patronymic (if any)	
Place for seal (except for persons who are subjects of private entrepreneurship)	

Appendix  
to the report form on enrolled  
participants of the Program

**Explanation on completing the form of administrative data "Report about the enrolled participants of the Program "**

**(Index PC-1-1, periodicity once a year)**

**Chapter 1. General provisions**

1. This explanation shall determine the unified requirements for completing the Form “Report about the enrolled participants of the Program ”(hereinafter-the Form).
2. The Form is completed by educational institutions and submitted to the local executive body in the field of education of regions and cities of republican significance.
3. The Form is signed by the head of the educational institution, or by the person performing his/her duties, indicating his/her surname and initials.
4. The form is submitted once a year before October 1
5. The Form must be completed in the state and Russian languages.

## **Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the serial number.
2. Column 2 of the Form indicates surname, name, patronymic (if any) of the enrolled participant.
3. Column 3 of the Form indicates an individual identification number of the enrolled participant.
4. Column 4 of the Form indicates the age in years of the enrolled participant.
5. Column 5 of the Form indicates the name of the specialty, profession.
6. Column 6 of the Form indicates the name of training group.
7. Column 7 of the Form indicates the duration of training.

Appendix 5  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serp"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
The form is intended for  
collection of administrative data

**The form of administrative data is posted on the Internet resource:**

**[www.edu.gov.kz](http://www.edu.gov.kz)**

**Report on the progress of training the personnel with technical and vocational education**

**Reporting period 20 \_\_ - 20\_\_ academic year**



Index: Form No. PC-1

Periodicity: monthly

The circle of persons submitting information: Educational institutions to the local executive body in the field of education of regions and cities of republican significance until the 1st day of the month following the reporting

Name of specialty	Name of qualification	Duration of training	Number of people applied	Number of people accepted for training	Number of students enrolled (taking into account the new admission and transferring from previous courses of study)	Number of people completed training	Number of people expelled	Number of people not completed training for types of reasons	
								Absences	Academic failure
1	2	3	4	5	6	7	8	9	10

Continuation of the table:

Number of people not completed training for types of reasons								
Violations of the internal order	At their own will	Disease	Conscription for military service in the Armed Forces of the Republic of Kazakhstan	Employment	Death	Pregnancy, childbirth, parental leave	Change of permanent residence	Others
11	12	13	14	15	16	17	18	19
Name _____				Address _____				
_____				_____				
Phones _____								
E-mail address _____								
Responsible person _____ signature _____								
surname, name, patronymic (if any)								
Head or person authorized to sign								
_____ signature _____								
surname, name, patronymic (if any)								
Place for seal (except for persons who are subjects of private entrepreneurship)								

Appendix  
to the report form on the progress

**Explanation on completing the form of administrative data "Report on the progress of training the personnel with technical and vocational education" (Index PC-1, Periodicity monthly)**

**Chapter 1. General provisions**

1. This explanation shall determine the unified requirements for completing the form "Report on the progress of training the personnel with technical and vocational education" (hereinafter-the Form).
2. The Form is completed by educational institutions and submitted to the local executive body in the field of education of regions and cities of republican significance.
3. The Form is signed by the head of the educational institution, or by the person performing his/her duties, indicating his/her surname and initials.
4. The form is submitted monthly by the 1st day of the month following the reporting period.
5. The Form must be completed in the state and Russian languages.

**Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the name of the specialty.
2. Column 2 of the Form indicates the name of the qualification.
3. Column 3 of the Form indicates the duration of training.
4. Column 4 of the Form indicates the number of people applied.
5. Column 5 of the Form indicates the number of people accepted for training.
6. Column 6 of the Form indicates the number of students enrolled (taking into account the new admission and transferring from previous courses of study).
7. Column 7 of the Form indicates the number of people completed training.
8. Column 8 of the Form indicates the number of people expelled.
9. Column 9 of the Form indicates the number of people who did not complete their studies due to absences from the total number of those expelled.
10. Column 10 of the Form indicates the number of people who did not complete their studies due to academic failure from the total number of those expelled.
11. Column 11 of the Form indicates the number of people who did not complete their studies due to violations of the internal order from the total number of those expelled.
12. Column 12 of the Form indicates the number of people who did not complete their studies at their own free will from the total number of those expelled.
13. Column 13 of the Form indicates the number of people who did not complete their studies due to the presence of a disease from the total number of those expelled.



Admission plan for training the personnel with technical and vocational education for the reporting year	Number of educational institutions with which contracts have been concluded for organizing training of personnel with technical and vocational education	Name of specialty	Name of qualification	Duration of training	Number of people applied	Number of people accepted for training	Number of students enrolled (taking into account the new admission and transferring from previous courses of study)	Number of people completed training	Number of people expelled	Number of people employed in the current year from those who completed training
1	2	3	4	5	6	7	8	9	10	11

### Continuation of the table:

Number of people not completed training for types of reasons										
Absences	Academic failure	Violations of the internal order	At their own will	Disease	Conscription for military service in the Armed Forces of the Republic of Kazakhstan	Employment	Death	Pregnancy, childbirth, parental leave	Change of permanent residence	Others
12	13	14	15	16	17	18	19	20	21	22

Name _____		Address _____	
_____		_____	
Phones _____			
E-mail address _____			
Responsible person _____ signature _____			
surname, name, patronymic (if any)			
Head or person authorized to sign			

_____ signature _____
surname, name, patronymic (if any)
Place for seal (except for persons who are subjects of private entrepreneurship)

Appendix  
to the report form on the progress  
of training the personnel with  
technical and vocational education

**Explanation on completing the form of administrative data "Report on the progress of training the personnel with technical and vocational education" (Index PC-2, periodicity monthly)**

**Chapter 1. General provisions**

1. This explanation shall determine the unified requirements for completing the form "Report on the progress of training the personnel with technical and vocational education" (hereinafter-the Form).

2. The Form is completed by educational institutions and submitted to the local executive body in the field of education of regions and cities of republican significance.

3. The form is signed by the head of the local executive body in the field of education of regions and cities of republican significance, or by the person performing his/her duties, indicating his/her surname and initials.

4. The form is submitted by the 3rd day of the month following the reporting month – to the employment Centers, by the 5th day of the month following the reporting one – to the Authorized body in the field of education.

5. The Form is completed in the state and Russian languages.

**Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the admission plan for training the personnel with TVE for the reporting year.

2. Column 2 of the Form indicates the number of educational institutions with which contracts have been concluded for organization of training the personnel with TVE.

3. Column 3 of the Form indicates the name of the specialty.

4. Column 4 of the Form indicates the name of the qualification.

5. Column 5 of the Form indicates the duration of training.

6. Column 6 of the Form indicates the number of people applied.

7. Column 7 of the Form indicates the number of people accepted for training.

8. Column 8 of the Form indicates the number of students enrolled (taking into account the new admission and transferring from previous courses of study).

9. Column 9 of the Form indicates the number of people completed training.

10. Column 10 of the Form indicates the total number of expelled people.

11. Column 11 of the Form indicates the number of people employed in the current year from among those who completed their studies.

12. Column 12 of the Form indicates the number of people who did not complete their studies due to absences from the total number of those expelled.

13. Column 13 of the Form indicates the number of people who did not complete their studies due to academic failure from the total number of those expelled.

14. Column 14 of the Form indicates the number of people who did not complete their studies due to violations of the internal regulations from the total number of those expelled.

15. Column 15 of the Form indicates the number of people who did not complete their studies of their own free will from the total number of those expelled.

16. Column 16 of the Form indicates the number of people who did not complete their studies due to illness from the total number of those expelled.

17. Column 17 of the Form indicates the number of people who have not completed their training due to conscription for military service in the Armed Forces of the Republic of Kazakhstan from the total number of those expelled.

18. Column 18 of the Form indicates the number of people who did not complete their studies due to employment out of the total number of those expelled.

19. Column 19 of the Form indicates the number of people who did not complete their studies due to death from the total number of those expelled.

20. Column 20 of the Form indicates the number of people who did not complete their studies due to pregnancy, childbirth, parental leave from the total number of those expelled.

21. Column 21 of the Form indicates the number of people who did not complete their studies due to change of permanent residence from the total number of those expelled.

22. Column 22 of the Form indicates the number of people who did not complete their studies for other reasons from the total number of those expelled.

Appendix 7  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serp"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions

**The form of administrative data is posted on the Internet resource:**

**www.edu.gov.kz**

**Information about the enrolled participants for training the personnel with technical and vocational education**

**Reporting period 20 \_\_ - 20 \_\_ academic year**

Index: form No. PC-2-2

Periodicity: quarterly, monthly

The circle of persons submitting information: The local executive body in the field of education of regions and cities of republican significance to the employment Centers by the 3rd day of the month following the reporting quarter, to the Authorized body in the field of education by the 5th day of the month following the reporting quarter

№ п/п	Surname, name, patronymic of the enrolled participant (if any)	Individual identification number		Address of the place of residence	Number and date of the protocol of the commission's decision	Number of the training contract	Started the training (date)	Current status (sent, started, voluntarily stopped, completed)	Completed (date)
1	2	3	4		5	6	7	8	9
1.									
2.									
3.									
Total:									

Name _____	Address _____
Phones _____	
E-mail address _____	
Responsible person _____ signature _____	
surname, name, patronymic (if any)	
Head or person authorized to sign	
_____ signature _____	
surname, name, patronymic (if any)	
Place for seal (except for persons who are subjects of private entrepreneurship)	



**Explanation on completing the form of administrative data "Information about the enrolled participants for training the personnel with technical and vocational education" (Index form No. PC-2-2, periodicity quarterly, monthly)**

**Chapter 1. General provisions**

1. This explanation shall determine the unified requirements for completing the form "Information about the enrolled participants for training the personnel with technical and vocational education" (hereinafter-the Form).

2. The Form is completed by local executive bodies in the field of education of regions and cities of republican significance and is submitted to the employment centers, the authorized body in the field of education.

3. The form is signed by the head of the local executive body in the field of education of regions and cities of republican significance, or by the person performing his/her duties, indicating his/her surname and initials.

4. The form is submitted quarterly by the 3rd day of the month following the reporting month – to the employment Centers, monthly by the 5th day of the month following the reporting one – to the Authorized body in the field of education.

5. The Form is completed in the state and Russian languages.

**Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the number in order.

2. Column 2 of the Form indicates the surname, name, patronymic (if any) of the enrolled participant.

3. Column 3 of the Form indicates the individual identification number of the enrolled participant.

4. Column 4 of the Form 1 indicates the address of the place of residence of the enrolled participant.

5. Column 5 of the Form indicates the number and date of the protocol of the decision of the commission of the enrolled participant.

6. Column 6 of the Form indicates the number of the training contract of the enrolled participant.

7. Column 7 of the Form indicates the date of start of training of the enrolled participant.

8. Column 8 of the Form indicates the current status (sent, started, voluntarily stopped, completed) of the enrolled participant

9. Column 9 of the Form indicates the date of completion of the enrolled participant's training.

to the Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project "Mangilik el zhastary-industriyaga!" ("Serpin"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties at the labor market within the framework of the project "Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in colleges and higher educational institutions

Form

To the head of the employment center of the district (city) / educational organization / regional chamber of entrepreneurs / akim of cities of regional significance, villages, townships, rural districts and districts within cities

---

(Surname, name, patronymic (if any) of the head)  
from

---

(Surname, name, patronymic (if any) of the participant)  
residing at:

---

(Name of residence address)

## Application

I hereby ask you to include me in the number of participants in the State Program for development of productive employment and mass entrepreneurship for 2017-2021 years "Enbek" in the first direction "Providing the participants of the Program with technical and vocational education and short-term vocational training."

Appendix on \_\_\_\_\_ sheets:

- 1) a copy of the identity document;
- 2) a copy of the work book (if any);
- 3) copies of the document on education (school-leaving certificate, diploma, certificate), as well as documents confirming the completion of training (document, certificate), if any;

4) a copy of a health certificate in the form 086-U, approved by the order of the acting Minister of Healthcare of the Republic of Kazakhstan dated November 23, 2010 No. 907 "On approval of forms of primary medical documentation of healthcare organizations" (registered in the Register of state registration of regulatory legal acts under No. 6697 ). A copy of a health certificate shall be presented after the decision on inclusion in the list of participants is made

Date "\_\_\_" \_\_\_\_\_ 20\_\_\_ year \_\_\_\_\_

signature

-----  
(cutting line)

Application of a citizen \_\_\_\_\_

accepted "\_\_\_" \_\_\_\_\_ 20\_\_\_ registered under No. \_\_\_\_\_

\_\_\_\_\_  
Surname, name, patronymic (if any), position and signature of the person who accepted the documents:

Date "\_\_\_" \_\_\_\_\_ 20\_\_\_ year \_\_\_\_\_

signature

\* the applicant is responsible for the accuracy of submitted documents.

Appendix 9  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serpin"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
The form is intended for  
collection of administrative data

**The form of administrative data is posted on the Internet resource:**

**[www.edu.gov.kz](http://www.edu.gov.kz)**

**Information about the applicants for short-term vocational training**

**Reporting period 20\_\_\_ - 20\_\_\_ academic year**

Index: form No. PC-2-3

Periodicity: within 3 (three) working days from the date of acceptance of documents and applications

The circle of persons submitting information: Educational organizations, RCE "Atameken", akims of cities of district significance, villages, townships, rural districts within cities to the employment centers within 3 (three) working days from the date of acceptance of documents and applications

№ п/п	Surname, name, patronymic (if any)	Date of birth	Address of residence	Graduate of the 9th grade	Graduate of the 11th grade	Place of study	Individual identification number	Name of educational organization	Selected specialty	Duration of study	Full training cost (in tenge)
1	2	3	4	5	6	7	8	9	10	11	12
1.											
2.											
3.											
Total:											

Name _____	Address _____
_____	_____
Phones _____	
E-mail address _____	
Responsible person _____ signature _____	
surname, name, patronymic (if any)	
Head or person authorized to sign	
_____ signature _____	
surname, name, patronymic (if any)	
Place for seal (except for persons who are subjects of private entrepreneurship)	

Appendix  
to the report form about the  
applicants for short-term  
professional training

**Explanation on completing the form of administrative data "Report on applicants for short-term vocational training" (Index PC-2-3, periodicity within 3 (three) working days from the date of acceptance of documents and applications)**

## Chapter 1. General provisions

1. This explanation shall determine the unified requirements for completing the form "Report on the applicants for short-term vocational training" (hereinafter-the Form).

2. The form is completed by educational organizations, RCE "Atameken", akims of cities of district significance, villages, townships, rural districts within cities and is submitted to the employment centers.

3. The form is signed by the head of the educational organization, RCE "Atameken", akimat of cities of regional significance, villages, townships, rural districts within cities, or by the person performing his/her duties, indicating his/her surname and initials.

4. The form is submitted within 3 (three) working days from the date of acceptance of documents and application.

5. The form is completed in the state and Russian languages.

## **Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the number in order.

2. Column 2 of the Form indicates the surname, name, patronymic (if any) of the applicant for short-term vocational training.

3. Column 3 of the Form indicates the date of birth of the applicant for short-term vocational training.

4. Column 4 of the Form indicates the address of residence of the applicant for short-term vocational training.

5. Column 5 of the Form indicates whether the applicant for short-term vocational training is a 9th grade graduate.

6. Column 6 of the Form indicates whether the applicant for short-term vocational training is an 11th grade graduate.

7. Column 7 of the Form indicates the place of training of the applicant for short-term vocational training.

8. Column 8 of the Form indicates individual identification number of the applicant for short-term vocational training.

9. Column 9 of the Form indicates the name of the educational institution in which the applicant will undergo short-term vocational training.

10. Column 10 of the Form indicates the selected specialty of the applicant for short-term vocational training.

11. Column 11 of the Form indicates the duration of training of the applicant for short-term vocational training.

12. Column 12 of the Form indicates the full training cost (in tenge) of the applicant for short-term vocational training.

"Mangilik el zhastary-industriyaga!" ("Serp"),  
retraining of labor resources and  
redundant workers,  
training of qualified personnel in  
demanded specialties at the labor  
market within the framework of  
the project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
Form

**Referral No. \_\_\_\_ for training of a Program participant**

Participant of the Program \_\_\_\_\_

—  
(Surname, name, patronymic (if any) of the participant)  
Employment Center / Local executive body in the field of education of the district  
(city) level / akims of cities of district significance, villages, townships, rural districts  
within cities

\_\_\_\_\_  
(cities of regional significance, cities of republican significance)

\_\_\_\_\_  
region and on the basis of the decision of the district / City Commission is sent for  
training in

\_\_\_\_\_  
(name of the educational organization, address, contact phone number)

for a period of \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_.

Director of the employment Center /

Head of local executive body for

education of the district (city)

level / Akim of cities of district significance,

villages, townships, rural districts and districts

within cities \_\_\_\_\_

(Surname, name, patronymic (if any) of the head

\_\_\_\_\_  
signature

date of issue

Place for seal

(cutting line)

**Is returned to the employment Center**

**Notice to referral No. \_\_\_\_**

---

**(name of the educational organization)**

reports that the Participant of the State program for the development of productive employment and mass entrepreneurship for 2017-2021 years "Enbek"

---

(Surname, name, patronymic (if any) of the participant)

\_\_\_\_ 20\_\_ year in accordance with the order dated \_\_\_\_ 20\_\_ year  
No. \_\_\_\_ is enrolled for training on profession

---

(name of profession)

for a period of \_\_\_\_ months up to \_\_\_\_ 20\_\_

Responsible representative of the educational organization

---

(Surname, name, patronymic (if any) signature

Place for seal

Appendix 11  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serpin"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
The form is intended for  
collection of administrative data

**The form of administrative data is posted on the Internet resource:**

**[www.edu.gov.kz](http://www.edu.gov.kz)**

**Report on enrolled Program participants**

**Reporting period 20 \_\_ - 20\_\_ academic year**

Index: form No. PC-3-1

Periodicity: monthly

The circle of persons submitting information: Educational organizations to employment centers no later than 5 (five) working days after the enrollment of students, as well as before the 1st (first) day of the month following the reporting one, monthly

№ п/п	Surname, name, patronymic of the enrolled participant (if any)	Individual identification number	Age	Name of the specialty, profession	Name of the training group	Terms of training
1	2	3	4	5	6	7

Name _____	Address _____ _____
Phones _____	
E-mail address _____	
Responsible person _____ signature _____	
surname, name, patronymic (if any)	
Head or person authorized to sign	
_____ signature _____	
surname, name, patronymic (if any)	
Place for seal (except for persons who are subjects of private entrepreneurship)	

Appendix  
to the form of the report  
on enrolled Program  
participants

## Explanation on completing the form of administrative data "Report on enrolled Program participants"

(Index: PC-3-1, periodicity monthly)

### Chapter 1. General provisions

1. This explanation shall determine the unified requirements for completing the form "Report on enrolled Program participants" (hereinafter - the Form).

2. The form is completed by the educational organization and submitted to the employment centers.

3. The form is signed by the head of the educational organization, or by the person performing his/her duties, indicating his/her name and initials.



4. The form is submitted no later than 5 (five) working days after the enrollment of the trainees and on a monthly basis before the 1st (first) day of the month following the reporting one.

5. The form is completed in the state and Russian languages.

## **Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the number in order.

2. Column 2 of the Form indicates surname, name, patronymic (if any) of the enrolled participant for short-term vocational training.

3. Column 3 of the Form indicates individual identification number of the enrolled participant.

4. Column 4 of the Form indicates the age of the enrolled participant.

5. Column 5 of the Form indicates the name of the specialty, profession of the enrolled participant.

6. Column 6 of the Form indicates the name of training group of the enrolled participant.

7. Column 7 of the Form indicates the duration of training of the enrolled participant.

### **Appendix 12**

to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serp"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
The form is intended for  
collection of administrative data

**The form of administrative data is posted on the Internet resource:**

**[www.edu.gov.kz](http://www.edu.gov.kz)**

**Report on the progress of short-term professional training**

**Reporting period 20 \_\_ - 20\_\_ academic year**

Index: form No PC-4

Periodicity: monthly

Circle of persons submitting information: Educational organizations to the employment centers by the 1st day of the month following the reporting one

Name of specialty	Name of qualification	Duration of training	Number of people applied	Number of people accepted for training	Number of students enrolled (taking into account the new admission and transferring from previous courses of study)		Number of people completed training	Number of people expelled	Number of people not completed training for types of reasons	
									Absences	Academic failure
1	2	3	4	5	6	7	8	9	10	

**Continuation of the table:**

Number of people not completed training for types of reasons								
Violations of the internal order	At their own will	Disease	Conscription for military service in the Armed Forces of the Republic of Kazakhstan	Employment	Death	Pregnancy, childbirth, parental leave	Change of permanent residence	Others
11	12	13	14	15	16	17	18	19
Name _____					Address _____			
_____					_____			
_____					_____			
Phones _____								
E-mail address _____								
Responsible person _____ signature _____								
surname, name, patronymic (if any)								
Head or person authorized to sign								
_____ signature _____								
surname, name, patronymic (if any)								
Place for seal (except for persons who are subjects of private entrepreneurship)								

Appendix  
to the report form on  
the progress of short-term  
vocational training

**Explanation on completing the form of administrative data "Report on the progress of short-term vocational training" (Index PC-4, periodicity monthly)**

**Chapter 1. General provisions**

1. This explanation shall determine the unified requirements for completing the form "Report on the progress of short-term vocational training" (hereinafter - the Form).

2. The form is completed by the educational organization and submitted to the employment centers.

3. The form is signed by the head of the educational organization, or by the person performing his/her duties, indicating his/her surname and initials.

4. The form is submitted by the 1st day of the month following the reporting one.

5. The form is completed in the state and Russian languages.

## **Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the name of the specialty.

2. Column 2 of the Form indicates the name of the qualification.

3. Column 3 of the Form indicates the duration of training.

4. Column 4 of the Form indicates the number of people applied.

5. Column 5 of the Form indicates the number of people accepted for training.

6. Column 6 of the Form indicates the number of students enrolled (taking into account the new admission and transferring from previous courses of study).

7. Column 7 of the Form indicates the number of people completed training.

8. Column 8 of the Form indicates the number of people expelled.

9. Column 9 of the Form indicates the number of people who did not complete their studies due to absences from the total number of those expelled.

10. Column 10 of the Form indicates the number of people who did not complete their studies due to academic failure from the total number of those expelled.

11. Column 11 of the Form indicates the number of people who did not complete their studies due to violations of the internal order from the total number of those expelled.

12. Column 12 of the Form indicates the number of people who did not complete their studies at their own free will from the total number of those expelled.

13. Column 13 of the Form indicates the number of people who did not complete their studies due to the presence of a disease from the total number of those expelled.

14. Column 14 of the Form indicates the number of people who did not complete their studies due to conscription into the Armed Forces of the Republic of Kazakhstan from the total number of those expelled.

15. Column 15 of the Form indicates the number of people who did not complete their studies due to employment from the total number of those expelled.

16. Column 16 of the Form indicates the number of people who did not complete their studies due to death from the total number of those expelled.

17. Column 17 of the Form indicates the number of people who did not complete their studies due to pregnancy, childbirth, parental leave from the total number of those expelled.

18. Column 18 of the Form indicates the number of people who did not complete their studies due to change of permanent residence from the total number of those expelled.

19. Column 19 of the Form indicates the number of people who did not complete their studies for other reasons from the total number of those expelled.

to the Rules for organizing and financing training of the personnel with technical and vocational education, short-term vocational training, according to the project "Mangilik el zhastary-industriyaga!" ("Serpin"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties at the labor market within the framework of the project "Zhas Maman" on the principle of "100/200", as well as training the basics of entrepreneurship in colleges and higher educational institutions

The form is intended for collection of administrative data

**The form of administrative data is posted on the Internet resource:**

**www.edu.gov.kz**

## Report on the progress of short-term professional training

Reporting period 20 - 20 academic year

Index: form No PC-5

Periodicity: monthly

The circle of persons submitting information: Employment centers to local executive bodies on the issues of employment of the population of the region, cities of republican significance before the 3rd day of the month following the reporting one; local executive bodies on the issues of employment of the population of the region, cities of republican significance to the joint-stock company "Center for development of labor resources" by the 5th day of the month following the reporting one

[illegible]

3.										
Total:										

### Continuation of the table:

Number of people not completed training for types of reasons									
Absences	Academic failure	Violations of the internal order	At their own will	Disease	Conscripti on for military service in t h e Armed Forces of t h e Republic o f Kazakhsta n	Employment	Death	Pregnanc y , childbirth, parental leave	Change of permanen t residence
12	13	14	15	16	17	18	19	20	21

Name _____	Address _____
_____	_____
Phones _____	
E-mail address _____	
Responsible person _____ signature _____	
surname, name, patronymic (if any)	
Head or person authorized to sign	
_____ signature _____	
surname, name, patronymic (if any)	
Place for seal (except for persons who are subjects of private entrepreneurship)	

Appendix  
to the report form on  
the progress of short-term  
vocational training

### Explanation on completing the form of administrative data "Report on the progress of short-term vocational training" (Index PC-5, periodicity monthly)

#### Chapter 1. General provisions

1. This explanation shall determine the unified requirements for completing the form "Report on the progress of short-term vocational training" (hereinafter - the Form).

2. The form is completed by employment centers and submitted to local executive bodies on the issues of employment of the population of the region, cities of republican significance.

After that, the form is completed by local executive bodies on the issues of employment of the population of the region, cities of republican significance and submitted to the joint-stock company "Center for the development of labor resources".

3. The form is signed by the head of the employment center and the local executive body on the issues of employment of the population of the region, cities of republican significance, or by the person performing his/her duties, indicating his/her name and initials.

4. The form is submitted by the 3rd day of the month following the reporting month to the local executive bodies on the issues of employment of the population of the region, cities of republican significance, by the 5th day of the month following the reporting one to the joint-stock company "Center for the development of labor resources"

5. The form is completed in the state and Russian languages.

## **Chapter 2. Explanation on completing the Form**

1. Column 1 of the Form indicates the ordinal number of the line.

2. Column 2 of the Form indicates the name of the educational organization.

3. Column 3 of the Form indicates the name of the specialty.

4. Column 4 of the Form indicates the name of the qualification.

5. Column 5 of the Form indicates the duration of training.

6. Column 6 of the Form indicates the number of people applied.

7. Column 7 of the Form indicates the number of people accepted for training.

8. Column 8 of the Form indicates the number of students enrolled (taking into account the new admission and transferring from previous courses of study).

9. Column 9 of the Form indicates the number of people who have completed training.

10. Column 10 of the Form indicates the total number of expelled people.

11. Column 11 of the Form indicates the number of people employed in the current year from among those who completed their studies.

12. Column 12 of the Form indicates the number of people who did not complete their studies due to absences from the total number of those expelled.

13. Column 13 of the Form indicates the number of people who did not complete their studies due to academic failure from the total number of those expelled.

14. Column 14 of the Form indicates the number of people who did not complete their studies due to violations of the internal order from the total number of those expelled.

15. Column 15 of the Form indicates the number of people who did not complete their studies at their own free will from the total number of those expelled.

16. Column 16 of the Form indicates the number of people who did not complete their studies due to the presence of a disease from the total number of those expelled.

17. Column 17 of the Form indicates the number of people who did not complete their studies due to conscription into the Armed Forces of the Republic of Kazakhstan from the total number of those expelled.

18. Column 18 of the Form indicates the number of people who did not complete their studies due to employment from the total number of those expelled.

19. Column 19 of the Form indicates the number of people who did not complete their studies due to death from the total number of those expelled.

20. Column 20 of the Form indicates the number of people who did not complete their studies due to pregnancy, childbirth, parental leave from the total number of those expelled.

21. Column 21 of the Form indicates the number of people who did not complete their studies due to change of permanent residence from the total number of those expelled.

Appendix 14  
to the Rules for organizing and  
financing training of the personnel  
with technical and vocational  
education, short-term vocational  
training, according to the project  
"Mangilik el zhastary-  
industriyaga!" ("Serp"),  
retraining of labor resources and  
redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions

### **The structure of the document of strategic development of the TVE organization**

- 1) Name of the document of strategic development of the TVE organization;
  - 2) Name of the TVE organization, the period of validity of the strategic development document;
  - 3) Vision, mission;
  - 4) Current situation, problems and achievements;
  - 5) Strategic goals set for the period of implementation of the strategic development document;
  - 6) Tasks to achieve strategic goals;
- Strategic goals and objectives should cover the theme of development of the educational process, engineering-pedagogical and administrative personnel, infrastructure and material-technical base, social partnership, youth development, and achieving financial stability.
- 7) Expected progress and results, their monitoring and analysis.

Appendix 15  
to the Rules for organizing and  
financing of personnel training  
with technical and vocational

education, short-term vocational training, according to the project "Мәңгілік ел жастары-индустрияға!" ("Серпін"), retraining of labor resources and redundant workers, training of qualified personnel in demanded specialties in the labor market within the framework of the "Жас маман" project on the principle of "100/200", as well as training in the basics of entrepreneurship in colleges and universities

Form

## TVE organization questionnaire

Footnote. Appendix 15 - as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

General information:

Full name of the TVE organization \_\_\_\_\_

BIN: \_\_\_\_\_

Legal address: \_\_\_\_\_

Actual address: \_\_\_\_\_

FULL NAME of the head (if any): \_\_\_\_\_

Contacts: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Internet resource: \_\_\_\_\_

Year of foundation: \_\_\_\_\_

Type of ownership: \_\_\_\_\_

Number of students in college \_\_\_\_\_ people, including in full-time form of education \_\_\_\_\_ people (including under the state order \_\_\_\_\_ people), including extramural form of study \_\_\_\_\_ people

Number of teachers \_\_\_\_\_ people

Profile: \_\_\_\_\_ (multidisciplinary, technical, polytechnic, etc.)

Profession (specialty), under which the application is submitted \_\_\_\_\_

Availability of a qualification license:

1) corresponding to the declared profession (specialty) \_\_\_\_\_



2) by group of qualifications, corresponding to the declared new profession (specialty) \_\_\_\_

Number of free educational and laboratory offices, workshops, etc., indicating their areas for equipment installation \_\_\_\_\_

Link to cloud resource \_\_\_\_\_ (to download supporting materials) When filling out the questionnaire, you need to select only one item for each system indicator. The sum of the highest points is 25 points.

Information on the declared profession (specialty) (when filling out the questionnaire, you must choose only one answer option):

1. Availability of a strategic plan for development of the TVE organization for the next 5 years:

- absent - 0 points;
- presence of a document with incomplete content - 0.5 points;
- availability of a document for the next 5 years or more with full content - 1 point.

\*attach a scanned copy of a document approved by the head of the college and / or education department.

2. Availability of an Internet resource of the TVE organization (in several languages (Kazakh, Russian, English) about the activities\*:

- absent - 0 points;
- availability of an Internet resource in 1-2 languages - 0.5 points;
- availability of an Internet resource in 3 languages - 1 point.

\*provide the address of the Internet resource, screenshots in each language

3. Availability of a certificate of accreditation according to the standards of the international system:

- absent - 0 points;
- for other professions (specialties) - 0.5 points;
- for the declared profession (specialty) - 1 point.

\*attach a scanned copy of the diploma (certificate) of the accreditation

4. Availability of an operating internal and / or external quality management system (QMS) \*:

- absent - 0 points;
- internal QMS - 0.5 points;
- external QMS - 1 point.

\*attach a scanned copy of documents and business processes confirming the availability of a quality assurance system, including a copy of the certificate (certificate) for an external QMS

5. Availability of implemented educational programs, updated standard curricula and programs developed on the basis of the modular competence approach (NJSC "Talap") \*:

- absent - 0 points;
- for other professions (specialties) - 0.5 points;
- for the declared profession (specialty) - 1 point.

\*attach a scanned copy of a document approved by the head of the TVE organization and / or education department.

6. Availability of dual training:
- absent - 0 points;
  - dual training in other specialties - 0.5 points;
  - dual training in the declared profession (specialty) - 1 point.

\*attach an agreement on dual training

7. Availability of created, modified laboratories or workshops with indication of financial costs for the past 3 years\*:

- absent - 0 points;
- laboratories and workshops in other specialties - 0.5 points;
- laboratories and workshops in the declared profession (specialty) - 1 point.

\*attach a list of created and modified laboratories and workshops, indicating the financial costs for each laboratory, workshop and office, approved by the head of the TVE organization

8. Availability of training and laboratory offices, workshops for placement and operation of equipment \*:

- absent - 0 points;
- insufficient number of offices, workshops with the possibility of revision and changes at the expense of college - 0.5 points;
- a sufficient number of offices, workshops to accommodate equipment for the declared profession (specialties) - 1 point.

\*provide a list of offices, workshops with an indication of their area

9. Availability of infrastructure for placement and operation of equipment \*:

- absent - 0 points;
- weak infrastructure with the possibility of revision and changes at the expense of college - 0.5 points;
- sufficient infrastructure - 1 point.

\*provide data on the infrastructure (electricity, sewerage, water supply, etc., if necessary)

10. Availability of developed study guides, textbooks, digital educational resources for the last 3 years \*:

- absent - 0 points;
- in other specialties - 0.5 points;
- for the declared profession / specialty - 1 point.

\*provide a list of textbooks, study guides, digital educational resources, reviewed and approved by the Methodological Council / Republican educational and methodological

council / Republican Scientific and Practical center "Textbook" or others, including those published with the stamp of the Ministry of Education and Science of the Republic of Kazakhstan or a copy of the cover and first page of the book with ISBN.

11. Advanced training of teachers in the declared profession (specialty) for the last 3 years \*:

- absent - 0 points;
- in other specialties - 0.5 points;
- for the declared profession (specialty) - 1 point.

\*provide a general list, incl. for the declared profession (specialty) with copies of certificates confirming advanced training

12. Conducting classes in English \*:

- not conducted - 0 points;
- in other specialties - 0.5 points;
- for the declared profession / specialty - 1 point.

\*provide a lesson plan and material for one lesson in English, approved by the director of the college.

13. Availability of teachers with experience in production in the specialty:

- absent - 0 points;
- in other specialties - 0.2 points;
- for the declared profession / specialty with experience up to 5 years - 0.7 points;
- for the declared profession / specialty with more than 5 years of experience - 1 point.

\*provide a list of teachers and copies of supporting documents (work books)

14. Availability of teachers who have completed an internship in their specialty in production over the past 3 years:

- absent - 0 points;
- in other specialties - 0.5 points;
- for the declared profession / specialty - 1 point.

\*provide a list of teachers and copies of supporting documents

15. Availability of teachers who have participated in the "Best Teacher" professional skill competitions or in others over the past 3 years \*:

- absent - 0 points;
- in other specialties - 0.5 points;
- for the declared profession / specialty - 1 point.

\*provide a list of teachers and copies of supporting documents

16. Availability of social partnership with employers in the declared profession (specialty) over the past 3 years:

- in the absence - 0 points;
- cooperation in the course of internships and practices - 0.5 points;

- practice-oriented training (where the combination of theory and practice is agreed with employers) and / or dual training in production - 1 point.

\*provide copies of cooperation agreements, copies of orders for dual education and / or practice-oriented training with a list of students or other supporting documents.

17. The share of employed graduates in the year of completion of training based on data from the state center for payment of pensions for the declared profession or for a group of qualifications corresponding to the declared new profession (specialty) (for the 2017-2018 academic year) \*:

- absent - 0 points;
- up to 40% - 0.2 points;
- 41-60% - 0.7 points;
- 61% and more - 1 point.

\*provide copies of certificates from the state center for payment of pensions

18. Availability of working curricula and programs developed with the participation of representatives of the business environment / employers in the declared profession / specialty (over the past 3 years) \*:

- absent - 0 points;
- in other specialties - 0.5 points;
- for the declared profession / specialty - 1 point.

\*provide a list of all working curricula and programs, scan copies of working curricula and programs.

19. Number of competencies (professions) for which you took part in WorldSkills championships at the regional level \*:

- absent - 0 points;
- 1-5 competencies - 0.3 points;
- 6-10 competencies - 0.7 points;
- 11 or more competencies - 1 point.

\*provide supporting document

20. Number of competencies (professions) for which you took part in WorldSkills championships at the national level \*:

- absent - 0 points;
- 1-2 - 0.3 points;
- 2-3 - 0.7 points;
- 4 or more - 1 point.

\*provide supporting document

21. Number of competencies (professions) for which you took part in WorldSkills championships at the international level \*:

- absent - 0 points;
- 1 - 0.3 points;

- 2 - 0.7 points;
- 3 or more - 1 point.

\*provide supporting document

22. Number of winners (1-3 place) in WorldSkills championships at the regional level \*:

- absent - 0 points;
- 1 winner - 0.3 points;
- 2-3 winner - 0.7 points;
- 4 or more winners - 1 point.

\* provide a list of winners and copies of their certificates

23. Number of winners (1-3 place) in WorldSkills championships at the national level \*:

- absent - 0 points;
- 1-2 winners - 0.3 points;
- 3-4 winners - 0.7 points;
- 5 or more winners - 1 point.

\*provide a list of winners and copies of their certificates

24. Number of teachers who participated as chief experts and their deputies at the national , international WorldSkills championships in the declared profession (specialty) \*:

- absent - 0 points;
- 1-2 - 0.7 points;
- 3 or more - 1 point.

\*provide a list of persons with a year and championship of participation

25. Students who won prizes in professional skills competitions (outside the WorldSkills project), scientific and practical conferences and / or in other events in the declared profession / specialty over the past 3 years \*: - absent - 0 points;

- district and / or town - 0.2 points;
- regional and cities of republican significance - 0.5 points;
- republican - 0.7 points;
- international - 1 point.

\*provide a list of students who won prizes and copies of their certificates (diplomas, etc.)

Note: \*\* - all supporting documents must be certified by the head of the college.

\*\*\* - points will not be taken into account if complete information is not provided on any of the criteria.

redundant workers, training of  
qualified personnel in demanded  
specialties at the labor market  
within the framework of the  
project "Zhas Maman"  
on the principle of "100/200", as  
well as training the basics of  
entrepreneurship in colleges and  
higher educational institutions  
Form

## Questionnaire of higher educational institutions

General information:

Full name of a higher educational institution \_\_\_\_\_

BIN: \_\_\_\_\_

Legal address: \_\_\_\_\_

Actual address: \_\_\_\_\_

S. N. P. of the head: \_\_\_\_\_

Office phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Internet resource: \_\_\_\_\_

Year of foundation: \_\_\_\_\_

Type of ownership: \_\_\_\_\_

Number of students in the higher educational institution is \_\_\_\_\_ people, including  
full-time students \_\_\_\_\_ people. (including by state order \_\_\_\_\_ people), including by  
correspondence course \_\_\_\_\_ people.

Number of teaching staff \_\_\_\_\_ people.

Profile: \_\_\_\_\_

(pedagogical, multiprofile, technical, polytechnic, etc.)

Educational program (specialty) for which the application is submitted \_\_\_\_\_

Availability of a qualification license:

1) to the corresponding declared profession (specialty) \_\_\_\_\_

2) to the group of qualifications corresponding to the declared new profession (specialty) \_\_\_\_\_

Number of free educational and laboratory rooms, workshops, etc., with an indication of  
their areas for installation of equipment \_\_\_\_\_

Link to the cloud resource \_\_\_\_\_ (to download supporting  
materials)

When completing a questionnaire, you need to choose only one item for each system indicator. The sum of the highest possible points is 10.

\*For all answers, confirming documents must be submitted

1. University budget for 2018:

- 1-2 billion tenge - 0.25 points;
- 2-4 billion tenge - 0.5 points;
- 4-6 billion tenge - 0.75 points;
- 6 billion and more - 1 point.

2. Large university in the region (by Bachelor's degree contingent, people):

- 1000-3000 - 0.25 points;
- 3000-6000 - 0.5 points;
- 6000-9000 - 0.75 points;
- 9000 and above - 1 point.

3. Positioning in the rating of NCE "Atameken" (by the average indicator of educational programs that participated in the rating,%):

- 0-25% - 0.25 points;
- 26-50% - 0.5 points;
- 51-75% - 0.75 points;
- 76% and above - 1 point.

4. Employment rate (%):

- 50-60% - 0.25 points;
- 61-75% - 0.5 points;
- 76-90% - 0.75 points;
- 90% and above - 1 point.

5. Expenses for creating laboratories in 2018:

- 100-250 million tenge - 0.25 points;
- 250-500 million tenge - 0.5 points;
- 500-750 million tenge - 0.75 points;
- 750 million tenge and above - 1 point.

6. Academic degree holders rate of teaching staff:

- 20-50% - 0.25 points;
- 51-75% - 0.5 points;
- 76-90% - 0.75 points;
- 90% and above - 1 point.

7. Compliance of educational programs implemented at the higher educational institution with demanded professions in the framework of the project "Zhas Maman" (%):

- 0-25% - 0.25 point;
- 26-50% - 0.5 points;
- 51-75% - 0.75 points;

-76% and above - 1 point.

8. Number of publications in journals indexed in abstract bibliographic databases of scientific citation (Thomson Reuters (Web of Science, Thomson Reuters) or included in the Scopus, Pubmed, zbMath, MathScinet, Agris, Georef, Astrophysical journal; Scopus, JSTORE according to the corresponding areas of training:

- 10-40 - 0.25 points;
- 41-80 - 0.5 points;
- 81-120 - 0.75 points;
- 120 and above - 1 point.

9. Availability of two-degree educational programs in priority areas of training with foreign universities partners (Europe, USA, Southeast Asia):

- 1 - 0.25 points;
- 3 - 0.5 points;
- 5 - 0.75 points;
- 7 and above - 1 point.

10. Availability of implemented or implementing scientific and scientific-technological projects, including with foreign partners for 2018)\*:

- in the absence of one of the points;
- 1-2 projects - 0.25 points;
- 3-4 projects - 0.5 points;
- 4-5 projects - 0.75 points;
- 6 or more projects - 1 point.

Note:

\*\* - all confirming documents must be certified by the first head (in his/her absence by the person acting his/her duties with a confirming order) of the higher educational institution.

\*\*\* - points will not be taken into account if complete information is not provided on any of the criteria.

Appendix 17  
to the order of the Minister  
of Education and Science  
of the Republic of Kazakhstan  
dated November 26, 2018 No. 646  
Form

### **Standard social contract for the provision of state support in the direction of vocational training**

**Footnote.** The Rules are supplemented by Appendix 17 in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated 03.04.2020 No. 128 (shall be enforced upon expiry of ten calendar days after its first official publication); excluded by the order of the Minister of Education and Science of the Republic of



Kazakhstan dated 23.10.2020 No. 457 (shall be enforced upon expiry of ten calendar days after the day of its first official publication).

Appendix 2  
to order No. 646  
of the Minister of Education and  
Science of the  
Republic of Kazakhstan  
dated November 26, 2018

**List of some orders of the Minister of Education and Science of the  
Republic of Kazakhstan recognized invalid**

1) Order No. 35 of the Minister of Education and Science of the Republic of Kazakhstan dated January 30, 2017 "On approval of the Rules for organizing training of personnel with technical and vocational education and short-term vocational training" (registered in the Register of State Registration of Regulatory Legal Acts under No. 14853, published in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan in electronic form on March 19, 2017).

2) Order No. 472 of the Minister of Education and Science of the Republic of Kazakhstan of September 19, 2017 "On Amendments and Additions to Order No. 35 of the Minister of Education and Science of the Republic of Kazakhstan dated January 30, 2017 " On Approval of the Rules for Organizing Training of Personnel with Technical and Vocational Education and Short-Term Vocational Training "(registered in the Register of State Registration of Regulatory Legal Acts under No. 15922, published in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan in electronic format on October 31, 2017;

3) Order No. 162 of the Minister of Education and Science of the Republic of Kazakhstan dated April 17, 2018 "On Amendments and Additions to Order No. 35 of the Minister of Education and Science of the Republic of Kazakhstan dated January 30, 2017 "On Approval of the Rules for organizing training of personnel with technical and vocational education and short-term vocational training "(registered in the Register of State Registration of Regulatory Legal Acts under No. 16918, published in the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan in electronic format on May 25, 2018).