

## **Organisation of refresher trainings at Eestimaehitus**

### 1. General provisions

1.1 The bases for organising refresher trainings (hereinafter courses) at Eestimaehitus MTÜ (hereinafter EME) are all valid pieces of legislation in the area of adult education (Adult Education Act) and other related legislative acts.

1.2 As a rule, the courses take place as group trainings all year round, based on the training schedule and demand, require the payment of a fee, and include project trainings and other formats.

1.3 The volume of the course is calculated in hours – one academic hour equals 45 minutes.

1.4 EME organises refresher trainings in curriculum groups and with regard to key competences where EME has the necessary learning environment and educators with the necessary qualification to carry out the course. As a rule, curricula are prepared on the basis of the corresponding professional standard and a state or school curriculum of the profession or field or a part of it. The training needs of a person or company having ordered a fee-charging training may also be the basis for preparing a curriculum.

1.5 If the objective of the refresher training is to give the person who has passed the course the right to operate in a specific field or to receive a competence certificate, this is noted as an objective in the curriculum and the requirements set on the course in other legislative acts are taken into account when preparing the curriculum.

1.6 The trainings are carried out pursuant to the refresher training curriculum, which specifies the target group of the course, the requirements for commencing and completing studies, the and the content and duration of the course.

1.7 Curricula are prepared on the basis of learning outcomes. Learning outcomes and evaluation criteria are worded so that the skills, knowledge, and competences of a person having passed the curriculum can be evaluated.

1.8 The courses offered by EME and abridged information about their curricula are available on EME's website.

1.9 Courses for the clients of the Estonian Unemployment Insurance Fund take place pursuant to the rules of the Estonian Unemployment Insurance Fund.

1.10 The courses take place pursuant to the curricula and training lists approved by the Board of EME.

1.11 This organisation of studies is available on EME's website and learners confirm having examined the organisation at the beginning of the course.

1.12 Should this procedure not be followed, EME is entitled to remove the learner from the training.

1.13 A curriculum is preserved at EME for ten years.

## 2. Assembling courses

2.1 Courses are assembled as paid courses, courses ordered within an Unemployment Insurance Fund procurement, project courses, or other courses.

2.2 Assembling courses is based on the participation terms and requirements provided in the curriculum.

## 3. Paid courses

3.1 Anyone can take part in paid courses.

3.2 The fee for the course is determined via price negotiations between the course instructor and the management board of EME, and it may include fees for the course, accommodation, transport, catering, etc.

3.3 For every course, EME prepares a budget that is approved by the Board.

3.4 Payment for a paid course takes place pursuant to an invoice by bank transfer. The invoice is sent via e-mail. The invoice has to be paid by the term noted on the invoice, at the latest.

3.5 Generally, the payment term of an invoice is 7 days and is set before the first event of the course. In the case of longer courses (at least 40 hours) and upon agreement with the training manager, it is possible to pay for the course in instalments, but the total cost of the course has to be paid by the deadline noted on the invoice.

3.6 Paying the invoice submitted for the training and/or a written confirmation sent by the organiser guarantees a place at the training.

3.7 In case of being absent from the course and dropping out, the fee paid shall not be returned.

#### 4. Waiving the course

4.1 If the learner cannot take part in the course, they need to notify the training manager immediately (contacts are available on EME's website).

4.2 If the learner notifies that they waive the course at least four (4) working days before the beginning of the course, the unpaid invoice is cancelled, or the paid course fee is refunded 100% on the basis of an application.

4.3 If the learner notifies that they waive the course less than four (4) working days before the beginning of the course, they are required to pay 25% of the invoice amount or 75% of the paid course fee is refunded on the basis of an application.

4.4 The refund application has to be submitted in writing to the EME training manager.

4.5 If the learner does not send a notification and is absent, 100% of the invoice amount has to be paid.

#### 5. The course being postponed or cancelled

5.1 If a course group is not full, EME has the right to postpone the course until the course group is filled or to cancel the training. People who are registered to the course will be notified of the course being postponed or cancelled via phone or e-mail at least one day in advance. If the course is cancelled due to reasons arising from the organisers, all fees shall be refunded.

## 6. Commencing and completing the course

6.1 When commencing the course, the participants have to fill a registration sheet with their personal data.

6.2 Participation in studies is recorded with the learners' signature or the corresponding attendance sheet.

6.3 The terms and conditions for completing the course have been provided in the course curriculum.

6.4 Upon completion of the course, an EME refresher training attestation or certificate is issued pursuant to the requirements for completing studies provided in the curriculum.

6.5 Should a learner who has completed the course request so, EME will add the course curriculum on the certificate.

6.6 Attestations and certificates are issued on the basis of an administrative order of the management board of EME and are registered in the register of documents certifying learning and learning outcomes of the organisation.

6.7 At the end of a course, a course participant shall fill in feedback for the corresponding course.

## 7. Project trainings

7.1 Project trainings take place pursuant to the rules of every specific project.

## 8. Learner's status, obligations, rights

8.1 A person who wishes to take part in a course has to register to the course in advance either on EME's website, via e-mail or phone, or on site (Mõisahoovi tee 5, Mooste alevik, Põlva vald 64616). Persons having registered online receive a registration confirmation via e-mail.

8.1.1 Persons having registered to the course will be contacted via e-mail or phone at least two weeks before the beginning of the training. The training notice confirms that the training is taking place and provides other important information.

8.2 Obligations of the learner:

8.2.1 to take part in the training;

8.2.2 to fill in the registration sheet with personal data and to sign the attendance sheet for every training event;

8.2.3 in case of a paid course, to pay for the course;

8.2.4 to fill in the course feedback sheet;

8.2.5 in case of not taking part in the training, to notify the EME Training Manager at least 4 working days before the training takes place;

8.2.6 to comply with EME's internal regulations, safety equipment, occupational safety, occupational health and fire safety regulations, including notifying the instructor of all faults and suspending work until further orders, act in an emergency (fire, water accident, bomb threat, etc.) pursuant to regulations and the educator's orders, keep the learning equipment given into their use and public spaces in order and to preserve EME's and other learners' property, keep order and cleanliness in all of EME's spaces and territory;

8.3 The learner's rights:

8.3.1 to receive a training pursuant to the curriculum;

8.3.2 to receive information regarding the content and organisation of the course;

8.3.3 to receive training materials;

8.3.4 upon completing the course, to receive an attestation, if learning outcomes were evaluated during the training;

8.3.5 upon completing the course, to receive a certificate, if learning outcomes were not evaluated during the course or if the learner did not achieve them.

9. The possibilities and terms and conditions for partially passing a refresher training curriculum

9.1 A learner can partially pass a curriculum if a decision regarding some curriculum outcomes has been made with regard to the learner beforehand.

10. Organisation of the practical work and in-service training of the courses, and instructions regarding occupational safety

10.1 Practical work of the course takes place in the form of a workshop, laboratory workshop, or other format pursuant to the structure of studies described in the curriculum and the procedure enacted by EME.

10.2 The learner is instructed with regard to occupational safety before the practical work and in-service training takes place.

10.3 Instructions regarding occupational safety are provided by the EME practical work instructor and the learner confirms having undergone the instruction with their signature.

10.4 During the in-service training, the Occupational Health and Safety Act shall apply to the learner.

## 11. Benefits

11.1 The person paying for the course has the right to enter the course fee paid for an EME course in their income tax return as a training expense pursuant to section 26 of the Income Tax Act.

## 12. Final provisions

12.1 In matters not regulated by this procedure and in special cases, separate agreements shall be concluded between the learner and EME.