

APPROVED by
Member of the Management Board, Vice-Rector for
Strategic Development and Digitalization, PhD
T.E. Kanapyanov
 _____, 2025

WORK PLAN
of the Institute of Continuing Education
of Abylkas Saginov Karaganda Technical University NJSC for 2025

No.	Tasks for achieving the goals	Activities for implementation	Deadlines	Form of completion Expected number	Planned income (tenge)
1	2	3	4	5	7
GOAL 1. INCREASING THE EFFICIENCY OF ICE ACTIVITIES					
1.1	To carry out the analysis and to develop proposals to improve the efficiency of the ICE activities (including all the structural divisions)	• To conduct a study to determine the current needs of students and employers in the labor market	To February 20	✓ Analytical report	-
1.2	To make changes to the Regulation on Informal Education and to develop an algorithm for implementing informal education	• To assess the existing educational programs and their compliance with market requirements	To March 10	✓ Updated Regulation on Informal Education	-
1.3	To develop programs for advanced training and retraining of graduates (upgrade-professional courses)	• To develop an algorithm for implementing informal education	To May 15	✓ No less than 2 developed programs	-
GOAL 2. INCREASING THE NUMBER OF WHI EARN FROM THE DIGITAL EDUCATIONAL RESOURCES (DERs)					
2.1	To develop internal standards for quality assurance of MOOCs in accordance with international practices	<ul style="list-style-type: none"> • To analyze international standards and best practices • To carry out a comparative analysis of national and foreign MOOC quality assurance systems • To develop recommendations for the implementation of MOOC quality standards • To implement internal MOOC quality standards at the University • To monitor and quality control of MOOCs 	To April 1	<ul style="list-style-type: none"> ✓ Analytical report ✓ Online course quality assurance standard at the University ✓ Methodological guidelines for the teachers for use when designing MOOCs 	-
2.2	To introduce new technologies and practices to increase the motivation of the faculty through a system of paying the faculty for the development and	• To develop a Regulation to increase the motivation of teaching staff through a system of payment to teaching staff for the development and provision of training using digital educational resources	To 1 апреля	✓ Regulations	-

	provision of training using digital educational resources and				
2.3	To organize advanced training courses for the University faculty on the development of digital educational resources in accordance with internal quality standards	<ul style="list-style-type: none"> To inform the teaching staff of the new Regulation 	To May 1	✓ Certification of the staff	-
2.4	To organize work for launching an informal education platform	<ul style="list-style-type: none"> To develop and to launch an informal education platform for the University with the placement of digital educational resources developed by the University faculty that passed internal certification with mandatory author's deduction of a percentage of the cost of the course for each student who has completed the course and received a certificate 	To May 1	✓ Online platform for informal education	-
2.5	To increase the share of digital educational resources developed by the University teaching staff and posted on Kazakhstani and foreign online platforms (Skills Enbek, Coursera and other platforms) from the total number of digital educational resources of the university	<ul style="list-style-type: none"> Conducting an inventory of the University existing digital educational resources Organizing seminars with the participation of experts from Coursera, Skills Enbek and other platforms and concluding agreements Technical support for the process of creating digital educational resources (video studios, content editors) and creating a university profile on Coursera, Skills Enbek and other platforms 	Within 2025-2026	✓ DERs developed and posted on international and Kazakhstan online platforms	-
GOAL 3. PROFESSIONAL DEVELOPMENT OF THE SRAFF AND EMPLOYEES					
3.1	To organize advanced training courses for faculty and university staff, including with the participation of foreign experts <i>(at the expense of the University)</i>	<ul style="list-style-type: none"> To conduct a training seminar "Risk management at higher and postgraduate education organizations" To conduct a training seminar "Artificial intelligence in education: from theory to practice" To conduct a course on the topic "Education management" together with the Center of Economics and Entrepreneurship LLC To develop and to organize new advanced training courses To provide advanced training for the teaching staff on the issues of organizing inclusive education 	January 2025 February To the end of the year Permanently, on request of enterprises. To May 15	✓ Certification of the trainees ✓ Expected number 450 ✓ New advanced training courses	
GOAL 4. ADVANCED TRAINING COURSES FOR THIRD-PARTY ORGANIZATIONS AND INDIVIDUALS					
4.1	To organize advanced training courses for residents of the region, employees of organizations and enterprises and for non-formal education programs aimed at improving digital literacy at the age of 6-74 years <i>(on a paid basis)</i>	<ul style="list-style-type: none"> To organize advanced training courses for third-party organizations (expected number 170) To organize and to conduct Technical English for Engineers courses for enterprises (expected number 20) To develop, to organize and to conduct digital literacy courses (age 6-74 years (expected number 547) To expand the list of educational programs for additional education (including by categories of students and requests from enterprises) with 	Within the year	✓ Certification of the trainees	11500000 tenge

		annual content updates (up to 60%) • To update modules of the existing programs			
GOAL 5. INCREASING THE NUMBER OF STUDENTS AND MASTER STUDENTS STUDYING IN BASIC AND ADDITIONAL EDUCATION PROGRAMS					
5.1	To organize courses on programs for graduates of specialized master's programs, language and other courses (on a paid basis)	<ul style="list-style-type: none"> • To organize and implement training in the educational program of the pedagogical profile (EPPP) for persons who have completed a specialized master's degree (up to 15 people) • To organize courses to prepare for KAZTEST (up to 20 people) • To organization of IELTS courses for all the comers (course for master students) (up to 20 people) • To organize and implement scientific and technical training courses (up to 40 people) 	February-May	✓ Certification of the trainees	8595000 tenge
GOAL 6. DEVELOPMENT OF MARKETING EVENTS AIMED AT AWARENESS AND INCREASING THE NUMBER OF APPLICANTS FOR CONTINUING EDUCATION					
6.1	To ensure implementation of events aimed at disseminating information about opportunities for obtaining additional education	<ul style="list-style-type: none"> • To develop booklets, posters, presentations and videos with information about courses, trainings and programs of additional education, organize the shooting of videos about the activities of the ICE. • To use actively social networks to publish information of the courses, promotions and events. • To conduct open seminars and webinars, where specialists will talk about the opportunities and advantages of additional education • To form Create a FAQ section on the University website with answers to frequently asked questions about the possibilities of obtaining additional education • To send image materials to potential clients • To create an email newsletter for the key partners 	To May 1 Permanently	<ul style="list-style-type: none"> ✓ A ready-made image portfolio on the activities of the ICE (digital and printed version) ✓ FAQ section on the site ✓ Social media outreach ✓ Video films 	-
GOAL 7. ORGANIZING THE SILVER UNIVERSITY PROGRAM					
7.1	To provide training courses for the older generation	<ul style="list-style-type: none"> • English for travelling • Financial literacy of the population • Kazak tili (endi uyrenushilerge tez zhane onay) • Kazak tili (auyzek karym-katynas zhasau ushin) • Digital literacy and cyber hygiene • Nordic walking • Basics of painting 	Within the year	<ul style="list-style-type: none"> ✓ Certification of the trainees ✓ Expected number 120 	-
GOAL 8. ENSURING HIGH-QUALITY TRANSLATION OF DOCUMENTS ON THE UNIVERSITY MAIN BUSINESS PROCESSES					
8.1	To carry out the analysis and to develop proposals on the possibility of participating in various projects in the area of translation services	To carry out the analysis and to develop proposals on the possibility of participating in various projects in the area of translation services	To March 10	<ul style="list-style-type: none"> ✓ Analytical report ✓ Proposals 	-

8.2	To improve the quality of translation into the state and English languages of the main documents of the University, including the University website	<ul style="list-style-type: none"> • To monitor the University website to identify not translated pages and documents, to check the quality of translations on the University website, and to provide a report with the errors found • To implement tools (computer translation) to improve the work efficiency, processing requests and providing translation services for cooperation • To train and to retrain translators • To collect the customer feedback on translation services • To analyze the information received to improve the quality of services • To develop and to implement the marketing strategies for centralized promotion of translation services 	To March 28 To March 28 To April 10 To April 10 Within the year Permanently To April 10	✓ Report on the quality of translation of university website pages ✓ Tools for improving the work efficiency ✓ Report on marketing activities	-
TOTAL					20 095 000 menze

Note: *DEVELOPMENT PROGRAM of Abylkas Saginov Karaganda Technical University for 2024-2029; DEVELOPMENT PLAN of Abylkas Saginov Karaganda Technical University for 2025-2029*

Head of the Institute of Continuing Education

G.D. Aubakirov