

«The Volgo-Caspian marine fishery college»

Accepted by  
College council  
from December 10, 2010.,  
report № 3

Approve  
The Head of college  
\_\_\_\_\_ P.P. Epifanova  
« 13 » \_\_\_\_\_ 12 \_\_\_\_\_

RULES OF ADMISSION  
UNDER PROGRAMS  
OF ADDITIONAL VOCATIONAL TRAINING

FILE 01-91

|                  |  |
|------------------|--|
| DEVELOPER        | The management service<br>of a specialist training quality |
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A.Content

|   |   |
|---|---|
| C.List of copy registration.....                                | 4 |
| 1. General regularities.....                                    | 5 |
| 2. The organization of entrants' informing.....                 | 5 |
| 3. The organization of admission and acceptance to college..... | 6 |

B. List of acquaintance

| Surname, name,<br>Middle name | Position  | Date | Signature |
|-------------------------------|---|------|-----------|
| Bahmetieva Y.V.               | Manager of the training and improvement of professional skills Centre |      |           |
| Bazaralieva F.G.              | Manager of the additional training centre                             |      |           |
|                               | The responsible secretary of a selection committee                    |      |           |

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C. List of copy registration

| Place of storage of a corrected copy  | Copy number |
|---|-------------|
| Information-methodological centre – Ilatovskaya K.A. – the deputy chief on training-methodological work | 1           |
| Training and improvement of professional skills Centre  | 2           |
| Centre of additional training   | 3           |
|   |             |
|   |             |



|   |            |              |              |
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| RULES OF ADMISSION UNDER PROGRAMS OF ADDITIONAL VOCATIONAL TRAINING |            |              |              |
| File: 01-91   | 11.11.2010 | Version: V.1 | Pages.5 / 12 |

admission in educational establishments of secondary vocational training having the state accreditation”, the charter of college.

1.2. The college carries out admission of physical bodies for training under programs of additional vocational training (additional training, vocational training, raising the level of professional skills) which list occurs in the license for the right of conducting educational activity.

1.3. Participants of the terms adjustable by the present statute are:

- listeners - physical bodies (citizens of the Russian Federation, foreign citizens), receiving educational service under programs of additional vocational training;
- customers - physical and (or) juridical persons compensating the cost of paid educational service;
- executor - college, on behalf of the appropriating structural divisions realizing the programs of additional vocational training.

1.4. The realization of programs of additional vocational training is carried out in the Centre of training and raising the level of professional skills and the Center of additional training (further - the centers) on a contractual basis.

1.5. The total of listeners in college should not exceed the limiting number established by the license for the right of conducting of educational activity, with regard to the number to be trained on full-time and correspondence forms of tuition.

## **2. The organization of entrants' informing**

2.1. For the purpose of acquaintance of the listener (customer) with the charter of college and the license for the right of conducting educational activity in each area of training and other documents regulating the organization of educational process, the college places the specified documents at the information stand of the Centers and the official website.

2.2. At the information stand of the Centers and website of the college the following information is placed:

- the present rules;
- the list of programs of additional vocational training;
- normative timeframes of training on appropriating educational programs;

|   |            |              |              |
|---|------------|--------------|--------------|
| FSEE STE «THE VOLGO-CASPIAN MARINE FISHERY COLLEGE»                 |            |              |              |
| RULES OF ADMISSION UNDER PROGRAMS OF ADDITIONAL VOCATIONAL TRAINING |            |              |              |
| File: 01-91   | 11.11.2010 | Version: V.1 | Pages.6 / 12 |

- minimal and maximum quantity of places in group of listeners for reception in each area of training;
- the information on availability and quantity of berths in hostels for nonresident incoming students;
- the sample of the contract for the entrants at places with payment of the cost of training.

### **3. The organization of admission and acceptance to college**

3.1. Admission of citizens on training under programs of additional vocational training is carried out under applications of physical or juridical persons on contractual (onerous), out-of-competition basis.

3.2. Reception of documents and training is carried out within a calendar year - in process of a group staffing. The decision on a group staffing accepts the Center Manager on the basis of the analysis of profitability of this or that group formation.

3.3. Admission to college for training is carried out under the personal application of the entrants (the appendix 2).

3.4. At handing in the application for admission in college for training under programs of additional vocational training the entrant shows:

- the documents proving his identity (the original or a copy);
- at own discretion the original or a copy of the document of the state sample about education;
- the information on health (the indispensability is defined by the appropriating program);
- documents on results of previous similar vocational trainings, retrainings.

3.5. In the application the Listener locates the fact of acquaintance with the charter, the license for the right of conducting educational activity under the chosen program.

3.6. The entrants, presented obviously false documents bear the responsibility stipulated by the legislation of the Russian Federation.

3.7. The decision on admission on appropriating courses is accepted on the basis of examination of the documents certifying: age, basic education, work experience, health. Requirements to education, age and others are shown depending on the chosen area of vocational training (improvement of professional skills) and stated in the appendix 1 to the present regulations.

3.8. Admission of listeners on training is carried out in the presence of education:

|   |            |              |              |
|---|------------|--------------|--------------|
| FSEE STE «THE VOLGO-CASPIAN MARINE FISHERY COLLEGE»                 |            |              |              |
| RULES OF ADMISSION UNDER PROGRAMS OF ADDITIONAL VOCATIONAL TRAINING |            |              |              |
| File: 01-91   | 11.11.2010 | Version: V.1 | Pages.7 / 12 |

- the basic general education;
- secondary general or elementary vocational training;
- secondary or high vocational training.

3.9. The listeners, who are meeting requirements, are accepted on appropriating courses on an out-of- competition basis.

3.10. With incoming listeners or customers of educational services the contract of onerous rendering of services is signed.

3.11. Collection of a payment from the entrants in the process of handing in the papers is forbidden.

3.12. The contract is the basis for the edition of the order on acceptance. The order is published within 3 working days from the moment of signing the contract on training.

3.13. The foreign citizens entering for training under programs of additional vocational training are guided by the present rules alongside with citizens of Russia.

**The deputy chief of college on training-production work**

**I.D. Kuzin**

**Manager of the training and improvement of professional skills Centre**

**Y. V. Bahmetieva**

Appendix 1

**Requirements to Listeners at acceptance on programs of additional vocational training**

| №<br>п/п                               | The name of the program<br>(in accordance with the license) | Requirements at entering on programs of<br>additional vocational training to: |     |                                      |   | Min/<br>Max<br>quantities<br>of<br>listeners<br>in the<br>group |
|--|---|---|-----|--------------------------------------|---|---|
|  |   | basic education   | age | Presence of a medical<br>information | work experience (length<br>of service on ships) |   |
| <b>Programs of additional training</b> |   |   |     |                                      |   |   |



|  |   |                    |         |   |   |            |
|--|---|--------------------|---------|---|---|------------|
| 1  | Professional retraining on a structure of the basic professional educational programs of college                                      | SVT                | 18      | - | - | 3 and more |
| 2  | Bases of accounting   | Main general       | 16      | - | - | 3 and more |
| 3  | Bases of entrepreneurial business   | Main general       | 16      | - | - | 3 and more |
| 4  | Bases of management   | Main general       | 16      | - | - | 3 and more |
| 5  | Automation of accounting (1C: Accounting department)  | Main general       | 16      | - | - | 3 and more |
| 6  | Automation of accounting (1C: Trade and stock)  | Main general       | 16      | - | - | 3 and more |
| 7  | Automation of accounting (1C: Salary and staff)   | Main general       | 16      | - | - | 3 and more |
| 8  | Preparation for entering a secondary special educational institution  | Main general       | 14      | - | - | 15-30      |
| 9  | Improvement of professional skills on a structure of professional educational programs of college                                     | SVT                | 18      | - | - | 3 and more |
| 10   | The user of a professional computer   | -                  | -       | - | - | 3 and more |
| 11   | Requirements concerning the captain and a deck command  | Main general       | 16      | + | + | 1/12       |
| 12   | Requirements concerning the engine command  | Main general       | 16      | + | + | 1/12       |
| 13   | Requirements concerning the functions connected with emergencies, a labour protection, medical nursing and a survival on marine ships | Main general (SVT) | 16 (18) | + | - | 1/12       |
| 14   | Requirements concerning preparation of crews of the certain types of ships  | Main general (SVT) | 16 (18) | + | - | 1/8        |
| <b>Programs of professional skills improvement</b> |   |                    |         |   |   |            |
| 15   | Operation of life boats, rafts and  | Main               | 18      | - | - |            |

|    |   |                    |    |   |   |     |
|----|---|--------------------|----|---|---|-----|
|    | standby boats of the International convention on training and keeping watch (STCW 78/95)  | general            |    |   |   |     |
| 16 | Training preparation of operators GMDSS (Global Maritime Distress & Safety System)  | SVT                | 18 | - | - | 1/8 |
| 17 | Training preparation of operators of the limited area GMDSS (Global Maritime Distress & Safety System)  | SVT                | 18 | - | - | 1/8 |
| 18 | Training preparation of operators GMDSS of the limited area on operator GMDSS (Global Maritime Distress & Safety System)  | SVT                | 18 | - | - | 1/8 |
| 19 | Training retraining of operators GMDSS (Global Maritime Distress & Safety System)   | SVT                | 18 | - | - | 1/8 |
| 20 | Operation of small-size ships   | Main general       | 16 | + | - | 1/6 |
| 21 | Operation of small-size fishing ships (fishing motor-boats) with the engine capacity not less than 55 kw, not persons under surveillance RMRS which is carrying out independent or group coastal navigation | Secondary full     | 18 | + | - | 2/6 |
| 22 | Operation of ships of coastal navigation by gross tonnage less than 200 register tons   | SVT                | 18 | + | - | 2/6 |
| 23 | Operation of ships of coastal navigation with capacity of the main propulsion device up to 250 kw   | SVT                | 18 | + | - | 2/6 |
| 24 | Rendering of the first medical aid and medical nursing of the International convention on training and keeping watch (STCW 78/95)   | Main general (SVT) | 18 | + | - | 2/6 |
| 25 | Fire control under the expanded program   | SVT                | 18 | + | - | 2/6 |
| 26 | Basic training STCW 78/95 (the International convention on train-   | Main general       | 16 | + | - | 2/6 |

|  |  |              |    |   |   |            |
|--|--|--------------|----|---|---|------------|
|  | ing and keeping watch)                         |              |    |   |   |            |
| 27                                     | Electronic cartography                         | SVT          | 18 | - | - | 1/8        |
| 28                                     | Use of Automatic Radar Plotting Aid (ARPA)     | SVT          | 18 | - | - | 1/8        |
| 29                                     | Radar Observation and Plotting (ROP)           | SVT          | 18 | - | - | 1/8        |
| <b>Programs of vocational training</b> |  |              |    |   |   |            |
| 30                                     | Bartender                                      | Main general | 16 | + | - | 3 and more |
| 31                                     | confectioner (catering)                        | Main general | 16 | + | - | 3 and more |
| 32                                     | confectioner                                   | Main general | 16 | + | - | 3 and more |
| 33                                     | sailor (for ships of a fishing industry fleet) | Main general | 16 | - | - | 3 and more |
| 34                                     | Motorman (engineer)                            | Main general | 16 | - | - | 3 and more |
| 35                                     | Motorman (engineer) of refrigerator plants     | Main general | 16 | - | - | 3 and more |
| 36                                     | Fish handler                                   | Main general | 16 | - | - | 3 and more |
| 37                                     | operator of computers                          | Main general | 16 | - | - | 3 and more |
| 38                                     | waiter   | Main general | 16 | + | - | 3 and more |
| 39                                     | Baker  | Main general | 16 | + | - | 3 and more |
| 40                                     | Baker-master                                   | Main general | 18 | + | - | 3 and more |
| 41                                     | Cook   | Main general | 16 | + | - | 3 and more |
| 42                                     | Ship's electrician                             | Main general | 18 | - | - | 3 and more |
| 43                                     | Electro-gas welder                             | Main general | 16 | - | - | 3 and more |
| 44                                     | Accountant                                     | Main general | 16 | - | - | 3 and more |
| 45                                     | secretary to management                        | Main general | 16 | - | - | 3 and more |

Appendix 2

Registration number \_\_\_\_\_

To the Chief\_\_FSEE STE “The Volgo-Caspian marine fishery college” from

|  |  |
|--|--|
| Surname _____<br>Name _____<br>Middle name (if there is any) _____<br>Date of birth _____<br>Place of birth _____<br>_____ | document proving the identity<br>_____<br>_____<br>Serial number _____ № _____<br>date of issue and authority: _____<br>_____<br>_____ |
|--|--|

Place of residence: \_\_\_\_\_

Phone number \_\_\_\_\_

|   |            |              |               |
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| RULES OF ADMISSION UNDER PROGRAMS OF ADDITIONAL VOCATIONAL TRAINING |            |              |               |
| File: 01-91   | 11.11.2010 | Version: V.1 | Pages.13 / 12 |

The information on the previous educational level (to specify a level, a specialty, qualification, the name of educational establishment, series, number and date of issue of the document on education):

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### Application

I ask to accept me on courses under the program (programs) of vocational training (improvement of professional skills): \_\_\_\_\_

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Hostel: require , don't require .

Some more facts about me: \_\_\_\_\_

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« \_\_\_ » \_\_\_\_\_ 201\_\_ г.

\_\_\_\_\_ (signature of the entrant)

I am acquainted with the charter of college, rules of reception under programs of additional vocational training, the license for the right of conducting educational activity, the certificate on accreditation:

\_\_\_\_\_ (signature of the entrant)

The signature of the person who has accepted the documents:

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

signature                                  SNMn                                  date

The resolution of the head of structural division \_\_\_\_\_

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\_\_\_\_\_ ( The conclusion about possibilities of reception, the signature)