

Forms of continuing education of Tallinn Health College and procedures for conducting thereof

1. General Provisions

1.1 Forms for continuing education and the procedures of conducting thereof is the document setting out the forms of continuing education conducted in Tallinn Health Care College (the College) and the procedures for conducting thereof on the basis of the Institutions of Professional Higher Education Act, the Adult Education Act, the Development Plan and the Statutes of the College and other legal acts.

1.2 The objective of continuing education is to offer the possibility of acquisition and development of vocational, occupational and professional knowledge, skills and experience in the field of social care, health care and welfare and re-training based on the principles of lifelong learning.

1.3 The strategy of continuing education of the College is part of the strategy of the activities targeted to the general public.

1.4 The target group of the continuing education is the alumni of the College, employers, professional associations, employees of businesses, organizations, persons seeking retraining, employees and lecturers of the College, external partners and individuals interested in the field etc.

1.5 Continuing education may take place:

- 1.4.1 In the form of a course;
- 1.4.2 As subjects/modules of the curricula of the College;
- 1.4.3 As a training day or days (seminars, conferences, etc);
- 1.4.4 As e-learning;
- 1.4.5 In any other form suitable for learners.

1.6 The source document for conducting continuous education is a registered curriculum, which determines:

- 1.5.1 The name and purpose of the curriculum of the course;
- 1.5.2 The duration and volume of the studies (hours and ECTS);
- 1.5.3 The target group and the expected size of the group;
- 1.5.4 The conditions of commencement and completion of the course;
- 1.5.5 A brief description of the curriculum;
- 1.5.6 The expected learning outcomes;
- 1.5.7 A brief description of the study organization;
- 1.5.8 A list of reference literature;
- 1.5.9 The head of the curriculum and the faculty;
- 1.5.10. The documents to be issued.

2. Planning, organizing, conducting and reporting

2.1 Planning of continuing education is based on the analysis of training needs and feedback carried out once a year and the stakeholders needs and opportunities, ensuring coverage of all the disciplines taught. The results are available on the intranet of the College.

2.2 For each calendar year a plan of continuing education is compiled which shall be approved by the International Relations and Development team.

2.3 The College has the right to develop new courses meeting the requirements of the target groups when appropriate.

2.4 Continuing education is conducted by university faculty and/or professionals from outside the College, both from Estonia and abroad, who have the necessary competence.

2.5 Continuing education is organized and coordinated by the coordinator of continuing education.

2.6 The coordinator of continuing education keeps statistical and financial records about continuing education and collects, compiles and analyzes the feedback rating provided for the quality of the studies.

2.7 Reporting is held once a year per calendar year.

3. Financing

3.1 The Vice-Rector of Development and International Relations prepares for each calendar year a plan and the revenue forecast for continuing education.

3.2 Financing of continuing education can take place from the means of the College, the learners, the institution, or various programs and funds.

4. The documents to be issued

4.1 A certificate with the name and the logo of the College is issued to the person who has completed continuing education (Annex 1).

4.2 The certificate will have the following information: registration number of the certificate, the time, the recipient's first and last name and their personal identification number, the name of the training completed, the volume in European credit points and/or hours; a list of topics and/or learning outcomes, the names of the lecturers, the date of issuing of the certificate, the signature of the Vice Rector for Development and International Relations and the seal of the College.

4.3 If continuing education takes place in the framework of a program or project, the information is added to the certificate.

5. The rights and obligations of the learner

5.1 To obtain information about the content and organization of the training;

5.2 To obtain training materials to pass the continuing education;

5.3 To receive documents certifying completion of continuing education;

5.4 To participate in the study process provided in the curriculum;

5.5 To meet the requirements provided in the curriculum for completion of the continuing education;

5.6 To follow the generally accepted rules of conduct and clause (25) of the Rule of Study Organization of Tallinn Health Care College.

6. Approval and amendments

6.1 This Procedure shall take effect on its approval by the Council of the College for three years;

6.2 The right to initiate changes and improvements belongs to the structural units of the College;

6.3 The changes and the additions are approved by the Council of the College, but not more frequently than once during the academic year.