

ESTONIAN AVIATION ACADEMY RULES FOR THE PROVISION AND QUALITY ASSURANCE OF CONTINUING EDUCATION

The Rules are established on the basis of subsections 1, 2 and 3 of § 7 of the Adult Education Act, the Minister of Education and Research Regulation No. 27 “Continuing Education Standard” of June 19 2015 (Continuing Education Standard) and clause 27 of § 14 of the Minister of Education and Research Regulation No. 4 “Statutes of the Estonian Aviation Academy” of 5 January 2015 (Statutes of the Estonian Aviation Academy).

1. GENERAL PROVISIONS

- 1.1. These Rules lay down the bases for the organisation of studies and quality assurance of continuing education, including micro-credential studies, at the Estonian Aviation Academy (hereinafter *Academy*). These Rules shall be applied to continuing education in non-formal education, including the micro-credential studies.
- 1.2. The bases for quality assurance of continuing education activities shall provide for the conditions of quality assurance of the continuing education curricula, their development, educators associated with continuing education and study environment and the procedure for collection of and accounting for feedback on the continuing education.
- 1.3. The bases for the organisation of studies in continuing education shall provide for the requirements for the admission of learners to and the exclusion from the studies and the conditions of payment and reimbursement of tuition for continuing education and other important conditions for the organisation of studies.
- 1.4. Continuing education means part of purposeful and organised non-formal education conducted on the basis of a curriculum based on learning outcomes with the aim of accomplishing the learning outcomes.
- 1.5. Micro-credential means the set of acquired, certified and recognised knowledge and skills in continuing education that corresponds to the needs of the labour market or the society. Micro-credential may be named a micro-degree if the subjects of the level of higher education make at least one-half of the volume of the curriculum. The volume of micro-credential studies is 5 to 30 credits.

2. BASES FOR QUALITY ASSURANCE OF CONTINUING EDUCATION

2.1. Preparation and development of curricula

- 2.1.1. A source document on which the organisation of studies is based is the continuing education curriculum, which, in accordance with subsection 1 of § 2 of the Minister of Education and Research Regulation No. 27 “Continuing Education Standard” of 19 June 2015, contains at least the following information:
 - 2.1.1.1. the title of the curriculum;
 - 2.1.1.2. the curriculum group which is established as set out in the Annex to the Continuing Education Standard. The curricula of micro-credential studies shall comply with the specifications established for the list of curriculum group as provided for in subsection 5 of § 12⁹ of the Adult Education Act;
 - 2.1.1.3. the learning outcomes and the objectives;

- 2.1.1.4. the requirements to be met for the commencement of studies if these are a prerequisite for the accomplishment of the learning outcomes;
- 2.1.1.5. the total volume of studies, in which the volume of contact learning, work practice and independent work shall be specified. If the contact learning includes practical training or if the curriculum foresees work practice in working environment, this shall be indicated separately;
- 2.1.1.6. the content of studies and study methods;
- 2.1.1.7. a description of the study environment;
- 2.1.1.8. conditions for issue of documents certifying completion;
- 2.1.1.9. in the case of micro-credential studies, a description of the methods and criteria of assessment of the learning outcomes;
- 2.1.1.10. in the case of micro-credential studies, the level of Estonian Qualifications Framework, if the curriculum wholly or in part based on a professional standard or has been prepared on the basis of subjects of higher education or vocational education;
- 2.1.1.11. a description of the educator's qualifications, study or work experience required to deliver the training or study.
- 2.1.2. Continuing education curricula shall be prepared on the basis of learning outcomes. The learning outcomes shall be described by reference to the minimum level required for the completion of the curriculum.
- 2.1.3. If the continuing education curriculum has been prepared on the basis of legislation, a professional standard or another nationally established standard, the curriculum shall refer to the relevant legislation or professional standard. The curriculum shall list the learning outcomes that are line with the relevant legislation or list the relevant vocational, occupational or professional competencies.
- 2.1.4. If the purpose of continuing education is to entitle the participants to operate in a certain field or to apply for the relevant right, this shall be stated in the curriculum, and the preparation of the curriculum shall consider the specific requirements for the education as laid down in legislation.
- 2.1.5. If the continuing education curriculum has been prepared on the basis of formal education curriculum, reference is made to the relevant curriculum and its module or subject.
- 2.1.6. The volume of continuing education curricula is determined in academic hours. One academic hour corresponds to 45 minutes. The volume of micro-credential studies is defined in credits. One credit corresponds to 26 hours of learner's work in the acquisition of knowledge and skills.
- 2.1.7. The preparation of a continuing education curriculum is coordinated by the lifelong learning project manager, who is responsible for the formal correctness of the curriculum. The head of training or the head of department of the respective field shall be responsible for the relevance of content of the curriculum. The curriculum manager, who is an expert in the relevant field and is appointed by the Academy, shall be responsible for the relevance of content of the micro-credential curriculum.
- 2.1.8. The continuing education curricula, on the basis of which the micro-credential studies are conducted, shall be approved by a decision of the Council of the Academy.
- 2.1.9. The continuing education curricula are publicly available through the continuing education information system. The Academy is not obliged to publish the commissioned training curricula or the details of the instructors involved.

2.2. Instructors

- 2.2.1. The instructors delivering training courses may be the Academy's staff members, Estonian or foreign professionals-practitioners and faculty members of other higher

- education institutions who must comply with the requirements of subsection 1 of § 11 of the Adult Education Act which stipulate that adult educators must hold the professional competencies in the educated area and the competencies of an adult educator.
- 2.2.2. The presence of professional competencies of an educator is assessed by the head of training or the head of department of the respective field.
- 2.2.3. The presence of competencies of an adult educator is assessed by the Academy on the following grounds:
- 2.2.3.1. The assessment of the presence of competencies of an adult educator takes into account the educator's prior experience in training, supervising and teaching.
 - 2.2.3.2. The competencies of the ordinary academic staff as adult educators shall be assessed upon recruitment and through evaluation procedure in accordance with the academic staff regulations of the Academy.
 - 2.2.3.3. The competencies of administrative staff members of the Academy and instructors providing service under a contract under the law of obligations as adult educators shall be assessed by the lifelong learning project manager in consultation with the academic developer. If required, the potential instructor submits a CV and participates in an interview, which indicates their qualification, their study and work experience in the taught field and completion of pedagogical training.
 - 2.2.3.4. If an administrative staff member of the Academy or an instructor providing service under a contract under the law of obligations is to provide training for the first time at the Academy, they shall be referred to, prior the provision of such training, to the academic developer for consultation. In coordination with the academic developer a methodological plan for the training shall be drawn up, in the course of which the academic developer shall assess the competence of the adult educator and the need for development thereof.
 - 2.2.3.5. An educator who has completed training as an instructor in the field of aviation shall be deemed an instructor qualified as an adult educator within the meaning of subsection 1 of § 11 of the Adult Education Act.
- 2.2.4. The Academy shall regularly map the development needs of instructors, taking into account, inter alia, the feedback from learners. Where necessary, opportunities are identified to develop the instructor's professional, adult educator's or digital competences. In developing instructors, the Academy shall build on the professional development model for instructors.
- 2.2.5. The head of training or the head of department of the respective field shall ensure that the instructors are aware of their role in achieving the objectives set out in the curriculum. If the training courses are delivered by more than one instructor, head of training or the head of department of the respective field shall organise collaboration between the instructors to ensure the integrity and coherence of the training.

2.3. Study environment and study materials

- 2.3.1. Continuing education and training shall take place in the Academy's classrooms, in suitable rooms outside the Academy or in e-learning environment.
- 2.3.2. The lifelong learning project manager shall be responsible for the maintenance of the premises and the furnishings and equipment required for the training programme based on the curriculum. In the case of the premises provided by the client, the responsibility for the maintenance of the premises and the furnishings and fittings required for the training shall lie with the client in accordance the guidelines provided by the Academy.
- 2.3.3. The continuing education provided by the Academy is supported by a digital learning environment, which also contains the study materials. The lifelong learning project manager shall be responsible for the access of learners to the digital learning environment.

- 2.3.4. The educators shall be responsible for the correctness of the study materials used to provide continuing education and their availability in the digital learning environment. If the training courses are delivered by more than one instructor, the head of training or the head of department of the respective field shall ensure that all instructors' current and relevant study materials are available in the digital learning environment.

2.4. Collecting and taking feedback into account

- 2.4.1. The Academy collects feedback on the continuing education courses from the learners and analyses the results of feedback with the aim of developing continuing education curricula, improving the organisation of studies and the study environment.
- 2.4.2. The Academy shall provide means for giving feedback to learners during and at the end of training courses. During the training courses the participant will be able to give feedback on the training directly to the instructor or the lifelong learning project manager. At the end of training courses the participants will be sent via the continuing education information system a training feedback survey, which includes questions on the content and organisation of the training, the suitability of the study environment and the instructors.
- 2.4.3. The results of feedback surveys are analysed by the head of training or the head of department of the respective field and the lifelong learning project manager, who also involve other relevant persons, if necessary. The results of feedback are taken into account in the development of continuing education curricula and the study environment, the selection of instructors and in planning of subsequent continuing education courses.

3. BASES FOR ORGANISING STUDIES IN CONTINUING EDUCATION

3.1. Planning of continuing education courses

- 3.1.1. The Academy collects input from employers and other interested parties, if required, for the planning of continuing education, including preparation of the training plan and development of new continuing education curricula.
- 3.1.2. The continuing education courses of the Academy are planned on the basis of received requests, analysis results of feedback surveys, the state commissioned education and the Academy's training resources.
- 3.1.3. Continuing education courses with public registration shall be planned by the lifelong learning project manager in coordination with head of training and the heads of department of the respective field, and information about these courses is displayed on the Academy's website and the continuing education information system.
- 3.1.4. In the case of commissioned training courses, continuing education services are provided on the basis of a price quotation approved by the client or a service agreement. Generally, the prerequisite for entering into a service agreement is the initiative of a client or that of the Academy through its participation in a procurement.

3.2. Admission of learners to and the exclusion from studies

- 3.2.1. The registration for continuing education courses takes place in the continuing education information system where the participant confirms that they have read the terms and conditions of participation in the courses and shall provide at the least the following details about themselves, which are necessary for the issue of documents certifying completion of or participation in the continuing education courses:
- 3.2.1.1. first name;
 - 3.2.1.2. surname;
 - 3.2.1.3. personal identification code or, in the absence thereof, date of birth.

- 3.2.2. In the case of paid continuing training or training financed by a project or other means, the Academy has the right to ask for any additional information necessary for the issue of an invoice for the training course or which is required by the project funder.
- 3.2.3. In order to be admitted to continuing education a person must meet the requirements for the commencement of studies as described in the curriculum.
- 3.2.4. Persons who receive a written confirmation through the continuing education information are deemed enrolled in the continuing education course.
- 3.2.5. The Academy may refuse to train a person if they do not comply with the requirements and target group set in the continuing education curriculum, if the maximum number of participants has been reached or if the person or the client has tuition arrears to the Academy.
- 3.2.6. In necessary, an agreement is concluded with the learner for the participation in the study. The agreement is signed by the vice rector for education and research on behalf of the Academy.
- 3.2.7. In the case of commissioned training courses, after the price quotation has been approved or the service agreement concluded, the client shall submit to the lifelong learning project manager the details of the participants in the training and the lifelong learning project manager shall register the participants for the commissioned training courses in the continuing education information system.
- 3.2.8. Providing information on the organisation of continuing education studies is the responsibility of the lifelong learning project manager.
- 3.2.9. The Academy has the right to cancel the training if the minimum number of participants is not reached. Registrants will be notified of the cancellation of the training through the continuing education information system at least 3 (three) working days before the training.
- 3.2.10. Commissioned trainings are cancelled in writing or as provided for in the service agreement.
- 3.2.11. Persons are excluded from continuing education via the continuing education information system, where the lifelong learning project manager marks the learner as having “completed” or “not completed” the training.

3.3. Cost of continuing education and invoicing

- 3.3.1. The cost of continuing education is based the calculations approved by the head of finance or the price list approved by a decree of the rector. Studying in a student place formed on the basis of state-commissioned continuing education is free of charge for a learner unless the extent of cost-sharing has been established for learners upon submission of the state-commissioned continuing education request.
- 3.3.2. The tuition is paid on the basis of an invoice issued by the Academy. An agreement is concluded for training courses of 201 academic hours or more. An agreement shall not be concluded for training courses of 200 academic hours or less, unless the client or the Academy expressly so requests.
- 3.3.3. Payment for the continuing education financed by a project or other means shall be made in accordance with the terms and conditions of the continuing training financed by the project or other means and the enrolment in the training shall oblige the learner to attend the training.
- 3.3.4. If a learner who has registered for a training course or a client cancels their participation less than 3 (three) working days prior to the commencement of the course or if an enrolled learner fails to attend the training, the Academy shall not be obliged to refund the tuition which has already been paid.
- 3.3.5. No fee is charged for a training course if it is cancelled by the Academy. In such case, an opportunity to attend in the same training at a new time is offered or the tuition paid is refunded to the payer.

- 3.3.6. In case of non-payment of the invoice, the Academy has the right to refuse to issue a certificate or notice confirming the completion of or participation in the training.
- 3.3.7. The Academy shall have the right to ask for reimbursement of the training expenses from the student who has failed to comply with the conditions for free participation in the continuing education financed by a project or other means. Participation in continuing education financed by a project or other means shall be free of charge provided that the training course is completed in accordance with the conditions of free participation. If the conditions for free participation are not met (e.g. compulsory percentage of participation in the curriculum, failing to achieve learning outcomes or interruption of the training), the training is deemed to be regular training and the learner is liable to pay the training invoice. The amount of the training invoice for non-compliance with the conditions for free participation shall be specified in the curriculum of the given training. Payment for the course is based on an invoice sent to the learner's e-mail. The invoice must be paid in full for the amount and by the due date indicated on the invoice.
- 3.3.8. The Academy shall have the right to assign the debt claims arising from tuition arrears to a debt collection company.

3.4. Rights and obligations of continuing education learners

- 3.4.1. Continuing education learners have the right to:
- 3.4.1.1. receive information on the content and organisation of continuing education and acquaint themselves with the course curriculum and to receive training in accordance with the course curriculum;
 - 3.4.1.2. participate in the learning activities set out in the continuing education curriculum;
 - 3.4.1.3. obtain all the learning materials intended for the courses, including access the Academy's e-learning environment;
 - 3.4.1.4. use the Academy library in accordance with the relevant rules;
 - 3.4.1.5. receive a document certifying the completion of or participation in the continuing education training courses;
 - 3.4.1.6. provide feedback on the attended courses.
- 3.4.2. Continuing education learners are obliged to:
- 3.4.2.1. provide correct personal details before the commencement of the course;
 - 3.4.2.2. comply with the requirements set out in the continuing education curriculum;
 - 3.4.2.3. abide by generally accepted standards of conduct and the rules set for knowledge checks;
 - 3.4.2.4. pay a fee for participation in continuing education courses if the Academy invoices the continuing education learners;
 - 3.4.2.5. use the Academy's property in a prudent manner and to compensate in full for any damage caused in the event of its damage or destruction;
 - 3.4.2.6. comply with the provisions of the Copyright Act in the use of study materials;
 - 3.4.2.7. act in accordance with the instructor's instructions in the case of emergency (fire, water accident, etc.);
 - 3.4.2.8. give notice of the withdrawal from the continuing education course at least 3 (three) working days before the commencement of the course.
- 3.4.3. The Academy shall discontinue participation in continuing education on the basis of a written request by the learner or the client.
- 3.4.4. The Academy may discontinue participation in continuing education if the learner has not met the requirements set out in clauses 3.4.2.1–3.4.2.8.
- 3.4.5. In the case of participation in micro-credential studies, the learner undertakes to comply with the Study Regulations insofar as it is necessary to participate in the learning

activities in degree study subjects, but they do not have the status of a student and are subject to the provisions that apply to continuing education learners.

3.4.6. Continuing education learners have all the rights provided for in the Adult Education Act, including the right to study leave.

3.5. Accreditation of prior and experimental learning (APEL) in continuing education

3.5.1. Clause 3 of subsection 2 of § 13 of the Government of the Republic Regulation “Higher Education Standard” of 11 July 2019 allows the application of APEL in continuing education.

3.5.2. The application of APEL in continuing education is decided for each individual case pursuant to the procedure applicable at the Academy.

3.5.3. The learner submits an APEL application to the lifelong learning project manager and the application is assessed by the APEL committee.

3.6. Issue of documents certifying completion of or participation in continuing education

3.6.1. The completion of or participation in continuing education is certified by a notice or a certificate.

3.6.2. A certificate of completion of continuing education shall be issued if the accomplishment of the learning outcomes was assessed during the training and the person accomplished all the learning outcomes required for the completion of the curriculum.

3.6.3. A notice of participation in or completion of continuing education shall be issued if the accomplishment of the learning outcomes was not assessed during the training or the person did not accomplish all the learning outcomes required for the completion of the curriculum.

3.6.4. A prerequisite for issuing a notice or a certificate is the fulfilment of conditions set out in the continuing education curriculum.

3.6.5. A notice or a certificate shall be issued at least 1 (one) month after the end of the continuing education through the continuing education information system unless otherwise agreed.

3.6.6. The documents are prepared and registered in the continuing education information system.

3.6.7. A certificate, with the exception of the micro-credential certificate, and a notice shall at least state the following:

3.6.7.1. the name and personal identification code, or in the absence thereof, the date of birth, of the person who participated in or completed the continuing education;

3.6.7.2. the name and registry code of the continuing education institution;

3.6.7.3. the registration number of the notice of economic activities or the activity licence in the Estonian Education Information System;

3.6.7.4. the title of the curriculum;

3.6.7.5. the time of provision of the continuing education and the volume of the continuing education in academic hours;

3.6.7.6. the country and the date of issue of the notice or certificate;

3.6.7.7. the number of the notice or certificate;

3.6.7.8. the names of instructors delivering the continuing education.

3.6.8. In addition to the information specified in clauses 3.6.7.1–3.6.7.8, the certificate or its annex shall also indicate the learning outcomes acquired and the methods of assessment of the learning outcomes or, where appropriate, the assessment results.

3.6.9. The micro-credential certificate or its annex shall state at least:

- 3.6.9.1. the name and personal identification code, or in the absence thereof, the date of birth, of person who completed the continued training;
- 3.6.9.2. the name and registry code of the continuing education institution;
- 3.6.9.3. the registration number of the notice of economic activities or the activity licence in the Estonian Education Information System;
- 3.6.9.4. information on the decision, date and period of validity of the quality assurance of the curriculum group of the continuing education institution or information on the right to conduct studies in the curriculum group;
- 3.6.9.5. the title of the curriculum;
- 3.6.9.6. the time of provision of the continuing education and the volume of the continuing education in academic hours;
- 3.6.9.7. the country and the date of issue of the certificate;
- 3.6.9.8. the names of instructors delivering the continuing education;
- 3.6.9.9. the curriculum group;
- 3.6.9.10. the learning outcomes and the assessment methods or assessment results of the learning outcomes.
- 3.6.10. If the micro-credential curriculum is based on higher education or vocational education subjects, the level of the Estonian Qualifications Framework is indicated on the certificate.
- 3.6.11. If the continuing education is organised in cooperation with partner organisations, the name(s) and logo(s) of the partner(s) may be added to the document certifying the completion of and/or participation in the training.
- 3.6.12. The certificate or notice shall be digitally stamped by the Academy or digitally signed by the head of the office of academic affairs or the head of training of the respective field.
- 3.6.13. If a notice or certificate is prepared on paper, it shall be signed by the head of office of academic affairs or the head of training of the respective field.
- 3.6.14. The Academy shall preserve the documents on which the performance indicators of the training are based for 3 (three) years after the end of the calendar year in which the document was created.
- 3.6.15. Once in a calendar year, the lifelong learning project manager shall prepare a report on the results of continuing education, which is presented as a part of the annual report of the Academy.

3.7. Challenging decisions concerning the organisation of continuing education

- 3.7.1. A continuing education learner has the right to challenge decisions concerning continuing education.
- 3.7.2. A learner who wishes to challenge a decision taken with regard to them must file the challenge in writing to the person who made the decision, stating the grounds for the challenge, within 7 (seven) working days as of the notification of the decision. The person who made the decision shall notify the continuing education learner of their reasoned decision within 7 (seven) working days as of the challenge of the decision.
- 3.7.3. The person who made the challenged decision may change the decision.
- 3.7.4. If the decision made with regard to the learner remains unchanged after the discussion, the learner may file a written challenge to the head of the quality and safety department within 10 (ten) days as of the day on which the learner became or should have become aware of the decision.
- 3.7.5. The recipient of the appeal is obliged to inform the continuing education learner within 15 (fifteen) working days as of the filing of the challenge whether
 - 3.7.5.1. the challenged decision remains effective;
 - 3.7.5.2. the decision is annulled and a new decision is made in the matter.

- 3.7.6. If the challenge filed requires further review, the time limit for reviewing the challenge may be extended by up to 30 (thirty) days, of which the continuing education learner who filed the challenge shall be notified by e-mail.
- 3.7.7. The decision of the challenge shall be made in writing and shall be communicated to the continuing education learner in writing by e-mail.
- 3.7.8. Any disputes arising from the payment of tuition are resolved by negotiations. If the negotiations fail, the disagreement is resolved in the accordance with the legislation of the Republic of Estonia.

4. IMPLEMENTING PROVISIONS

- 4.1. These Rules enter into force on June 5 2025.
- 4.2. These Rules repeal the Rules for the Provision and Quality Assurance of Continuing Education of the Estonian Aviation Academy approved by the Council Resolution of 31 August 2022 (Minutes No. 1-4/51) (amendments approved by the Council Resolution of 25 March 2025 (Minutes No. 1-3/25/7)).