

«Agreed»

by Chair of the Supervisory Board
of the Independent
Agency for Accreditation and Rating
Dosmukhambyetov T.M.
«25» December 2017



«АККРЕДИТТЕУ ЖӘНЕ РЕЙТИНГТІҢ
ТӘУЕЛСІЗ АГЕНТТІГІ» КЕМ

НУ «НЕЗАВИСИМОЕ АГЕНТСТВО
АККРЕДИТАЦИИ И РЕЙТИНГА»

INDEPENDENT AGENCY FOR
ACCREDITATION AND RATING

«Approved»

by Director of the Independent
Agency for Accreditation and Rating
Zhumagulova A.B.
«25» December 2017

Action Plan of the Independent Agency for Accreditation and Rating for 2018

№	Activity, ways and means to achieve	Dates	Responsible	Completion form
Foundation: Strategic Development Plan of the Independent Agency for Accreditation and Rating for 2016-2020				
Tasks: <ol style="list-style-type: none">1. Work on the development of national system of quality assurance of education of Kazakhstan with using international experience2. The rating study in higher, technical and professional education3. Development and promotion of organizational culture for the success of the Agency4. Informing the public about the assessment results of the quality of educational organizations and educational programs5. IAAR as a recognized accreditation body				
Task 1. Work on the development of national system of quality assurance of education of Kazakhstan				

1.1	<p>Organizing and conducting international institutional and/or specialized accreditation (reaccreditation) and procedures for HEIs of the Republic of Kazakhstan and the Kyrgyz Republic, TVE, medical education organizations, professional development institutes and business education programs), international schools, etc.:</p> <ul style="list-style-type: none"> - consulting and methodological support of the educational organization; - analysis and evaluation of self-assessment reports; - conducting an external assessment; - preparation of materials for the Accreditation Council; - information in the Register 2, 3 of the MES RK; - information on the IAAR website. 	Constantly, according to the accreditation schedule	Project Managers, Legal Consultant	Service Agreement, training seminar, expert review of the self-assessment report, EEC report, decision of the Accreditation Council, information in the Ministry of Education and Science, on the IAAR website, monitoring, survey of educational organizations and experts (Analytical report)
1.2	Improving the procedures and standards of accreditation of educational organizations with the involvement of stakeholders in accordance with the relevant NLA in the field of education and the requirements of the ESG	During a year, as needed	Management of the IAAR, Project Managers, Expert Council, Legal Consultant	Making changes and additions to the Standards, as well as internal documents of the IAAR
1.3	Expanding the base of experts by attracting national and international representatives	During a year	Project Managers, Secretary	Database of experts
1.4	Conducting training seminars on: <ul style="list-style-type: none"> - training national experts; 	During a year	Management of the IAAR, Advisor, Project	Seminar materials, Certificates

	- training experts with the involvement of WFME specialists or the International Public Coordinating Committee on Health		Managers	
1.5	The expansion of the EEC by increasing the number of students and employers in the accreditation of educational programs	During a year	Project Managers	Office memos
1.6	Inclusion in the Accreditation Council: - Medical University student; - foreign expert in the field of medical education; - TVE student	I half of the year	Project Managers	Orders
1.7	Conducting post-accreditation monitoring of educational organizations or educational programs	During a year, according to the schedule	Manager Project of Post-Accreditation Monitoring, Legal Consultant	Report on Post-Accreditation Monitoring
1.8	Presentation of the results of post-accreditation studies with a view to making decisions on the re-accreditation of educational organizations and/or educational programs at the Accreditation Council	June, December	Manager Project of Post-Accreditation Monitoring	Information to the management of the IAAR
1.9	Improving the regulatory and methodological documentation of the Agency, making additions and changes in accordance with the updates of the legal framework and international practice	II half of the year	Management of the IAAR, Legal Consultant	Normative-methodical documentation of the Agency

Task 2. The rating study in higher, technical and professional education

2.1	Improving the methodology for ranking of HEIs with the involvement of all stakeholders	January	Office-manager	Methodology for ranking of HEIs with changes and additions
2.2	Conducting training seminars on the ranking methodology of HEIs: - Astana city; - regions.	January - February	Expert of the IAAR, Office-manager	Seminar materials
2.3	Rating research of educational programs of HEIs of the Republic of Kazakhstan	I half of the year	Project Manager, Office-manager	Brochure, Certificates
Task 3. Development and promotion of organizational culture for the success of the Agency				
3.1	Monitoring the activities of the agency within the internal quality assurance system	Constantly	Manager of Information and Analytical Project, Legal Consultant	Analytical information, questionnaires, reports
3.2	Professional development of the Agency staff: - seminars on the development of professional growth of Agency employees with the involvement of foreign experts in the field of quality assurance; - taking part in events conducted by international networks and international partners of the IAAR	During a year	Management of the IAAR, Project Managers	Certificates of professional advancement
3.3	The introduction of labor participation rate to assess the performance of staff	II half of the year	Management of the IAAR, Advisor, Legal Consultant	Regulation on labor remuneration and employee motivation

3.4	Organization and holding of joint collective events	During a year	Management of the IAAR, Advisor, Legal Consultant	Events
Task 4. Informing the public about the assessment results of the quality of educational organizations and educational programs				
4.1	Preparation of a report on the activities of the IAAR on the results of the external quality assessment for 2017	I half of the year	Manager Project of Post-Accreditation Monitoring	Report according to the form of the authorized body in the field of education -MES RK
4.2	Preparation of a report on interaction with non-governmental organizations to the authorized body	March	Management of the IAAR, бухгалтерия, Legal Consultant	Report according to the form to the authorized body
4.3	Improving feedback mechanisms with experts of the IAAR, accredited HEIs and TVE organizations.	Constantly, according to the accreditation schedule	Manager of Information and Analytical Project, Project Managers	Analytical information, reports
4.4	Placement of external evaluation reports on the Agency's website	Constantly, according to the accreditation schedule	Project Managers, System Administrator	Placing reports on the Agency's website
4.5	Updating the site content and Agency pages in social networks	Constantly	Office-manager, System Administrator	Posting updated information
4.6	Update the register of accredited educational organizations and educational programs	Constantly, according to the accreditation schedule	Manager Project of Post-Accreditation Monitoring, System Administrator	Updating registries on the Agency's website

4.7	The formation and release of the journal «Education. Quality Assurance»	Quarterly	Advisor, Manager of Information and Analytical Project	Journals, according to the quarterly issue number
4.8	Analysis of the EEC reports for 2017	I half of the year	Manager of Information and Analytical Project, Project Managers	Analytical report
4.9	Thematic analysis of the implementation of academic mobility programs and the internationalization of education in accredited universities	II half of the year	Manager of Information and Analytical Project, Project Managers	Analytical report
4.10	Revision of the Guidelines on internal quality assurance system of the IAAR, as recommended by the ENQA Board	During a year	Advisor, Legal Consultant	New edition of the Guideline on internal quality assurance system
4.11	Informing the public about the results of the EEC and decisions taken by the Accreditation Council of the IAAR	During a year	Project Managers	System Administrator
4.12	Publication of the results of the ranking research of HEIs in the media	May	Project Managers	Media publications and brochures
Task 5. IAAR as a recognized accreditation body				
5.1	ENQA, WFME, CEENQA, INQAAHE, IREG, AQAAIW, CIQG, APQN membership support	During a year	Management of the IAAR, Manager of International Projects and Public Relations	Certificates, international recognition

5.2	International accreditation with partner agencies	According to the applications	Management of the IAAR, Manager of International Projects and Public Relations	Certificates, publication of EEC reports
5.3	Expansion of the base of experts in higher education (national, foreign, employers, students).	During a year	Manager of International Projects and Public Relations	Increase the number of experts
5.4	Organization and conducting of an international seminar on the professional development of experts of the IAAR together with EQAR	March	Management of the IAAR, Manager of International Projects and Public Relations	Seminars, Certificates
5.5	Preparation of the IAAR report, according to the implementation of recommendations of the WFME experts	May - June	Management of the IAAR, Project Managers	Report
5.6	Preparation of the annual report of the IAAR on the implementation of the recommendations of the WFME experts	November - December	Management of the IAAR, Project Managers	Report
5.7.	Preparation of a report on significant changes to EQAR	August - September	Management of the IAAR, Advisor, Manager of International Projects and Public Relations	Report
5.8	Preparation of a report on the implementation of the recommendations of ENQA experts	October - November	Management of the IAAR, Manager of International Projects and Public Relations	Report
5.9	Organization of the visit of ENQA experts in the framework of the following events	October - November	Management of the IAAR, Manager of International Projects	Meeting with ENQA experts

5.10	Inclusion of IAAR in the Asia-Pacific Quality Register (APQR)	August - December	Management of the IAAR, Manager of International Projects and Public Relations	Certificate of inclusion of the IAAR in the APQR
5.11	Participation of the IAAR in international Erasmus+ projects	During a year	Management of the IAAR, Manager of International Projects and Public Relations	Grants, reports
5.12	Participation of the IAAR as a recognized accreditation body in national and international partner projects	During a year	Management of the IAAR, Manager of International Projects and Public Relations	Events, projects
5.13	Carrying out quality assurance activities with the involvement of experts from international networks and partners of the IAAR	During a year	Management of the IAAR, Manager of International Projects and Public Relations	Events
5.14	Conducting the II Central Asian Forum on Quality Assurance in Education	October	Management of the IAAR, Advisor	Forum Program, Proceedings, Journal, Media and TV, Report
5.15	Exchange of experts and employees of the IAAR with international partner agencies	During a year	Management of the IAAR, Manager of International Projects and Public Relations	Participation of staff and experts
5.16	Signing memorandums/agreements with foreign quality assurance agencies	During a year, as needed	Management of the IAAR, Manager of International Projects and PR, Legal Consultant	Memorandums and Agreements