

Order No. 188/N of the Minister of Education, Science, Culture and Sport of Georgia

6 September 2019, Tbilisi

On Approving the Rule for Recognition of Learning Outcomes Achieved within Non-Formal Education

On the basis of Article 22(1)(f) of the Law of Georgia “On Vocational Education” and Article 25 of the Organic Law of Georgia “On Normative Acts,” I hereby order:

Article 1

To approve the attached Rule for Recognition of Learning Outcomes Achieved within Non-Formal Education.

Article 2

To repeal Order No. 8/N of the Minister of Education and Science of Georgia of 3 February 2011 “On Approving the Conditions and Rule for Recognition of Non-Formal Vocational Education.”

Article 3

This Order shall enter into force upon its publication.

Acting Minister of Education, Science, Culture and Sport of Georgia
Mikheil Batiashvili

Annex: Rule for Recognition of Learning Outcomes Achieved within Non-Formal Education

Article 1. Scope of Regulation

1. This Rule establishes the rule and procedure for recognition, within vocational education, of learning outcomes achieved through non-formal education (hereinafter – non-formal education), except for regulated professions.
2. Non-formal education is part of the lifelong learning system, which means the acquisition of “knowledge and understanding,” “skills,” and/or “responsibility and autonomy” outside formal education.

Article 2. Purposes of Recognition of Non-Formal Education

The purpose of recognition of non-formal education is to confirm, for a person wishing to have non-formal education recognized (hereinafter – the seeker), the learning outcomes achieved outside formal education, in order to promote lifelong learning, personal development, continuation of studies and/or award of a qualification and/or employment/career growth/self-employment.

Article 3. Process of Recognition of Non-Formal Education

1. The process of recognition of non-formal education includes the following stages:
 - a) submission of an application;
 - b) consultation/documentation;

- c) assessment;
 - d) decision-making.
2. By decision of the commission, the assessment stage may include an examination.
 3. In order to ensure the process of recognition of non-formal education, the institution authorized to recognize non-formal education (hereinafter – the institution), taking into account the requirements of this Rule, creates a recognition commission (hereinafter – the commission) for the purpose of studying the application provided for by Annex No. 1 of this Rule and the seeker’s consultation form provided for by Annex No. 2 (hereinafter – the consultation form), and making a decision.
 4. The institution is obliged to ensure that information related to the process of recognition of non-formal education, this Rule, and the documentation/legal acts defined on its basis are accessible to interested persons.

Article 4. Submission of the Application

1. The seeker or his/her legal representative must submit to the institution:
 - a) an application;
 - b) a copy of an identity document;
 - c) where available, document(s) confirming non-formal education: a copy of employment contract(s), a job description, a certificate from the workplace, a certificate, etc.
2. The application must be submitted in written form and contain:
 - a) the name of the institution;
 - b) the seeker’s first name and surname, and actual and legal address;
 - c) e-mail;
 - d) telephone number;
 - e) the place and date of completing the application;
 - f) the seeker’s request for recognition of non-formal education, his/her field of employment/education, and the purpose of recognition of non-formal education;
 - g) the seeker’s signature;
 - h) a list of documents attached to the application, if any.

Article 5. Consultation/Documentation

1. For consultation on the recognition of non-formal education, the seeker applies to the institution in writing.
2. Consultation is carried out by the person responsible for providing consultation (hereinafter – the consultant).
3. The consultant is a person certified in accordance with the rule approved by the order of the Director of the LEPL – National Center for Education Quality Enhancement.
4. The consultant ensures that the seeker is consulted on:
 - a) the purposes of recognition of non-formal education;

- b) the documentation to be submitted for recognition of non-formal education, and the procedures, stages and expected results;
- c) other additional requirements and needs related to the recognition of non-formal education.

5. As a result of consultation, the consultant fills in the consultation form provided for by Annex No. 2 of this Rule and, together with it, presents to the commission information about the seeker and the documentation he/she has submitted.

6. When filling in the consultation form, at the consultation stage the consultant identifies the seeker's experience on the basis of the information provided by the seeker about the topics discussed and the relevant activities and the evidence presented, and as a result determines which learning outcome(s) achieved within non-formal education have been identified.

7. As a result of identifying the learning outcomes achieved within non-formal education, the consultant fills in field 3 of the consultation form, which indicates: the name of the learning outcome(s) of the vocational educational standard/module, the learning outcome achieved in a non-formal setting, the performance criterion described by the seeker, and the evidence confirming the stated circumstances.

8. In the consultation form, the consultant also records information about the seeker's competences and describes them.

Article 6. Composition of the Commission and Rule of Its Activity

1. In order to conduct the assessment process, the institution creates a commission consisting of no fewer than 3 members.

2. The following persons must be represented on the commission:

- a) a specialist of the relevant field – a representative of employers and/or of an employers'/sectoral association;
- b) a vocational education teacher of the relevant field;
- c) a representative of the institution.

3. Where necessary, the institution is authorized to include additional person(s) on the commission.

4. The chairperson of the commission is elected by the commission members from among its composition by majority vote.

5. The commission is authorized to consider a matter if a majority of its members attend.

6. A decision of the commission is considered adopted if supported by a majority of the members present. In the event of a tie, the vote of the chairperson of the commission is decisive.

7. The decision of the commission is reflected in the minutes of the commission meeting, which are signed by the chairperson and the secretary of the commission.

8. A commission member is obliged to declare any conflict of interest with the institution and self-recusal, indicating the relevant ground. A conflict of interest is considered to be the existence of a circumstance established by Article 92 of the General Administrative Code of Georgia.

9. The commission votes on the issue of self-recusal/recusal. The commission member who has declared self-recusal/against whom recusal has been declared does not participate in

making the decision. A commission member is considered self-recused/recused from the moment the commission makes the relevant decision.

Article 7. Study of the Matter by the Commission; Decision on Holding an Examination

1. At the assessment stage, the commission studies the consultation form submitted by the seeker and the documentation attached to it, and determines the possibility of confirming the learning outcomes.
2. The commission is authorized to require the seeker to submit additional document(s) and/or to decide to hold an examination (including observation/examination at the workplace) and/or another type of assessment for the purpose of recognizing non-formal education. It may also request additional information about the seeker from the consultant.
3. Following a decision to hold an examination and/or another type of assessment for the purpose of recognizing non-formal education, the commission is authorized to determine the organizational matters of the assessment and/or examination, and/or to create an examination commission, and/or to determine the person(s) to be involved in the assessment process/examination.
4. For conducting the process of recognition of non-formal education of persons with special educational needs, the creation of an examination commission is mandatory.

Article 8. Examination of the Seeker

1. The examination commission consists of teachers and representatives of employers of the relevant field. The consultant may participate in the work of the examination commission with the consent of the examination commission.
2. In the case provided for by paragraph 4 of Article 7, the members of the examination commission include persons with competence in the field of inclusive education, and the examination commission modifies the examination methods taking into account the individual needs of the seeker.
3. The institution is obliged to ensure that the seeker is informed, in writing, orally or by means of electronic communication, about the assessment methods/forms and procedure, as well as about the time and place of the examination(s).
4. Taking into account the specifics of the learning outcomes to be recognized, the examination may be held in written or oral form and/or by performing a practical task. In order to verify the seeker's practical competences, the examination/assessment is held on the premises of an educational institution and/or an employer.
5. Where an examination is held for the seeker, the commission considers the results of the examination conducted by the examination commission.

Article 9. Decision-Making

1. Recognition of non-formal education is carried out by assessing and confirming the learning outcome(s) defined in the vocational educational standard and/or module.
2. The commission makes one of the following decisions:
 - a) on recognition of non-formal education;
 - b) on partial recognition of non-formal education;
 - c) on refusal to recognize non-formal education.

3. A decision related to the recognition of non-formal education includes:
- a) the name of the institution;
 - b) the identity of the seeker;
 - c) the date and place of the decision;
 - d) the rule and time limit for appealing the decision.
4. In addition to the information provided for by paragraph 2 of this Article:
- a) the decision on recognition of non-formal education must contain information on which learning outcomes of which vocational educational standard and/or module the person has confirmed;
 - b) the decision on partial recognition of non-formal education must contain information on which learning outcomes of which vocational educational standard and/or module the person has confirmed, as well as information on which learning outcomes of which vocational educational standard and/or module the person has been unable to confirm, with the relevant reasoning;
 - c) the decision on refusal to recognize non-formal education must contain information on which learning outcomes of which vocational educational standard and/or module the person has been unable to confirm, with the relevant reasoning.
5. On the basis of the commission's decision, an order of an authorized person of the institution is issued confirming recognition, partial recognition, or refusal of recognition.
6. On the basis of the order confirming recognition of non-formal education, the institution issues to the seeker:
- a) in the case of confirmation of the learning outcomes defined by the module(s) – a certificate and an annex to the certificate;
 - b) in the case of failure to confirm in full the learning outcomes defined by the module(s) – a statement of the confirmed learning outcomes;
 - c) in the case of full confirmation by the seeker of the learning outcomes necessary to achieve the qualification provided for by the vocational educational standard – the institution issues a document certifying the qualification – a diploma.
7. In the case of partial confirmation by the seeker of the learning outcomes necessary to achieve the qualification provided for by the vocational educational standard, the institution does not issue a document certifying the qualification.

Article 10. Time Limit for Considering the Application and Making a Decision

1. The total time limit for considering the seeker's application on recognition of non-formal education and making a decision must not exceed 3 months.
2. The institution is obliged to notify the seeker of the decision within 3 working days of the decision being made.

Article 11. Electronic System for Managing Recognition of Non-Formal Education

The evidence related to the seeker's recognition of non-formal education and the documents certifying the qualification are reflected in the electronic system for managing recognition of non-formal education of the LEPL – Education Management Information System (hereinafter – the electronic system).

Article 12. Transitional Provisions

1. The LEPL – Education Management Information System is instructed to create the electronic system no later than 1 July 2020.
2. Until the electronic system is created, the process shall be conducted in material (paper) form.

Annex No. 1

Seeker's Application

Seeker's first name and surname: _____

Actual address: _____

Legal address: _____

E-mail: _____

Tel.: _____

Place and date of completion: _____

1. Field of employment/education: _____

2. Purpose of recognition of non-formal education:

- ☐ Personal development
- ☐ Continuation of studies
- ☐ Award of a qualification
- ☐ Employment
- ☐ Career growth
- ☐ Self-employment

3. Request: _____

Signature: _____

Annex No. 2

Seeker's Consultation Form

1. Consultation stage

No.	Date of meeting	Topics discussed / activities performed	Identified experience	Available evidence	Additional information

2. The learning outcome(s) achieved within non-formal education have been identified:

☐ Learning outcome(s) of the vocational educational standard

☐ Learning outcome(s) of the module(s)

Signatures:

Consultant: _____

Seeker: _____

3. Identified learning outcomes

Name and registration number of the vocational educational standard:

or

Name and registration number of the module: _____

No.	Name of the learning outcome(s) of the vocational educational standard/module	Learning outcome achieved in a non-formal setting	Performance criterion described by the seeker	Description of evidence	Evidence number	Additional information
01						
02						

Signatures:

Consultant: _____

Seeker: _____

Key competences

Key competence	Mark	Description
Communication in the mother tongue	☐ Yes ☐ No	
Communication in a foreign language	☐ Yes ☐ No	
Entrepreneurship	☐ Yes ☐ No	

Key competence	Mark	Description
Digital competence	☐ Yes ☐ No	
Mathematical skills and basic competences in science and technology	☐ Yes ☐ No	
Interpersonal and civic competences	☐ Yes ☐ No	
Cultural expression	☐ Yes ☐ No	
Ability to learn independently	☐ Yes ☐ No	

Signatures:

Consultant: _____

Seeker: _____