

APPROVED

with Decision of the Tallinn Health Care College Council
Decision No 7.1 of January 12, 2016

Tallinn Healthcare College`s forms of refresher education and procedure of implementation

Adopted on the basis of [Institutions of Professional Higher Education Act](#) § 20 and Tallinn Healthcare College [Statutes](#) § 14 p 29.

1. General provisions

- 1.1. Refresher education** is refresher training, which takes place on the basis of curriculum outside formal education and is a targeted and organised study activity.
- 1.2.** Tallinn Healthcare College (hereinafter College) refresher education is **aimed** at providing refresher trainings in healthcare, welfare and social sector to acquire and enhance professional, occupational and specialty knowledge, skills and expertise and retraining proceeding from principles of lifelong learning.
- 1.3.** The **target group** for refresher education includes the College`s alumni, employers, professional associations, employees of companies and organisations, people in need of retraining, College employees and teachers, foreign partners, students, pupils, private individuals interested in the subject-area and others.
- 1.4.** The **form** of refresher education is a course or other form suitable for refresher learners. To achieve study outcomes, e-learning, contact studies, practical studies, independent work are used etc.
- 1.5.** A certificate or document proving completion of studies is issued after the refresher training is completed.
- 1.6.** Refresher education costs are covered by the interested person or institution. In addition, it is possible to cover costs from resources of different programmes and funds.
- 1.7.** Refresher education is generally planned for the calendar year, based on target groups` needs, new curricula are developed during the calendar year.
- 1.8.** Refresher education and its development activities and identification of target group-based refresher education needs at the College are organised by the refresher education unit, which also bears responsibility for these activities.

1.9. The refresher education unit organises refresher education development activities at the College.

1.10. Certificates of conferences, information days, seminars etc organised and conducted by the College`s structural units are issued by the refresher education unit based on a submission from the organiser. Certificates are registered in a separate register.

2. Refresher education planning, opening and closing

2.1. Analysis and identification of refresher education needs takes place in cooperation with structural units (target group expectations) by October 15th.

2.2. The refresher education training calendar is compiled by November 15th.

2.3. The refresher education training calendar is published on the College`s homepage and forwarded to target groups by December 01.

2.4. The basis for carrying out refresher education is a curriculum (Appendix 1), which is published in the refresher education curricula register and is publicly available on the College`s homepage. The register includes the name of the curriculum, date of approval, number of directive, a note on validity and changes.

2.5. Registration for refresher education takes place through the refresher education information system on the College`s webpage on the grounds provided in the curriculum.

2.6. Registration for refresher education ends 5 business days before beginning of studies or when the number of refresher training participants exceeds the maximum.

2.7. Refresher training is opened when the minimum number of participants have registered for the refresher training.

2.8. Registered participants will receive an invitation by e-mail to participate in the refresher training 3 business days before the beginning of the course at the latest.

2.9. Payment for refresher training is based on issued invoice.

2.10. An invoice is issued to cover the cost of refresher training:

2.10.1. to a private person before the refresher training takes place;

2.10.2. to an institution after the refresher training has taken place.

2.11. In case of withdrawal from refresher training and submitting a corresponding written notification at least 4 business days before the beginning of the refresher training, no fee for studies will be charged.

2.12. If the refresher training participant notifies of opting out of refresher training in writing 1 to 3 business days before the beginning of the refresher training or on the

day of training, gives no notification or does not attend on the first day of studies, then the service fee for studies must be paid to the extent of 50%; if a prepayment has been made, then 50% of the paid fee will be refunded (unless agreed differently).

2.13. If the participant opts out of the refresher training but finds a replacement to attend the refresher training, then 100% of the fee for studies will be paid by the new participant and the person who opted out of the training will be refunded 100% of the prepayment (if a prepayment has been made).

2.14. If the refresher training is cancelled due to the organiser, then an offer will be made to participate in the same refresher training taking place at a different time, another refresher training or the paid fee for studies will be fully refunded by the organiser of the refresher training (if a prepayment has been made).

2.15. Payment for refresher education from project or other funds takes place according to the conditions of the refresher education funded from a project or other resources and registration for the refresher training obliges the learner to participate in the refresher training.

2.16. A learner, who does not correspond to the requirements of the curriculum or does not follow generally recognised standards of behaviour and the good practice rules of the College will be excluded from the refresher training.

2.17. After completion of the refresher education, the participants will be issued a certificate or document of proof (electronic or on paper):

2.17.1. **Certificate** (Appendix 2) – assessment of achievement of study outcomes and the participant in refresher training achieved all study outcomes required to complete the curriculum.

2.17.2. **Document of proof** (Appendix 3) – no assessment of whether study outcomes were achieved or if the refresher training participant did not achieve all study outcomes required to complete the curriculum.

2.18. Electronic certificates/documents of proof are available/ downloadable in pdf-format in refresher education information system TÕIS <http://www.tk.ttk.ee>.

2.19. Refresher education certificates and documents of proof are signed by the Vice Rector of Academic Affairs.

2.20. After completion of the refresher training, the learner will provide feedback in TÕIS.

3. **Reporting and documentation**

- 3.1. The refresher training unit will compile and administer the following refresher education documents:
 - 3.1.1. curriculum;
 - 3.1.2. curriculum approval electronic submission and decree in the document management system *Amphora* (hereinafter referred to as *Amphora*);
 - 3.1.3. course opening and closing electronic submission and directive in *Amphora*;
 - 3.1.4. list of course participants;
 - 3.1.5. registration sheet of course participants for each training day;
 - 3.1.6. feedback from course participants electronically or on paper;
 - 3.1.7. Electronic register of certificates and documents of proof in *Amphora*, which includes the following data:
 - 3.1.7.1. Number of issued document in general enumeration list;
 - 3.1.7.2. Name of issued document;
 - 3.1.7.3. Issued document recipient`s first and last name and personal identification code or date of birth in case of no personal identification code;
 - 3.1.7.4. Name of curriculum and volume in academic hours;
 - 3.1.7.5. Time/period of when the course takes place.
 - 3.1.8. Refresher education expense documents (budgets, invoices to participants etc).
- 3.2. Refresher education funded from projects or other resources is carried out and documents are retained according to project requirements.
- 3.3. The refresher training unit will keep statistical and financial accounts of refresher education.
- 3.4. Refresher education reporting is once a calendar year and it is presented as a part of the College`s financial year.
- 3.5. From 2016, refresher education performance indicators are made available in EHIS. The performance indicators for the previous year are made public by March 31st, 2017.

4. Refresher education qualification requirements for trainer, curriculum, study environment

- 4.1. Refresher training is conducted by a **trainer**, who has:
 - 4.1.1. Higher education or corresponding qualification;
 - 4.1.2. At least 3 years work experience in the area he/she teaches;
 - 4.1.3. Skills to use information and communication tools;

4.1.4. Good communication and self-expression skills;

4.1.5. Correctness in work and teamwork skills;

4.1.6. Skills to compile necessary study materials.

4.2. **Refresher education curriculum** (Appendix 1) is a document, which is compiled based on study outcome so that it is possible to assess the knowledge of students who have completed the curriculum at minimum level. Refresher education study outcomes are worded so it is possible to assess the knowledge and skills of those who have completed the curriculum. The title of the curriculum may not be misleading and must as accurately as possible express the content of refresher education.

4.2.1. If the objective of refresher education is acquisition of vocational, professional or specialty competences entailed in the professional standard or formal education curriculum, then the curriculum objective will refer to the corresponding professional standard and its level of qualification or curriculum and lists all corresponding competences.

4.2.2. If the objective of refresher education is to provide the participant in refresher education the right to work in a specific area or to apply for a corresponding right, it is noted in the curriculum as an objective and provisions of legal acts applying to this course will be considered when putting together the curriculum.

4.2.3. Refresher education curriculum quality is guaranteed by regular feedback analysis, which proceeds from the [College`s feedback plan](#), needs of stakeholders and the College`s possibilities.

4.2.4. The refresher training unit collects, consolidates and analysis feedback assessments to quality of studies and training need.

4.3. Refresher education **study environment** corresponds to occupational health and safety requirements.

4.3.1. Contemporary classrooms and information technological tools allow for adaption of studies based on target group needs.

4.3.2. Contemporary high-tech study environments are used to acquire practical skills and competencies in health care sector.

5. **Participant in refresher training`s rights and obligations**

5.1. **Participant in refresher training has the right to:**

5.1.1. Receive information about the content and organisation of refresher education;

5.1.2. Receive study materials to complete refresher education;

5.1.3. Receive a document proving completion of refresher education;

- 5.1.4. Participate in studies outlined in the curriculum;
- 5.1.5. To receive income tax return on paid study fee as a private person pursuant to the law;
- 5.1.6. To receive a refund for paid study fee according to clauses 2.11 and 2.12 if providing timely written notification of non-participation in refresher education.

5.2. Participant in refresher training is obliged to:

- 5.2.1. Fulfil curriculum requirements to complete refresher education;
- 5.2.2. Follow generally recognised behavioural norms and the College`s good practice rules;
- 5.2.3. Follow the College`s internal procedure rules;
- 5.2.4. Pay study fee based on submitted invoice in case of refresher education for a fee;
- 5.2.5. Notify of non-participation in refresher education in writing.

6. Approvals and amendments

- 6.1. This procedure will take effect when approved by the College Council for three years;
- 6.2. The College`s structural units have the right to initiate amendments and enhancements;
- 6.3. Amendments and enhancements are approved by the College Council, but no more frequently than once per academic year.

Appendix 1 – Refresher education curriculum form

Approved:
Acting Rector

Tallinn Healthcare College **Refresher education curriculum**

Title of curriculum	<i>Title of curriculum must express the content of refresher education as accurately as possible and may not be misleading. The official title of profession is not a sufficient title for a curriculum. The curriculum title and descriptions in study outcomes must be achievable in the given study time.</i>
Study programme group	
Study outcomes	<i>Study outcomes are described at the minimum level required to complete the curriculum. Refresher education study outcomes are worded, so that it would be possible to assess the knowledge and skills of the person who has completed the curriculum on their basis.</i>
Curriculum objective	<i>If the objective of refresher education is acquisition of occupational, professional or specialty competences entailed in the professional standard or formal education curriculum, then the curriculum objective will refer to the corresponding professional standard and its qualification level or the curriculum and the relevant competences will be listed. If the refresher education objective is to provide the participant in refresher education the right to operate in a specific area or to apply for a corresponding right, then the curriculum will list it as an objective in the curriculum and compilation of the curriculum will consider legal provision which apply to the course.</i>
Curriculum compiler and manager:	
Trainer`s qualification,	<i>minimum requirements to trainers</i>
Study and/or work experience:	
Conditions to start studies	<i>target group description if it is a precondition for achievement of study outcomes</i>
Minimum number of participants	<i>the minimum number of participants required to open the refresher course</i>
Maximum number of participants	<i>the maximum number of participants in one refresher course</i>
Volume of studies	<i>total volume, including share of auditory, practical and independent work</i>
Content of studies	<i>description of form of studies, topics covered</i>
Description of study environment	<i>classroom, study trips, simulation environment etc</i>
List of study materials	<i>if study materials are required to complete the curriculum</i>
Completion conditions	<i>assessment of outcomes, including assessment criteria and methods</i>
Issued documents	<i>description of circumstances under which a certificate or a document of proof is issued derives largely from conditions of completion.</i>
Additional information	<i>e.g. a course in the simulation centre sets special requirements (wearing special attire, indoor shoes).</i>



Certificate No 1

First name Last name/ *name of person who*

completed studies

Personal identification code 12123123123 / personal identification code of person who
completed studies

completed refresher education

Course / *title of curriculum*

01.01.2016 / *time course took place*

8 hours/ *volume*

Achieved/acquired study outcomes: *study outcomes and assessment methods for achievement of study outcomes (may also be presented in an annex)*

Trainers: *trainer(s) name/ names (may also be presented in an annex)*

Signature of Vice Rector of Academic Affairs and imprint of refresher training unit`s seal

Name of Vice Rector of Academic Affairs/ person providing signature
Vice Rector of Academic Affairs

In Tallinn, 01.01.2016/ *place and date of issuance*

Registry code 70003980
EHIS number of activity or registration number



Document of proof No 1

First name Last name / *name of person*

who completed studies

Personal identification code 12123123123 / personal identification code of person who completed studies

participated in course

Course / *title of curriculum*

01.01–02.01.2016 / *time course took place*

16 hours / *volume*

Study outcomes: *study outcomes and assessment methods for achievement of study outcomes (may also be presented in an annex)*

Trainers: *trainer(s) name/ names (may also be presented in an annex)*

Signature of Vice Rector of Academic Affairs and imprint of refresher training unit's seal

Name of Vice Rector of Academic Affairs/ person providing signature
Vice Rector of Academic Affairs

In Tallinn, 02.01.2016/ *place and date of issuance*

Känu 67

13418 Tallinn / *place of issuance*

Registry code 70003980

EHIS number of activity or registration number

Appendix 4: Conference certificate form



Certificate No 1

Firs name Last name/ *Name of participant*

Personal identification code 12123123123 / *Participant`s personal identification code*

Participated in the conference

Conference/ *title*

01.01.2016 / *period conference took place*

Topics:

Signature of Vice Rector of Academic Affairs and imprint of refresher training unit`s seal

Name of Vice Rector of Academic Affairs/ person providing signature
Vice Rector of Academic Affairs

In Tallinn, 01.01.2016/ *place and date of issuance*

Känu 67
13418 Tallinn / *place of issuance*
Registry code 70003980