

AGENCY FOR QUALITY CONTROL OF EDUCATION AND RATING



Approved

The General Director of the AOCER

Smankulova Zh.E.

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STANDARDS OF INSTITUTIONAL ACCREDITATION OF SECONDARY EDUCATION ORGANIZATIONS

Almaty, 2024

1. Developed by the Agency for Quality Control of Education and Rating.
2. Recommended by the Expert Council on Secondary Education of the Agency for Quality Control of Education and Rating.
3. Approved and put into effect by the order of the Director General of the Institution «Agency for Quality Control of Education and Rating» dated September 10, 2024, Order No. 4.
4. This standard implements the norms of the Law of the Republic of Kazakhstan «On Education» dated July 27, 2007 No. 319-III (with amendments and additions as of 20.08.2024).

Content

Introduction.....	4
1. Scope of application.....	5
2. Regulatory references.....	5
3. Terms and definitions.....	6
4. Designations and abbreviations.....	7
Standard 1 The effectiveness of management and leadership.....	7
Standard 2 Educational programs.....	8
Standard 3 Teachers and learning effectiveness.....	9
Standard 4 Pupils.....	10
Standard 5 Interaction with parents.....	11
Standard 6 Resources: logistical, financial, library and information.....	12
Standard 7 Internal quality assurance system.....	13
Standard 8 Informing the public.....	14
The procedure for making changes and additions.....	15

Introduction

Obtaining accreditation and recognition from society and the professional educational community are necessary conditions for the legitimate existence of secondary education organizations.

Compliance with the standards set by accredited agencies guarantees the high quality of the educational programs provided and the recognition of such organizations by all participants in the quality assurance process in the field of secondary education. The procedures for national and international accreditation of secondary education organizations are entrusted to specialized agencies that are members of international networks.

The standards of the Agency for Quality Control of Education and Rating are based on the principles of ESG and fully comply with them. They take into account key aspects of ensuring the quality of education, reflecting the trends of the Bologna process, such as objectivity, transparency, mobility and public awareness. In addition, the standards include the current requirements of the national educational policy and legislation.

Standards and criteria for accreditation of secondary education organizations

1. Scope of application

1.1. This standard defines the mandatory requirements for the organization and implementation of the accreditation procedure for secondary vocational education institutions.

1.2. This Law applies to all types of secondary vocational education institutions, regardless of their organizational and legal form and departmental affiliation.

1.3. In addition, this standard can be used by institutions of secondary vocational education to conduct an internal assessment of their own activities and develop an appropriate internal regulatory framework.

2. Regulatory references

These standards use references to the following normative documents:

1. The Law of the Republic of Kazakhstan «On Education» dated July 27, 2007 No. 319- III (with amendments and additions as of 08/20/2024).

2. The Law of the Republic of Kazakhstan "On Accreditation in the field of conformity assessment" (with amendments and additions as of 06/08/2024).

3. Order of the Acting Minister of Education of the Republic of Kazakhstan dated March 2, 2023 No. 59 «On approval of the Development Plan of the Ministry of Education of the Republic of Kazakhstan for 2023-2027» (as amended on 07/22/2024).

4. Order of the Minister of Industry and Trade of the Republic of Kazakhstan dated October 29, 2008 No. 430 «On approval of forms of documents accreditation in the field of conformity assessment and standard forms of pre-accreditation, post-accreditation agreements» (with amendments and additions as of 03.09.2023).

5. Order of the Minister of Education of the Republic of Kazakhstan dated August 3, 2022 No. 348 «On approval of State mandatory standards of preschool education and training, primary, basic secondary and general secondary, technical and vocational, post-secondary education» (with amendments and additions as of 09/01/2024).

6. Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 8, 2012 No. 500 «On approval of standard curricula of primary, basic secondary, general secondary education of the Republic of Kazakhstan» (with amendments and additions as of 09/01/2024).

7. On amendments and additions to the Order of the Minister of Education and Science of the Republic of Kazakhstan Dated October 30, 2018, No. 595 «On approval of Standard Rules for the activities of educational organizations of appropriate types» Order No. 614 of the Acting Minister of Education and Science of the Republic of Kazakhstan dated December 29, 2021.

3. Terms and definitions

These standards use terms and definitions in accordance with the legislation of the Republic of Kazakhstan, namely: the Laws «On Education» and «On Accreditation in the field of conformity assessment», as well as the State Mandatory Standards of primary, basic secondary and General Secondary Education.

In addition, these standards define the following concepts:

3.1 Accreditation body: A legal entity that develops standards (regulations) and conducts accreditation of educational organizations based on standards (regulations) developed by it.

3.2 Accreditation of educational organizations: The procedure for recognizing by the accreditation body the conformity of educational services provided with established accreditation standards (regulations) in order to provide objective information about their quality and confirm the availability of effective mechanisms to improve it.

3.3 External examination: A procedure conducted by an accreditation body based on standards and criteria of specialized accreditation, covering all aspects of the activities of secondary education organizations, based on the results of which a decision is made on the compliance or non-compliance of the organization with the requirements of specialized accreditation.

3.4 Distance learning technologies: Learning carried out using information and communication technologies and telecommunication means with indirect (at a distance) or not completely indirect interaction between a student and a teacher.

3.5 Knowledge: Information, norms used in individual and professional activities.

3.6 Evaluation criteria: A set of indicators used to accredit the activities of secondary education organizations.

3.7 Training: A purposeful process of organizing the activities of students and pupils to acquire knowledge, skills, skills and competencies, develop abilities, gain experience in applying knowledge in everyday life and form motivation for acquiring knowledge throughout life.

3.8 Curriculum: A single set of basic characteristics of education, including goals, results and content of training, organization of the educational process, methods and methods of its implementation, criteria for evaluating learning outcomes.

3.9 Self-assessment procedure: An internal assessment process conducted by a secondary education organization based on accreditation standards and criteria, based on the results of which a self-assessment report is prepared.

3.10 Accreditation standards (regulations): Documents of the accreditation body that establish the requirements for the accreditation procedure.

3.11 Organization of secondary education: An educational organization that implements general educational programs for preschool education and training, primary, basic secondary, general secondary education, specialized general

education and special educational programs.

3.12 Curriculum: A program that defines for each academic subject, each academic discipline and (or) module the content and scope of knowledge, skills, skills and competencies to be mastered.

4. Designations and abbreviations

The following designations and abbreviations are used in these standards:

AC – Accreditation Council

EEG – external expert group

SCSE – The State compulsory standard of education

AQCER – Agency for Quality Control of Education and Rating

OSE – organization of secondary education.

STANDARD 1. The effectiveness of management and leadership

Management systems and administrative structures in the field of secondary education function in order to implement the development strategy and objectives of educational institutions arising from the state policy in the field of education in general and specific to secondary education in particular.

Criteria

1.1 The goals and objectives of the OSE are defined in the strategic development plan and take into account the needs of both internal and external stakeholders.

1.2 The OSE has short-, medium- and long-term strategic plans, as well as clear mechanisms for their control and implementation. The development strategy of the OSE corresponds to material and human resources and is aimed at meeting the needs of students and teachers.

1.3 The OSE of secondary schools informs all interested parties about its goals, objectives and development strategies, evaluates their achievements and regularly reviews them taking into account the opinions of interested parties.

1.4 The OSE management system is fixed in the OSE documents and provides for the participation of students and teachers in decision-making processes.

1.5 The functional responsibilities and powers of managers are clearly defined in the governing documents to ensure effective management and comply with the requirements of the Law of the Republic of Kazakhstan «On Education».

1.6 The OSE analyzes the general situation and relies on reliable data when making decisions.

1.7 The OSE has mechanisms for collecting data on the effectiveness of training programs and other processes.

1.8 The OSE uses objective methods to assess the quality of quantitative and qualitative curriculum data.

1.9 The organizational, functional and staff structures of the OSE correspond to the material and technical resources.

1.10 The activities of the OSE are strictly regulated by a system of internal documents, including internal regulations, regulations and job descriptions.

1.11 Heads of structural divisions have the necessary qualifications for effective management of the OSE.

1.12 The OSE periodically analyzes the data and, if necessary, implements changes in data collection methods.

STANDARD 2. Educational programs

Educational programs are implemented in strict accordance with the legislation of the Republic of Kazakhstan and international standards, as well as harmonized with the mission and goals of secondary education organizations.

Criteria

2.1 The curricula of the OSE fully comply with the State compulsory standard (SCS) of primary, basic secondary and general secondary education, as well as standard curricula. Their structure provides the necessary level of training for students.

2.2. When formulating the OSE training programs, the expected learning outcomes are taken into account, which are consistent with the profile and mission of the organization.

2.3 The OSE implements a policy aimed at ensuring consistency between the teaching and training methods of students, as well as the expected results recorded in the curricula.

2.4 In the OSE, the priority is to assess student performance based on achieved learning outcomes.

2.5 The development of curricula is carried out taking into account the principles of differentiation and integration of educational content.

2.6 Educational programs include modern components aimed at a harmonious combination of academic training, the formation of student independence and spiritual and moral education.

2.7 The organization of extracurricular activities in the OSE is aimed at the comprehensive development of students, including spiritual and moral, civil and patriotic, artistic and aesthetic, labor and physical education.

2.8 The OSE implements a policy providing for continuous monitoring of the curriculum in order to increase its effectiveness, as well as making necessary adjustments and improvements.

2.9 The curricula are regularly reviewed and improved. For this purpose, their expert assessment is carried out.

2.10 The internal quality assurance system of an educational institution monitors the quality of educational programs within its internal quality assurance

system. Stakeholders are actively involved in this process, providing valuable feedback.

2.11 During the implementation of the training program, data on its effectiveness are systematically collected and analyzed. The assessment of the level of knowledge and competencies of students is carried out. In addition, feedback from students on the quality of education is being collected.

2.12 The OSE determines and, if necessary, reviews and improves the best methods for collecting and analyzing information.

2.13 The scope of the curriculum ensures that the planned learning outcomes are achieved.

2.14 The content of the curriculum is based on the expected learning outcomes, taking into account the integration of the content of academic subjects on the basis of interdisciplinary connections.

2.15 The development of the curriculum takes into account the principles of inclusive education, providing all students with equal opportunities to achieve their educational goals.

2.16 The curriculum is developed, approved and periodically reviewed with the active participation of all stakeholders.

2.17 The OSE promotes the development of students' information literacy and skills in using information technology for educational purposes.

STANDARD 3. Teachers and learning effectiveness

The organization of secondary education has a highly qualified teaching staff capable of effectively implementing the set curricula and achieving the stated goals.

Criteria

3.1 The OSE guarantees the availability of a sufficient number of teachers with the necessary qualifications and experience for the successful implementation of the curriculum in accordance with the legislation of the Republic of Kazakhstan.

3.2 The OSE has a personnel policy aimed at ensuring the quality implementation of the curriculum.

3.3 The OSE employs highly qualified specialists who are able to effectively fulfill the mission of the organization and achieve their goals within the framework of training programs.

3.4 Basic education, additional training and advanced training in accordance with the updated content of education, internships and professional experience of teachers contribute to the achievement of the objectives of the curricula.

3.5 The OSE implements policies and procedures for the regular assessment of teacher qualifications.

3.6 The OSE organizes methodological work with teachers, taking into account the needs identified during regular evaluations (both internal and external).

3.7 The OSE promotes the professional growth of employees.

3.8 The OSE guarantees the availability of the necessary technical and

administrative personnel for the implementation of strategic objectives.

3.9 The teaching staff actively participates in scientific, methodological and research work.

3.10 The OSE introduces modern learning technologies and innovative methods of assessing students' knowledge into the educational process.

3.11 Teachers are familiar with the methodology of developing tasks for summative assessment for a section (SAS) and summative assessment for a quarter (SAQ), correctly determine the descriptors and the assessment scale.

3.12 The teaching staff effectively uses the capabilities of the electronic magazine «Kundelik», forming reports on the results of summative assessment for the section (SAS) and summative assessment for the quarter (SAQ), analyzing the academic performance and quality of students' knowledge.

3.13 The staff of the educational institution, including the teaching staff, strictly adhere to the principles of academic integrity and the requirements of the Code of Professional Ethics.

3.14 The curriculum regulates in detail the teaching and evaluation methods aimed at achieving the planned educational results. The training practices applied within the framework of the program guarantee the realization of these results.

3.15 The teaching staff implements advanced teaching methods recognized by the international community.

3.16 The teaching staff provides teaching in several disciplines in English.

3.17 The OSE implements effective mechanisms for evaluating the quality of teaching methods.

3.18 The OSE uses an effective incentive system for teaching staff.

STANDARD 4. Pupils

The organization of secondary education provides comprehensive support to students and creates favorable conditions for successful learning.

Criteria

4.1 The OSE has mechanisms in place to ensure a fair and transparent enrollment, selection and admission process for students. The procedures for the formation of a contingent of students, as well as transfer and rehabilitation, are approved in accordance with established regulatory requirements.

4.2 The OSE provides students with access to information about internal regulations, the working hours of student support services and other structural units. Contact details of teachers and administration are provided.

4.3 The OSE informs students about assessment methods and criteria (both final and intermediate), as well as expected learning outcomes.

4.4 In the OSE, students are familiarized with the features and capabilities of the electronic magazine «Kundelik». They are able to receive the necessary information about their academic performance and track its dynamics.

4.5 The OSE implements policies and procedures aimed at identifying the educational needs of students.

4.6 The OSE provides consulting services and opportunities to participate in extracurricular activities in order to ensure effective student learning.

4.7 The OSE has established regulated rules and a schedule for students' interaction with management and administrative staff to receive additional support and advice.

4.8 The OSE has an authorized representative for the protection of the rights of students.

4.9 The OSE has mechanisms for ensuring the quality of educational, consulting and other services, as well as tools for their assessment.

4.10 The OSE organizes the work of student services: canteens, medical offices, gyms, computer classes, libraries, leisure centers.

4.11 In the OSE, conditions have been created to guarantee the safety of students, and instructions on behavior in emergency situations have been developed.

4.12 The educational institution provides students with the necessary didactic materials and information resources.

4.13 The institution implements a system of internal monitoring of the quality of education, which includes an analysis of the readiness of graduating classes, the results of ongoing knowledge control, examination tests and final certification in the secondary education system.

4.14 The institution guarantees an appropriate level of organization and conduct of practical classes, training of students in workshops and laboratories.

4.15 Surveys are regularly conducted among students and graduates in order to assess their satisfaction with the quality of education.

4.16 The institution systematically analyzes the rates of admission of graduates to higher and secondary specialized educational institutions.

4.17 The OSE implements an individual approach to working with students with learning difficulties and gifted children through the organization of additional educational activities such as electives and clubs.

4.18 The OSE uses developed methodologies and tools to evaluate the effectiveness of student support services.

STANDARD 5. Interaction with parents

The organization of secondary education cooperates with parents (legal representatives) in order to promote the academic performance of students and their implementation of the educational goals set by the curriculum.

Criteria

5.1 The OSE determines and monitors the mechanisms of interaction with the parents (legal representatives) of students.

5.2 The OSE promotes the development of constructive relationships with parents (legal representatives) of students, systematically identifying the state of these relationships.

5.3 The OSE informs parents (legal representatives) about the objectives of

educational programs, their features and conditions of implementation.

5.4 The OSE has a formalized organization representing the interests of parents (legal representatives) of students, which carries out its activities on a permanent and regular basis.

5.5 The OSE provides parents (legal representatives) with access to the electronic magazine "Kundelik", where they can at any time get acquainted with information about their children's academic performance, reports on the results of education for the quarter and academic year. The OSE also informs parents about opportunities and potential risks in a timely manner.

5.6 The educational institution systematically publishes information for parents (legal representatives) on its official website and conducts regular monitoring to assess satisfaction with the quality and volume of information provided.

5.7 The institution carries out an independent assessment of its activities in key areas: the effectiveness of management, the organization of the educational process, the system of assessment of academic performance, interaction with parents (legal representatives), the state of the material and technical base, related services and other important aspects.

5.8 Parents (legal representatives) are given the opportunity to participate in the life and activities of an educational institution within reasonable limits. The institution has an established procedure for considering issues raised by parents (legal representatives).

5.9 Parents (legal representatives) have the right to file complaints through an organization representing the interests of parents (legal representatives) of students. The Educational Organization (OSE) has a regulated complaint procedure, characterized by transparency, openness and efficiency.

5.10 The OSE has approved an appeal procedure based on the results of the consideration of complaints, which provides, among other things, the procedure for considering unsatisfied complaints, the formation of an independent body for reconsideration, as well as the participation in this process of persons unrelated to the management and founder of the OSE.

5.11 The OSE guarantees the confidentiality of submitted complaints, the process of their consideration, public decision-making based on the results of the review and the procedure for access to these materials for various categories of persons.

STANDARD 6. Resources: logistical, financial, library and information

Secondary education organizations have the necessary resources to create a favorable educational environment and successfully fulfill their mission and goals.

Criteria

6.1 The OSE effectively manages material resources in strict accordance with the legislation of the Republic of Kazakhstan.

6.2 In order to achieve its mission and goals, the OSE allocates the necessary

financial resources, providing the educational process with appropriate equipment and favorable conditions. For this purpose, short-term, medium-term and long-term plans are being developed, which specify the sources of financing, the amount of budgetary and extra-budgetary funds, as well as the structure and level of the budget.

6.3 The OSE has a sound financial policy that guarantees the integrity and continuity of the training programs offered.

6.4 The OSE has a rational information and documentation management system.

6.5 The Educational Institution has implemented a system for evaluating the effectiveness of resource use, their accessibility for students and teachers, as well as compliance with modern requirements (equipment, laboratories, tools).

6.6 The OSE has the necessary number of subject rooms equipped with modern technology; educational laboratories and workshops that comply with sanitary and epidemiological standards and implemented curricula.

6.7 The OSE also has computer classes, interactive classrooms, a language lab and teaching rooms with a sufficient number of places.

6.8 The material and technical base of the OSE is regularly updated and replenished in order to effectively implement training programs.

6.9 The OSE provides high-speed Internet access, as well as Wi-Fi zones in an amount sufficient to meet the educational and professional needs of students and teachers.

6.10 The OSE has an electronic platform designed to support the educational process.

6.11 The library fund of the OSE contains educational and methodical literature on social, humanitarian and natural sciences and mathematics. The OSE regularly evaluates the effectiveness of the library fund, its updating and updating.

6.12 The OSE has access to educational literature on electronic media. OSE regularly evaluates the share of e-learning materials, their availability, as well as the effectiveness of purchased e-textbooks and materials. OSE also evaluates the proportion and effectiveness of educational materials developed by the teaching staff of the organization, and evaluates the availability of the electronic reading room fund for students.

6.13 The OSE provides access to electronic catalogs, including remote access.

6.14 The OSE conducts a systematic assessment of the level of satisfaction of students and teachers with technical means of education.

STANDARD 7. Internal quality assurance system

The organization of secondary education implements an internal quality control system in order to form a quality culture and continuously improve all aspects of the educational process.

Criteria

7.1 The Organization has internal policies and procedures aimed at ensuring

the quality of the educational process.

7.2 For effective management of internal quality assurance processes, the OSE allocates the necessary time, material, human and financial resources.

7.3 Both internal (students, teachers, graduates) and external stakeholders (independent experts from the educational field) are actively involved in the quality assurance system. Such interaction plays a key role in the development of a quality culture.

7.4 The OSE has implemented a system for evaluating students' academic achievements based on the use of criteria.

7.5 The teaching staff and the management of the Educational Organization (OSE) regularly undergo the certification procedure.

7.6 The effectiveness of the internal quality assurance system of education is periodically evaluated and reviewed.

7.7 The internal quality assurance system serves as the basis for the successful completion of an external assessment. The OSE ensures transparency of all its processes by providing information to stakeholders both inside and outside the organization.

7.8 The data obtained during the assessment by the internal quality control system are used to improve curricula and the educational environment.

7.9 The internal quality assurance system provides the OSE with generalized information on all relevant policy areas, including the procedures and tools used to achieve the goals of the organization and ensure the quality of education.

STANDARD 8. Informing the public

The organization of secondary education guarantees the openness of its internal procedures and processes, making them accessible to everyone. It also systematically informs the public about its work in the context of ongoing educational programs.

Criteria

8.1 The OSE informs the public about its activities by providing the following information:

- Study programs: description of the content and structure of the offered educational programs;
- expected learning outcomes: formulation of competencies and knowledge that students should acquire at the end of each program;
- teaching and assessment methods: detailing pedagogical approaches and performance assessment systems;
- success indicators: data on the number of graduates who have completed their studies, as well as on opportunities for continuing education, including information on admission to higher education institutions;
- achievements of students: information about the winners of Olympiads and competitions of scientific projects of various levels;
- Student support: description of student support services, including the

organization of leisure and extracurricular activities;

- teaching staff: information about school teachers;
- partners: information on cooperation with organizations and institutions;
- school-wide events: announcements and reports on educational and educational events;
- significant events: highlighting the highlights of school life.

8.2 It is necessary to assess the state of visual information presented on stands, banners in corridors, recreation areas, classrooms. The assessment should cover:

- Information content;
- Design quality;
- Literary correctness of the content.

8.3 An important aspect is the publication of the results of both internal and external assessment of the quality of education, as well as information on measures taken on the basis of these assessments:

- Results of internal assessment;
- Results of an external evaluation;
- Action plan to improve the quality of education;
- Reports on implemented changes;
- Results of stakeholder satisfaction surveys and implemented changes based on identified issues.

8.4 Sustainable feedback mechanisms should be established in the OSE to ensure effective interaction with the society.

8.5 It is necessary to assess the relevance of the content of the educational organization's website, its effectiveness and accessibility to a wide audience: students, parents, representatives of the society and other interested persons.

The procedure for making changes and additions

Amendments and additions are made by AQ CER on the basis of proposals received from the expert community, secondary education organizations and other interested legal entities and individuals.

AQ CER conducts a thorough examination of the received proposals and comments in order to assess their validity and expediency in accordance with established regulatory procedures.

The AQ CER Expert Council, based on the results of the examination, decides on the acceptance or rejection of the proposed amendments and additions by a majority vote. Based on the results of the vote, the Council sends its recommendation to the management of the accreditation body on approval or non-approval of the proposed changes.

Amendments and additions to the accreditation standards approved by the order of the Director General of AQ CER are published in the form of a new edition of the standards with an indication of the changes made, or in the format of a separate leaflet to the current standards.