



**Ministerul Educației, Culturii
și Cercetării al Republicii Moldova**

O R D I N

nr. _____

mun. Chișinău

On approval of the Framework Regulation for the organization of VET during the suspension of the educational process

Pursuant to art. 59, para. (3) of the Education Code of the Republic of Moldova no. 152/2014, taking into account the provisions of p.1 of the ORDER no. 1 of March 18, 2020 of the Commission on Exceptional Situations of the Republic of Moldova and Order 292/2020,

O R D E R:

1. To approve the Framework Regulation for the organization of VET during the period when access to institutions is restricted, according to the annex.
2. The directors of VET institutions are responsible for enforcement of this order.
3. The directors of VET institutions, in accordance with the Framework Regulation, shall:
 - 1) appoint a responsible person, who will coordinate the organization of the vocational training, in accordance with the provisions of this order;
 - 2) inform the ministry about the organization of vocational training in VET institutions in the format established by VET Directorate.
4. The working group, created by Order no.318 / 2020:
 - 1) shall provide assistance in the implementation of the Framework Regulation for the organization of VET during the COVID-19 pandemic;
 - 2) if necessary, it shall come with amendments to this order.
5. VET Directorate (Mr. Silviu Gîncu, Head of Directorate):
 - 1) shall inform VET institutions about the monitoring format of the organization of VET in the educational institutions;
 - 2) shall supervise the implementation of this order.
6. The control on the implementation of this order is responsibility of Mrs. Natalia GRÎU, State Secretary.
7. This order is valid for the period when access to institutions is restricted as a result of COVID-19 pandemic.

**Minister
Igor ȘAROV**

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**FRAMEWORK REGULATION
On organizing vocational education in the period of
COVID-19 pandemics**

I. GENERAL PROVISIONS

1. The framework regulation on organization of technical vocational education during the period when access to institutions is restricted (hereinafter - Regulation) provides normative and methodological framework for organizing vocational training in VET institutions during the period when the access to institutions is restricted following the spread of the COVID-19 pandemic (hereinafter - during the reference period), pursuant to the Decisions of the Commission for Exceptional Situations of the Republic of Moldova.

2. During the reference period, vocational education in VET institutions shall be carried out via on-line communication methods. The technical vocational education in VET institutions will be assured in accordance with the present Regulation and Instruction on the organization and implementation of the educational process in technical vocational education during the period when access to institutions is restricted (Annex.2) and in accordance with the Guide on the development/use of digital teaching materials (Annex 3).

3. The following notions shall be used in this regulation:

Online communication - a set of actions and processes carried out via digital technologies used by teachers to transmit/receive information from students through messages that can take various forms.

Digital Portfolio - collection of works which makes it possible to assess and present the performance of a student, keeping relevant evidence of his achievements. A digital portfolio contains various elements: texts, tasks, drawings, graphics, sound sequences, images, photographs, video sequences, etc.

Online project - a learning and assessment method, as well as a strategy of personal, professional and institutional development through which complex information is provided about the students' competences and the progress made over a long period of time.

4. When organizing and conducting the process of online educational education, it will be carried out via technical and software means, offered by ITC. Unconditional and full compliance with the requirements regarding the protection of personal data, the security in digital environments, health protection while working with digital equipment shall be ensured.

5. The Ministry of Education, Culture and Research encourages the teaching staff from VET institutions to identify interactive methods to ensure an online educational process relevant to the VET student.

II. ORGANIZATION OF VOCATIONAL EDUCATION

6. The organization of the technical vocational education, during the reference period, is carried out by the teaching staff according to the contents of the study process, established by the National Qualifications Framework by fields of vocational training by the Education Plan and the Curriculum by units/modules.

7. For the reference period, the institutions shall identify online teaching-learning-evaluation methods in order to ensure the continuity of the educational process.

8. The order and frequency of classes provided in the Education Plan for the learning units

(disciplines) / modules or internships may be modified in accordance with the solutions identified at the institution level. The number of hours established in the curriculum shall not change. The teaching staff shall organize the educational process in a work volume (teaching-learning-evaluation), which shall be proportional to the number of hours provided in the curriculum at the learning units (disciplines)/modules or internships.

9. The online classes are carried out according to the schedule prepared by the deputy director, approved by the director of the institution. The draft schedule is sent to students at least 3 days before the start of online classes. The timetable is approved within a reasonable time and is made known to the students.

10. In order to carry out the on-line teaching process, classes with simultaneous teaching - mixed groups can be created, the educational process being carried out in accordance with the study aims provided for the subject/module.

11. The subjects/modules can be carried out through the following forms of education: online course, webinar, teleconference, online testing, individual work, computer self-evaluation, etc., which shall be carried out within a virtual learning environment.

12. When organizing on-line classes, subject / modules teachers and administrators of the educational platforms shall be involved.

13. The holder of the modules / subjects has a coordination role of the study the modules/subjects in the curriculum, to develop the study materials and to evaluate academic results of the student.

14. Online training based on methodological-didactic materials, which are specially adapted to the peculiarities of distance studies: guides, interactive multimedia courses, electronic courses, automated testing systems, specific teaching materials, which can be disseminated both electronic means, as well as through Intranet and Internet networks.

15. The teaching materials must be accessible on different terminals (computer, tablet, smartphones, etc.), but using various accessible apps.

16. The teacher who uploaded various didactic-methodical materials on the online platform bears personal responsibility for the quality of the presented material, the truthfulness of the data used and copyright respect with reference to various informational sources which were used.

17. For VET programs through dual education, VET institutions in partnership with working life may reallocate the distribution of theoretical and practical hours based on common solutions identified by modifying / amending the Cooperation Agreements, in accordance with the provisions of this Regulation.

18. The documents necessary for carrying out and completion of the internships, when necessary, are signed electronically (by email).

Section 1. Organizing secondary VET programs

19. The organization of the training process within the secondary VET programs shall be carried out under the conditions of this Regulation in accordance with the available technical and human possibilities.

20. Persons, responsible of the internship and training at the working shall upload on the online platform the methodological guides, tests and practical exercises, guides, technological schemes and other methodological teaching materials that correspond exactly to the contents of the study program or offer additional help in fulfilment of curricular objectives.

21. All materials that will be uploaded shall be coordinated, if necessary online, with the Methodical Commission.

Section 2. Organization of internships in secondary VET programs

22. The secondary VET institution shall develop special instructions regarding the internships for each skill/profession, keeping the number of hours for each study year, provided in the Education Plan.

23. The admission of students to the internships is based on the annual / final average of the specialized subjects/modules. The graduation exams are not required.

24. The internships can be carried out through online project activities according to the curricular contents. The proves regarding the accomplishment of the activities shall refer to the following aspects: motivation that the student has in the respective field; the ability of the student to be informed and to use a bibliography focused on the needs of tackling the subject under discussion; the ability of the student to carry out a research and to use a series of information to help him achieve the goals he has set; the way of organizing, processing and presenting the information acquired as a result of using various research methods.

25. Upon the internship's end, each student shall provide the professional training agenda and a brief online report according to the model and requirements approved by the methodical commissions. The report can be accompanied by schemes, projects, developed by the interns.

Section 3. Organizing post-secondary VET programs

26. The organization of the training process within the post-secondary VET programs is carried out under the conditions of this Regulation in accordance with the technical and human possibilities available to the teaching staff.

27. All materials that will be uploaded shall be coordinated, if necessary online, with the heads of the department chair.

28. For the students of the third year of study, during the reference period, the classes for general subjects' disciplines will be held centrally under the conditions established by the ministry. The educational institutions shall ensure that the students are informed about the online organization of the subjects. The teachers of the respective subjects shall carry the records of the students' participation, as well as the contents presented during the online classes and shall write them in the Records (annex no. 1).

Section 4. Organizing internships within postsecondary VET programs

29. Internships shall be organized and guided online according to a schedule established by the institution. The products developed during the internships will be transmitted online. The coordinating teacher shall develop and distribute the consultations schedule, coordinated with the head of department and the deputy director for internship.

30. Internships which are carried out on – line, according to the curricula and are guided by the coordinating teacher.

31. The internships that are carried out within the companies' premises shall be conducted at a distance. Students shall develop the products according to the curriculum and individual tasks given by the coordinating teacher. It is recommended to select a company with an information transparency provided by its official web page.

32. In order to organize and carry out on – line internship:

1) the internship managers shall transmit in an electronic format the materials, learning tools, assessment, the internship curriculum, the professional training agenda, etc. The list can be extended according to the field of vocational training.

2) the internship managers from the companies shall organize consultations with the online students on how to carry out the work tasks corresponding to the professional qualification, as well as on what it is the documentation, collection of the materials, the information, the preparation of the products, etc., necessary to develop the internship report.

3) the internship managers within the educational institution organize consultations with the online students regarding the development of the products specified in the curriculum of the internship required for the development of the Practice Report.

33. The presentation of the final products (Vocational Training Agenda, Internship Report) by the students shall be done online within the established deadlines. The assessment of the internship shall be based on the products developed by them under the conditions of this Regulation.

III. RECORD AND MONITORING

34. The records and monitoring of the students' vocational training during the reference period are made based on a Record Sheet, according to the annex no. 1 to this Regulation. The development/completion of the documents regarding the evidence and monitoring of the professional training of the students is done by the staff of the institution and not by the students.

35. The teaching staff shall inform the students, and if necessary, conduct information sessions (through the existing platforms: Cisco WebEx, Google Classroom, Moodle etc.) on the topics of the lessons, approved according to the established model, at the subjects/modules.

36. As a rule, the activity of the students is monitored based on the digital portfolio, which may contain: case studies, examples of problems solved, evidence of different activities. The portfolio structure is developed by the teacher and is coordinated at the level of the department/methodical committee.

37. In order to carry out the educational process, for the reference period, the presence of the teacher in the educational institution is not compulsory

38. The record sheet is prepared daily by the teachers and is transmitted online to the head of department / head of section, after which the information is transmitted in a centralized manner to the deputy director.

39. Management of the institution shall inform online the ministry in the format, established by the Department of VET education.

IV. ASSESSMENT AND GRADING

40. Assessment of the tasks developed by the students is carried out by the teachers based on the digital portfolio / online project. Students who do not have possibility to present their digital portfolio/online project, present them within 3 days from the date of return to studies. The results obtained are included in the calculation of the half-yearly average.

41. The student is given a grade, which is recorded in the Record (annex no. 1 to the Regulation). There are no entries in the registry book for the reference period. The entries in the Record will be later transcribed in the registry book.

42. The grades shall be transcribed to the Record Sheet in accordance with the instructions approved by the ministry.

V. ORGANIZING THE STAFF ACTIVITY

43. In the reference period, the director of the institution shall ensure the organization of the activity of the teaching and non-teaching staff in the institution and, if necessary, approves a work schedule at home, carrying out the tasks remotely.

44. The director of VET institution shall inform and train the staff of the institution in order to ensure quality training and safety in the online environment. The management of VET institution shall establish ways to implement/ monitor activities in order to prevent and minimize the risks associated with the use of the virtual environment.

45. The management of VET institution shall ensure the information / training of the teaching staff on the possibilities to carry out training in the online environment.

46. The teaching staff carry out the distributed work tasks, according to the work schedule approved by VET institution.

47. If the teaching staff does not have the means and equipment necessary for carrying out the tasks, the management of the institution shall make available the necessary equipment for carrying out the tasks.

48. The teaching staff shall ensure the access of students to the online learning platforms. In situations where the student does not have access to online content, alternative methods of information and communication will be identified.

49. The class master shall ensure collaborative and respectful relationships with parents, with parent committees at class level, by creating a communication network, if necessary online, to motivate their involvement in strengthening cohesion between all educational actors in the institution.

50. The management of VET institution shall strengthen the participation of parents or, if needed, the legal guardians / representatives, in carrying out the teaching process, improving the school results and ensuring the school progress of the students.

50¹. The psychological assistance during the suspension of the educational process will be carried out especially at a distance, through the technical means available and accessible to all beneficiaries. In order to organize the psychological assistance and / or educational counseling at the level of the educational institution:

1) The managerial staff (director, deputy director):

- a) ensures and organizes the psychological assistance in the educational institution
- b) identifies forms of access to psychological assistance (telephone number, e-mail, etc.) with the establishment of the schedule of activities
- c) informs students, parents, teachers about the possibility and how to benefit from psychological assistance and / or educational counselling
- d) establishes, together with the teachers, psychologists, the way to monitor the well-being of the students
- e) determines the specific needs of teachers and notifies the cases in which VET institutions employees face an emotional crisis, requesting support
- f) ensures access to methodological supports, informative materials, videos, tutorials developed under the auspices of the Ministry of Education, Culture and Research on psycho-emotional aspects for students, parents, teachers in the context of crisis situations
- g) will inform if necessary to the Republican Centre for Psychopedagogical Assistance the potential beneficiaries or people exposed at risk for psychological assistance.

2) The class master will:

- a) monitor, at distance, on a daily basis, the well-being of the students in the group;
- b) provide educational counseling to students on the organization of distance schooling in crisis situations;
- c) maintain an effective collaboration with the student's family and will have an open and honest dialogue on the child's healthy lifestyle, resource management, communication and interpersonal relationships

3) The psychologist will:

- a) provide psychological assistance to students, parents and teachers in order to help them overcome possible temporary periods of emotional crisis
- b) provide support to students, parents and teachers to identify / develop effective strategies for adapting to stressful situations
- c) provide psychological support to parents for constructive and non-violent management of the relationship with children, in the context of the long-term continuation of the educational process

- d) provide psychological support to teachers in order to prevent burnout syndrome, stress and anxiety
- e) notify and inform the administration of the institution regarding the cases that require a specialized approach (medical, social services)
- f) work with teachers to monitor the well-being of students and their safety

VI. FINALIZATION OF THE YEAR OF STUDIES 2019-2020

51. In the reference period the summative evaluations, including theses, examinations, are not carried out. The hours planned for carrying out the evaluations are redistributed for the topics according to the curriculum at the course unit (discipline) / the respective module.

52. The semester average at the course unit (discipline) / module is calculated only on the basis of the marks accumulated during the semester, as follows:

1) for secondary technical training programs:

a) The semester average per module is equal to the average mark of $TT * 0.5$ plus the average mark of $PT * 0.5$ (where TT- represents theoretical training and PT- practical training)

b) The semester average for the discipline, including the general culture disciplines, is calculated as an arithmetic average, with two decimals, without rounding the current grades for the respective discipline.

2) for non-tertiary and post-secondary technical training programs:

a) The semester average for the general culture disciplines is calculated as an arithmetic average, with two decimals, without rounding the current grades for the respective discipline.

b) The semester average at the course unit is calculated as an arithmetic average, with two decimals, without rounding the current grades: hours of direct contact (theoretical / lectures, practical / laboratory, etc.) and hours of individual activity.

c) The general average per course unit is 100% of the semester average

53. During the reference period all students are promoted in the next year of studies regardless of the results obtained in the course units (disciplines) / modules.

54. For students who have obtained an average of less than 5.00 (five.00) in the course units (disciplines) / modules, an additional recovery period is organized after returning to studies.

55. The validation of study credits for the course units provided in the second semester of the academic year 2019-2020 is carried out simultaneously with the calculation of the semester average per course unit, in the context that the semester average is not less than 5.00 and is introduced in the register / examination note, notebook, student's personal file.

56. The qualification exams will be carried out under the conditions of the provisions of Order 1127/2018, after returning to studies within the deadlines established by the Ministry of Education, Culture and Research.

VII. SPECIAL PROVISIONS

57. Based on this Regulation, VET institutions shall develop their own regulations including, if necessary, the provisions of this Regulation. The regulations of the institutions shall have provisions that are in contradiction with the present Regulation.

58. The present Regulation applies insofar as it does not contravene the normative acts referring to VET, approved by the Ministry of Education, Culture and Research, except for the norms provided in the present Regulation.

59. Within five days, from the date of return to studies, VET institution shall submit to the Ministry of Education, Culture and Research for approval a Recovery Plan for the reference period in accordance with the provisions of the Education Plan.

Record (model)

Name of the institution _____

Name of the subject / module _____

Date	No. hrs.	Name of the class	Subject of the lesson	Type of online activity	Homework	Used ITC resource (link/digital tool)

Teacher's name _____

Instruction on the organization and implementation of the educational process in technical vocational education during the period when access to institutions is restricted

1. In accordance with the provisions of the Framework Regulation for the organization of VET during the period when access to institutions is restricted, based on the point 2, point 4, points 7-9, points 14-15, point 40, the educational process (teaching-learning-assessment) is carried out in an amount (volume) of work proportional to the number of hours provided in the curriculum at the learning units (disciplines) / modules or internships, according to the approved schedule and thematic-calendar design (approved at the beginning of the school year).

2. In the implementation of the distance education / online educational process, the teacher approaches the student as a subject of education through the following ways:

- combines synchronous communication activities with asynchronous communication activities, guided activities, individual and group work; uses a variety of interactive teaching methods and techniques, focused on student interests and needs; not only proposes tasks and requests results ("products"), but ensures the teaching new content;
- excludes the situations in which the student remains a simple spectator/consumer of information; actively involves the student in the process, according to the specifics of age: to watch / listen to video / audio materials, to perform interactive activities online and to study from printed textbooks / digital textbooks, to develop digital products, for example, digital posters / collages, online concept maps, digital research projects, reports, etc
- requests feedback from students, at each stage of the lesson, regarding the understanding of the tasks, the process of accomplishing them, including its evaluation, as well as regarding their emotional well-being;
- provides the student with descriptive behavioral feedback about the process of accomplishing the tasks, appreciates any progress and establishes together with it new objectives / targets to be achieved.

3. The teacher at the course unit (discipline) / module will carry out its teaching activity in the established manner, in order to fulfill the following requirements:

a) The amount of work time required by a student (material received, material learned, task performed, feedback provided) for one day will not exceed 8 academic hours. The volume of 8 academic hours does not include the time necessary for the independent study of the student;

b) The training process of a group of students takes place 5 days a week (Monday-Friday), maximum 8 academic hours per day, with breaks according to a schedule approved by the institution;

c) The schedule is presented to students and teaching staff in the established terms. The lessons are carried out strictly according to the approved schedule;

d) Theoretical materials offered to the student will be a useful support for the efficient use of experience and practical skills needed by students, by dosing information, time and ensuring information balance at all stages of the lesson.

e) The tasks to be performed by the student are organized in the form of portfolios or online projects. The digital products presented by students can be accepted in both printed and handwritten form (for example for solving exercises). In allocation of the tasks, students' access to technical equipment and their digital skills will be taken into account. It is recommended to orient the students' activity towards the concrete solving of the learning process tasks and not to be focused on the way of formatting / editing materials by the students.

f) Ensuring measures to protect students in the online environment by specifying, together with students, the risks and strategies to minimize them. The registration or photography of students in online lessons will be done only with their consent.

4. It is not recommended to use the didactic tasks, such as:

- a) Taking notes;
- b) Individual study of the topic;
- c) Elaboration of presentations that aim only at collecting information from various internet sources;
- d) Solving an exaggerated number of redundant exercises, tasks;
- e) Elaboration of electronic presentations that reproduce the taught / transmitted material, as the students simply transcribe the material from the support.

5. The teacher estimates for each task the average time needed to perform in order to avoid overloading, intellectual and emotional exhaustion of students.

The Guide on the development/use of digital teaching materials

The Guide offers to the teachers the following elements of the use of digital materials:

- Types of digital teaching materials
- Classification of digital teaching materials according to methodical destination
- Classification of digital teaching materials according to the didactic purpose
- Classification of digital teaching materials according to their type
- The basic and complementary functionalities of digital teaching material
- Features for students with special educational needs
- Criteria for evaluating digital teaching materials developed / expected to be used
- Virtual labs and interactive simulations
- Interactive tests recommendations on the design of learning activities based on the use of digital media and materials
- Selection of digital materials according to the didactic purpose pursued
- Orientation scenarios for a learning / lesson unit based on distance communication.