

APPROVED
by Decision No. 3-6
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of Vytautas Magnus University
Senate
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Decision No. SEN-N-58 of 16 November
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University Senate

DESCRIPTION OF PROCEDURE FOR ORGANISATION OF NON-FORMAL EDUCATION (TRAINING SERVICES) AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1.1. The Description of Procedure for Organisation of Non-formal Education (Training Services) (hereinafter referred to as the “Training Services”) at Vytautas Magnus University (hereinafter referred to as the “Description”) shall regulate the organisation and funding of training services provided at the University to the public as well as the division of responsibilities and functions at the University.

1.2. The Description has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Law on Non-formal Adult Education and Continuous Learning of the Republic of Lithuania, the Law on Education of the Republic of Lithuania, the Study Regulations of the University, and other legal acts as well as the current versions thereof.

1.3. Training services to the public can be provided by the academic and non-academic units of the University.

1.4. Terms used in the Description:

Training services – training services that meet the interests of the individual and society according to various programmes of professional, personal development, and acquisition of additional competences provided to persons not younger than 18 years of age.

A training and/or professional development programme (hereinafter referred to as the “Programme”) – a programme intended for the acquisition and/or development of professional or personal development as well as additional competences. The training and/or professional development programme shall be drawn up in accordance with the form of the Description (Annex 1), specifying the expected learning outcomes (competences) of the participant in the programme and the learning content, methods, tools and human as well as material resources necessary to achieve them. The programme may consist of one or more training modules with a duration of at least 8 hours. Participants shall be issued with certificates attesting to acquired competences. If the programme is aimed at developing the competences of teachers, the description shall be prepared in accordance with the requirements established for that target group and using the form approved by the order of the Chancellor of the Education Academy.

Other training and/or professional development activities (hereinafter referred to as “other activities”) – informational-educational events, personal and professional development lectures, seminars, courses, trainings, and other teaching/learning activities of a maximum duration of 8 hours. Participants shall be issued with certificates.

Certificate of Competence – a document in a form determined by the University issued upon completion of a training and/or professional development programme and the assessment of competences.

Certificate of Participation – a document in the form determined by the University issued for participation in a conference or courses and seminars.

II. ORGANISATION OF TRAINING SERVICES

2.1. Principles of the organisation of training services shall be as follows:

2.1.1. All activities shall be organised taking into account the training needs of external stakeholders and/or University staff.

2.1.2. Programmes carried out remotely shall be organised in accordance with the Description of Procedure for Non-Formal Education Services Provided Remotely at Vytautas Magnus University.

2.1.3. All programmes provided by the University must be registered in the Training Services System of the University. They are also published on the website of the University and in national registers.

2.1.4. Other activities must be registered and publicised at least 2 weeks before the start of the activity.

2.2. The preparation and approval of the programmes shall be carried out as follows:

2.2.1. The programmes shall be developed following an external stakeholder demand analysis and/or a market demand analysis carried out by the University staff.

2.2.2. The duration of the programmes (including contact time and independent work time) shall be estimated in hours.

2.2.3. The programmes shall be prepared and implemented according to a flexible schedule that is convenient for the participants and the University, based on the principles of adult training, using training formats that are tailored to the specificities of adult training and that help to bring the services of the University closer to the learners and thus meet their needs.

2.2.4. The programmes shall be prepared in accordance with the form of the Description (Annex 1) by an employee of an academic or non-academic unit or a group of them. The programmes of academic units shall be approved by the councils of the implementing units, while those of non-academic units shall be approved by a committee formed by the order of the Rector. If the programme is at university level, it shall be approved by a committee formed by the order of the Rector. An external evaluation panel may be set up to certify the programme. If it is intended to implement the Programme certified by external institutions, it shall be submitted together with an estimate to the Rector or his/her authorised person for permission to implement such Programme on behalf of the University.

2.2.5. The prepared and approved programmes shall be registered in the University Register and the Lithuanian Register of Qualification Development and Events and

supervised by the staff of the Professional Competence Development Centre. Programmes for teachers shall be registered and monitored by the Professional Development Institute of the Education Academy, which shall be responsible for professional development of teachers. The quality of programme implementation shall be the responsibility of the unit implementing the Programme.

2.3. Certificates to participants in training services shall be issued as follows:

2.3.1. Upon completion of the Programme, it shall be assessed whether the participant has acquired the competences provided for in the Programme, and the Certificate of Competence shall be issued to him/her. The assessment shall be carried out in accordance with the procedure set out in the Description of the Programme.

2.3.2. If the acquired skills are not assessed at the end of the activity, the person who has participated in the activity shall be issued with the Certificate of Participation.

2.3.3. Certificates of programmes, signed by the Rector or his/her authorised person, shall be issued in the Training Services System; certificates of other activities, signed by the head of the unit, shall be issued in accordance with the procedure established by the unit.

III. FUNDING OF TRAINING SERVICES

3.1. Training services can be funded by natural and legal persons and can also be implemented using project funds or funds provided for in contracts with private, state, and non-governmental and other institutions or organisations.

3.2. The estimate prepared for the implementation of the Programme shall be submitted together with the registration of the Programme to the Professional Competence Development Centre and shall be approved by the Rector. The estimate for other activities shall be approved by the head of the unit. If the Programme is intended for teachers, the estimate shall be submitted to the Professional Development Institute of the Education Academy and shall be approved by the Rector.

3.3. The estimate shall include all expenditure necessary to carry out the activities as well as funds for maintaining the infrastructure and developing the activities of the University and the unit organising the activities.

3.4. The costs of the training services provided under projects shall be calculated in accordance with the procedures set out in the project requirements.

IV. RESPONSIBILITIES AND FUNCTIONS OF UNITS ORGANIZING TRAINING SERVICES

4.1. The following units of the University providing services shall be responsible for the organisation of training services: the Professional Competence Development Centre shall be responsible for coordination, the Professional Development Institute of the Education Academy shall be responsible for coordination of activities for teachers, the Business and Social Partnership Centre of the Agriculture Academy shall be responsible for coordination of activities for farmers.

4.2. Responsibilities and functions of the Professional Competence Development Centre shall be as follows:

4.2.1. To work closely with academic and non-academic departments to provide management support for the implementation of training services.

4.2.2. To conduct market demand analysis and to prepare commercial offers for interested parties.

4.2.3. To coordinate the process of implementation of the programmes: to provide recommendations on the target group, to carry out registration by digital means, to conduct financial assessment and administer payment, to carry out centralised issuance of certificates and an assessment of the quality of services to ensure improvement.

4.2.4. To advise providers of training services on organisational issues.

4.2.5. To provide information to interested persons about the opportunity to participate in various training activities organised by the University.

4.2.6. To register programmes and their estimates, to collect and systematise information on other activities.

4.2.7. To provide reports on the implementation of programmes and their quality at the University.

4.2.8. To make recommendations for further programme delivery or improvement on the basis of market needs and quality assessment.

4.2.9. In cooperation with the organisers of the programmes, to carry out programme publicity activities and present programmes to the interested parties.

4.2. Responsibilities and functions of the University units providing training services shall be as follows:

4.2.1. To organise and provide training services, to be responsible for the quality assurance of the activities, and to provide all information to interested parties.

4.2.2. To prepare a high-quality, detailed description of the Programme, taking into account the comments of the Approval Committee and the estimates for services.

4.2.3. To provide the necessary information for the registration of training services in the system of the University and, at least 2 weeks before the start of the activities, to inform the Professional Competence Development Centre.

4.2.4. If the services provided are at the university level, to contact the Professional Competence Development Centre at least 2 months in advance regarding the preparation of a publicity and implementation plan and the selection of communication tools.

4.2.5. To publicise the programme through the available channels of the unit, University channels, and other means of communication.

4.2.6. To provide reports on ongoing activities.

V. FINAL PROVISIONS

5.1. To ensure the quality of training services, all persons and units involved in the process shall be guided by the principles of the quality system of the University and shall continuously carry out quality assessment and service improvement processes.



DESCRIPTION OF THE TRAINING PROGRAMME

Title in Lithuanian	<i>A short title that reflects the essence of the training service is recommended</i>
Title in English	<i>A short title that reflects the essence of the training service is recommended</i>
Programme code	<i>To be added after the programme registration</i>
Volume in credits or duration in hours	<i>X credits, X hours</i>
Brief description of the programme	<i>The information about the training activity you have developed will be made available to the public (up to 250 characters)</i>
Target group of participants, group size	<i>Minimum number of participants X Maximum number of participants X Brief description of the target group</i>
Competence group	<input type="checkbox"/> Group 1 – general competences <input type="checkbox"/> Group 2 – professional competences <input type="checkbox"/> Group 3 – personal competences <i>According to the Description of Procedure for Professional Development of Academic and Non-Academic Staff at Vytautas Magnus University approved by the Decision No. SEN-N-7 of 26 January 2022 of Vytautas Magnus University Senate:</i> <ul style="list-style-type: none"> • <i>Group 1 – general competences (foreign language competences, intercultural communication and cooperation competences, digital literacy competences, etc.).</i> • <i>Group 2 – professional competences (didactic competences, digital competences, research competences, subject competences, etc.).</i> • <i>Group 3 – personal competences (personal development competences, time management competences, etc.).</i>

Direction of activities – programme level	<input type="checkbox"/> Level A training programmes (for beginners) <input type="checkbox"/> Level B training programmes (for the experienced) <input type="checkbox"/> Level C training programmes (for experts) <p><i>According to the Description of Procedure for Professional Development of Academic and Non-Academic Staff at Vytautas Magnus University approved by the Decision No. SEN-N-7 of 26 January 2022 of Vytautas Magnus University Senate:</i></p> <ul style="list-style-type: none"> • <i>Level A training programmes (for beginners), which are intended for those who want to acquire new competences, to update general knowledge.</i> • <i>Level B training programmes (for the experienced), which are intended for those who want to deepen their competences and/or acquire new competences or who want to maintain existing qualifications.</i> • <i>Level C training programmes (for experts), which are intended for those who want to develop existing competences and share their experience with colleagues. These are proactive activities for experts in their field, using active and inclusive methods (e.g., exchange of experience, mentoring, etc.).</i>
Aim of the training	<i>It is recommended to set the aim as specific as possible</i>
Objectives to be achieved during the training	<i>It is recommended to provide no more than 3 objectives</i>
Contents	<i>Providing training:</i> <ol style="list-style-type: none"> <i>I. Structure (theory, practice, theory + practice)</i> <i>II. Topics</i> <i>III. What competence will be acquired by the participants in each part of the training (if more than one, specify them separately in each part)</i> <i>IV. What is the length of each part (in academic hours)</i>
Form of activity	<input type="checkbox"/> Seminar <input type="checkbox"/> Training <input type="checkbox"/> Courses <input type="checkbox"/> Other [specify]:
Duration of contact training	
Duration of independent learning	<i>Indicate if such is planned</i>
Skills to be developed	<i>After this training, the participants will be able to (indicate at least 3-4 points), for example: acquire the basics of marketing, learn to apply new techniques in managing a team, etc.</i>
Website address	https://mokymosiakademija.vdu.lt
Training provision address	Online Contact
Start date	DD/MM/YYYY

End date	DD/MM/YYYY
Language of instruction	
Participation fee	
Is it adapted for persons with special educational needs?	Yes/No
Coordinator's telephone number	
Coordinator's email address	
LECTURER OR TEAM OF LECTURERS	
Lecturer's name and surname	
Lecturer's email address	
Lecturer's telephone number	
Brief description of the lecturer	<i>up to 250 characters</i>