

# **Order No. 71/N of the Minister of Education, Science, Culture and Sport of Georgia**

10 April 2019, Tbilisi

## **On Approving the Rule and Conditions for Enrollment in Vocational Training Programs and Vocational Retraining Programs**

On the basis of Article 15(4) of the Law of Georgia “On Vocational Education,” I hereby order:

### **Article 1**

To approve the attached Rule and Conditions for Enrollment in Vocational Training Programs and Vocational Retraining Programs.

### **Article 2**

This Order shall enter into force upon its publication.

Minister of Education, Science, Culture and Sport of Georgia

**Mikheil Batiashvili**

## **Rule and Conditions for Enrollment in Vocational Training Programs and Vocational Retraining Programs**

### **Article 1. General Provisions**

The procedure for enrolling persons in vocational training programs and vocational retraining programs is established by the Rule and Conditions for Enrollment in Vocational Training Programs and Vocational Retraining Programs (hereinafter – the Rule).

### **Article 2. Announcement of Registration for a Vocational Training/Vocational Retraining Program**

1. The registration of applicants for a vocational training/vocational retraining program is announced through an electronic system, which is administered by the legal entity of public law – the Education Management Information System (hereinafter – the Management System).
2. A legal entity that, in accordance with the procedure established by legislation, has the right to implement a vocational training/vocational retraining program announces registration for that program in an open or closed manner.
3. Where registration is announced in an open manner, the information placed in the electronic system is public and accessible to any interested person.
4. Registration is announced in a closed manner only where the legal entity has a contract with another legal entity or an administrative body under which it must provide vocational training/vocational retraining for a certain circle of persons. When selecting applicants under the closed registration procedure, the legal entity is obliged to upload the document defined by this paragraph to the electronic system.
5. In order to announce the registration of applicants for a vocational training/vocational retraining program, the following must be indicated in the electronic system:
  - a) the name/legal form/identification code of the legal entity;

- b) the legal and actual address of the legal entity;
- c) the contact information of the legal entity (e-mail address, telephone number);
- d) the name of the vocational training/vocational retraining program;
- e) the type of the vocational training/vocational retraining program (training/retraining);
- f) the duration of the vocational training/vocational retraining program;
- g) the prerequisite for admission to the vocational training/vocational retraining program (age, education, etc.);
- h) a short description of the vocational training/vocational retraining program;
- i) the place of implementation of the vocational training/vocational retraining program;
- j) the maximum number of places in the vocational training/vocational retraining program;
- k) the level of the National Qualifications Framework (2nd/3rd/4th/5th);
- l) the form of selection of applicants for the vocational training/vocational retraining program;
- m) the start and end dates of applicant registration (the start/end date of registration must precede the start date of studies);
- n) the start and end dates of studies in the vocational training/vocational retraining program;
- o) the number of places available in the vocational training/vocational retraining program;
- p) the tuition fee for the vocational training/vocational retraining program;
- q) information on the funding of the vocational training/vocational retraining program;
- r) other information determined by the Management System.

6. The information provided for by sub-paragraphs “a”–“l” of paragraph 5 of this Article is generated automatically in the electronic system when the legal entity announces registration for the vocational training/vocational retraining program. The entry into the electronic system of the information provided for by sub-paragraphs “m”–“r” of paragraph 5 of this Article is ensured by the legal entity.

7. The legal entity is authorized to change the information it has entered in the electronic system no later than 3 working days before the end of the registration period for the vocational training/vocational retraining program. The applicant shall be notified of the change by e-mail.

### **Article 3. Registration of Applicants**

1. Where the legal entity announces registration in an open manner, the electronic system ensures that the information defined by paragraph 5 of Article 2 of this Rule is public and accessible to all interested persons; where registration is announced in a closed manner, the electronic system ensures that the information defined by paragraph 5 of Article 2 of this Rule is accessible to the persons defined by paragraph 4 of Article 2 of this Rule.

2. In order to register for a vocational training/vocational retraining program, the applicant is authorized on a special website and registers by means of an electronic application, or applies to the relevant legal entity, which carries out the registration using the electronic system.

Where registration is announced in a closed manner, the registration of applicants for the vocational training/vocational retraining program is carried out by the legal entity using the electronic system.

3. During the registration provided for by paragraph 2 of this Article, the applicant or the legal entity enters the following data into the electronic system:

- a) the applicant's first name, surname, personal number, and date of birth;
- b) the applicant's contact telephone number and e-mail address;
- c) the actual address/registration address;
- d) information on the applicant's education;
- e) data on special educational needs, on displaced person status, or on a family member registered in the Unified Database of Socially Vulnerable Families, where applicable;
- f) information on current occupation.

4. The registration made by the applicant is confirmed by sending a one-time code to the applicant's e-mail.

5. After completing authorization in the electronic system, the applicant selects the vocational training/vocational retraining program(s).

6. The applicant is authorized to cancel registration for a vocational training/vocational retraining program at any time.

7. For the collection and processing of electronic data, for the purposes defined by this Rule and in accordance with the procedure established by the legislation of Georgia, the Management System is authorized to receive and use personal data held in the electronic database of the LEPL – Public Service Development Agency, which operates within the governance area of the Ministry of Justice of Georgia.

#### **Article 4. Selection of Applicants**

1. Applicants wishing to enroll in a vocational training/vocational retraining program are selected in accordance with the rule established by the legal entity. The legal entity is obliged to provide the applicant with information about the selection procedure no less than 3 working days before the procedure begins.

2. Within 3 working days after the completion of the procedure defined by paragraph 1 of this Article, the legal entity, through the electronic system, ensures that the applicant is granted the status of a person entitled to enroll in the vocational training/vocational retraining program.

#### **Article 5. Acquisition/Termination of Listener Status**

1. A person entitled to enroll is obliged to submit the required documentation (where applicable) within the period established by the legal entity.

2. Where the requirement provided for by paragraph 1 of this Article is met, the legal entity ensures that the person entitled to enroll is granted listener status, which is confirmed by a contract concluded between the parties. Information on the granting of listener status is reflected in the electronic system before the start of studies in the relevant vocational training/vocational retraining program.

3. If places remain available after the enrollment process is completed, the legal entity is authorized to contact those applicants who were registered for the vocational training/vocational retraining program but, because of competition, did not make the list of persons entitled to enroll. The legal entity is obliged to ensure that such persons are granted listener status, that a contract is concluded with them, and that this is reflected in the electronic system, no later than 5 working days after the start of studies in the relevant program.

4. If the contract concluded with a listener is terminated, the listener's status is terminated, which the legal entity reflects in the electronic system within 3 working days.

#### **Article 6. Transitional Provisions**

1. Before the electronic system is created, but no later than 1 November 2019:

a) the LEPL – National Center for Education Quality Enhancement and the legal entity, for the purpose of announcing the admission of applicants to a vocational training/vocational retraining program, submit the information defined by paragraph 5 of Article 2 of this Rule to the Management System in the form determined by the Management System;

b) the legal entity itself ensures the recording of information on the granting/termination of listener status, and, as soon as the electronic system is created, the reflection of this information in the electronic system.

2. Before 1 November 2019, an applicant has the right to register for only one vocational training/vocational retraining program. This restriction applies from the start of the registration period for the vocational training/vocational retraining program until the person is granted listener status.