

**Principles for guaranteeing the quality of continuing education at
the Estonian Academy of Security Sciences**

1. Upon providing high quality continuing education, the Estonian Academy of Security Sciences relies on the Adult Education Act, the continuing education standard, the principles for organising continuing education at the Academy, procedure of collecting and considering feedback, principles of pricing continuing education, development and research projects, and the procedure of motivating and recognising employees.
2. The organisation of continuing education training at the Academy is network-based, therefore involving the employees of colleges, the institute and the Centre for Continuing Education. It provides comprehensive approach and quality, and therefore keeps the conceptual development of speciality-related curricula and the support of the study process as close to the specialists as possible.
3. Organisation of continuing education is a process during which different training activities (training and development programmes, seminars, online courses, information days and public lectures) are planned and conducted.
4. The process of organising continuing education training at the Academy consists of establishing the need for training, planning the training, and curriculum development, organisation of the training, assessing the training activities and results and analysis, developing and improving the activities (drawing 1).

Detailed description of the training process is brought in the guidelines for organising trainings.

5. The organisation of the study process and the quality of the content is in the responsibility of the college organising the training or of the Centre for Continuing Education.
6. In order to guarantee quality, the Academy:
 - 6.1 contributes to synergy in cooperation, values partnership and the interests of all parties involved;
 - 6.2 when planning the training activities, it always considers the needs of the concrete customer, when developing the curriculum, it involves representatives of the contracting authority;
 - 6.3 creates the necessary prerequisites and conditions for studying, and continuously modernises the learning environment and materials;
 - 6.4 uses activating, versatile and appropriate methods of adult education and creates an open environment that supports training and development;

- 6.5 uses qualified lecturers, experts and practitioners who keep themselves updated with the newest knowhow, continuously develop themselves by participating in training sessions, seminars and conferences that take place both in Estonia and abroad;
 - 6.6 develops learning and assessment methods by also implementing the principles of the accreditation of prior and experiential learning;
 - 6.7 continuously and systematically analyses and develops the content of curricula, their structure and the study methods applied;
 - 6.8 guarantees the organisation of trainings is of high quality – knows, follows and explains the conditions needed for creating a development-friendly environment;
 - 6.9 continuously monitors the fulfilling of the continuing education related activities and quality requirements, councils and supports curriculum development;
 - 6.10 regularly collects and analyses feedback collected from trainees, employees and other target and interest groups, and takes the results into consideration when developing curricula, conducting continuing education training etc.;
 - 6.11 develops the international dimension of continuing education.
7. The Academy recognises its employees and structural units for developing continuing education, increasing the quality of learning and popularising the domain.



Drawing 1. The process of organising continuing education training activities