

## **Principles of the Organisation of Continuing Education Training at the Estonian Academy of Security Sciences**

The Estonian Academy of Security Sciences (hereinafter the Academy) is, as a learning organisation and an organisation enhancing lifelong learning, Estonia's only institution of higher education in the area of internal security that systematically supports and develops continuing education related to the area of internal security. The Principles for the Organisation of Continuing Education Training at the Academy help to create a framework for continuing education, which helps to fulfil the Academy's mission and vision.

The aim of the continuing education provided at the Academy is to help develop internal security and reliable, professional and dedicated employees of the public service.

1. Upon declaring the principles for the organisation of continuing education training, the Academy relies on the Estonian lifelong learning strategy, the Academy's development plan, Adult Education Act, Institutions of Professional Higher Education Act, Vocational Educational Institutions Act and other legal provisions, the Academy's statute and procedures, and follows the principles below:
  - 1.1. the whole continuing education at the Academy shall rely on common principles and procedures agreed upon;
  - 1.2. continuing education is directed towards sustainability and development. Upon conducting continuing education related activities, the Academy relies on its core values – honesty, respect, professionalism, openness and development;
  - 1.3. continuing education is a part of lifelong learning, which together with degree studies forms a uniform system complementing lifelong learning;
  - 1.4. upon designing continuing education training, the Academy looks ahead, and reacts promptly to the changes in the society and internal security in order to offer continuing education that is up to date;
  - 1.5. the Academy considers its partners' and stake holders' needs for training, and also the developments in the area of internal security;
  - 1.6. upon conducting continuing education related activities, the Academy is innovative, supports innovative solutions and the application thereof; uses modern methodologies enhancing active learning and develops e-learning;
  - 1.7. continuing education training is conducted with the best specialists of the field, competitive and motivated trainers mostly from amongst the employees of the Academy but also from elsewhere;
  - 1.8. as a rule, the employees of the Academy offer continuing education training courses in the Academy's fields of competency, with the Academy as a mediator;
  - 1.9. continuing education is science and evidence-based, it relies on modern knowledge and practice, and is flexible and versatile.
2. The types of continuing education offered at the Academy are:
  - 2.1. work-related in-service training to acquire and enhance one's vocational, professional and/or work-related knowledge and skills;
  - 2.2. refresher and vocational retraining based on the modules or subjects from the curriculum of degree studies of the chosen speciality;

- 2.3. open training to develop one's character, creativity, talents, initiative and social responsibility, and to offer the knowledge, skills and abilities needed in life;
  - 2.4. trainings and other services organised to develop and implement the Estonian professional qualification system.
3. The Academy organises continuing education training courses for the following target groups:
  - 3.1. employees of the area of internal security and public officials of ministries, agencies and local governments;
  - 3.2. other employees of the area of internal security;
  - 3.3. volunteers and people contributing to the providing of internal security in the third sector;
  - 3.4. people who are interested in increasing their competency in the area of internal security and related areas;
  - 3.5. employees of the Academy.
4. Cooperation relations with the agencies of internal security:
  - 4.1. the Academy's main partners are the Police and Border Guard Board, Rescue Board, Emergency Response Centre, Tax and Customs Board, Prison Service;
  - 4.2. a strategic aim of the Academy is to organise commissioned area-specific training courses to its main partners:
    - 4.2.1 contractual relationship, in which the Academy organises the whole continuing education training;
    - 4.2.2 contractual relationship, in which the Academy organises some of the training and the agency orders other providers of training services to conduct rest of the training.
5. Functions of the structural units upon organising continuing education:
  - 5.1. the Centre for Continuing Education coordinates the whole area of continuing education at the Academy, carries out continuing education related marketing in cooperation with the Department of Communications, and organises the collection of statistics and reports;
  - 5.2. the Centre for Continuing Education states the requirements for quality, advises and monitors the following of legal provisions;
  - 5.3. the Centre for Continuing Education organises and mediates generally interdisciplinary training courses or those not directly in the topic areas of colleges or connected with the area of governance, offers a wider range of continuing education training for the public service and other target groups;
  - 5.4. the colleges mainly offer area-specific continuing education (both in the sense of concept and organisation) to their partner agencies (police, rescue, prison service, taxation and customs).
6. To guarantee the quality of continuing education at the Academy:
  - 6.1. the curricula are learning outcome-based and in accordance with what has been stated in the continuing education standard. The Academy guarantees all parties

- have access to the curricula of continuing education, regularly analyses and develops the content of the curricula, their setup and the study methods used;
  - 6.2. the trainers have the suitable qualification, training and/or work experience for helping the trainees achieve the aims and learning outcomes of the curricula;
  - 6.3. the learning environment is suitable for achieving the aims and learning outcomes of the curricula. The Academy equips the classrooms with suitable learning equipment and technology;
  - 6.4. there is a procedure for collecting feedback that allows (but does not oblige) all participants of continuing education training courses provide feedback both orally and in writing. Upon developing the continuing education curricula, the Academy considers the relevant feedback of the participants.
7. The marketing of continuing education:
- 7.1. upon organising continuing education, the Centre for Continuing Education and the colleges follow the common marketing concept and the principles of the use of insignia that are in accordance with the Academy's visual identity or style book.
8. Continuing education pricing principles:
- 8.1. continuing education at the Academy is organised on the principle of self-sufficiency. As a rule, continuing education at the Academy is a paid service. The Academy seeks no profit upon organising continuing education;
  - 8.2. the pricing of continuing education includes: personnel expenditure, economic and management costs;
  - 8.3. upon calculating service fees, the rates for paid services confirmed by the Council of the Academy are considered, the fees for external employees depend on agreements and other legal provisions regulating the providing of paid services and remuneration at the Academy;
  - 8.4. the rates for cost elements and the application thereof shall be stated in the Academy's rates for paid services. Contractual partners may receive discounts for the application of certain cost elements.
9. Implementation provisions:
- 9.1. The principles stated in this document are applied upon changing the Procedure of Providing Continuing Education at the Academy and amending the Statute of the Centre for Continuing Education.