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THE STUDENT'S GUIDE TO THE DUAL EDUCATION PROGRAM



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THE STUDENT'S GUIDE TO THE DUAL EDUCATION PROGRAM

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01

An Indicative Program of Action for the Dual-Use Student

01

Enrollment in the 1st year (general order for the University)

- According to the results of the competition, the student is enrolled for a grant
- According to the results of the competition the student is enrolled in a paying department

02

Selection of students for dual program

- Entrance test,
- Self-presentation, interview,
- Questionnaire "Career Motivation Questionnaire".

03

Choosing a partner school for dual education

- Excursions to partner school bases
- Based on the selection (step 2), the student chooses a school from the database of partners of dual education
- School proposed by the University on the basis of the existing memorandum, the student applies after the selection (step 2)

04

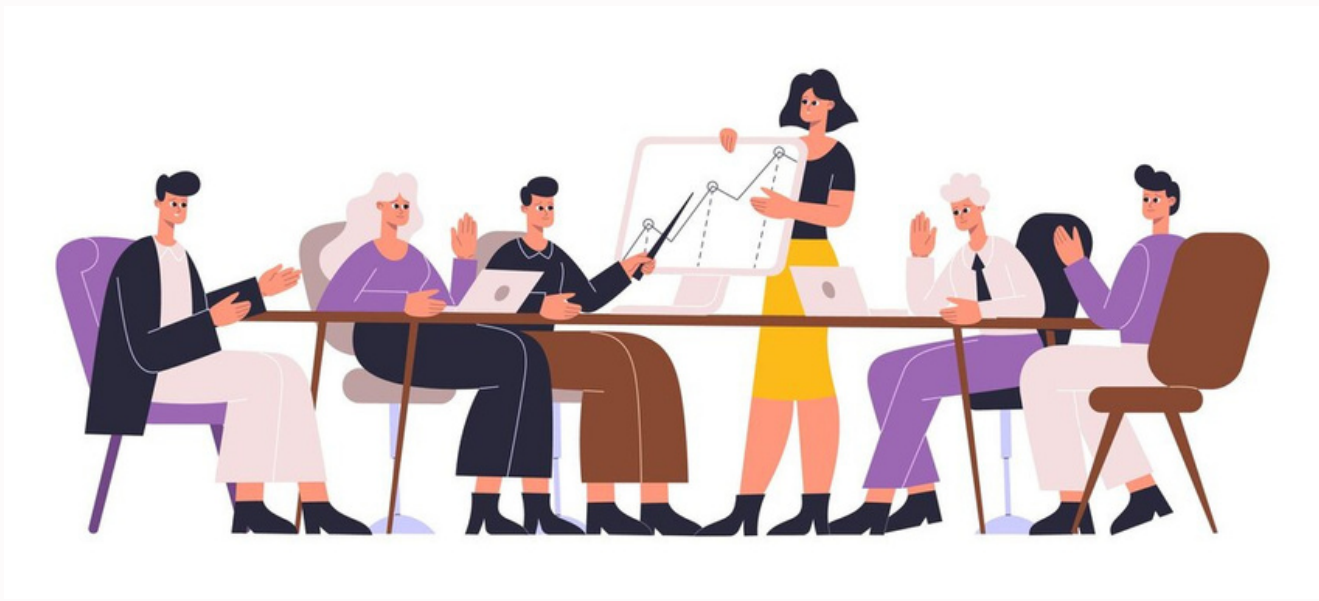
Concluding a tripartite agreement

- Studying the rights and responsibilities of the student
- Study of the rights and duties of the partner school of dual education
- Study of the rights and duties of the University

05

Introduction to the EP, creating an individual educational plan of the student

- Studying the school's curriculum
- Studying the EP and selecting courses
- Creating an individual study plan for a student



01

The Indicative Program of Action for the Dual-use Student

06

Getting acquainted with the academic calendar of the university and the plan of industrial training

- Study of school attendance schedules
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07

Getting to know your mentor

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- Tour of the school, safety instruction, and introduction to the class

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Studying the KazNPU Student Guidebook

- Credit Education Technology
- Rules of conduct in the dormitory and on campuses
- Social and cultural life of a student, conditions for self-development

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Introduction to the student-dual evaluation system

- Studying the rules of credit technology evaluation (boundary and final control)
- Studying the rules of evaluation of on-the-job training (attendance sheet and evaluation of results)
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Final assessment and employment

- Introduction to the rules of final attestation
- Introduction to the rules with the rules of independent assessment of the professional competences of students/graduates (employers)
- Employment in kshole-partner/receipt of recommendation for employment

Glossary

In compiling the list of basic concepts we used data from the "Rules of the organization of dual training", the Law of RK "On Education" and others. NLA) [Rules of the organization of dual training. Order of the Ministry of Education and Science of the Republic of Kazakhstan from January 21, 2016 N° 50 URL:

[https://atameken.kz/ru/articles/34263-ucება-na-proizvodstve--velenie-vremeni\]](https://atameken.kz/ru/articles/34263-ucება-na-proizvodstve--velenie-vremeni)

- student (learner)** - a person studying in an educational organization, implementing educational programs of higher, technical and professional, post-secondary education;
- educational program** - a single set of basic characteristics of education, including goals, results and content of training, organization of the educational process, methods and techniques of their implementation, criteria for evaluating learning outcomes;
- qualification assignment** - the procedure of confirmation of the totality of individual abilities, professional knowledge, skills and abilities required to perform the work within the relevant type of professional activity in a particular specialty;
- The authorized body in the field of education** - the central executive body of the Republic of Kazakhstan, carrying out the management and interdepartmental coordination in the field of education;
- dual training** - a form of personnel training, combining training in educational organization with obligatory periods of industrial training and professional practice at enterprise (organization) with providing jobs and compensatory payment to trainees, with equal responsibility of enterprise (organization), educational institution and trainee;
- elements of dual education - increase in the volume of hours for practical training and industrial (pedagogical) practice; wider implementation of practice-oriented learning technologies.
- dual education (working definition of the Project team)** - holistic system of theoretical and practical training of qualified personnel with prevalence of practice-oriented training based on the order of the enterprise (organization), in which employers directly participate in the development of educational programs, in providing students with tutors, and in their final certification to form professional competencies of students in the workplace.
- dual system of education** is an integral system of personnel training by corporate order of enterprise (organization), which directly participates in the updating of educational programs, appoints mentors from among specially trained specialists, accepts the final demonstration exam. According to the results of this exam, a decision on employment and further career at the enterprise is made.
- Dual training agreement** - a written agreement between a trainee, an enterprise (organization) that provides a workplace for on-the-job training and professional practice, and an educational institution that regulates the conditions and procedure for on-the-job training and professional practice;
- work function** - a set of interrelated actions aimed at solving one or more tasks of the work process;
- professional practice** - a type of educational activity aimed at consolidation of theoretical knowledge, skills, acquisition and development of practical skills and competencies in the process of performing certain types of work related to the future professional activity;

Glossary

vocational guidance - providing information and counseling assistance to the student in the implementation of his rights in the field of educational and professional opportunities, free and conscious choice of profession and place of study in accordance with professional interests, individual abilities and psycho-physiological characteristics;

enterprise (organization) is a legal entity or individual entrepreneur, participating in dual education in accordance with these Rules;

the educational organization is a legal entity established and operating in the Republic of Kazakhstan, implementing programs of technical and professional, post-secondary, higher and postgraduate (master's) education;

compensation payments - monetary payments, connected with professional training, retraining and improvement of professional skill of employees or other persons, not being in labor relations;

workplace training - training, aimed at acquisition of theoretical knowledge, practical skills of trainees, on the basis of educational organizations and (or) enterprises (organizations);

curriculum - the program, defining for each subject, each discipline and (or) module the content and amount of knowledge, abilities, skills and competencies to be mastered;

educational institution - educational organization, implementing educational programs of technical and vocational, post-secondary education on dual training;

training center - an independent form of ownership, implementing educational programs of additional education with mandatory organization of industrial practice;

curriculum - a document regulating the list, sequence, volume (workload) of academic subjects, academic disciplines and (or) modules, professional practice, other types of learning activities of students at the appropriate level of education and forms of control;

mentor - a qualified employee of an enterprise (organization) that possesses production or service technologies and supervises on-the-job training and professional practice;

listener - a person studying in an educational organization under the educational programs of additional education and preparatory department.

The student has the right:

- 1) to provide training, workplace, equipped in accordance with the requirements of safety and labor protection;
- 2) to use the necessary tools, equipment, instruments and other production materials, in coordination with the mentor appointed from the company, to have access and use of the fund of training, educational and methodical literature on the library and reading rooms, laboratory facilities, computer equipment for training purposes;
- 3) for compensation for damage to health in the course of on-the-job training and professional practice;
- 4) for assignment of an appropriate level of qualification on a particular specialty and obtaining a certificate (certificate) on assignment of qualification in the established form, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from January 28, 2015 N° 39 "On approval of types and forms of state educational documents and Rules of their issue" (registered in the Registry of state registration of regulatory legal acts under N° 10348).

2 The student undertakes:

- 1) to observe labor discipline, rules of internal order of the Enterprise (organization), safety rules and labor regulations at the place of industrial training and professional practice, obligatory for employees of the enterprise (organization);
- 2) treat carefully the equipment, devices, documentation and other property of the enterprise (organization);
- 3) strictly observe and fulfill the requirements of the program of industrial training and professional practice;
- 4) arrive at the disposal of the enterprise (organization) by the established deadline for industrial training and professional practice;
- 5) not to disclose confidential information about the enterprise (organization) in the course of on-the-job training and professional practice, as well as after its completion;
- 6) to keep a diary of internship, to submit a report to mentor or head of internship about the work done;
- 7) to notify the enterprise (organization), educational organization immediately to the enterprise (organization), educational institution with indication of reasons and, in case of illness or accident, to send the corresponding medical certificate within 3 days;
- 8) before the beginning of industrial training and professional practice to undergo introductory and (or) industrial briefing, organized by the enterprise (organization);
- 9) in time to undergo industrial training and professional practice in accordance with the schedule of the training process, made by agreement of the parties.

Rights and responsibilities of the partner school

1 The school has the right to:

- 1) participate in the development of schedules and educational programs in accordance with new technologies and changed conditions of the production process;
- 2) propose topics of course and diploma works/projects in accordance with the needs of the enterprise (organization);
- 3) take part in the final certification of a student;
- 4) request information on the current progress of the student;
- 5) upon completion of the term of study to employ the student on the basis of a separate employment contract;
- 6) to demand from the learner the conscientious and proper execution of the obligations of this Agreement, the Charter of the enterprise (organization), internal regulations, and acts of the enterprise (organization) regulating its activity;
- 7) to carry out disciplines of the component at the choice of the Educational program in coordination with the Educational organization and in accordance with the Labor code of the Republic of Kazakhstan.



2. the School undertakes:

- 1) to assign a mentor - a qualified employee of the enterprise (organization), which owns the educational technologies/technologies of production or services, which manages the industrial training and professional practice;
- 2) together with the Educational organization to develop and coordinate the educational program, working curriculum on specialty, annual calendar schedule of the educational process, plan of measures to ensure the educational process within the framework of dual training;
- 3) provide the student for the period of dual training with training means, consumable materials according to the current regulations, access to practical materials and processes, except for the information, which is confidential or constitutes the secret protected by law;
- 4) provide the trainee with safe working conditions at the workplace (with mandatory safety and labor protection briefings) and, if necessary, train the trainee in safe labor practices;
- 5) provide in accordance with the schedule of the educational process, and (or) schedules, educational programs work places for industrial training and professional practice of the student;
- 6) not to allow the use of students in the workplace, not provided by the program of industrial training and professional practice not related to the specialty of the student;
- 7) to report to the educational organization about all cases of violation of labor discipline and rules of internal order of the enterprise (organization) by the trainee;
- 8) provide the opportunity for free use of laboratories, offices, workshops, library, software, drawings, technical documentation, necessary for the successful mastering of the student performing their individual tasks;
- 9) at the end of industrial training and professional practice to issue a characteristic about the work of the trainee and assess the quality of the passage of dual training;
- 10) to consider the graduate undergoing dual training for employment in accordance with the received specialty (qualification) if there is an appropriate vacancy;
- 12) before the beginning of industrial training and professional practice to carry out introductory and (or) industrial briefing of the learner;
- 13) to confirm the trainee's passing of industrial training and professional practice at the enterprise (organization) in accordance with the Annex1 to the present contract on dual training.



Rights and responsibilities of the training partner school Mentor

3. The mentor is obligated to:

- 1) train the trainee in practical techniques, skills, and methods of quality performance of job duties and assignments;
- 2) train the trainee in accordance with working curricula and educational programs agreed with the School (organization);
- 3) supervise the execution of assignments given to a trainee;
- 4) identify and jointly eliminate mistakes made by the student, provide methodical assistance in eliminating existing shortcomings;
- 5) form a responsible attitude in the trainee in the performance of his/her professional duties, as well as respectful attitude to colleagues at work;
- 6) require the trainee to carry out the instructions on issues related to production activities;
- 7) demand working reports from the student both verbally and in writing; in an established order
- 8) make proposals for the assignment of a qualification category/work grade and participate in the discussion of the trainee's occupational characteristics;
- 9) provide feedback on the trainee;
- 10) to confirm the completion of industrial training and professional practice on the basis of the enterprise (organization) according to Annex 1 to the present contract on dual training.



Rights and responsibilities of the educational organization (University)

4. The educational organization has the right to demand from the student good faith and proper execution of the obligations of this Agreement, the Charter of the educational organization, the rules of internal order, and the acts of the educational organization, regulating its activities.

5. The educational organization is obliged to:

- 1) send the student to the School (organization) for industrial training and professional practice in accordance with the schedule of the educational process;
- 2) familiarize the learner with his duties and responsibilities specified in this agreement on dual training;
- 3) coordinate with representatives of school (organization) working curricula and educational programs, and calendar schedules of industrial training and professional practice;
- 4) to appoint by order of the head of the educational institution the head of industrial training and professional practice from among the masters of industrial training or teachers of the relevant specialties of the educational institution;
- 5) to promote the student's compliance with labor discipline, internal regulations mandatory for employees of this school (organization);
- 6) organize the passage and carry out periodic monitoring of vocational training and professional practice of the trainee in accordance with the educational program, the schedule of the educational process and the internal regulations of the educational organization;
- 7) provide methodical assistance to employees of school (organization) in organizing and conducting industrial training and professional practice;
- 8) if necessary, provide the school (organization) with information on educational achievements of the student;
- 9) take part in the investigation of accidents, if they occurred with the student during the period of industrial training and professional practice;
- 10) make payment to the mentor for the rendered services on organization of industrial training and professional practice.



1. Agreement on dual training is concluded in accordance with Article 119 of the Labor Code of the Republic of Kazakhstan, the Rules of organization of dual training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan from January 21, 2016 N° 50 (registered in the Registry of state registration of regulatory legal acts under N° 13422) and the Charter of the enterprise (organization).

2. An educational organization shall provide training to a student

3. School (organization) provides the learner with a workplace for industrial training and professional practice in accordance with the profile of the educational program with appropriate working conditions.

4. A student shall master educational programs with the purpose of obtaining professional competences to be able to carry out production, labor functions and tasks in a qualified manner.

5. Duration of the agreement on dual education

6. The validity of the dual training agreement shall come into force from the moment of its signing and shall be valid until the end of the training period. In case the learner is underage, the contract is signed by the learner himself/herself with the written consent of one of the parents or legal representatives.

7. The school (organization) fills out an addendum to this contract on dual training, the trainee's industrial training and professional practice at the enterprise (organization).

8. The agreement on dual training can be terminated on the basis provided by the current legislation of the Republic of Kazakhstan.

9. Admission of a trainee to the workplace shall be formalized by the order of the head or the order of the structural subdivision of the enterprise, issued on the basis of this contract on dual training.



Workplace training is conducted regularly, in the first year once a week, and along with periods of practice according to the schedule of the educational process has the goal - the formation of a holistic view of the professional activities of an elementary school teacher.

The main objectives of workplace training are:

- acquiring experience of interaction with participants in the pedagogical process;
- to form an interest and motivation for the chosen profession;
- studying the specifics of a teacher's work: functions and professional responsibilities;
- studying the role of a teacher in the process of planning and organizing the educational process;
- formation of self-organization and professionally significant character traits;
- development of pedagogical thinking and speech;
- formation of skills to conduct observation notes, to process, generalize the information received in the course of observation.

As a result of the workplace training, the student should

Know: - features of methodical work of the teacher of primary classes;

- peculiarities of the organization of the learning process of elementary schoolchildren.

To be able to:

- to observe the organization and peculiarity of the pedagogical process in the classroom;
- to evaluate the compliance of the pedagogical process to the established pedagogical rules, to identify the educational and educational effectiveness;
- to analyze the activities of the teacher and students in the educational process, to see the specific features of this activity;
- assess the individual development of the child under the influence of organized pedagogical influence in the process of different activities;
- use research methods, quantitative and qualitative analysis of collected materials, formulate grounded conclusions and pedagogical recommendations.
- analyze the degree of own readiness to work with students, determine the program of professional improvement.



The system of evaluation of learning achievements in the course of workplace training

The evaluation sheet is filled out by the student during the period of workplace training each time they visit the partner school of dual training. During the period of training, pedagogical or industrial practice the student keeps a diary of the established form. The sheet is not filled out during the practice period.

The digital sheet allows to record the date of completion and the student's mail.

In this sheet the student notes:

1. Time
2. Types of activities
3. Names of activities
4. Mentor
5. Students with whom they cooperated in the activity
6. Highlights of the day (positive aspects)
7. Negative facts (if any)
8. Facts and other evidentiary documents if necessary





Handbook - Guide with brief information about the educational process in Abai KazNPU <https://www.kaznpu.kz/ru/1346/page/>

Code of Ethics for Undergraduate and Graduate Students
(https://abaiuniversity.edu.kz/docs/kazyna/stud_master_rotated.pdf),

Educational Program

https://docs.google.com/document/d/1gh9cHaTnX8x8riAf9MzSoai3CUJmEoio/edit?usp=share_link&oid=111749762548662608163&rtpof=true&sd=true

Workplace Training Plan

https://docs.google.com/document/d/1Qtuxekah3XNDHQMbYUXwg3R_Mc2qShLj/edit?usp=sharing&oid=111749762548662608163&rtpof=true&sd=true.

The regulation on the record sheet-https://docs.google.com/document/d/17AM60t-ATpKBZ1XoLz4ujDG0e1d6SB59/edit?usp=share_link&oid=111749762548662608163&rtpof=true&sd=true.

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