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Мәдениет және ақпарат министрлігі

«Құрманғазы атындағы Қазақ
ұлттық консерваториясы» РММ



Republican State Institution
«Kurmangazy Kazakh National
Conservatory» of the
Ministry of Culture and Information of
the Republic of Kazakhstan

ЕРЕЖЕ

26 september 2024 y.
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Алматы қ.

REGULATION

№ П-10/1-24

с. Almaty

APPROVED

By the decision of the Academic Council
RSI «Kazakh National Conservatory
named after Kurmangazy»

Ministry of Culture and Information
of the Republic of Kazakhstan

Chairperson of the AC

G. Tasbergenova

Protocol №

dated «26» september 2024



REGULATION ON THE ORGANIZATION OF PROFESSIONAL DEVELOPMENT COURSES FOR EDUCATORS OF THE KAZAKH NATIONAL CONSERVATORY NAMED AFTER KURMANGAZY

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1. GENERAL PROVISIONS

1.1 This Regulation on the Organization of Professional Development Courses for Educators (hereinafter – the Regulation) defines the procedure for organizing and conducting professional development courses at the Republican State Institution "Kurmangazy Kazakh National Conservatory" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter – the Conservatory), as well as establishes the procedure for organizing and conducting post-course support activities and monitoring the effectiveness of educational programs.

1.2 This Regulation has been developed in accordance with the following regulatory legal documents:

- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (as amended and supplemented on 11.01.2025);
- The Law of the Republic of Kazakhstan "On Combating Corruption" dated November 18, 2015 No. 410-V (as amended and supplemented on 01.01.2025);
- The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (as amended and supplemented on 01.01.2025);
- Order No. 95 of the Minister of Education and Science of the Republic of Kazakhstan dated January 28, 2016 "On Approval of the Rules for Organizing and Conducting Professional Development Courses for Pedagogical Personnel";
- Order No. 175 of the Minister of Education and Science of the Republic of Kazakhstan dated May 4, 2020 "On Approval of the Rules for the Development, Coordination, and Approval of Educational Programs for Professional Development Courses for Teachers";
- Administrative data form within the framework of educational monitoring approved by Order No. 570 of the Ministry of Education and Science of the Republic of Kazakhstan dated December 27, 2012;
- The Charter of the RSE "Kurmangazy Kazakh National Conservatory" (hereinafter – the Conservatory), as well as internal regulatory documents governing the activities of the Conservatory.

1.3 Overall supervision and control over the organization and implementation of the professional development courses for educators (hereinafter – the Courses) are carried out by the Vice-Rector for Academic Affairs.

1.4 The Department of Professional Retraining and Advanced Training (hereinafter – the Department) is responsible for organizing, providing informational support, and conducting the Courses at the Conservatory.

1.5 The Department ensures the implementation of training in accordance with the approved educational programs.

1.6 The educational programs of the Courses at the Conservatory are developed with consideration of labor market trends, employers' demands, and the professional interests of the participants.

2. GOALS AND OBJECTIVES OF THE PROFESSIONAL DEVELOPMENT COURSES

2.1 The goals of professional development are:

- to establish a system of continuous professional growth and improvement of educators' competencies;
- to enhance the quality of training for music educators;
- to update theoretical and practical knowledge in response to increasing qualification requirements;
- to ensure the acquisition of modern teaching methods.

2.2 The main objectives of professional development are:

- to improve the qualifications of specialists in the fields of culture and the arts, taking into account the growing demands of the labor market;
- to meet the needs of specialists for comprehensive and up-to-date information on modern scientific developments in the field of professional music education;
- to support, expand, deepen, and enhance previously acquired professional knowledge, skills, and abilities of participants;
- to promote monitoring and self-analysis of teaching activities – developing skills in reflection, analysis, and evaluation of one's own pedagogical practice;
- to improve pedagogical technologies, develop professional and personal qualities, foster creativity among educators, and enhance their scientific potential.

3. PROCEDURE FOR ORGANIZING PROFESSIONAL DEVELOPMENT COURSES

3.1 Classes are conducted through lectures, practical and seminar sessions, individual lessons in the university's areas of specialization, experience sharing, consultations, assessments, and other activities.

3.2 Practical sessions are conducted using the university's educational ensembles such as orchestras, ensembles, and choirs.

3.3 Professional development courses may be conducted:

- without interruption from work (part-time);
- with interruption from work (full-time);
- with partial interruption from work.

The duration of training is determined by the Conservatory based on the program selected by the participant and the goals pursued in the professional development process.

3.4 Courses may be conducted in the following formats:

- on-site (in-person);
- remote (online);

- blended (hybrid).

3.5 A mentor implementing the professional development program must be either a Conservatory instructor or an invited specialist who meets one or more of the following criteria:

- academic degree of Candidate of Sciences or Doctor of Sciences;
- degree of Doctor of Philosophy (PhD) or professional doctorate;
- academic degree of Master's;
- qualification category “teacher-researcher” or “master teacher”;
- at least three (3) years of professional experience in a cultural or arts organization.

3.6 A professional development program may be delivered by two or three mentors for lecture delivery and practical training.

3.7 The Conservatory carries out:

- training of educators in the courses;
- post-course support of educators' activities;
- monitoring of the effectiveness of educational programs.

3.8 Individuals eligible to attend the Conservatory's courses include those with vocational, higher, or postgraduate creative education who are professionally active and interested in acquiring, expanding, and deepening their professional knowledge, skills, abilities, and competencies in the relevant creative field.

3.9 The Kurmangazy Kazakh National Conservatory conducts professional development courses as requests are received, after which a group is formed.

3.10 The Conservatory offers:

- an individual professional development course – based on the selected program;
- a group professional development course (4 or more participants) – based on the course requested by the participant or organization.

3.11 A group course is considered formed if at least 4 applications are received based on officially approved requests.

3.12 A participant of a professional development course has the right to choose a Conservatory instructor who has at least three (3) years of relevant professional experience, unless that instructor is unavailable to conduct the course at the time.

3.13 The duration of both individual and group courses, as specified in the plan, is 72 academic hours under the “Author's Course” program.

3.14 The duration of a course included in the official Registry is 80 academic hours.

4. THE PROCESS OF CONDUCTING PROFESSIONAL DEVELOPMENT COURSES FOR EDUCATORS

4.1 A participant of the professional development course must submit the following documents to the Department:

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Department of Professional Retraining and Professional Development	Page 5 of 13

1. A completed and signed application form, endorsed by the head of their organization, according to Appendix 1;
2. A copy of the higher education or vocational/technical education diploma with transcripts;
3. A copy of the identity card (both sides);
4. A document confirming a change of surname if the names differ between the ID and the diploma;
5. A bilateral service agreement for professional development (hereinafter – the Agreement) must be signed with the participant. For online course formats, a scanned version of the Agreement is acceptable;
6. Based on the signed Agreement between the client and the Conservatory, a course schedule is developed;
7. Enrollment of participants in the professional development course is formalized by an official order of the Rector of the Conservatory, based on the list of participants;
8. Assessment of participants is carried out during the course (ongoing assessment) and upon completion (final assessment), based on criterion-based methods.

4.2 The course schedule is developed on the basis of the Agreement concluded between the client and the Conservatory.

4.3 Participants who successfully complete the professional development course receive an official certificate from the Conservatory, indicating the course title, number of academic hours, and date of completion.

5. FINAL ASSESSMENT AND ISSUANCE OF A CERTIFICATE OF COMPLETION FOR PROFESSIONAL DEVELOPMENT COURSES FOR EDUCATORS

5.1 Upon completion of the courses, a final assessment is conducted in the format specified in the training program.

5.2 Participants who successfully complete the final assessment as part of the professional development course program receive an official document of completion from the Conservatory.

5.3 The certificate specifies the title of the professional development courses, the date of completion, and the number of academic hours.

5.4 The certificate is issued based on the order of the Rector of the Conservatory.

5.5 The certificate, valid for three years from the date of completion of the course, is signed by the Rector of the Conservatory and includes the date of issuance.

5.6 Participants who do not complete the final assessment receive a certificate in free form confirming their attendance of the course.

5.7 Participants who did not receive the certificate have the following options:

- retake the final assessment, but no more than once per year;

- undergo re-assessment along with the next course cohort;
- transfer to another cohort within the same year, if there is a valid reason;
- resume training and complete the course if there was a forced break, providing supporting documents.

5.8 Participants who violate the terms of the Agreement are subject to expulsion based on an order from the Rector of the Conservatory. The Department notifies the participant's employer of this decision.

6. POST-COURSE SUPPORT

6.1 An educator who has completed the course implements the acquired professional competencies in their work.

6.2 The employer of an educator who has completed the course:

- conducts internal control and monitoring of their professional activities to assess the application of acquired knowledge and skills;
- provides the Conservatory with the opportunity to conduct post-course support and evaluate the effectiveness of educational programs.

6.3 Within one year after completing the professional development courses, the Conservatory provides post-course support to educators, ensuring assistance in the effective application of acquired knowledge in practice.

6.4 The content of post-course support is shaped by the goals, objectives, and expected outcomes of the educational programs of the courses.

6.5 Forms of post-course support for educators' activities include:

- providing methodological and expert assistance to participants in their pedagogical and diagnostic activities;
- providing expert assistance in the implementation and preparation of final works in pedagogical and research activities;
- assisting in organizing events for experience exchange (seminars, round tables, open lessons, conferences, and other educational events).

6.6 The Conservatory provides post-course support for one calendar year to educators who have completed professional development, ensuring the effective application of acquired knowledge in practice.

6.7 One year after completing the course, the participant submits a report to the Department on post-course support, along with supporting documents (Appendix No. 2).

7. MONITORING THE EFFECTIVENESS OF PROFESSIONAL DEVELOPMENT EDUCATIONAL PROGRAMS

7.1 To control and improve the quality of the courses, monitoring of the effectiveness of the educational programs is carried out.

7.2 The monitoring is carried out by the Department with the involvement of structural divisions responsible for training in the specialized areas of the courses.

7.3 As part of the monitoring, the quality of the course curricula and programs is assessed, including the completeness and compliance of the necessary documentation, as well as the correctness of the organizational procedures.

7.4 To assess the effectiveness of the courses and their demand, a survey (questionnaire, interviews) is conducted among:

- educators who have completed training at the Conservatory;
- employers;
- other interested parties.

7.5 The results of the monitoring are presented at the meeting of the Conservatory's Educational and Methodological Council (EMC).

7.6 Based on the results of the monitoring, if poor quality of the educational program is identified, a decision may be made regarding the need for:

- revision and updating of the program;
- cancellation of the program.

7.7 The revision of the educational program is initiated based on a decision by the EMC and an official memo from the Vice-Rector for Academic Affairs or the Head of the Department.

7.8 The updated and supplemented educational program is subject to approval in accordance with the procedure established by this Regulation.

7.9 The analysis of the effectiveness of the educational programs is conducted at least once every three years.

8. PROCEDURE FOR MAKING CHANGES

8.1 Proposals for changes to these Rules are discussed at a meeting of the Academic Council and are either accepted or rejected by a majority vote (at least 2/3 of the members present at the meeting of the Academic Council).

8.2 Changes to the Rules are made only by decision of the Conservatory's Academic Council based on an official letter from the Head of the Department of Professional Development and Continuing Education, coordinated with the Vice-Rector for Academic and Educational-Methodological Affairs.

8.3 Changes to the Rules are made in accordance with the requirements of the Quality Management System (QMS) with mandatory entry in the "Change Registration Sheet."

8.4 Notifications of changes to the Rules are sent to all departments and responsible structural divisions of the Conservatory.

8.5 These Rules are written in both Kazakh and Russian languages.

8.6 The original of the Rules is kept in the Document Support Department, and its scanned copy is posted on the official website of the Conservatory in the relevant section of the sector's work.

8.7 The distribution of copies of the Rules to the structural divisions of the Conservatory is carried out by the Department of Professional Development and Continuing Education.

9. FINAL PROVISIONS

9.1 This Regulation comes into effect upon approval by the Conservatory's management and remains in force until replaced by a new one.

9.2 Amendments and additions to the Regulation are made by the Academic Council based on proposals from the Conservatory's structural divisions.

Appendix 1 – Application Form

**To the Rector of the Kazakh National Conservatory
named after Kurmangazy**

**APPLICATION
for Professional Development**

Full Name: _____

IIN: _____

Place of Employment (Name of Institution), Address _____

Work Phone: _____

Education: _____

Position Held, Academic Degree: _____

Specialization: _____

Subjects Taught: _____

Home Address: _____

Email: _____

Mobile Phone: _____

I request to enroll as a participant in the Professional Development courses at the
Kazakh National Conservatory named after Kurmangazy in the field of:

«Author's Course» Program

for the period from « » _____ to « » _____ 2025 y.

I guarantee the payment.

Appendix 2 - Post-Course Support Report Forms

2.1 Recommendations for the Preparation of the Individual Plan and Post-Course Support (PCS) Report for Educators

Course Topic: _____

Course Completion Date: _____

Course Instructor's Full Name: _____

Participant's Full Name: _____

When preparing the individual PCS plan, the activities planned for the year after completing the courses should be indicated, along with their scheduled dates.

An example of the planned activities includes: an open class (with topic specified), master class, round table, seminar on the topic of the professional development course, webinar on the PCS course topic, preparation of a methodological report on the course topics, concerts, experience exchange, creation of original musical works, reflective report, etc.

2.2 Post-Course Activity Report Form

Course Topic: _____

Course Completion Date: _____

Course Instructor's Full Name: _____

Participant's Full Name: _____

№	Activity	Date of Implementation	Brief Description	Supporting Information (photo, link, etc.)
1				
2				
3				
4				
5				

Signature _____

Email: conservatory.pk@mail

Change Registration Sheet

[illegible]

Acknowledgment Form

№	Full Name of the person who acknowledged the document	Position	Signature	Date
1	2	3	4	5