



On approval of the professional standard "Employment Promotion (employment center)"

Unofficial translation

Order No. 714 of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated December 31, 2019. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 31, 2019 under No.19810.

Unofficial translation

In accordance with Paragraph 2-1 of Article 117 of the Labor Code of the Republic of Kazakhstan, **I hereby ORDER:**

Footnote. The preamble - in the wording of the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 18.08.2022 No. 318 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

1. To approve the attached professional standard "Employment Promotion (employment center)".

2. In accordance with the statutory procedure, the Department of Development of the National Qualifications and Forecasting System of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan shall:

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

2) post this order on the Internet resource of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan after its official publication;

3) within ten working days after the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan, report to the Department of Legal Service of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan on execution of the actions indicated in subparagraphs 1) and 2) of this paragraph.

3. Control over the execution of this order shall be assigned to the First Vice-Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan Ye.Zhilkebayev.

4. This order shall take effect upon expiry of ten calendar days after the date of its first official publication.

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

B. Nurymbetov

Approved by
Order No. 714
of the Minister of Labor and Social
Protection of the Population
of the Republic of Kazakhstan
dated December 31, 2019

Professional standard "Employment Promotion (employment center)" Chapter 1. General Provisions

1. The professional standard "Employment Promotion (employment center)" shall be intended to determine requirements for the level of qualifications and competence, content, quality and working conditions and shall be applied to services rendered by state legal entities

2. In this professional standard, the following terms and definitions shall be applied:

1) social vocational guidance - a set of interrelated activities aimed at providing practical assistance in choosing a profession, changing occupations and improving qualifications, factoring in professional knowledge, skills, personal interests and the needs of the labor market;

2) qualification - the degree of professional preparedness of an employee, possession of knowledge, skills and abilities necessary to perform work of a certain degree of complexity;

3) qualification level - a set of requirements for the level of training and competence of an employee, differentiated by parameters of complexity, non-standard labor actions, responsibility and independence;

4) knowledge - the result of assimilating information through training and personal experience, a set of facts, principles, theory and practice related to the field of training or work; a qualification component that must be assessed;

5) vacancy - a vacant workplace (position) with an employer;

6) labor market - the sphere of formation of demand and supply for labor;

7) labor function - a set of interrelated actions aimed to address one or more tasks of the labor process;

8) private employment agency - an individual or legal entity providing labor mediation, registered in keeping with the legislation of the Republic of Kazakhstan;

9) employer – an individual or a legal entity with whom the employee is in an employment relationship;

10) employment - a set of organizational, economic and legal measures intended to promote public employment;

11) unemployed person - an individual who is looking for work and is ready to start work;

12) unemployment - a socioeconomic phenomenon caused by the lack of demand in the labor market for a part of the labor force;

13) social protection against unemployment - a set of measures implemented by the state in the manner established by the legislation of the Republic of Kazakhstan on public employment;

14) consultant - an employee of the employment center who provides advice to the applicant;

15) profession - the degree of professional preparedness of an employee, possession of knowledge, skills and abilities necessary to perform work of a certain degree of complexity;

16) professional subgroup - a set of professions formed by an integral package of labor functions and competencies required to perform them;

17) vocational training - training in educational organizations or training centers under employers' organizations entitled to educational activities, including vocational training, retraining in order to acquire new occupations (professions) and upgrading of skills within the framework of employment promotion measures provided for by the Law of the Republic of Kazakhstan "On Public Employment";

18) professional group - a set of professional subgroups that have a common integration basis (similar or identical purpose, objects, technologies, including labor tools) and assuming a similar set of labor functions and competencies for their implementation;

19) competence - the ability of an employee to apply knowledge, skills and experience in professional and labor activities;

20) sectoral qualification framework - a structured description of qualification levels recognized in the industry;

21) public employment - labor activity related to the satisfaction of personal and social needs that does not contradict the legislation of the Republic of Kazakhstan, bringing earnings or income;

22) public employment center - a legal entity established by the local executive body of the district, cities of regional and republican status, the capital in order to implement active measures to promote employment, organize social protection against unemployment and other measures to promote employment;

23) active measures to promote employment - measures of social protection against unemployment and employment, state support for citizens of the Republic of Kazakhstan and repatriate from among the unemployed, certain categories of employed individuals determined by the Government of the Republic of Kazakhstan, as well as other individuals in cases provided for by the Law of the Republic of Kazakhstan "On employment of the population" carried out in accordance with the procedure established by the legislation of the Republic of Kazakhstan on employment of the population;

24) applicant - a citizen who has applied to the employment center for advice, information and labor mediation assistance;

25) specialist in work with jobseekers - an executive of the employment center authorized to carry out labor mediation for jobseekers in advising on active measures to promote employment, selecting of suitable jobs and enrollment in training.

Footnote. Paragraph 2 as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 16.03.2021 No. 78 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

3. The following abbreviations shall be used in this professional standard:

QR - qualification reference of positions of managers, specialists and other workforce;
NQF - National Qualification Framework;
SQF - Sectoral Qualification Framework;
RK - Republic of Kazakhstan;
PEC – Public employment center.

Chapter 2. Passport of professional standard

4. Name of the professional standard: "Employment Promotion (employment center)".

5. The purpose of developing professional standard: developing uniform requirements for professional activities in the field of employment, systematic and structured description that meets modern needs of the labor market, labor functions, corresponding requirements for knowledge, abilities, skills and personal competencies of workers.

6. Brief description of the professional standard:

employment promotion (employment center) shall consider professional activities involving:

assessing the state and forecasting the public employment development, updating the population on the labor market situation;

pursuing active measures to promote employment, as well as additional measures to promote employment, funded from the budget;

registration of applicants as job seekers and the unemployed;

provision of information and consulting services in the social and labor sphere to individuals and legal entities, pursuant to requirements of the legislation of the Republic of Kazakhstan in the field of personal data protection;

acceptance of documents necessary for the appointment of social benefits in case of job loss;

provision of social vocational guidance services;

assisting job seekers and the unemployed in finding suitable jobs;

interaction with the State Social Insurance Fund;

keeping records of vacant positions (vacancies);

maintaining an individual employment card;

provision of labor mediation to job seekers, unemployed persons and other applicants;

outsourcing services in the field of employment and monitoring and control over fulfillment of the contract on outsourcing services in the population employment;

conclusion of social contracts;

issuance of a certificate of registration as an unemployed person;

registration of an application for the appointment of targeted social assistance;

provision of other measures to promote employment, envisaged by the legislation of the Republic of Kazakhstan on public employment.

Footnote. Paragraph 6 as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 30.11.2022 No. 480 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

7. Professional group:

professionals in the field of business and administration;
professionals in law, humanitarian fields and culture;
auxiliary professional staff for economic and administrative activities.

8. Professional subgroup:

specialists in human resources management;
specialists in the selection and use of personnel;
specialists in personnel training and development;
specialists in social work with socially vulnerable population groups;
supporting professional staff for human resources management.

Chapter 3. Cards of Professions

9. List of professions:

- 1) the director of the center - the 7th level of qualification for NQF;
- 2) Head of the structural subdivision (department, sector) of the CP - 7 level of qualification for the NQF;
- 3) employment inspector - 5-6 level of qualification in the NQF;
- 4) specialist in working with applicants - 5-6 levels of qualification for NQF;
- 5) a specialist in working with employers - 5-6 levels of qualification for NQF;
- 6) specialist in professional orientation - 5-6 levels of qualification in the NQF;
- 7) specialist in forecasting and monitoring - 5-6 levels of qualification for NQF;
- 8) consultant on social work of the employment center - 5-6 levels of qualification in the NQF;
- 9) employment consultant - 4 level of qualification in NQF;
- 10) employee for promoting employment of the population - 4 levels of qualification in the NQF;
- 11) employee of the department for relations with employers - level 4 of qualification in the NQF.

Profession cards shall be provided in the annex to this professional standard.

Footnote. Paragraph 9 - in the wording of the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 30.11.2022 No. 480 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Annex
to professional standard
"Employment promotion
(employment center) "

Footnote. Annex - in the wording of the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 30.11.2022 No. 480 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Profession card "Director of the center "	
Profession code	1210-0-057
Name of profession	Director of the center
Qualification level for NQF	7 level
Qualification level for the profession according to the typical qualification characteristics	

<p>tics of pos itio ns of ma nag ers, spe cial ists and oth er em plo yee s of org ani zati ons , soc ial pro tect ion and em plo ym ent</p>	<p>Qualification requirements: higher (or postgraduate) education (social, economic, legal) and work experience in the system of social protection or employment of the population for at least 3 years or in senior positions in the fields of activity for at least 2 years.</p>	
<p>Le vel of voc atio nal edu cati on</p>	<p>Higher (or postgraduate) education (social, economic, legal)</p>	
		<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Manage the activities of the employment center and bear responsibility for the results of its work. 2. Organize and ensure the development of promising and current plans for the development of the employment center. 3. Carry out organizational and methodological management of the employment center 4. Conduct business negotiations and use public speaking techniques, establish business relations with social partners in

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Task 1: Organization of work on the activities of the employment center

order to organize informing the population about the services of the employment center.

5. Organization of work on the introduction of automated information systems in the field of employment.
6. Organize acceptance of individuals and legal entities.
7. Use the latest technology, progressive forms of management and labor organization.
8. Resolve issues on the creation of safe and healthy working conditions for employment center specialists, the observance of a favorable psychological atmosphere in the team.
9. Carry out work to strengthen labor and production discipline.
10. Monitor the quality of the services provided.
11. Manage the financial and economic activities of the employment center.

Knowledge:

1. Regulatory legal acts:

Constitution of the Republic of Kazakhstan (hereinafter referred to as the Constitution).

Entrepreneurial Code.

Administrative Procedural Code of the Republic of Kazakhstan

The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).

The Law of the Republic of Kazakhstan "On compulsory social insurance."

The Law of the Republic of Kazakhstan "On social protection of individuals with disabilities in the Republic of Kazakhstan."

The Law of the Republic of Kazakhstan "On state targeted social assistance."

The Law of the Republic of Kazakhstan "On pension provision in the Republic of Kazakhstan."

The order of the Minister of labor and social protection of the population of the Republic of Kazakhstan dated February 22, 2019 No. 92 "On approval of the Rules for organizing support of the state information portal" Electronic labor exchange "(registered in the Register of State Registration of Regulatory Legal Acts under No. 18343).

The order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445) (hereinafter referred to as the Rules)

2. Profile, specialization and features of the employment center.
3. Functions of automated information systems in the field of employment.
4. Demographic situation, specifics of socio-economic development of the region (city, district).
5. Development prospects and structural amendments of organizations of the region (city, district).
6. The main trends and directions of development of the regional labor market.

7. Socio-psychological aspects of helping people in difficult life situations.

Learning skills:

1. Assess the state and forecast of employment development, inform the population about the state of the labor market.
2. Organize the implementation of active employment promotion measures provided for by the Law, as well as additional employment promotion measures financed from the budget.
3. Organize work to assist job seekers and the unemployed in the selection of suitable jobs.
4. Interaction with the State social insurance fund, the social health insurance fund.

Knowledge:

1. Regulatory legal acts:

Constitution.

Law.

Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021 - 2025"

Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 516 "On some issues of promoting employment" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13938).

Order of the acting Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated February 7, 2022 No. 47 "On approval of the Rules for organizing and financing measures to promote entrepreneurial initiative" (registered in the Register of State Registration of Regulatory Legal Acts under No. 26747).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated August 28, 2017 No. 280 "On approval of the Rules for quotas for workplaces for individuals with disabilities" (registered in the Register of State Registration of Regulatory Legal Acts under No. 15858).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated May 26, 2016 No. 412 "On approval of the Rules for quotas for jobs for employment of citizens from among young people who lost or remained without parental care before coming of age, who Are graduates of educational organizations, individuals released from places of imprisonment, individuals registered with the probation service" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13898).

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated June 19, 2018 No. 259 "On approval of the Rules for registering job seekers, unemployed and labor mediation provided by employment centers" (registered in the Register of State Registration of Regulatory Legal Acts under No. 17199).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 28, 2016 No. 576 "On

Task 2: Organization of work on provision of employment center services

approval of the form of an individual employment card and the Rules for its maintenance" (registered in the Register of State Registration of Regulatory Legal Acts under No. 14056).

Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated August 28, 2017 No. 280 "On approval of the Rules and conditions for subsidizing the costs of employers creating special jobs for the employment of individuals with disabilities" (registered in the Register of State Registration of Regulatory Legal Acts under No. 15858).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated May 5, 2015 No. 320 "On approval of the Rules for the appointment and payment of state targeted social assistance and the provision of a guaranteed social package" (registered in the Register of State Registration of Regulatory Legal Acts under No. 11426).

Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated July 28, 2009 No. 237-p "On approval of the Rules for calculating the total income of a person (Family) applying for state targeted social assistance" (registered in the Register of State Registration of Regulatory Legal Acts under No. 5757).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921).

2. Profile, specialization and features of the employment center.
3. Functions of automated information systems in the field of employment.
4. Demographic situation, specifics of socio-economic development of the region (city, district).
5. Development prospects and structural amendments of organizations of the region (city, district).
6. The main trends and directions of development of the regional labor market.

Task 1: Coordination work

Learning skills:

1. Coordinate work: on interaction with employers; to assist in the employment of applicants, including those for whom quotas for employment shall be set.
2. Coordinate work on the provision of social protection measures against unemployment and employment.
3. Coordinate outreach and advisory services on employment issues.
4. Coordinate the development of proposals for the implementation of active measures to promote employment, taking into account various groups of the population.

Knowledge:

1. Regulatory legal acts:

Constitution.

Law.

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

<p>La bor fun ctio n 2 : Co ord inat ion of em plo ym ent cen ter acti viti es</p>		<p>2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Development prospects and structural amendments of organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market.</p>
	<p>Task 2: Monitoring and controlling of effective actions of specialists of employment centers</p>	<p>Learning skills: 1. Monitor and analyze the effective activities of specialists in the provision of services to the population on employment issues. 2. Perform certification of employment center specialists. 3. Monitor the implementation by specialists of their job descriptions, execution of documents on quality and terms. 4. Monitor and control the implementation of the contract on outsourcing services in the field of employment.</p> <p>Knowledge: 1. Regulatory legal acts: <u>Labor Code of the Republic of Kazakhstan.</u> <u>Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated December 28, 2015 No. 1041 " On approval of the Rules and conditions for certification of civil servants in the field of healthcare and social and labor sphere" (registered in the Register of State Registration of Regulatory Legal Acts under No. 12666).</u> <u>Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 19, 2018 No. 255 "On approval of the Rules for organizing and financing outsourcing services in the field of employment" (registered in the Register of State Registration of Regulatory Legal Acts under No. 17193).</u> <u>Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 19, 2018 No. 256 "On approval of the standard form of the contract for outsourcing services in the field of employment" (registered in the Register of State Registration of Regulatory Legal Acts under No. 17186).</u> <u>Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 19, 2018 No. 258 "On approval of the list of services offered as part of outsourcing services in the field of employment" (registered in the Register of State Registration of Regulatory Legal Acts under No. 17170).</u> <u>Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated June 19, 2018 No. 254 "On approval of qualification requirements for private employment agencies applying for participation in outsourcing services in the field of employment" (registered in the Register of State Registration of Regulatory Legal Acts under No. 17168).</u> 2. Regulatory legal acts of the Republic of Kazakhstan in the field of occupational health and safety, fire safety and sanitary and hygienic standards.</p>
<p>Re qui re me nts</p>		

for person al competencies	Communication skills, client orientation, emotional responsiveness, stress resistance, result orientation, mentoring, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	8 level	First heads of institutions, organizations and enterprises
Relations with QS	Director of the employment center	<u>Order of the Acting Minister of Labor and Social Protection of the Republic of Kazakhstan dated October 25, 2017 No. 360 "On approval of model qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations"</u> (hereinafter - typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations) (registered in the Register of State Registration of Regulatory Legal Acts under No. 16057).
Profession card "Head of the structural division (department, sector) of the employment center"		
Profession code	1222-0-008	
Name of profession	Head of structural subdivision (department, sector) of the employment center	
Qualification level for NQF	Level 7	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	Qualification requirements: higher (or postgraduate) education (social, economic, legal) and work experience in positions in organizations of social protection of the population or the relevant profile for at least 1 year.	

Level of vocational education	Higher (or postgraduate) education (social, economic, legal)	
	<p>Task 1: Organization of work of the structural subdivision of the employment center</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Organize and control the development of perspective and current plans of the subdivision, prepare proposals for measures to implement active measures to promote employment, taking into account various groups and categories of the population, and promote their implementation; 2. Conduct business negotiations and use public speaking techniques, establish business relations with social partners in order to organize informing the population about the services of the Employment center. 3. Perform certification of specialists of the Employment center. 4. Ensure compliance with occupational health and safety rules, fire safety and sanitary and hygienic standards. 5. Provide reception of individuals and legal entities. 6. Use the latest technology, progressive forms of management and labor organization. 7. Resolve issues on the creation of safe and healthy working conditions for specialists of employment centers, the observance of a favorable psychological atmosphere in the team. 8. Provide work to strengthen labor and production discipline. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: <ul style="list-style-type: none"> <u>Constitution</u> of the Republic of Kazakhstan (hereinafter referred to as the Constitution). <u>Labor Code</u> of the Republic of Kazakhstan (hereinafter referred to as the Code). <u>The Law</u> of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law). <u>Order</u> of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated December 28, 2015 No. 1041 "On approval of the Rules and conditions for certification of civil servants in the field of healthcare and social and labor sphere" (registered in the Register of State Registration of Regulatory Legal Acts under No. 12666). <p>Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p>

<p>Labor function 1: Management of the activities of the structural unit of the employment center</p>	<p>2. Regulatory legal acts of the Republic of Kazakhstan in the field of occupational health and safety, fire safety and sanitary and hygienic standards.</p> <p>3. Profile, specialization and features of the employment center.</p> <p>4. Functions of automated information systems in the field of employment and targeted social assistance.</p>
<p>Task 2: Organization of work on the provision of services in the employment center</p>	<p>1. Assess the state and forecast of employment development, inform the population about the state of the labor market.</p> <p>2. Develop proposals for the implementation of active measures to promote employment, taking into account various groups of the population.</p> <p>3. Organize work: on interaction with employers; to assist in the employment of applicants, including those for whom quotas for employment shall be set.</p> <p>4. Organize work on the formation of a database of current vacancies and projected jobs in the region (city), a bank of data of specialists from among the applied citizens and the unemployed population.</p> <p>5. Monitor and control the implementation of the contract on outsourcing services in the field of employment.</p> <p>Knowledge:</p> <p>1. Regulatory legal acts:</p> <p><u>Constitution.</u></p> <p>Law</p> <p><u>Law</u> of the Republic of Kazakhstan "On compulsory social insurance."</p> <p><u>Law</u> of the Republic of Kazakhstan "On social protection of individuals with disabilities in the Republic of Kazakhstan."</p> <p><u>Law</u> of the Republic of Kazakhstan "On state targeted social assistance."</p> <p><u>Law</u> of the Republic of Kazakhstan "On pension provision in the Republic of Kazakhstan."</p> <p><u>Resolution</u> of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021 - 2025"</p> <p>Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p>

		<p>3. Development prospects and structural changes of organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Socio-psychological aspects of a people in difficult life situations.</p>
<p>Labor function 2: Coordination of activities of the employment center of the structural unit</p>	<p>Task 1: Coordination</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Coordinate work on the provision of social protection measures against unemployment and employment. 2. Coordinate outreach and advisory services on employment issues. <p>Knowledge:</p> <p>1. Regulatory legal acts: <u>Constitution.</u> Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <ol style="list-style-type: none"> 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Development prospects and structural changes of organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market.
	<p>Task 2: Monitoring and monitoring of the shall enter into force upon expiry ofness of the actions of the employment center specialists</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Monitor and analyze the shall enter into force upon expiry ofness of specialists in the provision of services to the population on employment issues. 2. Monitor the implementation by specialists of their job descriptions, execution of documents on quality and terms. 3. Monitor the quality of the services provided <p>Knowledge:</p> <p>1. Regulatory legal acts: Code.</p> <ol style="list-style-type: none"> 2. Regulatory legal acts of the Republic of Kazakhstan in the field of occupational health and safety, fire safety and sanitary and hygienic standards. 3. Demographic situation, specifics of socio-economic development of the region (city, district). 4. Profile, specialization and features of the employment centers.

Requirements to individual competences	Communication skills, client orientation, emotional responsiveness, stress resistance, result orientation, mentoring, responsibility, performance, disinterestedness.	
Connection with other professions within the NQF	Level 7 Level 8	Director of the employment center (the first head of an institution, organization and enterprise); First heads of institutions, organizations and enterprises
Relation with QS	Head of the structural unit (department, sector) of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations).
Card of the profession "Employment inspector"		
Profession code	3333-0-008	
Name of the profession	Employment inspector	
Qualification level for NQF	Level 6	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protecti	Specialist of the highest level of qualification: higher category: higher education and work experience in the employment system as a specialist of the highest level of qualification of the first category for at least 3 years; first category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification of the second category for at least 2 years;	

on and employment	second category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification without a category of at least 1 year; non-categorized: higher education without presenting work experience requirements.
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Level of vocational education	Higher education.
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- Learning skills:
1. Understand the needs of individuals applying to the employment center, showing respect for the applicant, carefully listening and responding to the needs of the applicant, the reasons for his appeal to the employment center.
 2. Establish mutual understanding with individuals who applied to the employment center: maintain a conversation in an atmosphere of openness, trust and form a positive mood among the applicant, motivate them to work together to find a suitable job.
 3. Analyze and determine the degree of the applicant's need for assistance in employment, taking into account his previous work experience, career expectations and preferences.
 4. Conduct an initial check and analysis of documents from the applicant in order to register applicants as: job seekers, unemployed.
 5. Be able to categorize applicants based on the estimated duration of the unemployment period.
 6. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.
 7. Provide acceptance individuals and legal entities.

Task 1: Conducting initial admission and registration of individuals who applied to the employment center

- Knowledge:
1. Regulatory legal acts:
 - Constitution of the Republic of Kazakhstan (hereinafter referred to as the Constitution).
 - Law of the Republic of Kazakhstan " On employment of the population" (hereinafter referred to as the Law).

Labor function
1: Labor mediation

Law of the Republic of Kazakhstan " On compulsory social insurance" (hereinafter referred to as the Law on insurance).

Law of the Republic of Kazakhstan " On social protection of individuals with disabilities in the Republic of Kazakhstan."

Law Republic of Kazakhstan "On pension provision in the Republic of Kazakhstan."

Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021-2025" (hereinafter referred to as the Resolution).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. Prospects for structural changes in organizations of the region (city, district).

4. The main trends and directions of development of the regional labor market.

5. Features of personality psychology and certain categories of citizens.

6. Socio-psychological aspects of helping people in difficult life situations.

1. Evaluate the profession (position) of the applicant, the level of his professional training and qualifications, experience and skills of work, the level of wages, work hours, as well as the compliance of the applicant with other requirements and conditions established by employers for a vacancy.

2. Explain to the applicant the employer's requirements in a language accessible to the applicant's understanding.

3. Interaction with a private employment agency on the issues of labor mediation in accordance with the outsourcing contract.

Task 2: Job selection (suitable job)

4. Analyze and compare the employer's requirements with the expectations of the applicant when offering the applicant a suitable job.
5. Negotiate with employers when employing an applicant for a declared vacancy.

Knowledge:

1. Regulatory legal acts:
Labor Code of the Republic of Kazakhstan.
Law.
Resolution.
Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
2. Demographic situation, specifics of socio-economic development of the region (city, district).
3. Prospects for structural changes in organizations of the region (city, district).
4. The main trends and directions of development of the regional labor market.
5. Assessment of the shall enter into force upon expiry of measures of active measures to promote employment.

Learning skills:

1. Keep records of individuals who applied to the employment center for advice, information and assistance in labor mediation.
2. Develop proposals for measures to implement active employment promotion measures.
3. Analyze the regional labor market.
4. Prepare relevant documentation in the field of active employment promotion measures.
5. Summarize and submit analytical and statistical information in the field of employment to state bodies within the established time frame.

Knowledge:

1. Regulatory legal acts:
Insurance Act.
Law.
Resolution.

Task 1: Summarization and analysis of the work done

Labor function 2 : Analysis of work done and outreach

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).

2. Assessment of the shall enter into force upon expiry ofness of measures of active measures to promote employment.

3. Procedure and documentation in the field of employment.

Learning skills:

1. Inform applicants about state measures to promote employment and services provided by the employment center.

2. Explain in an accessible form, in a language understood by applicants about the possibility of participating in active measures to promote employment.

3. Organize and conduct job vacancies.

Knowledge:

1. Regulatory legal acts:

Law of the Republic of Kazakhstan "On state targeted social assistance."

Insurance law.

Law.

Resolution.

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated July 28, 2009 No. 237-p "On approval of the Rules for calculating the total income of an individual (family) applying for state targeted social assistance" (registered in the Register of State Registration of Regulatory Legal Acts under No. 5757).

	<p>Task 2: Informing job seekers on employment issues</p>	<p>Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated May 5 , 2015 No. 320 "On approval of the Rules for the appointment and payment of state targeted social assistance and the provision of a guaranteed social package (registered in the Register of State Registration of Regulatory Legal Acts under No. 11426).</p> <p>Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921).</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Assessment of the shall enter into force upon expiry of measures of active measures to promote employment.</p>
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.</p>	
<p>Relationship with other professions within the NQF</p>	<p>Level 7</p>	<p>Head of structural subdivision (department, sector) of the employment center</p>
		<p>Typical qualification characteristics of positions of managers, specialists</p>

Relation with QS	Social work consultant of the employment center Specialist of structural subdivision (department, sector, group) employment center Assistant of the employment center	and other employees of social protection and employment organizations.
Profession card "Employment inspector"		
Profession code	3333-0-008	
Name of the profession	Employment inspector	
Qualification level for NQF	Level 5	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	<p>Intermediate specialist:</p> <p>of the highest category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification of the first category for at least 3 years;</p> <p>first category: technical and vocational education and work experience in the field of employment of the population as a specialist of the secondary level of qualification of the second category for at least 2 years;</p> <p>second category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification without a category of at least 1 year;</p> <p>without a category: technical and vocational education, without presenting requirements for work experience in a specialty.</p>	
Level of vocational education	Technical and vocational education.	
		Learning skills:

1. Understand the needs of individuals applying to the employment center, showing respect for the applicant, carefully listening and responding to the needs of the applicant, the reasons for his appeal to the employment center.
2. Establish mutual understanding with individuals who applied to the employment center: maintain a conversation in an atmosphere of openness, trust and form a positive mood among the applicant, motivate them to work together to find a suitable job.
3. Analyze and determine the degree of the applicant's need for assistance in employment, taking into account his previous work experience, career expectations and preferences.
4. Conduct an initial check and analysis of documents from the applicant in order to register applicants as: job seekers, unemployed.
5. Be able to categorize applicants based on the estimated duration of the unemployment period.
6. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.
7. Provide acceptance of individuals and legal entities.

Knowledge:

1. Regulatory legal acts:

Constitution of the Republic of Kazakhstan (hereinafter referred to as the Constitution).

The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).

The Law of the Republic of Kazakhstan "On compulsory social insurance" (hereinafter referred to as the Law on insurance).

The Law of the Republic of Kazakhstan "On social protection of individuals with disabilities in the Republic of Kazakhstan."

Task 1: Conducting initial admission and registration of individuals who applied to the employment center

Labor function
1: Labor mediation

Law of the Republic of Kazakhstan " On pension provision in the Republic of Kazakhstan."

The Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021 - 2025" (hereinafter referred to as "Restoration").

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

4. Features of personality psychology and certain categories of citizens.

5. Socio-psychological aspects of helping people in difficult life situations.

Task 2: Job selection (suitable job)

1. Evaluate the profession (position) of the applicant, the level of his professional training and qualifications, experience and skills of work, the level of wages, work hours, as well as the compliance of the applicant with other requirements and conditions established by employers for a vacancy.

2. Explain to the applicant the employer's requirements in a language accessible to the applicant's understanding.

3. Analyze and compare the employer's requirements with the expectations of the applicant when offering the applicant a suitable job.

Knowledge:

1. Regulatory legal acts:

Labor Code of the Republic of Kazakhstan.

Law.

Resolution.

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

		<p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. The main trends and directions of development of the regional labor market.</p> <p>4. Assessment of effective measures to promote employment.</p>
	<p>Task 1: Summarization and analysis of the work done</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Keep records of individuals who applied to the employment center for advice, information and assistance in labor mediation. 2. Prepare relevant documentation in the field of active employment promotion measures. 3. Summarize and submit analytical and statistical information in the field of employment to state bodies within the established time frame. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: <ul style="list-style-type: none"> Insurance law. Law. Resolution. <p>Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p><u>Order</u> of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).</p> <ol style="list-style-type: none"> 2. Procedure and documentation in the field of employment.
<p>Labor function 2 :</p>		<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Inform applicants about state measures to promote employment and services provided by the employment center. 2. Explain in an accessible form, in a language understood by applicants about the possibility of participating in active measures to promote employment. 3. Organize and conduct job fairs.

Analysis of work done and outreach

Task 2: Informing job seekers on employment issues

Knowledge:

1. Regulatory legal acts:

Law of the Republic of Kazakhstan "On state targeted social assistance."

Insurance law.

Law.

Resolution.

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated July 28, 2009 No. 237-p "On approval of the Rules for calculating the total income of a person (family) applying for state targeted social assistance" (registered in the Register of State Registration of Regulatory Legal Acts under No. 5757).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated May 5, 2015 No. 320 "On the approval of the Rules for the appointment and payment of state targeted social assistance and provision of a guaranteed social package (registered in the Register of State Registration of Regulatory Legal Acts under No. 11426).

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921).

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

4. Assessment of the effective measures to promote employment.

Requirements for personal

competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 6	Employment inspector; Specialist in working with applicants; Specialist with employers; Specialist on professional guidance; Specialist in forecasting and monitoring; Social labor consultant at the employment centre
Relationship with QS	Social work consultant in the employment center Specialist of structural subdivision (department, sector, group) employment center, Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Professional card "Specialist in working with job seekers"		
Profession code		
Name of the profession	Specialist in working with job seekers	
Qualification level for NQF	Level 6	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations	<p>Specialist of the highest level of qualification:</p> <p>higher category: higher education and work experience in the employment system as a specialist of the highest level of qualification of the first category for at least 3 years;</p> <p>first category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification of the second category for at least 2 years;</p> <p>second category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification without a category of at least 1 year;</p> <p>non-categorized: higher education without presenting work experience requirements.</p>	

ations,
social
protecti
on and
employ
ment

Level of
vocatio
n al
educatio
n

Higher education.

Learning skills:

1. Understand the needs of individuals applying to the employment center, showing respect for the applicant, carefully listening and responding to the needs of the applicant, the reasons for his appeal to the employment center.
2. Establish mutual understanding with individuals who applied to the employment center: maintain a conversation in an atmosphere of openness, trust and form a positive mood among the applicant, motivate them to work together to find a suitable job.
3. Analyze and determine the degree of the applicant's need for assistance in employment, taking into account his previous work experience, career expectations and preferences.
4. Conduct an initial check and analysis of documents from the applicant in order to register applicants as: job seekers, unemployed.
5. Be able to categorize applicants based on the estimated duration of the unemployment period.
6. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.
7. Provide acceptance of individuals and legal entities.

Task 1: Conducting initial admission and registration of individuals who applied to the employment center

Knowledge:

1. Regulatory legal acts:
Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Code).

Labor
function
1: Labor
mediation

The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).

The Law of the Republic of Kazakhstan "On compulsory social insurance" (hereinafter referred to as the Law on insurance).

Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021-2025" (hereinafter referred to as the Resolution).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. Prospects for structural changes in organizations of the region (city, district).

4. The main trends and directions of development of the regional labor market.

5. Features of personality psychology and certain categories of citizens.

6. Socio-psychological aspects of helping people in difficult life situations.

1. Evaluate the profession (position) of the applicant, the level of his professional training and qualifications, experience and skills of work, the level of wages, work hours, as well as the compliance of the applicant with other requirements and conditions established by employers for a vacancy.

2. Explain to the applicant the employer's requirements in a language accessible to the applicant's understanding.

3. Interaction with a private employment agency on labor mediation issues.

4. Analyze and compare the employer's requirements with the expectations of the applicant when offering the applicant a suitable job.

Task 2: Job selection (suitable job)

5. Negotiate with employers when employing an applicant for a declared vacancy.

Knowledge:

1. Regulatory legal acts:
Code.

The Law.

The Resolution Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. Prospects for structural changes in organizations of the region (city, district).

4. The main trends and directions of development of the regional labor market.

5. Assessment of the effective measures to promote employment.

Learning skills:

1. Keep records of individuals who applied to the employment center for advice, information and assistance in labor mediation.

2. Develop proposals for measures to implement active employment promotion measures.

3. Analyze the regional labor market.

4. Prepare relevant documentation in the field of active employment promotion measures.

5. Summarize and submit analytical and statistical information in the field of employment to state bodies within the established time frame.

Knowledge:

1. Regulatory legal acts:

Law.

Insurance law.

Resolution.

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Order of the Chairman of the Committee on statistics of the Ministry of National Economy of the Republic of Kazakhstan dated September 7, 2020 No. 34 "On approval of statistical forms of

Task 1: Summarize and analyze the work done

Labor function 2 : Analysis of work done and outreach

national statistical observations on labor and employment statistics and instructions for filling them" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21183).

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).

2. Assessment of the effective measures to promote employment.
3. Procedure and documentation in the field of employment.

Learning skills:

1. Inform applicants about state measures to promote employment and services provided by the employment center.
2. Explain in an accessible form, in a language understood by applicants about the possibility of participating in active measures to promote employment.
3. Organize and conduct job fairs.

Knowledge:

1. Regulatory legal acts:
Law of the Republic of Kazakhstan "On state targeted social assistance."
Insurance law.
Law.
Resolution.
Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
Order of the Minister of Labor and Social Protection of the Republic of Kazakhstan dated July 28, 2009 No. 237-p "On approval of the Rules for calculating the total income of a person (Family) applying for state targeted social assistance" (registered in the Register of State Registration of Regulatory Legal Acts under No. 5757).

Task 2: Informing job seekers on employment issues

		<p>Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated May 5, 2015 No. 320 "On approval of the Rules for the appointment and payment of state targeted social assistance and the provision of a guaranteed social package (registered in the Register of State Registration of Regulatory Legal Acts under No. 11426).</p> <p>Order of the Minister of Health and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility " (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921).</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Assessment of the effective measures to promote employment.</p>
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.</p>	
<p>Relationship with other professions within the NQF</p>	<p>Level 7</p>	<p>Head of structural subdivision (department, sector) of the employment center</p>
<p>Relationship with the employment center</p>	<p>Consultant with social work in employment center Specialist of structural subdivision (department, sector, group) employment center Assistant of the employment center</p>	<p>Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.</p>
<p>Professional card "Specialist in working with job seekers"</p>		

Profession code	
Name of profession	Specialist in working with job seekers
Qualification level for NQF	Level 5
Qualification level for the profession according to the typical qualification characteristic of positions of managers, specialists and other employees of organizations, social protection and employment	<p>Intermediate specialist:</p> <p>of the highest category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification of the first category for at least 3 years;</p> <p>first category: technical and vocational education and work experience in the field of employment of the population as a specialist of the secondary level of qualification of the second category for at least 2 years;</p> <p>second category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification without a category of at least 1 year;</p> <p>without a category: technical and vocational education, without presenting requirements for work experience in a specialty.</p>
Level of vocational education	Technical and vocational education.
	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Understand the needs of individuals applying to the employment center, showing respect for the applicant, carefully listening and responding to the needs of the applicant, the reasons for his appeal to the the employment center. 2. Establish mutual understanding with individuals who applied to the the employment center: maintain a conversation in an atmosphere of openness, trust and form a positive mood among the applicant, motivate them to work together to find a suitable job. 3. Analyze and determine the degree of the applicant's need for assistance in employment, taking into account his previous

Labor
Function 1:
Labor
mediation

Task 1: Conducting initial admission and registration of individuals who applied to the employment center

work experience, career expectations and preferences.

4. Conduct an initial check and analysis of documents from the applicant in order to register applicants as: job seekers, unemployed.

5. Be able to categorize applicants based on the estimated duration of the unemployment period.

6. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.

7. Accept individuals and legal entities.

Knowledge:

1. Regulatory legal acts:

Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Code).

The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).

The Law of the Republic of Kazakhstan "On compulsory social insurance" (hereinafter referred to as the Law on insurance).

The Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021-2025" (hereinafter referred to as the Resolution).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. Prospects for structural changes in organizations of the region (city, district).

	<p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Features of psychology of a personality and certain categories of citizens.</p> <p>6. Socio-psychological aspects of helping people in difficult life situations.</p>
<p>Task 2: Job selection (suitable job)</p>	<p>1. Evaluate the profession (position) of the applicant, the level of his professional training and qualifications, experience and skills of work, the level of wages, work hours, as well as the compliance of the applicant with other requirements and conditions established by employers for a vacancy.</p> <p>2. Explain to the applicant the employer's requirements in a language accessible to the applicant's understanding.</p> <p>3. Analyze and compare the employer's requirements with the expectations of the applicant when offering the applicant a suitable job.</p> <p>Knowledge:</p> <p>1. Regulatory legal acts: Code. <u>The Law</u> <u>The Resolution.</u> Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Assessment of the measures to promote employment.</p>
	<p>Learning skills:</p> <p>1. Keep records of individuals who applied to the employment</p>

center for advice, information and assistance in labor mediation.

2. Prepare relevant documentation in the field of active employment promotion measures.

3. Summarize and submit analytical and statistical information in the field of employment to state bodies within the established time frame.

Knowledge:

1. Regulatory legal acts:

The Law

Insurance law.

The Resolution

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

The order of the Chairman of the committee on statistics of the Ministry of National Economy of the Republic of Kazakhstan dated September 7, 2020 No. 34 "On approval of statistical forms of national statistical observations on labor and employment statistics and instructions for filling them" (registered in the Register of State Registration of Regulatory Legal Acts under No. 21183).

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).

2. Assessment of effective measures to promote employment.

3. Procedure and documentation in the field of employment.

Learning skills:

Task 1: Summarize and analyze the work done

Labor
function 2:
Analysis of
work done
and outreach

	<p>Task 2: Informing job seekers on employment issues</p>	<ol style="list-style-type: none"> 1. Inform applicants about state measures to promote employment and services provided by the employment center. 2. Explain in an accessible form, in a language understood by applicants about the possibility of participating in active measures to promote employment. 3. Organize and conduct job fairs. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: <ul style="list-style-type: none"> Law of the Republic of Kazakhstan "On state targeted social assistance." Insurance law. Law. Resolution. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. <u>The order</u> of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921). 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market. 4. Assessment of the effective measures to promote employment.
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.</p>	
		<p>Employment inspector;</p>

Relationship with other professions within the NQF	Level 6	Specialist in working with applicants; Specialist on employer relations ; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the employment centre
Relationship with QS	Social work consultant employment center Specialist of structural subdivision (department, sector, group) employment center. Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Employer relations specialist"		
Profession code		
Name of the profession	Specialist in employer relationship	
Qualification level for NQF	Level 6	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	<p>Specialist of the highest level of qualification:</p> <p>higher category: higher education and work experience in the employment system as a specialist of the highest level of qualification of the first category for at least 3 years;</p> <p>first category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification of the second category for at least 2 years;</p> <p>second category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification without a category of at least 1 year;</p> <p>non-categorized: higher education without presenting work experience requirements.</p>	
Level of vocational education	Higher education.	
		<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Create effective communications: maintain regular communication with employers to collect vacancies and involve them in cooperation in the employment center. 2. Create an up-to-date database of employers. 3. Assess and compare the needs of the local labor market in personnel. 4. Advise employers on the identification of demanded professions in the regional labor market. 5. Conduct negotiations with employers in a business language using

sales methods to expand cooperation.

Knowledge:

1. Regulatory legal acts:
Code of the Republic of Kazakhstan "On administrative offenses."

Code of the Republic of Kazakhstan.

The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility" (registered in the Register of State Registration of Regulatory Legal Acts under No. 13921) (hereinafter referred to as the order No. 515).

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

4. Fundamentals of business communication.

5. Sales methods.

Minister of Healthcare and Social Development of the Republic of Kazakhstan dated June 14, 2016 No. 515 "On approval of the Rules for the voluntary resettlement of individuals to increase labor mobility"

Task 1: Collaboration with employers to collect vacancies

Employment function 1:
Involvement of employers in cooperation with the employment center and interaction with them to collect vacancies

(registered in the Register of State Registration of Regulatory Legal Acts under No. 13921) (hereinafter referred to as the order No. 515).

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

4. Fundamentals of business communication.

5. Sales methods.

Learning skills:

1. Analyze the employer's requirements for applicants for a vacant position.

2. Compile a database of vacancies from employers.

3. Update job information.

4. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.

Knowledge:

1. Regulatory legal acts: Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

Task 2: Job registration

	<p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p>
	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Analysis of employer expectations and employee expectations. 2. Determination of the degree of professional competence of the applicant for a specific profession (workplace, position). 3. Hold negotiations with employers on the issues of sending applicants for an interview. 4. Monitoring of the applicant's achievements in vacancies. 5. Ensuring employers and job seekers are satisfied with their needs during vacancies. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. <u>Order № 515.</u> Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market.

Task 1: Organization of work with employers

<p>Employment function 2: Assistance to employers in the recruitment of necessary personnel and work with the organization of subsidized jobs, including active measures to promote employment</p>		<p>5. Procedure and documentation in the field of employment. 6. Personnel management theory. 7. Theory and career development models.</p>
	<p>Objective 2: Assistance in the organization of government-subsidized jobs</p>	<p>Learning skills: 1. Advise employers on government-subsidized jobs. 2. Collect and analyze annexes from employers wishing to participate in the organization of subsidized jobs. 3. Draw up appropriate documentation on the organization of subsidized workplaces. 4. Monitoring the organization and financing of subsidized jobs. 5. Accept individuals and legal entities. 6. Have skills through information and communication technologies and the ability to use information systems of the social and labor sphere</p> <p>Knowledge: 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market. 4. Fundamentals of business communication.</p>
		<p>Learning skills:</p>

	Task 3: Holding meetings with employers	<ol style="list-style-type: none"> 1. Advise and inform employers about the services provided by the employment centers. 2. Hold meetings of employment centers for employees with employers on issues related to their activities. 3. Organize and conduct, together with employers, fairs of vacancies, free jobs and training places, paid public works and temporary employment of the population. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market. 4. Fundamentals of business communication.
Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 7	Head of structural subdivision (department, sector) of the employment center
Relationship with QS	Social work consultant of the employment centers. Specialist of the structural subdivision (department, sector, group) employment center Assistant in the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card " Specialist in relationships with an employer "		
Profession code		
Name of the profession	Specialist in relationships with an employer	
Qualification level for NQF	Level 5	

<p>Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment</p>	<p>Intermediate specialist: of the highest category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification of the first category for at least 3 years; first category: technical and vocational education and work experience in the field of employment of the population as a specialist of the secondary level of qualification of the second category for at least 2 years; second category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification without a category of at least 1 year; without a category: technical and vocational education, without presenting requirements for work experience in a specialty.</p>	
<p>Level of vocational education</p>	<p>Technical and vocational education.</p>	
	<p>Task 1: Relationship with employers to collect vacancies</p>	<p>Learning skills: 1. Create effective communications: maintain regular communication with employers to collect vacancies and involve them in cooperation with the employment center. 2. Create an up-to-date database of employers. 3. Assess and compare the needs of the local labor market in personnel. 4. Advise employers on the identification of demanded professions in the regional labor market.</p> <p>Knowledge: 1. Regulatory legal acts: Code of the Republic of Kazakhstan "On administrative offenses." Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Code). The Law of the Republic of Kazakhstan "On</p>

Labor function 1: Involvement of employers in cooperation with the employment center and interaction with them to collect vacancies

employment of the population" (hereinafter referred to as the Law).

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

4. Fundamentals of business communication.

5. Sales methods.

Learning skills:

1. Compile a database of vacancies from employers.

2. Update job information.

3. Have skills through information and communication technologies and the ability to use information systems in the social and labor sphere.

Knowledge:

1. Regulatory legal acts:

Regulatory legal acts regulating activities in the field of employment of the population.

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of

Task 2: Job registration

the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).

2. Demographic situation, specifics of socio-economic development of the region (city, district).

3. The main trends and directions of development of the regional labor market.

Learning skills:

1. Analysis of employer expectations and employee expectations.

2. Determination of the degree of professional competence of the applicant for a specific profession (workplace, position).

3. Hold negotiations with employers on the issues of sending applicants for an interview.

4. Monitoring of the applicant's achievements in vacancies.

5. Ensuring employers and job seekers shall be satisfied with their needs during vacancies.

Knowledge:

1. Regulatory legal acts:

Law.

Regulatory legal acts regulating activities in the field of employment and

Task 1: Organization of work with employers

Labor function 2: Assistance to employers in the recruitment of necessary personnel and work on the organization of subsidized jobs, including active measures to promote employment

Objective 2: Assistance in the organization of government-subsidized jobs

- targeted social assistance.
2. Demographic situation, specifics of socio-economic development of the region (city, district).
 3. Prospects for structural changes in organizations of the region (city, district).
 4. The main trends and directions of development of the regional labor market.
 5. Procedure and documentation in the field of employment.
 6. Personnel management theory.
 7. Theory and career development models.

- Learning skills:
1. Advise employers on government-subsidized jobs.
 2. Collect and analyze annexes from employers wishing to participate in the organization of subsidized jobs.
 3. Draw up appropriate documentation on the organization of subsidized workplaces.
 4. Monitoring the organization and financing of subsidized jobs.
 5. Accept individuals and legal entities.

- Knowledge:
1. Regulatory legal acts:
Law.
Regulatory legal acts regulating activities in the field of employment and

targeted social assistance.

2. Demographic situation, specifics of socio-economic development of the region (city, district).
3. The main trends and directions of development of the regional labor market.
4. Fundamentals of business communication.

Task 3: Holding meetings with employers

Learning skills:

1. Advise and inform employers about the services provided by the employment center .
2. Hold meetings of the employment center with employees with employers on issues related to their activities.
3. Organize and conduct, together with employers, fairs of vacancies, free jobs and training places, paid public works and temporary employment of the population.

Knowledge:

1. Regulatory legal acts:
Law.
Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
2. Demographic situation, specifics of socio-economic development of the region (city, district).
3. The main trends and directions of

		development of the regional labor market. 4. Fundamentals of business communication.
Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 6	Employment inspector ; Specialist in relationships with an employer; Specialist in relationships with an employer; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the employment centre
Relationship with employment center	Social work consultant in the employment center. Specialist of structural subdivision (department, sector, group) of the employment center. Assistant in the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Specialist in working with employers"		
Profession code		
Name of profession	Specialist in working with employers	
Qualification level for NQF	Level 6	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	Specialist of the highest level of qualification: higher category: higher education and work experience in the employment system as a specialist of the highest level of qualification of the first category for at least 3 years; first category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification of the second category for at least 2 years; second category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification without a category of at least 1 year; non-categorized: higher education without presenting work experience requirements.	
Level of vocational education	Higher education.	

<p>Labor function 1: Organization of social professional guidance</p>	<p>Task 1: Professional orientation of the adult population</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Carry out diagnostics of professional knowledge, skills and interests of applicants. 2. Apply methods of psychological and professional diagnostics when working with applicants. 3. Inform applicants about the state of the labor market, employment opportunities in the existing specialty or vocational training. 4. Interact with a private employment agency for social vocational guidance. 5. Plan and organize seminars, trainings, round tables and meetings with representatives of various professions at the employment center, excursions to employers' organizations. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. Decree of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021 - 2025" Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market. 5. Features of personality psychology and certain categories of citizens. 6. Socio-psychological aspects of helping people in difficult life situations.
		<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Inform and advise students, high school students on the state of the labor market, the projected need of the economy for qualified personnel. 2. Carry out professional orientation to familiarize students and high school students with activities in various sectors of the economy. 3. To carry out information and explanatory work among students on measures of state support in the field of employment.

	Task 2: Informing and advising students, high school students	<p>Knowledge:</p> <ol style="list-style-type: none"> Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445). Demographic situation, specifics of socio-economic development of the region (city, district). Prospects for structural changes in organizations of the region (city, district). The main trends and directions of development of the regional labor market.
Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 7	Head of structural subdivision (department, sector) of the employment center
Relationship with the employment center	Social work consultant, employment center Specialist of structural subdivision (department, sector, group) Employment center. Assistant in the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card " Specialist in working with employers"		
Profession code		
Name of profession	Specialist in working with employers	
Qualification level for NQF	Level 5	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	<p>Intermediate Specialist:</p> <p>of the highest category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification of the first category for at least 3 years;</p> <p>first category: technical and vocational education and work experience in the field of employment of the population as a specialist of the secondary level of qualification of the second category for at least 2 years;</p> <p>second category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification without a category of at least 1 year;</p> <p>without a category: technical and vocational education, without presenting requirements for work experience in a specialty.</p>	

Level of vocational education

Technical and vocational education.

Employment Function 1:
Organization of social professional guidance

Task 1: Professional orientation of the adult population

Learning skills:

1. Carry out diagnostics of professional knowledge, skills and interests of applicants.
2. Apply methods of psychological and professional diagnostics when working with applicants.
3. Inform applicants about the state of the labor market, employment opportunities in the existing specialty or vocational training.
4. Plan and organize seminars, trainings, round tables and meetings with representatives of various professions at the employment center, excursions to employers' organizations.

Knowledge:

1. Regulatory legal acts:
The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law).
Resolution of the Government of the Republic of Kazakhstan "On approval of the national project for the development of entrepreneurship for 2021 - 2025."
Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
2. Demographic situation, specifics of socio-economic development of the region (city, district).
3. The main trends and directions of development of the regional labor market.
4. Features of personality psychology and certain categories of citizens.

Learning skills:

1. Inform and advise students, high school students on the state of the labor market, the projected need of the economy for qualified personnel.
2. Carry out professional orientation to familiarize students and high school students with activities in various sectors of the economy.
3. To carry out information and explanatory work among students on measures of state support in the field of employment.

Knowledge:

1. Regulatory legal acts:

	Task 2: Informing and advising students, high school students	<p>Law.</p> <p>Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p>Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445).</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p>
Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, the ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 6	<p>Employment inspector;</p> <p>Specialist in working with applicants;</p> <p>Employer relations specialist;</p> <p>Professional guidance specialist;</p> <p>Specialist in forecasting and monitoring;</p> <p>Social work consultant at the employment centre</p>
Communication with QS	<p>Social work consultant, employment center</p> <p>Specialist of the structural subdivision (department, sector, group) of the employment center</p> <p>Assistant of the employment center</p>	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Specialist in forecasting and monitoring"		
Profession code		
Name of the profession	predictive and monitoring specialist	
Qualification level for NQF	Level 6	
Qualification level for the profession according to the typical qualification characteristics of positions of managers,	<p>Specialist of the highest level of qualification:</p> <p>higher category: higher education and work experience in the employment system as a specialist of the highest level of qualification of the first category for at least 3 years;</p> <p>first category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification of the second category for at least 2 years;</p>	

specialists and other employees of organizations, social protection and employment	second category: higher education and work experience in the field of employment of the population as a specialist of the highest level of qualification without a category of at least 1 year; non-categorized: higher education without presenting work experience requirements.	
Level of vocational education	Higher education.	
Labor Function 1: Forecasting employment development	Task 1: Carrying out the labour market forecast	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Analyze and assess the state of the regional labor market. 2. Determine the list of demanded professions in the regional labor market. 3. Predict the needs for labor resources in the regional labor market, including in the professional and qualification context. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law). Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445) (hereinafter referred to as the Rules). 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market.
	Task 2: Preparation of information and reporting	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Prepare analytical and statistical information and reports in the field of employment. 2. Analyze the needs of employers in the labor force by industry and profession. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Rules.

		<ol style="list-style-type: none"> 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Procedure and documentation in the field of employment. 4. Accept individuals and legal entities. 5. Have skills through information and communication technologies and the ability to use information systems of the social and labor sphere
<p>Labor function 2: Monitoring in the field of employment and organization of work on informing citizens about the situation in the labor market</p>	<p>Task 1: Labour market monitoring</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Monitor and assess the situation on the labor market. 2. Monitor job seekers, unemployed citizens, and the provision of employment center services. 3. Place advertisements on outsourcing services in the field of employment. 4. Keep records of employment and labor movement in the region.
		<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Rules. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market. 5. Procedure and documentation in the field of employment.
	<p>Task 2: Informing the population about the situation in the labor market</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Inform in an accessible form and in a language understandable to the person who applied to the employment center about the situation in the labor market. 2. Prepare reports and information on the results of monitoring the labor market of the region. <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district).

		4. The main trends and directions of development of the regional labor market. 5. Fundamentals of business communication.
Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, tolerance, ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 7	Head of structural subdivision (department, sector) of the employment center
Communication with QS	Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Specialist in forecasting and monitoring"		
Profession code		
Name of profession	Predictive and monitoring specialist	
Qualification level for NQF	Level 5	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	Intermediate specialist: of the highest category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification of the first category for at least 3 years; first category: technical and vocational education and work experience in the field of employment of the population as a specialist of the secondary level of qualification of the second category for at least 2 years; second category: technical and vocational education and work experience in the field of employment of the population as a specialist of the middle level of qualification without a category of at least 1 year; without a category: technical and vocational education, without presenting requirements for work experience in a specialty.	
Level of vocational education	Technical and vocational education.	
		Learning skills: 1. Analyze and assess the state of the regional labor market. 2. Determine the list of demanded professions in the regional labor market. 3. Predict the needs for labor resources in the regional labor market, including in the professional and qualification context.
		Knowledge: 1. Regulatory legal acts:

<p>Labor Function 1: Forecasting employment development</p>	<p>Task 1: Carrying out the labour market forecast</p>	<p>The Law of the Republic of Kazakhstan "On employment of the population" (hereinafter referred to as the Law). Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated March 29, 2019 No. 154 "On approval of the Rules for the formation of a national system for forecasting labor resources and the use of its results" (registered in the Register of State Registration of Regulatory Legal Acts under No. 18445) (hereinafter referred to as the Rules). 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market.</p>
	<p>Task 2: Preparation of information and reporting</p>	<p>Learning skills: 1. Prepare analytical and statistical information and reports in the field of employment. 2. Analyze the needs of employers in the labor force by industry and profession. 3. Accept individuals and legal entities. 4. Have skills through information and communication technologies and the ability to use information systems of the social and labor sphere</p> <p>Knowledge: 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Rules. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market. 4. Procedure and documentation in the field of employment.</p>
	<p>Task 1: Labour market monitoring</p>	<p>Learning skills: 1. Monitor job seekers, unemployed citizens, and the provision of the employment center. 2. Keep records of employment and labor movement in the region.</p> <p>Knowledge: 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. Rules.</p>

<p>Labor function 2: Monitoring in the field of employment and organization of work on informing citizens about the situation in the labor market</p>		<p>2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. The main trends and directions of development of the regional labor market. 4. Procedure and documentation in the field of employment.</p>
	<p>Task 2: Informing the population about the situation in the labor market</p>	<p>Learning skills: 1. Inform in an accessible form and in a language understandable to the person who applied to the employment center about the situation in the labor market. 2. Prepare reports and information on the results of monitoring the labor market of the region.</p> <p>Knowledge: 1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market. 5. Fundamentals of business communication.</p>
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, tolerance, ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.</p>	
<p>Relationship with other professions within the NQF</p>	<p>Level 6</p>	<p>Employment inspector; Specialist in working with applicants; Employer relations specialist; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the employment centre</p>
<p>Communication with QS</p>	<p>Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center</p>	<p>Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.</p>
<p>Career card "Social work consultant of the employment center"</p>		
<p>Profession code</p>		
<p>Name of the profession</p>	<p>Social work consultant at the employment centre</p>	
<p>Qualification level for NQF</p>	<p>Level 6</p>	
	<p>Specialist of the highest level of qualification: higher category: higher (or postgraduate) education and work experience in the employment system and (or) social protection of the population as a</p>	

<p>Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment</p>	<p>specialist of the highest level of qualification of the first category for at least 3 years; first category: higher (or postgraduate) education and work experience in the employment system and (or) social protection of the population as a specialist of the highest level of qualification of the second category for at least 2 years; second category: higher (or postgraduate) education and work experience in the employment system and (or) social protection of the population as a specialist of the highest level of qualification without a category of at least 1 year; no category: higher (or postgraduate) education without presenting requirements for work experience.</p>	
<p>Level of vocational education</p>	<p>Higher education.</p>	
<p>Employment function 1: Purpose of targeted social assistance</p>	<p>Task 1: Organization of work on the purpose of targeted social assistance</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Accept annexes and documents for the appointment of targeted social assistance, conduct interviews with applicants who applied for the appointment of targeted social assistance. 2. Ensure timely submission to the district (city) employment commission of the submitted documents of the applicant who applied for the appointment of targeted social assistance, if he and/or his family members need measures to promote employment and (or) social adaptation, the decision on the provision of which is beyond the competence of the employment center and the authorized body. 3. Visit self-employed, unemployed and low-income citizens at home and draw up an act of examination of housing and material conditions. 4. Determine the monthly size of targeted social assistance for each family member. 5. Provide advisory services to applicants who applied to the employment center for the purpose of targeted social assistance. 6. Have skills through information and communication technologies and the ability to use information systems of the social and labor sphere <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts: The Law of the Republic of Kazakhstan " On employment of the population" (hereinafter referred to as the Law). The Law of the Republic of Kazakhstan " On state targeted social assistance" (hereinafter referred to as the Law).

		<p>Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Prospects for structural changes in organizations of the region (city, district).</p> <p>4. The main trends and directions of development of the regional labor market.</p> <p>5. Socio-psychological aspects of helping people in difficult life situations.</p>
	Task 2: Preparation of information and reporting	<p>Learning skills:</p> <p>1. Monitor and report on progress.</p> <p>2. Carry out requests for cases submitted for the purpose of targeted social assistance.</p> <p>3. Participate in information and explanatory work among the population on legislation on targeted social assistance and employment.</p> <p>4. Accept individuals and legal entities</p>
		<p>Knowledge:</p> <p>1. Regulatory legal acts: Law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance.</p> <p>2. Demographic situation, specifics of socio-economic development of the region (city, district).</p> <p>3. Procedure and documentation in the field of employment.</p>
Requirements for personal competencies	Client orientation, outcome orientation, stress tolerance, tolerance, ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 7	Head of structural subdivision (department, sector) of the employment center
Relationship with QS	<p>Social work consultant, employment center</p> <p>Specialist of the structural subdivision (department, sector, group) of the employment center</p> <p>Assistant of the employment center</p>	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Career card "Social work consultant of the employment center"		
Profession code		
Name of the profession	Social work consultant at the employment centre	

Qualification level for NQF	Level 5	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	<p>Intermediate specialist: of the highest category: technical and professional (secondary specialized, secondary vocational) education and work experience in the employment system and (or) social protection of the population as a specialist of the middle level of qualification of the first category for at least 3 years; first category: technical and professional (secondary specialized, secondary vocational) education and work experience in the employment system and (or) social protection of the population as a specialist of the secondary level of qualification of the second category for at least 2 years; second category: technical and professional (secondary specialized, secondary vocational) education and work experience in the employment system and (or) social protection of the population as a specialist of the middle level of qualification without a category of at least 1 year; no category: technical and professional (secondary specialized, secondary professional) education, without presenting requirements for the length of service in the specialty.</p>	
Level of vocational education	Technical and vocational education.	
	<p>Task 1: Organization of work on the purpose of targeted social assistance</p>	<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Accept of annexes and documents for the appointment of the targeted social assistance, conduct interviews with applicants who applied for the appointment of targeted social assistance. 2. Ensure timely submission to the district (city) employment commission of the submitted documents of the applicant who applied for the appointment of targeted social assistance, if he and/or his family members need measures to promote employment and (or) social adaptation, the decision on the provision of which is beyond the competence of the employment center and the authorized body. 3. Visit self-employed, unemployed and low-income citizens at home and draw up an act of examination of housing and material conditions. 4. Determine the monthly size of targeted social assistance for each family member. 5. Provide advisory services to applicants who applied to the employment center for the purpose of targeted social assistance. 6. Have skills through information and communication technologies and the ability to use information systems of the social and labor sphere <p>Knowledge:</p> <ol style="list-style-type: none"> 1. Regulatory legal acts:

<p>Employment function 1: Purpose of targeted social assistance</p>		<p>The Law of the Republic of Kazakhstan " On employment of the population" (hereinafter referred to as the Law). The Law of the Republic of Kazakhstan " On state targeted social assistance" (hereinafter referred to as the Insurance law). Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Prospects for structural changes in organizations of the region (city, district). 4. The main trends and directions of development of the regional labor market. 5. Socio-psychological aspects of helping people in difficult life situations.</p>
	<p>Task 2: Preparation of information and reporting</p>	<p>Learning skills: 1. Monitor and report on progress. 2. Carry out requests for cases submitted for the purpose of targeted social assistance. 3. Participate in information and explanatory work among the population on legislation on targeted social assistance and employment. 4. Accept individuals and legal entities</p> <p>Knowledge: 1. Regulatory legal acts: Law. Insurance law. Regulatory legal acts regulating activities in the field of employment and targeted social assistance. 2. Demographic situation, specifics of socio-economic development of the region (city, district). 3. Procedure and documentation in the field of employment.</p>
<p>Requirements for personal competencies</p>		<p>Client orientation, outcome orientation, stress tolerance, tolerance, ability to analyze and compare, teamwork, responsibility, execution, disinterestedness.</p>
<p>Relationship with other professions within the NQF</p>	<p>Level 6</p>	<p>Employment inspector; Specialist in working with applicants; Employer relations specialist; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the employment centre</p>

Communication with QS	Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Employment consultant trade card		
Profession code	3333-0-009	
Name of profession	Employment consultant	
Other possible names for the profession are:	" Employment consultant"	
Qualification level for NQF	Level 4	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	Secondary, technical and vocational education without job experience requirements.	
Level of vocational education	Secondary, technical and professional	
		<p>Learning skills:</p> <ol style="list-style-type: none"> 1. Organize and maintain a conversation in order to clarify the reasons for the annex of applicants, their lack of employment, determine the degree of need for state support. 2. Provide information support to job applicants in the self-service area of the employment center. 3. Provide information support to citizens on the procedure

for filling out the necessary forms, questionnaires and other documents.

Knowledge:

1 .
Regulatory legal acts:
The Law of the Republic of Kazakhstan " On employment of the population" (hereinafter referred to as the Law).

Task 1: Information support organization

Resolution of the Government of the Republic of Kazakhstan " On approval of the national project for the development of entrepreneurship for 2021-2025" (hereinafter referred to as the Resolution).
Law of the Republic of Kazakhstan " On compulsory social insurance" (hereinafter referred to as the Law on insurance).

Employment function 1: Provision of consulting services

Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
2. Features of personality psychology and certain categories of citizens.
3 . Socio-psychological aspects of helping people in difficult life situations.

Learning skills:
1. Categorize the citizens who applied to separate the flows to the specialists of the employment center.
2. Keep records of data of the unemployed, certain categories of employed individuals and other applicants to the employment center.
3. Know the procedure for organizing

Task 2: Organization of work with job seekers and employers

active employment promotion measures.
4. Use information systems of the social and labor sphere, information and communication technologies, including Internet resources, in its activities.

Knowledge:
1 .
Regulatory legal acts:
Law.
Insurance law.
Resolution.
Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
2. Features of personality psychology and certain categories of citizens.
3 .
Socio-psychological aspects of helping people in difficult life situations.

Requirements for personal competencies	Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, teamwork, responsibility, execution, disinterestedness.	
Relationship with other professions within the NQF	Level 5	Employment inspector; Specialist in working with applicants; Employer relations specialist; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the employment centre
Communication with QS	Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Employee for promoting employment of the population"		
Profession code	3333-0-010	
Name of profession	Employment promotion officer	
Qualification level for NQF	Level 4	
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment	Secondary, technical and vocational education without job experience requirements.	
Level of vocational education	Secondary, technical and professional	
		Learning skills: 1 . Underst and the

needs of individuals applying to the employment center, showing respect for the applicant, carefully listening and responding to the needs of the applicant, the reasons for his appeal to the employment center.

2 . Establish mutual understanding with individuals who applied to the employment center: maintain a conversation in an atmosphere of openness, trust

and form a positive mood among the applicant, motivate them to work together to find a suitable job.

3. Conduct an initial check and analysis of documents from the applicant in order to register applicants as: job seekers, unemployed.

4. Have skills through information and communication technologies and the ability to use information systems in the social and

Task 1: Conducting initial admission and registration of individuals who applied to the employment center

Employment Function 1: Labor mediation

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p for 2021-2025" (hereinafter referred to as the Resolution). Regulatory legal acts regulating activities in the field of employment and targeted social assistance.

2. Main trends and directions of development of the regional labor market.

Learning skills:

1 . Inform applicants about state measures to promote employment and services provided by the

employment center.

2 . Explain in an accessible form, in a language understood by applicants about the possibility of participating in active measures to promote employment.

Task 2: Informing job seekers on employment issues

3 . Assist in organizing a job fair.

Knowledge:
1 . Regulatory legal acts: Law. Resolution. Regulatory legal acts regulating activities in the field of employment

		<p>and targeted social assistance.</p> <p>2. The main trends and directions of development of the regional labor market.</p>
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, teamwork, responsibility, execution, disinterestedness.</p>	
<p>Relationship with other professions within the NQF</p>	<p>Level 5</p>	<p>Employment inspector; Specialist in working with applicants; Employer relations specialist; Professional guidance specialist; Specialist in forecasting and monitoring; Social work consultant at the</p>

		employ ment centre
Communication with QS	Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center	Typical qualification characteristics of positions of managers, specialists and other employees of social protection and employment organizations.
Profession card "Employee of the department of relations with employers"		
Profession code		3345-0-002
Name of profession		Employee of the employer relations department
Qualification level for NQF		Level 4
Qualification level for the profession according to the typical qualification characteristics of positions of managers, specialists and other employees of organizations, social protection and employment		Secondary, technical and vocational education without job experience requirements.
Level of vocational education		Secondary, technical and professional
		Learning skills: 1. Main regulatory

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2. Create an up-to-date database of employers.
3. Advise employers on the identification of demanded pro

professions in the regional labor market.

Knowledge:

1. Regulatory legal acts: Code of the Republic of Kazakhstan

and "On administrative offenses."

Law of the Republic

Objective: 1
Provision of consulting services for placement of vacancies

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Employment function 1: Cooperation with employers to collect vacancies

main trends and directions of development of the regional labor market.
3. Fundamentals of business communication.

Learning skills:
1. Collection of vacancies provided

by employers in writing.
2. Update job information.
3. Have skills through information and communication technologies and the ability to use information systems in

Task 2: Job registration	the social and labor sphere.
	Knowledge:
	1. Regulatory legal acts regulating activities in the field of employment and targeted social assistance.
	2. The main trends and

	<p>directions of development of the regional labor market.</p>
<p>Requirements for personal competencies</p>	<p>Focus on the applicant, focus on the result, stress resistance, emotional responsiveness, tolerance, teamwork, responsibility, execution, disinterestedness.</p>
	<p>Employment inspector; Specialist in working with applicants; specialist working</p>

Relationship with other professions within the NQF

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<p>Communication with QS</p>	<p>Social work consultant, employment center Specialist of the structural subdivision (department, sector, group) of the employment center Assistant of the employment center</p>	<p>racteristics of positions of managers, specialists and other employees of social protection and employment organizations.</p>
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