

## **Bases for ensuring quality**

Bases for ensuring the quality of EME's refresher trainings

The bases for ensuring the quality of refresher trainings provide the procedure for collecting feedback regarding the refresher training curricula, ensuring the quality of the instructors and the learning environment, and the refresher training courses of MTÜ Eestimaaehitus (hereinafter EME).

In organising refresher training, EME is guided by the Adult Education Act, the refresher training standard, and the organisation of refresher training at EME.

1. Ensuring the quality of refresher training curricula.

1.1 EME refresher training curricula are prepared pursuant to the requirements set in the refresher training standard.

1.2 As a rule, the basis for preparing a professional refresher training curriculum is the corresponding professional standard and a part of the state curriculum or EME curriculum of the profession or field.

1.3 The curriculum is based on the needs of the target group and is based on learning outcomes.

1.4 A refresher training curriculum specifies:

1) the name of the curriculum;

2) curriculum group based on the standard classification of education ISCED 97 (International Standard Classification of Education, UNESCO; 1997);

3) the basis for preparing the curriculum;

- 4) total volume and structure of the curriculum, including the volume of contact lessons (if there is a clear difference, also the proportion of practical work in the contact lessons), practical training, and independent work;
- 5) description of the used learning environment;
- 6) target group and requirements for commencing studies if these are a requirement for achieving the learning outcomes;
- 7) objective of the studies;
- 8) learning outcomes;
- 9) content of the course (topics and subtopics);
- 10) learning methods used;
- 11) description of independent work and a list of required learning materials;
- 12) requirements for completing studies, including evaluation methods and criteria;
- 13) description of qualification certifying the educator's competency or a description of their learning or work experience;
- 14) date of approval of the curriculum.

2. Ensuring the quality of adult educators.

2.1 Refresher training is carried out by educators with the corresponding education in the field and/or work experience in the field.

2.2 The educators carrying out the refresher training have experience in educating adults.

2.3 The quality of the educators is evaluated by the training managers as well as on the basis of the learners' feedback.

### 3. Ensuring the quality of the learning environment.

3.1 EME's refresher training takes place in learning facilities that have modern fittings. Theoretical studies are carried out in rooms that are furnished suitably for adult learners and equipped with presentation equipment. Practical training takes place in practical work rooms with necessary technological devices and devices.

3.2 EME's training premises, learning technology, and learning equipment comply with the requirements for occupational health and safety provided in the Occupational Health and Safety Act.

### 4. Procedure of collecting feedback regarding refresher training.

4.1 During the training, the training specialist, training managers, and educators collect verbal feedback from the learners and educators, on the basis of which, changes are made to the organisation of the training to ensure the best training quality for each training group.

4.2 At the end of every course, the participants and educators fill in a training feedback sheet, which, depending on the training, is filled in either on paper on site or electronically. The feedback includes questions regarding the organisation of the training, the content (curriculum) of the training, and educators. The feedback is analysed together with the educators and improvements are made to future trainings on the basis of the results.