



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТИҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

REPORT

external expert commission (EEC)
on the results of the work of the external expert commission on evaluation
for compliance with the requirements of institutional accreditation standards

SME "Higher College, Shchuchinsk town, Burabai district"
at the Department of education of Akmola region

from " 14 "to" 16 " in March 2018

Shchuchinsk 2018



Независимое агентство
аккредитации и рейтинга

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(I) REPRESENTATION OF THE ORGANIZATION OF EDUCATION

State municipal enterprise "Higher College, Shchuchinsk town, Burabai district" (hereinafter - HCSht) historically was founded in 1934. Since in 1934 by order of the People's Commissariat of heavy industry of the USSR on the basis of the school of mining in Stepnyak was created Shchuchinsk mining and metallurgical College. In different years HCSht was converted.

On January 17, 2012, by the Resolution of the akim of Akmola region, the technical College of Shchuchinsk town was reorganized into the Higher technical school, Shchuchinsk town at the akimat of Akmola region.

On the basis of the resolution of the akimat of Akmola region № A-2/62 from 12.02.2016, HCSht was renamed to SME "Higher College, Shchuchinsk town, Burabai district" at the Department of education of Akmola region.

The activity of the College is carried out on the basis of the Charter approved by the decision of akimat of Akmola region dated February 12, 2016 № A-2/62, certificate of state reregistration of legal entity dated March 09, 2016, issued by the Department of justice of Akmola region.

An owner of HCSht is the akimat of Akmola region. HCSht competent authority is the Department of education in the region. There is a state form of ownership.

HCSht operates under the license № KZ85LAA00006722 issued by the Department for control of education Akmola region from 28.03.2016, without term limits.

The supporting document on the availability of its own educational material and technical base are the state acts on the right of permanent use of land:

№ 538, registration № 6778, dated December 28, 2000. The land area is 0,2170 ha;

№ 411, registration № 2467, dated April 28, 2006. The land area is 1,1589 ha;

№ 506, registration № 6300, dated April 28, 2009. The land area is 1.0829 ha.

In February 2013, HCSht successfully passed the State certification and confirmed the State license for certified specialties (the order of the Department of education control in the field of education of Akmola region №73 from 04.02.2013)

HCSht implements programs of technical and vocational education (hereinafter-TVE), post-secondary education, allowing students to acquire practical skills in related specialties of vocational and technical education.

The College's activities are carried out in accordance with the law of the Republic of Kazakhstan "On education" dated July 27, 2007, № 319-III, Standard rules of technical and vocational education organizations, approved by the Government of the Republic of Kazakhstan dated May 17, 2013, order № 499, State educational standards on TVE (hereinafter - SOSE), the State program of development of education and science of the Republic of Kazakhstan for 2016-2019, The law "On languages in the Republic of Kazakhstan" and other legal acts regulating the system of technical and vocational education, as well as the Charter of the College.

03 Dec 2012, by HCSht was obtained the Certificate of conformity to requirements of ST RK 9001-2009 in relation to the provision of services in the field of technical and vocational , post-secondary education, № 0014735. The certificate is issued to LLP "AltynCertif" of

Kazakhstan, Akmola region, Kokshetau city. In 2018, HCSht passed the recertification procedure and received a Certificate of compliance with the requirements of ST RK ISO 9001-2016 (ISO 9001:2015) "Quality management system. Requirements", №0070688 (valid until July 11, 2019).

The College provides training for mid-level specialists, including the assignment of advanced qualification (workers), in demand for the country's economy.

The College provides training in 10 specialties of the TVE:

No. p / n	Specialtycode	Name specialties	Qualification
1	1304000	Computer engineering and program providing (by types)	Technician – programmer
2	1306000	Radioelectronics and communication	technician on communication
3	0911000	Technical operation, maintenance and repair of electrical and electromechanical equipment	electromechanic
4	0707000	Maintenance and repair of mining electromechanical equipment	electromechanic
5	1226000	Technology and organization of production of catering enterprises	Technician technologist
6	0104000	Vocational training (by types)	Master of production training, technician technologist (of all names)
7	0914000	Energy audit	Auditor of energy objects
8	1112000	Exploitation of machines and industrial equipment	technician mechanic
9	0518000	Accounting and auditing (by branches)	Economist accountant
10	0516000	Finance (by branches)	Economist on a financial work

Training is conducted in full-time and part – time forms of education, languages of training-state and Russian. The contingent of students for the 2017-2018 academic year is 825 students, 737 of them are full-time students. All full-time students are trained by the state order. Expected output-206 people.

The teaching staff is only 86 people, the highest and the first category is 51.9%., PhD-1, masters-4. The middle age is 42.

The College has five training and production workshops and two training grounds, an educational building and a sports hall, where classrooms are located, an interactive lecture hall with interactive equipment connected to the Internet for lectures, conferences, seminars and other events; a library (28864 copies), 17 training laboratories, 11 computer rooms, a medical room, a student canteen, 45 classrooms for training and production sessions. In order to ensure the safety of life of students and a staff, internal and external territories of the College are connected to video surveillance.

In accordance with the QMS, the structure of the College includes: 4 departments with full - time and part-time forms of training and 9 departments (methodical associations), training, production, educational and methodical, career guidance service, psychological service, economic activity and material and technical service.

The main social partners of HCSht are: LLP "KokshetauMelinvest", LLP, "ZlatNerud", LLP "Bulandyquarry", LLP "Makinsk Elevator", LLP "Wagon repair depot "Burabay", LLP "KokshetauEnergo", LLP "BLVRD", LLP "KenesaryAstyk", LLP " BE Arna",Makinka, SCE on EMR "Thermo Transit",Farm "Irtysh", LLP "BurabaiBusiness Group", LLP "Argo" , IE Zaitsev N. M. "Mosaic", LLP "Shuchinsk Sanatorium", LLP "Shuchinsk BMP" and others.

Employment indicators reflect the positive dynamics, which indicates the demand for College graduates and good quality training. Employment of graduates of full-time department is 96.7%.

In HCSht development of educational programs (including integrated educational programs) is carried out on the basis of modular competence approach. The module-competence approach provides the use of modern methods of training in practical situations, focused on the employer and involves an active position of the student.

HCSht is an experimental platform for the implementation of the educational program of the applied bachelor's degree in 1304000 – "Computer engineering and program providing".

Also, the priority areas in HCSht were chosen an improvement of the functional literacy of students, the introduction of elements of dual training and elements of multilingualism.

HCSht implements the state program "State program for the development of productive employment and mass entrepreneurship for 2017-2021" for the retraining of the unemployed population in the acute shortage of working professions.

HCSht actively participates in the state program "The youth of the eternal country to the industry".

The main sources of information about the activities of the Higher College is an official website www.vtsh.kz

(VI) COMPLIANCE WITH THE STANDARDS OF INSTITUTIONAL ACCREDITATION

6.1. STANDARD "VISION, MISSION AND STRATEGY»

The Commission recommends:

- to improve the existing development Strategy of the higher College with the specification of specific activities and indicators, as well as the expected results and required resources;
- to combine strategic and long-term development plan into a single document to determine common goals, indicators and indicators of activity;
- to consider the possibility of opening promising new specialties for the region, for example, in the profile of "Geology";
- to consider the possibility of expanding the list of training programmes in the state language.

The EEC notes that the College's institutional profile for this standard contains 2-strong, 7 - satisfactory and 2-position needs improvement.

6.2. STANDARD "LEADERSHIP AND MANAGEMENT"

The Commission recommends:

- to strengthen the work on the organization of the educational process, taking into account the requirements of normative legal acts regulating the system of Vet;
- to formalize the procedures for assessing the activities of collegial bodies and structural units, senior management.
- continue work on improving the quality of the educational process, taking into account the existing quality management system and the strategic plan of the College;
- to ensure compliance with the documentation for the instruction and testing of knowledge on safety and health.

The EEC notes that the institutional profile of the College according to this standard contains 8 strong positions, 11 - satisfactory and 2 positions require improvement.

6.3 THE STANDARD "EDUCATIONAL PROGRAMS»

The Commission recommends:

- to systematize the work on updating the content and analyzing the effectiveness of changes in educational programs, taking into account the interests of stakeholders (including workers);
- to improve the model of the graduate of educational programs taking into account the competencies as close as possible to the conditions of their future professional activity;
- bring in accordance the educational equipment and software used for the development of educational programs, including taking into account the requirements for safety and health;
- to consider the possibility of increasing the proportion of specialists involved in the educational process for teaching special subjects and holding guest lectures, seminars and others.

The EEC notes that the institutional profile of the College according to this standard contains 7 strong positions, 8 satisfactory positions and 1 position needs improvement.

6.4. THE STANDARD "PEDAGOGICAL COLLECTIVE AND TEACHING EFFECTIVENESS»

The Commission recommends:

- to update the plan of professional development and training of pedagogical and managerial staff in order to implement the mission and development strategy of the College, including on issues of "Applied bachelor", "Module-competence approach", "safety And health", " Multilingualism", etc.;
- to increase the level of English language learning by teachers of special disciplines for access to information published in the world of scientific and technical literature and documentation;
- to use the material and technical and human resources of social partners for internships of teachers of special disciplines and masters of industrial training
- to consider the possibility of encouraging initiative teachers who achieve high results in educational and extracurricular work with students not only according to the results of the annual rating.

The EEC notes that the institutional profile of the College according to this standard contains 11 strong positions, 2-satisfactory.

6.5. STANDARD "LEARNERS»

The Commission recommends:

- - take measures to improve students 'English language skills (for example: functioning of" Speaking club»);
- strengthen the relationship with alumni is to get them to participate in various activities and to consider the establishment of the alumni Association;
- to continue work on popularization of the role of student self-government, as well as youth policy in the educational work of the higher College;
- to strengthen the work on regular updating of the College's web-site, including the issues of academic accessibility and consultations, professional orientation of students, as well as to intensify the work on the implementation of distance learning technologies for the individualization of the educational process.

The EEC notes that the institutional profile of the College according to this standard contains 5 strong positions, 3- satisfactory.

6.6. STANDARD "FINANCE»

The Commission recommends:

- to consider the possibility of attracting investment to the College;
- consider the possibility of an external independent audit

The EEC notes that the institutional profile of the College according to this standard contains 3 strong positions, 5- satisfactory.

6.7. STANDARD "RESOURCES: LOGISTICS AND INFORMATION»

The Commission recommends:

- to continue work on the replenishment of the book Fund of educational and methodical literature and manuals, as well as electronic textbooks in the state language;
- to strengthen the work on the assessment of the dynamics of the development of material and technical resources;
- continue work on technological equipment of classrooms, laboratories and workshops, including taking into account the requirements of enterprises and the labor market.

The EEC notes that the institutional profile of the College according to this standard contains 7 strong positions, 9 - satisfactory and 3 positions need improvement.

Assessment table "PARAMETERS of the INSTITUTIONAL PROFILE»

**Conclusion of the institutional accreditation Commission
GCE "Higher College, the city of Shchuchinsk, Burabai district»**

№ p / p	Evaluation criterion	Position of the organization of education			
		Strong	Satisfactory	Suggests improvement	Unsatisfactory
Standard " Vision, mission and strategy»					
1	The organization of technical and vocational education demonstrates the development of mission, vision and strategy based on the analysis of the real positioning of the organization of education and their focus on meeting the needs of the state, stakeholders and students	+			
2	The organization of technical and vocational education should demonstrate the individuality and uniqueness of the mission and strategy		+		
3	The organization of technical and vocational education should ensure the adequacy of the mission, vision, strategy, available resources (including financial, information, personnel, material and technical base), the needs of the labor market and educational policy of the Republic of Kazakhstan		+		
4	The organization of technical and vocational education should involve representatives of groups of stakeholders, including students, teachers and employers in the formation of the mission, vision, strategy			+	
5	Organization of technical and vocational education demonstrates transparency of the processes of formation of the mission, vision, strategy	+			
6	Organization of technical and vocational education provides stakeholders with information on the content of the mission and the strategy and processes of their formation		+		

7	The organization of technical and vocational education should determine the mechanisms for the formation and regular review of the mission, vision, strategy and monitoring of their implementation		+		
8	Vision, mission and strategies must be agreed among themselves.		+		
9	The organization of technical and vocational education carries out the processes of strategic, tactical and operational planning and resource allocation in accordance with the vision and mission		+		
10	The organization of technical and vocational education systematically collects, accumulates and analyzes information about its activities and conducts self-assessment in all areas, based on the development and implementation of measurement processes, analysis to assess the success of the implementation of the strategy of the TVE organization through indicators such as "effectiveness " and " efficiency»			+	
11	On the basis of the strategy of the organization of technical and vocational education should develop documents specifying its specific areas of activity and processes		+		
TOTAL		2	7	2	
Standard "LEADERSHIP AND MANAGEMENT»					
12	TVE organization management should include:				
12.1	operationmanagementthroughprocesses	+			
12.2	planning, development and continuous improvement mechanisms	+			
12.3	risk assessment and identification of ways to reduce these risks			+	
12.4	monitoring, including the establishment of reporting processes		+		
12.5	analysis of identified discrepancies, implementation of the developed corrective and preventive actions		+		
12.6	analysis of the effectiveness of changes		+		
12.7	evaluation of the performance and effectiveness of the units and their interaction		+		
13	The TVE organization must ensure that its structure is consistent with the development strategy of the TVE organization	+			

14	TVE organization must ensure the availability of documents on the organizational structure and management of the TVE organization	+			
15	All major business processes must be documented in the TVE organization		+		
16	Organization of the TVE should demonstrate a clear definition of responsible for business processes, a clear distribution of staff responsibilities, differentiation of the functions of collegial bodies		+		
17	The TVE organization should provide a system of information and feedback		+		
18	The TVE organization should establish the frequency, forms and methods of evaluation of the activities of collegial bodies and structural units, senior management			+	
19	TVE organization should provide management of the educational process through the management of individual educational programs		+		
20	The TVE organization must demonstrate the successful functioning of the internal quality assurance system of the TVE organization		+		
21	An important factor is the availability of a certified quality management system and its continuous improvement	+			
22	An important factor is the availability of information systems and databases, the use of the Internet for information, the availability of a portal and / or website	+			
23	An important factor is the participation of representatives of interested persons (employers, teachers, students) in the composition of the collegial bodies of management		+		
24	The TVE organization should demonstrate mechanisms for resolving conflicts of interest and relationships, through the availability of information on compliance/violations and the availability of feedback systems, consideration in management bodies, effective work of disciplinary bodies and motivational system		+		

25	The TVE organization is to provide a measure of satisfaction of the needs of teachers, staff and learners and to demonstrate evidence of the elimination of deficiencies found in the measurement process	+			
26	The TVE organization must demonstrate evidence of openness and availability of managers and administration for students, teachers, parents (blogs on the website of the organization of education, the official reception hours for personal issues, e-mail communication, etc.).	+			
TOTAL		8	11	2	
Standard "EDUCATIONAL PROGRAM»					
27	The TVE organization must provide evidence of the participation of the teaching staff and employers in the development and management of educational programs, ensuring their quality		+		
28	The TVE organization must determine the content, volume, logic of the study of academic disciplines	+			
29	The TVE organization should demonstrate the impact of disciplines on the formation of students ' basic and professional competencies, skills and knowledge blocks	+			
30	The TVE organization have to demonstrate the logic of drawing up curricula and training programs	+			
31	The list and content of disciplines should be available to students. Disciplines should cover all relevant issues comprehensively		+		
32	The structure of the educational program should provide for various activities, the content of which should contribute to the development of professional competencies of students, taking into account their personal characteristics		+		
33	The TVE organization should provide equal opportunities for students, including regardless of the language of instruction		+		
34	An important factor is the upgradability, taking into account the interests of employers of educational programs aimed at the development of professional skills			+	

35	Educational equipment and software used for the development of educational programs should be similar to those used in the relevant industries and meet the requirements of safety in operation		+		
36	The TVE organization should demonstrate the effectiveness of regular analysis of the adequacy and modernity of the available educational programs resources		+		
37	For the implementation of educational programs, the organization of TVE should attract practitioners and determine the share of disciplines they teach		+		
38	The TVE organization should ensure the objectivity of assessment of knowledge and the degree of formation of basic and professional competencies of students, transparency and adequacy of tools and mechanisms for their assessment	+			
39	The TVE organization should provide a mechanism for internal quality assessment and examination of educational programs, as well as feedback for their improvement		+		
40	The TVE organization should ensure the availability for students of the maximum possible amount of structured, organized information on disciplines: for example, presentation materials, lecture notes, mandatory and additional literature, practical tasks, etc	+			
41	An important factor is the introduction and effectiveness of active teaching methods and innovative teaching methods	+			
42	The TVE organization should ensure the availability and effective functioning of the system of individual assistance and counseling students on the educational process	+			
TOTAL		7	8	1	
The standard "PEDAGOGICAL COLLECTIVE AND TEACHING EFFECTIVENESS»					
43	The TVE organization must ensure compliance of the teaching staff qualification requirements and the specifics of the educational program ???	+			
44	The TVE organization should demonstrate the selection of personnel based on the analysis of the needs of educational programs	+			

45	The TVE organization must demonstrate the availability of information to the public about the teaching staff	+			
46	The TVE organization should demonstrate compliance with the principle of accessibility of management and transparency of all personnel procedures	+			
47	The TVE organization should provide monitoring of the teaching staff, systematic assessment of teachers ' competence, a comprehensive assessment of the quality of teaching	+			
48	The working load of a teacher should include various activities	+			
49	The TVE organization have to demonstrate evidence of <u>completionimplementation???</u> teachers of all kinds of scheduled load	+			
50	The TVE organization must demonstrate the presence of a system of training, professional and personal development of the teaching staff and administrative and managerial personnel		+		
51	The TVE organization should provide targeted actions for the development of young teachers and the formation of personnel reserve	+			
52	The TVE organization should provide monitoring of satisfaction of the teaching staff		+		
53	The TVE organization should demonstrate the involvement of the teaching staff in practical activities in the field of specialization	+			
54	The TVE organization must demonstrate the IT competence of the teaching staff, the use of innovative methods and forms of training	+			
55	An important factor is the participation of the teaching staff insociety life.	+			
TOTAL		11	2	0	
Standard "LEARNERS»					
56	The TVE organization must demonstrate the policy of formation of the contingent of students and transparency of its procedures	+			

57	The TVE organization should provide an opportunity for students to undergo industrial training and professional practice in the specialty/qualification and monitor the satisfaction of students, heads of enterprises-places of practice and employers		+		
58	An important factor is the possibility of professional certification of students in the learning process		+		
59	An important factor is the availability of support for gifted students	+			
60	The TVE organization should make the maximum amount of effort to ensure the employment of graduates and maintain contact with graduates		+		
61	An important factor is the monitoring of employment and professional activities of graduates	+			
62	The TVE organization should create a mechanism for monitoring the satisfaction of students with the activities of the TVE organization	+			
63	The TVE organization should demonstrate the functioning of the feedback system, including the operational presentation of information on the results of the assessment of knowledge of students	+			
TOTAL		5	3	0	
Standard "FINANCE»					
64	The TVE organization must demonstrate the consistency of the strategy of development and management of financial flows in the TVE organization		+		
65	The TVE organization have to demonstrate organization budget planning, the presence of short-term and medium-term plans	+			
66	The TVE organization must demonstrate the presence of a formal policy of financial management: report of cash flows, report of changes in own capital		+		
67	The TVE organization must demonstrate the existence of an internal audit system and the results of regular external, independent audit		+		

68	The TVE management must prove the financial sustainability and viability of the educational organization	+			
69	In the organization of TVE there should be a mechanism for assessing the adequacy of the financial security of its various activities		+		
70	The TVE organization should ensure transparency of budget allocation and its efficiency		+		
71	An effective financial reporting mechanism should be in place in the TVET organization	+			
TOTAL		3	5	0	
Standard "RESOURCES: LOGISTICS AND INFORMATION»					
72	The TVE organization must demonstrate that the infrastructure corresponds to the specifics of its activities. Classrooms, offices, laboratories, communication and computer equipment and other facilities must meet modern requirements		+		
73	The TVE organization should assess the dynamics of development of material and technical resources and information support, the effectiveness of the evaluation results for adjustment in planning and budget allocation			+	
74	In the TVE organization must be created the training environment in which enters				
74.1	technological support of students and teaching staff in accordance with programs (e.g. online training, modeling in the classroom) and intellectual requests (databases, data analysis programs)		+		
74.2	academic accessibility-students have access to personalized interactive resources (also available during extracurricular time), as well as training materials and tasks, and the possibility of a trial self-assessment of knowledge of students through remote access to the portal (site) of the TVE organization		+		
74.3	academic advice - there are personalized interactive resources to help students plan and execute academic programs			+	

74.4	professional orientation-students have access to personalized interactive resources to help them choose and achieve career paths			+	
74.5	the required number of classrooms equipped with modern technical means of training: training laboratories, modern training grounds, equipped with modern equipment, corresponding to the implemented educational programs, sanitary and epidemiological norms and requirements			+	
74.6	the required number of computer classes, reading rooms, multimedia, language laboratories and methodical rooms, the number of seats in them			+	
74.7	book fund, including the fund of educational and methodical literature on paper and electronic media, periodicals in the context of learning languages			+	
74.8	free access to educational Internet resources			+	
75	The TVE organization should determine the degree of implementation of information technologies in the educational process, monitor the use and development of teaching staff members of innovative learning technologies, including on the basis of ICT			+	
76	The TVE organization must demonstrate the availability of a web resource that reflects the mission, goals and objectives of the TVE organization, the effectiveness of its use to improve the activities of the organization of education			+	
76.1	availability of adequate and objective information about the teaching staff on the portal (website) of the TVE organization			+	
76.2	transparency of complaints handling information			+	
76.3	placement on the portal (site) of the organization of TVE of full objective information on activity of the organization			+	

76.4	placement on the portal (website) of the TVE organization of external publications (citations / references) on the implementation of the TVE organization the mission, goals and objectives		+		
76.5	using information networks to inform the public and stakeholders		+		
77	An important factor is the observance of copyright when placing educational and methodological support in the public domain		+		
78	An important factor is the creation of conditions for the development and use of information and communication technologies by employees, teaching staff and students in the educational process and the activities of the TVE organization	+			
TOTAL		7	9	3	
TOTAL IN GENERAL		43	45	8	

