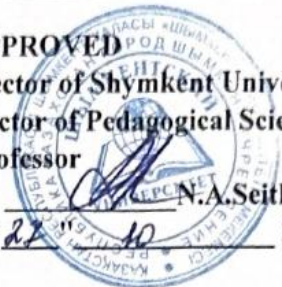
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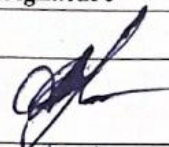

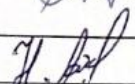
APPROVED  
 Rector of Shymkent University  
 Doctor of Pedagogical Sciences,  
 Professor


  
 N.A. Seitkulov  
 "27" 10 2023.




### QUALITY MANAGEMENT SYSTEM ABOUT THE ORGANIZATION OF DUAL EDUCATION

#### SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM THE PROVISIONS of the UNIVERSITY 01-37-2023

Job title	Signature	Full name
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## **1. APPLICATION AREA**

1.1 These Regulations determine the organizational procedure for dual education at Shymkent University.

1.2 The Regulations are a regulatory document that forms the academic policy and internal quality assurance system of Shymkent University, all structural units must comply with the requirements of the Regulations.

## **2 REFERENCE DOCUMENTS**

2.1 On approval of the principles of organizing dual education

Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 21, 2016 No. 50. (order on amendments and additions No. 128 dated May 29, 2024)

2.2 Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 on approval of the principles of organizing the educational process in credit technology of education in higher and (or) postgraduate educational institutions. (amendments and additions dated April 29, 2024 No. 203)

2.3 Academic policy of the university;

## **3. NAMES, DEFINITIONS AND ABBREVIATIONS**

SHU-Shymkent University

These Rules for the organization of dual training (hereinafter referred to as the rules) were developed in accordance with the Labor Code of the Republic of Kazakhstan, subparagraph 102) of Article 5 of the Law of the Republic of Kazakhstan “On Education” and determine the procedure for organizing dual training.

These Rules apply to educational institutions, training centers, enterprises (organizations) involved in dual training, implementing educational programs of technical and vocational, post-secondary education, regardless of ownership and departmental subordination."

2) student – a student in an educational organization that implements educational programs of technical and vocational, post-secondary education;

3) dual training is a form of personnel training that combines training in an educational organization with mandatory periods of industrial training and professional practice at an enterprise (organization), providing students with jobs and remuneration with equal responsibility of the enterprise (organization). ), educational institution and student;

4) a dual training agreement is a written agreement between a student, an enterprise (organization) offering a place for industrial training and professional practice, and an educational institution regulating the conditions and procedure for industrial training and professional practice;


5) industrial training - training aimed at theoretical training and practical training of students on the basis of educational organizations and (or) enterprises (organizations);

6) mentor is a qualified employee of an enterprise (organization) who has mastered production technologies or services, who manages industrial training and professional practice;

Participants of dual education:

- education of technical and vocational, post-secondary education, regardless of forms of ownership of educational institutions that implement educational programs;
- enterprises (organizations), regardless of the form of ownership;
- student- (intern), listener.

7) Mandatory components of dual education:

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- agreement on dual education;
- a working curriculum of dual training, agreed with the enterprise (organization);
- educational, workplaces and/or an educational and production center at enterprises (organizations) equipped for the implementation of industrial training and professional practice, or educational and production workshops, laboratories, training grounds in colleges for the implementation of industrial training in educational institutions implementing educational programs of technical and vocational, post-secondary education;
- they are qualified mentors of industrial training and professional practice at enterprises (organizations).

#### **4. DESCRIPTION OF THE PROCEDURE**

##### **4.1 The procedure for the organization of dual education**

4.1.1 It is carried out in accordance with the Dual Training Agreement.

4.1.2 selection for dual training:

- based on the results of an interview with students who expressed a desire to study in dual training conducted by an enterprise (organization)
- according to the appeals of citizens of any form.

4.1.3 The organization of the educational process is carried out in accordance with work curricula and work curricula developed on the basis of educational programs and standard curricula of a cycle or module of general education disciplines.

4.1.4 The educational process in educational organizations implementing educational programs of technical and vocational, post-secondary education includes theoretical training in educational organizations, as well as in educational and production workshops, educational farms and training grounds - under the guidance of a master of industrial training, head of practice, on the basis of enterprises (organizations) under the guidance of a mentor, a master of industrial training, a head of practice, it includes industrial training and professional practice.

4.1.5 The form, content and scope of industrial training and professional practice are determined on the basis of existing educational programs in the relevant specialty and qualification.

4.1.6 The schedule of the educational process is approved by the university and coordinated with the enterprise (organization).

4.1.7 During the period of industrial training and professional practice, the student is subject to the rules of labor discipline of the enterprise in accordance with the Labor Code of the Republic of Kazakhstan.


4.1.8 during the course of industrial training and professional practice, the student performs certain functional duties that are credited to the student's work experience, and during this time a compensation payment may be made in accordance with Article 119 of the Labor Code of the Republic of Kazakhstan.

The dual training agreement is a document confirming the student's work activity. Occupational safety and health requirements apply to persons undergoing industrial training and professional practice.

4.1.9 The planning of the educational process with elements of dual training is carried out in accordance with the rules of the organization of dual training.

4.1.10 The teacher draws up a plan for joint activities with the enterprise.

4.1.11 Remuneration of specialists (mentors) in the workplace for training students is made by the university according to established standards.

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4.1.12 When involving employees of an enterprise in lecturing or conducting other types of classes at the university, the actual number of hours worked is paid.


## **4.2 The functions of participants in the process of organizing dual education**

### **4.2.1. Shymkent University :**

- creates the necessary conditions for the educational process;
- coordinates with the enterprise (organization) work curricula and work training programs for dual training;
- implements educational programs for dual training, taking into account the requirements of the enterprise (organization);
- monitors the passage of industrial training and professional practice by students at the enterprise (organization);
- conducts intermediate and final certification at an educational institution and participates in a qualification exam;
- sends teachers for an internship in agreement with the enterprise (organization);
- provides assistance in the employment of graduates who have completed dual training and have confirmed their qualifications;
- concludes trilateral agreements on dual education;
- approves the schedule for the organization of industrial training and professional practice of the student on the basis of the enterprise (organization) ;
- during the period of industrial training and professional practice on the basis of the enterprise (organization), appoints to the student the head of the practice or the master of industrial training, who carries out the organization and control;
- accepts the student's report signed by the mentor on the implementation of industrial training and professional practice programs at the enterprise (organization) in accordance with the schedule of the educational process.

### **4.2.2. enterprise (organization):**

- Provides places for professional practice, as well as industrial training in accordance with the legislation of the Republic of Kazakhstan On education, creates safe conditions and fulfills obligations stipulated by contracts;
- gets acquainted with the material and technical base of the educational institution in order to implement recommendations for improving the educational institution;
- helps to strengthen the material and technical base of the educational institution;
- submits applications to the regional Chamber of Entrepreneurs for training, jobs at the enterprise (organization) for dual training;
- participates in the development of working curricula and working curricula of educational institutions, as well as educational and methodological complexes;
- ensures the organization of industrial training and professional practice at the enterprise (organization) in accordance with educational programs in accordance with the agreement;
- provides the student with personal protective equipment in accordance with the instructions of the enterprise (organization), the means necessary for training;
- on the basis of a dual training agreement, the enterprise (organization) provides the student with a mentor to guide industrial training and professional practice;
- introduces working conditions, regulatory legal acts, safety and labor protection requirements governing this industry;

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- conducts all types of occupational safety and health briefings provided for by legislation and local documents at the enterprise (organization);
- participates in the production and final certification of students;
- conducts interviews with applicants who have expressed a desire to study in dual education;
- concludes trilateral agreements on dual education;
- confirms that the student has completed industrial training and professional practice at the enterprise (organization) in accordance with the Dual Training Agreement.

#### **4.2.3 Student:**

- familiarize yourself with working conditions, regulatory legal acts, safety and labor protection requirements governing this area;
- adheres to academic and industrial discipline, internal labor discipline rules, occupational safety and health requirements;
- takes a full course of study to the extent provided for in the training plan;
- keep a diary of industrial training and professional practice, submit a report on the work done to the mentor;
- passes intermediate certification and final certification after completion of dual education.


#### **4.3.4 Mentor:**

- engages other specialists of the enterprise for additional training of the ward with the consent of the direct head of the enterprise (organization);
- requires the student to follow instructions on issues related to production activities;
- appeals to the management with a request to create conditions for suitable employment of the student's ward;
- requires oral and written work reports from the student;
- participate in the discussion of issues related to the student's industrial and social activities, make recommendations to the direct head of the enterprise (organization), encouraging him or applying disciplinary penalties;
- helps the student to get acquainted with production activities, corporate culture and further professional development, confirmation of professional activity in the workplace;
- teaches the student practical methods and methods of high-quality performance of duties and tasks;
- provides training to the student in accordance with the study plans and study programs agreed with the enterprise (organization);
- monitors the completion of tasks assigned to the student;
- helps to identify and jointly eliminate mistakes made by students, overcome existing shortcomings;
- forms the student's responsibility for fulfilling his professional duties, as well as proper relationships with colleagues at work;
- fosters respect for employees, their work and work results, as well as for personal work;
- writes a review to the student;
- increases the level of competence in the field of pedagogical technologies;
- confirms that the student fulfills his obligations during the period of industrial training and professional practice within the framework of the dual training agreement.







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