

Published on 07.02.2011

Registered with the  
Ministry of Justice of Georgia  
Registration Code  
430.030.000.22.022.016.050

**Order №8/N**  
**Of the Minister of Education and Science of Georgia**  
**3 February 2011 Tbilisi**

**On the Approval of the Conditions and Procedure of Recognition of  
Informal Professional Education**

Based on Article 15 (g) of the Law of Georgia on Professional Education and Paragraph 2 (l) of Article 3 of Resolution N37 of the Government of Georgia on The Approval of the Charter of the Ministry of Education and Science of Georgia, dated 21 May 2004, **I hereby order:**

**Article 1.** The conditions and procedure of recognition of professional education, as annexed, shall hereby be approved.

**Article 2.** This Order shall come in force upon its publication.

*D. Shashkin*

Annex

**Conditions and Procedure of Recognition of Informal Professional  
Education**

**Article 1. Scope of Regulation**

This Procedure shall set the conditions and procedure of recognition of informal professional education.

**Article 2. The Right to Recognise Informal Professional Education**

1. Informal professional education can be recognised within I-III levels for all the professions, except for regulated professions.
2. Upon recognition of informal professional education the knowledge, skills and values envisaged by professional standard set for the relevant level of professional education, shall be verified.

### **Article 3. Authorised Body**

1. Informal professional education shall be recognised by the institution implementing professional education programme of relevant level (hereinafter – the “Institution”), except for the cases, envisaged by Paragraphs 1 and 2 of Article 6 of this Procedure.
2. The Institution shall approve the application review procedure, with due consideration of the requirements of this Procedure. The review procedure shall set the timelines for the submission of application; the procedure of recognition of duly evidenced competences acquired through practice or otherwise, as competences envisaged by relevant professional standard; the specificities of examination and the entity responsible for undertaking the procedure concerned.

### **Article 4. Documents, Subject to Submission**

1. An applicant for the recognition of informal professional education shall submit to the Institution:
  - a) Personal application (in case of an under-aged person – the application of a representative thereof), which should meet the requirements of Article 78 of the General Administrative Code of Georgia and should contain information concerning acquired knowledge, skills and values;
  - b) Copy of an ID Document;
  - c) Whenever available, the document, certifying competences acquired through practice or otherwise, which document should contain information concerning professional experience (length of service), jobs undertaken or/and existing competences (certificates, references).
2. Apart from documents, envisaged by Paragraph 1 of this Article, the Institution shall be entitled to require the other documents as well from an applicant for the recognition of informal professional education, which documents are necessary for the verification of knowledge, skills and values, required by relevant professional standard.

### **Article 5. Decision Making**

1. The following shall be the steps of reviewing an application: verification of the compatibility of the application and annexed thereto documents with the requirements of this Procedure; crediting of competences acquired through practice or otherwise, whenever available; arrangement of an examination and making a relevant decision.
2. The Institution shall verify the annexed documents and make a decision on holding an examination, the decision shall specify the knowledge, skills and values, the existence of which are proved by documents, presented by the applicant and competences, which should be verified through an examination.
3. Based on submitted documents and outcomes of the examination, the Institution shall make a decision on the recognition or refusal on recognition of informal education.
4. A decision on the recognition of informal education shall include:
  - a) The name of the Institution;

- b) The name of the applicant;
  - c) The place and time of decision-making;
  - d) In case of recognition of informal education – reference to which level of professional education the competence of the applicant corresponds to; and in case of refusal of the recognition of informal education – reference to the absence of relevant competences and adequate substantiation;
  - e) Evaluation of individual components;
  - f) The procedure and timelines for appealing the decision.
5. Individual components should be assessed according to the evaluation system envisaged by the procedure of assessment of professional education through credits.
  6. The overall duration of the review of application and decision-making should not exceed 1 month.
  7. A decision shall be signed by the head of the Institution and submitted to the LEPL – National Centre for Educational Quality Enhancement with a view to entry of relevant information into the register of educational institutions.

**Article 6. Specific Features of Recognition of Informal Education, Compatible with Level III of Professional Education**

1. The existence of knowledge, skills and values, compatible with level III of professional education shall be proved by an applicant for the recognition of informal education through successful overcoming of the minimal competence threshold set by the unified national examinations only for generic skills test.
2. Informal education compatible with level III of professional education shall be recognised commensurate with the procedure, envisaged by Paragraph 1 of this Article only within the scope of professions, acquisition of which can be established on the basis of generic competences, assessable by generic skills test and the acquisition of which does not provide for the existence of field-specific competences.
3. Informal education compatible with level III of professional education shall be recognised within the scope of the profession, which cannot be acquired only on the basis of generic competences, assessable through generic skills test and for the acquisition of which the professional standard provides for the possession of additional, field-specific competences, only in case of overcoming the minimal competence threshold set by generic skills test of the unified national examinations and verification of field-specific competences – by the Institution commensurate with the procedure, established by Articles 4 and 5.
4. In cases, envisaged by Paragraph 2 of this Article, the possession of competences compatible with level II of professional education by a person shall be established by virtue of a unified national examination certificate, which shall contain the information on overcoming the minimal competence threshold, set for generic skills.
5. In cases, envisaged by Paragraph 3 of this Article, the decision envisaged by Paragraph 4 of Article 5 of this Procedure shall additionally specify the information about overcoming the minimal competence threshold, set for generic skills.