

Ministry of Education and Science of the Republic of Kazakhstan  
«Korkyt Ata Kyzylorda University» NCJSC

APPROVED  
Chairman of the Committee  
Academic quality  
Kulmurzaev N.   
«  ИНСТИТУТ 2023

**GRADUATY MODEL**  
Bachelor's degree in the educational program  
6B04139– «State and local administration»

Kyzylorda, 2023

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## **INTRODUCTION**

The graduate model of Korkyt Ata University is a comprehensive image of the result of studying at the university at all levels of education. The graduate model is recommended for use in the development of educational programs.

The development of a graduate's competence model is an important prerequisite for the implementation of the main directions of the Bologna process and a requirement of the modern labor market. The competence model of a graduate (bachelor) is designed to answer the question of what professional tasks a specialist of a certain rank (position), of a particular profile should be able to solve. The formation of a modern graduate model that meets the needs of all interested parties is the main strategic goal of Korkyt Ata University and is provided with the necessary resources for the educational process, including personnel, educational, methodological, informational and logistical support. The University conducts a targeted personnel policy and systematic improvement of the material and technical base of the university to ensure the quality of training of a bachelor graduate in demand in the labor market.

### **1. DESCRIPTION DESCRIPTION**

The educational program 6B04139-State and Local government is implemented in order to develop the potential of higher education, taking into account the educational needs and requests of students. The educational program includes materials that ensure the quality of training for students and the introduction of appropriate educational technologies in the field of personnel training.

The main idea of the educational program is to implement the process of training specialists in public authorities and assumes the presence of certain knowledge, skills and competencies that will help the graduate to successfully carry out activities in state and local government bodies, the formation of their personality-oriented competencies.

### **2. THE CONSTITUENT COMPONENTS IN THE FORMATION OF THE GRADUATE MODEL OF THE EDUCATIONAL PROGRAM**

The key components of the formation of the graduate Model of the educational program include information about the goals and objectives of the educational program, objects, types and directions of professional activity, the competence model of a specialist (Appendix 1), including descriptors, a variety of competencies in accordance with the educational program, the results of the educational

program.

### 2.1 Objectives of the Educational Program:

Training of highly qualified specialists, managers and administrators to work in government, public and commercial organizations, providing professional competence in the field of business and management, which allows them to be in demand in the practical activities of state and local authorities.

### 2.2 Objectives of the Educational Program:

-obtaining a full-fledged, high-quality, professional education; -training in the practical basics of state and local government. - formation of professional knowledge and skills, development of competencies in the field of state and local government, contributing to social mobility and high demand for graduates in the labor market.

### 2.3 General and professional competencies

- implementation of management activities in various areas of economic and social development of administrative-territorial units
- Knows the theory and methodology of planning and organization in the field of state and local government
- Knows the theoretical and methodological foundations of the analysis, systematization of professional information in order to develop proposals for improving the system of state and local government
- Has the skills (labor actions) to prepare proposals for improving the system of state and local government

### 2.4 Matrix of correlation of learning outcomes of the educational program with the competencies being formed

Competencies	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9	LO 10	LO 11	LO 12
GEC1	+	+										
GEC 2	+				+							
GEC 3				+	+							
GEC 4	+					+						
GEC 5	+		+									
GEC 6		+										+
GEC7	+									+		+
BC								+			+	
BC 1	+									+		+
BC 2	+									+		+
BC 3				+	+				+			
BC 4				+		+			+			
BC 5				+		+			+			
BC 6				+		+			+			
BC 7				+		+			+			
BC 8				+		+			+			
BC 9		+			+					+		

<b>BC 10</b>			+	+		+						
<b>BC 11</b>			+					+				
<b>BC 12</b>			+					+				
<b>BC 13</b>		+								+	+	
<b>BC 14</b>		+								+	+	
<b>BC 15</b>				+		+			+			
<b>BC 17</b>							+			+	+	
<b>BC 18</b>			+							+		+
<b>BC 19</b>			+							+		+
<b>BC 20</b>			+							+		+
<b>BC 21</b>							+			+	+	
<b>BC 22</b>							+			+	+	
<b>BC 23</b>				+		+						+
<b>BC 24</b>			+		+					+		
<b>BC 25</b>			+			+	+					
<b>BC 26</b>							+			+		+
<b>BC 27</b>		+			+						+	
<b>BC 28</b>		+			+						+	
<b>BC 29</b>				+					+			+
<b>BC 30</b>							+			+	+	
<b>ПС 1</b>			+							+		+
<b>ПС 2</b>	+		+								+	
<b>ПС 3</b>	+		+								+	
<b>ПС 4</b>			+			+				+		
<b>ПС 5</b>				+	+							
<b>ПС 6</b>	+		+								+	
<b>ПС 7</b>		+			+							+
<b>ПС 8</b>		+			+							+
<b>ПС 9</b>			+	+				+				
<b>ПС 10</b>		+		+				+				
<b>ПС 11</b>		+		+				+				
<b>ПС 12</b>				+					+			
<b>ПС 13</b>	+	+						+				
<b>ПС 14</b>				+	+		+					
<b>ПС 15</b>				+	+		+					
<b>ПС 16</b>				+			+		+			
<b>ПС 17</b>				+			+		+			
<b>ПС 18</b>		+	+						+			

LO 1	Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
LO 2	Able to apply the rules governing budgetary, tax, currency relations in the field of insurance, banking, accounting and control and prepare proposals for improving the system of state and local government

LO 3	Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
LO 4	Owens the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
LO 5	Participates in the formation of industrial and innovative development programs, evaluates their effectiveness, organizes investment and innovative activities
LO 6	Able to form a model of public administration and an effective system of civil service personnel management, has high professionalism in the field of public administration
LO 7	Demonstrates knowledge and understanding of the basic conceptual framework in the field of economics, apply this knowledge and understanding at a professional level
LO 8	Possesses practical skills in the field of public administration in the face of expected changes in economic trends Possesses practical skills in the field of public administration in the face of expected changes in economic trends
LO 9	Applies the main methods of formation and implementation of regional policy and state regional management, also describes the regional and spatial specifics of the location of industries
LO 10	Performs economic and mathematical calculations to improve economic efficiency by applying basic statistical methods
LO 11	Has a scientific understanding of management and marketing, is aware of the role and importance of modern management technologies in the field of economics and management
LO 12	Makes managerial and legal decisions in the process of interaction between public and private structures

### **2.5. Personal qualities of a social work specialist:**

- purposefulness,
- responsibility,
- determination,
- initiative,
- communication skills,
- poise,
- decency,
- integrity,
- honesty,
- self-control,
- independence,
- stress resistance,
- energy,
- polite,
- patience,
- enthusiasm.

## **CONCLUSIONS**

This graduate model is the methodological basis for the implementation of the technology of the competence approach. It is also important to understand that the formation of these competencies

in a graduate is ensured through a certain way organized and implemented educational process. In market conditions, universities are beginning to pay more attention to the quality of graduates: after all, a graduate is exactly the result of university education that enters the labor market. And it has to be competitive. It is in order to prepare graduates in demand on the market that it is necessary to form a comprehensive portrait of him, a certain matrix of characteristics. From understanding the key advantages, characteristics, and competencies of graduates that employers need, it is possible to move on to creating an effective modern university: to form educational programs, create infrastructure, and use new learning formats.

## The graduate's competence model

Module	ДДБ (Dublin Descriptors of bachelor)	Emerging competencies			Planned learning outcomes
		general education competencies	basic competencies	professional competencies	
1	2	3	4	5	6
M1	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 1			LO 1 Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 2			LO 1 Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 3			LO 1 Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 4			LO 1 Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 5			LO 1 Able to apply digital technologies in professional activities (Smart technologies, software, 1C-accounting, electronic government application, Internet)
M2	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 6			LO 2 Able to apply the rules governing budgetary, tax, currency relations in the field of insurance, banking, accounting and control and prepare proposals for improving the system of state and local government
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5	GEC 7			LO 2 Able to apply the rules governing budgetary, tax, currency relations in the field of insurance, banking, accounting and control and prepare proposals for improving the system of state and local government
M3	ДДБ1		BC 1	PC 1	LO 3



ДДБ2 ДДБ3 ДДБ4 ДДБ5				Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 2	ПС 2	LO 3 Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 3	ПС 3	LO 3 Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 4	ПС 4	LO 3 Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 5	ПС 5	LO 3 Has a comprehensive scientific understanding in the field of knowledge of the main state-legal phenomena, institutions and processes, is able to analyze and apply in practice the norms of administrative legislation
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 6	ПС 6	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 7	ПС 7	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 8	ПС 8	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 9	ПС 9	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
ДДБ1 ДДБ2 ДДБ3		БС 10	ПС 10	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion

	ДДБ4 ДДБ5				
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 11	ПС 11	LO 4 Owns the basic technologies for forming and promoting the image of the state and local service, the basic technologies for forming public opinion
M4	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 12	ПС 12	LO 5 Participates in the formation of industrial and innovative development programs, evaluates their effectiveness, organizes investment and innovative activities
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 13	ПС 13	LO 5 Participates in the formation of industrial and innovative development programs, evaluates their effectiveness, organizes investment and innovative activities
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 14	ПС 14	LO 5 Participates in the formation of industrial and innovative development programs, evaluates their effectiveness, organizes investment and innovative activities
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 15	ПС 15	LO 5 Participates in the formation of industrial and innovative development programs, evaluates their effectiveness, organizes investment and innovative activities
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 16	ПС 16	LO 6 Able to form a model of public administration and an effective system of civil service personnel management, has high professionalism in the field of public administration
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 17	ПС 17	LO 6 Able to form a model of public administration and an effective system of civil service personnel management, has high professionalism in the field of public administration
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5			ПС 18	LO 6 Able to form a model of public administration and an effective system of civil service personnel management, has high professionalism in the field of public administration
M5	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 18		LO 7 Demonstrates knowledge and understanding of the basic conceptual framework in the field of economics, apply this knowledge and understanding at a professional level

	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 19		LO 7 Demonstrates knowledge and understanding of the basic conceptual framework in the field of economics, apply this knowledge and understanding at a professional level
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 20		LO 7 Demonstrates knowledge and understanding of the basic conceptual framework in the field of economics, apply this knowledge and understanding at a professional level
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 21		LO 8 Possesses practical skills in the field of public administration in the face of expected changes in economic trends Possesses practical skills in the field of public administration in the face of expected changes in economic trends
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 22		LO 8 Possesses practical skills in the field of public administration in the face of expected changes in economic trends Possesses practical skills in the field of public administration in the face of expected changes in economic trends
M6	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 23		LO 9 Applies the main methods of formation and implementation of regional policy and state regional management, also describes the regional and spatial specifics of the location of industries
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 24		LO 9 Applies the main methods of formation and implementation of regional policy and state regional management, also describes the regional and spatial specifics of the location of industries
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 25		LO 10 Performs economic and mathematical calculations to improve economic efficiency by applying basic statistical methods
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 26		LO 10 Performs economic and mathematical calculations to improve economic efficiency by applying basic statistical methods
M7	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		BC 27		LO 11 Has a scientific understanding of management and marketing, is aware of the role and importance of modern management technologies in the field of economics and management
	ДДБ1 ДДБ2		BC 28		LO 11 Has a scientific understanding of management and marketing, is aware of the

	ДДБ3 ДДБ4 ДДБ5				role and importance of modern management technologies in the field of economics and management
M8	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 29		LO 12 Makes managerial and legal decisions in the process of interaction between public and private structures
	ДДБ1 ДДБ2 ДДБ3 ДДБ4 ДДБ5		БС 30		

M 1-Socio and cultural knowledge

M2-Propaedeutics

M3-Basic knowledge

M4-Fundamental knowledge

M5- Methods of public administration

M6- Economic and administrative regulation

M7-Science, innovation and educational work

M8-Final certification