



Kosovo Academy for Public Safety

SELF EVALUATION REPORT

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1. MISSION STATEMENT

KAPS mission and vision are formulated through its role and are in accordance with the expectations of all interest groups. KAPS clearly defines its purpose, which includes academic and research objectives, guides its main actions, defines its primary stakeholders and provides the framework within which strategies and core values are formulated. When defining the mission of KAPS for the coming years as well as the path to be followed through its main pillars, many elements were taken into consideration, but the most important are: *Responsibility, Services offered, Quality, Competence, Community*

Mission: Provide high quality training, education and research in the field of public safety to help provide a safe environment for all citizens of the Republic of Kosovo.

KAPS vision statement defines the position and outlook of the Academy in the future, while at the same time being a framework for strategic planning. It determines the direction of the organization, which can be achieved through specific forms of action. KAPS vision also reflects the expected values, basic competencies and basic principles of behavior of its employees.

When defining the vision of KAPS for the coming years, many elements were taken into consideration, but the most important are: *Legal aspect, Accreditations, Responsibility and Program of the Government of the Republic of Kosovo 2021-2025*

Vision: The academy, through the provision of training and education with quality and standards of excellence, will be a key factor in raising the capacities of law enforcers in line with the changes and challenges they face.

The mission of the Academy is clear, it provides high quality training, education, research and development services in the field of public safety.

KAPS core values describe the beliefs that are shared with all stakeholders of the academy. They provide the framework in which the decisions are made and establish the guiding principles which determine the applicable norms of behavior and action, which, in addition to the principle aspect, are values that are felt and implemented by KAPS personnel. KAPS has defined these basic values: **honesty, transparency, responsibility, diversity and professional ethics.**

The statement of the mission, vision and basic values were approved by the Decision of the Director General (see appendix 1) defined in the Development Strategy and Action Plan of KAPS 2023-2026 (see annex 9) and all the elements of established as the mission, vision and values (see annex 9a) The Development Strategy also defines internal and external cooperation partners and describes the major actions for KAPS, to fulfill its mission and vision. Also, all the actors have already been notified with the document according to the communication plan of the strategy (see annex 9c)

2. WHO WE ARE

The Kosovo Academy for Public Safety is an institution of special importance for the Republic of Kosovo, as it is the only one that offers training and higher education for all officials who are responsible for maintaining order and public safety in the country.

The Kosovo Academy for Public Safety was established in September 1999.

This campus has existed since the 60s, while until 1971, it was used as the training institute of the former Yugoslav Army. Then, from 1971 to 1990, it served as a police high school. After 1990, this institution returned to a military base for the Serbian army, until 1999.

After the end of the war in Kosovo, it was necessary to create the institutions of Kosovo, where the international community through its organizations helped Kosovo to build a state.

In September 1999, the Organization for Security and Cooperation in Europe with a mission in Kosovo, together with the United Nations Mission (UNMIK) created the Kosovo Police Service School, which began training new police cadets. During the year 2003-2004, this school was transformed as a key institution for providing training for the Kosovo Police, Kosovo Customs, Kosovo Correctional Service and the Emergency Management Agency.

In 2006, the phase of transfer of competences from international institutions to local ones began. During this year (2006) the name of the Kosovo Police Service School was changed, thus taking the name Kosovo Center for Public Safety Education and Development (KCPSED).

On March 26, 2008, the Special Representative of the Secretary General of the United Nations announced Administrative Instruction No. 2008/3 and Regulations 2008/17 and 2008/18, which legally established the Kosovo Center for Public Safety, Education and Development (KCPSED) as an executive agency of the Ministry of Internal Affairs.

The center has provided joint training for all public safety institutions, focusing specifically on basic, advanced, management and leadership training.

Then with the entry into force of Law No. 04/L-053 on November 25, 2011 (see annex 1) this institution was named the Kosovo Academy for Public Safety (KAPS), as it is still called today.

The Academy is an executive agency within the Ministry of Internal Affairs. It is responsible for the provision of training and higher education, the implementation of policies and strategies and the development of capacities for all public safety institutions, but not limited to them.

The Kosovo Academy for Public Safety provides training and higher education for the Kosovo Police, the Kosovo Correctional Service, the Kosovo Customs, the Emergency Management Agency, the Police Inspectorate of Kosovo and the Kosovo Probation Service.

During the years 2012/2013, within the twinning project "Improving education in the public order and safety sectors", KAPS has designed the Bachelor study program, which meets the requirements of European and international standards. Providing higher education in public safety, raise the professionalism, leadership and management capacities of relevant agencies to support the creation of a modern and sustainable safety in Kosovo.

Based on this program, the Faculty of Public Safety operates in the Kosovo Academy for Public Safety, in which all public safety officials in Kosovo have the right to study.

Description of campus location

The Kosovo Academy for Public Safety is located in Vushtrri.

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AKADEMIA E KOSOVËS PËR SIGURI PUBLIKE
KOSOVSKA AKADEMIJA ZA JAVNU BEZBEDNOST
KOSOVO ACADEMY FOR PUBLIC SAFETY



Training and educational programs

Nr.	Training and educational programs	No. of students/ attendee
1	<p>Vocational Trainings - This category of training represents the process of the first steps related to a specific career or professional direction. Vocational training focuses on practical applications of learned skills and generally achieves the correlation of its application in practice. A large part of education in vocational schools is practical training.</p>	<p>The number of cadets and attendees of training is determined based on the training needs of PSI.</p>
2	<p>Basic trainings - This category of training represents the process of acquiring basic knowledge in theoretical and practical terms for the relevant officials of public safety agencies, who are faced with the relevant duties and responsibilities during the exercise of their profession.</p>	<p>KAPS prepares the annual plan for trainings that are expected to be held in the following year, where all types of trainings and the number of participants are determined according to PSI.</p>
3	<p>Advanced trainings - This category of training, unlike the basic ones, presents the process of acquiring knowledge at an advanced level in theoretical and practical terms for the relevant officials of public safety agencies who in their field will be able to work without supervision or limited supervision.</p>	
4	<p>Specialized Trainings - This category of training, unlike the basic and advanced ones, represents the process of acquiring knowledge at the highest level in theoretical and practical terms for the relevant officials of public safety agencies, who in their field will be able to work independently providing professional advice and opinions in the field of public safety.</p>	
5	<p>Training for Instructor -This category of training represents a field of preparation of new cadres of instructors/lecturers in the field of theoretical and practical training for relevant officials of public safety agencies, who will be able to work as instructors.</p>	
6	<p>Bachelor Study Program in Public Safety The BA program in public safety is a study program from the field of public safety, which in terms of content is divided into the theoretical part of specialized fields and the practical part-internship, which is the main part of the program. The theoretical and practical part of the studies are integrated, while for each year of the study a period of practical work-internship is also planned. The graduate will be able to become a specialist, professional or manager in Public Safety. From the third semester, students will choose one of the following courses in the field:</p> <ul style="list-style-type: none"> • <i>Police and Inspectorate,</i> • <i>Customs,</i> • <i>Correctional and Probation,</i> • <i>Emergency Management.</i> 	<p>Students of the Faculty of Public Safety FPS are employed officials in Public Safety Institutions.</p>

Professional Trainings - they are trainings in the field of profession and they are mandatory trainings to be part of IPS. These trainings are trainings validated by the KD of NQA with the standard of the profession recognized by CTPEA and NQA in full accordance with the NQF and are offered by KAPS as an accredited ITPE. List of professional trainings as follows:

- **Qualification Police officer** - The Academy, in cooperation with KP, has prepared the list of personnel for the provision and evaluation of the qualification (see annex 15). This qualification contains a total of 1081 hours, including elective modules, of which 827 hours are contact and supervision, while 254 hours are self-study. Out of 827 hours of contact and supervision, 560 hours or 50% will be covered by permanent teaching staff, while the rest will be covered by part-time teaching staff from the Kosovo Police, engaged by the Academy. In order to cover this qualification, the Academy, in accordance with the legislation applicable to the Academy, in cooperation with the Kosovo Police, has prepared the list of training personnel who will be engaged in the framework of this qualification.

The total number of training personnel is 92. CVs are attached (see annex 16)

The personnel engaged in the provision and evaluation of the qualification is competent since the vast majority of them have completed higher education and have adequate experience in certain modules within this qualification. The training personnel will be engaged when the training starts (the procedure is determined by decision no. 3/18 of the KAPS Board). Depending on the duration of the training, the training staff will be engaged temporarily and permanently (see annex 8 and 9).

KP training staff will be engaged in training programs in accordance with the Law of the Academy (see annex 2).

Required documents to be attached to the application.

Annex 15 - List of teaching staff for the Police Officer qualification

annex 16 - CVs of the teaching staff for the Police Officer qualification

annex 17a- List of Experts

- **Qualification Inspector of the Police Inspectorate of Kosovo** - The Academy, in cooperation with PIK, has prepared the list of personnel for the provision and evaluation of the qualification (see annex 15a). This qualification contains a total of 1700 hours including the selective modules. All modules are covered by teaching staff from the Academy together with PIK as provided in the Memorandum of Understanding (see annex 13a).

In order to cover this qualification, the Academy, in accordance with the applicable legislation in the Academy, in cooperation with the Police Inspectorate of Kosovo, has prepared the list of training personnel who will be engaged in the framework of this

qualification. According to the decision of the Board of the Academy for the Review of Professional Trainings from Public Safety Institutions (see annex 2a7). The proposed personnel are qualified, based on their education and experience for adequate teaching for certain modules within this qualification. The engagement of personnel will be done according to the institutional plan for the start of training. The training personnel will be engaged in teaching as provided for in the Memorandum of Understanding between the Academy and PIK in the case of starting the training (the procedure is defined by decision no. 8/18 of the Board of the Academy). (see annex 13a)

The review of the Professional Training was made by the professional group composed of the Academy and the PIK with the decision of the Board of the Academy (annex 2a))

Required documents to be attached to the application.

annex 13a: Agreement of Understanding between KAPS-PIK

annex 2a- Review of Professional Training from Public Safety Institutions

Annex 15a - List of teaching staff for the inspector qualification, approved by the Board of KAPS

annex 16a - CVs of the teaching staff for the inspector qualification

annex 17a- List of Experts

- **Qualification Customs Official** - The Academy, in cooperation with PIK, has prepared the list of personnel for the provision and evaluation of the qualification (see annex 15d). This qualification contains a total of 1100 hours, including the selective modules. All modules are covered by the training staff from the Academy and the KC according to the Memorandum of Understanding between the Academy and the KC, also in the case that the cadets select the Arrest and Detention Module the training staff from (see annex 2), the Kosovo Police will assist in holding this module. In order to cover this qualification, the Academy, in accordance with the legislation applicable to the Academy, and in cooperation with the Kosovo Customs, as provided for in the Agreement of Understanding between the Academy and the KC (see annex 13d) as well as the decision of the Board of the Academy for the Review of Professional Trainings (see annex 2a), has prepared the list of training personnel who will be engaged within this qualification. The number of training personnel is proven through CVs (see annex 16d). The personnel engaged in the provision and assessment of the qualification are competent in terms of education and adequate teaching experience for certain modules within this qualification.

The training personnel will be engaged upon the start of the training as provided in the Memorandum of Understanding between the Academy and the KC (see annex 13d)

The review of the Professional Training was made by the professional group composed of the Academy and the KC with the decision of the Board of the Academy (see annex 2a)

Required documents to be attached to the application.

annex 13d - Memorandum of Understanding between KAPS and KC

annex 2a- Review of Professional Training from Public Safety Institutions

Annex 15d - List of teaching staff for the Customs Officer qualification

annex 16d - CVs of the teaching staff for the Customs Officer qualification

annex 17a- List of Experts

- **Qualification Firefighter** - The Academy, in cooperation with EMA, has prepared a list of personnel for the provision and evaluation of the "Firefighter" qualification. This qualification contains a total of 880 hours including elective modules, All modules will be covered by training staff as provided in the Memorandum of Understanding between the Academy and EMA (see annex 13e). Number of training personnel certified with CVs (see annex 16e). The personnel engaged in the provision and evaluation of the qualification are competent, based on adequate education and experience for teaching certain modules within this qualification, and their engagement will be in accordance with the Memorandum of Understanding between the Academy and EMA (annex 13e)

The review of the Professional Training was made by the professional group composed of the Academy and the EMA by decision of the Board of the Academy (see annex 2a)

Required documents to be attached to the application.

Annex 13 of the Memorandum of Understanding between KAPS and EMA

annex 2a- Review of Professional Training from Public Safety Institutions

annex 15e - List of teaching staff for the Firefighter qualification, approved by the KAPS Board

annex 16e - CVs of the teaching staff for the Firefighter qualification

annex 17a- List of Experts

- **Qualification Correctional Official** - The Academy, in cooperation with KCS, has prepared the list of personnel for the provision and evaluation of the qualification (see annex 15b). This qualification contains a total of 1060 hours including elective modules, all modules are covered by lecturer as provided in the Memorandum of Understanding between the Academy and KCS. In order to cover this qualification, the Academy, in accordance with the legislation applicable to the Academy, in cooperation with the Emergency Management Agency, has prepared the list of training personnel who will be engaged in this qualification. The number of training personnel is proven with the attached CVs (see annex 16b)
The personnel engaged in the provision and evaluation of the qualification are competent based on adequate education and experience for teaching certain modules within this qualification and their engagement will be in accordance with the Memorandum of Understanding between the Academy and KCS (see annex 13b)

The review of the Professional Training was made by the professional group consisting of the Academy and KCS with the decision of the Board of the Academy (annex 2a)

Required documents to be attached to the application.

annex 13b- Agreement of understanding between the academy and KCS

annex 2a- Review of professional trainings from public safety institutions

annex 15b- List of teaching staff for Correctional Officer qualification

annex 16b- CVs of teaching staff for Correctional Officer qualification

annex 17a - list of experts

- **Qualification Probation official** - The Academy, in cooperation with PSK, has prepared the list of personnel for the provision and evaluation of the qualification (see annex 15c). This qualification contains a total of 680 hours including elective modules, all modules will be covered by the training staff, as provided in the Memorandum of Understanding between the Academy and PSK (see annex 13c). In order to cover this qualification, the Academy, in accordance with the legislation applicable to the Academy, in cooperation with the Probation Service of Kosovo, has prepared the list of training personnel who will be engaged within this qualification. The number of training personnel is evidenced by the attached CVs (see annex 16c). The personnel engaged in the provision and evaluation of the qualification are competent based on adequate education and experience for teaching certain modules within this qualification. And their engagement will be in accordance with the Agreement of Understanding between the Academy and PSK (see annex 13c)

The review of the Professional Training was made by the professional group composed of the Academy and PSK with the decision of the Board of the Academy (see annex 2a)

Required documents to be attached to the application.

annex 13c-Memorandum agreement between the academy and PSK

annex 2a- Review of professional trainings from public security institutions

annex 15c - List of teaching staff for the Probation Officer qualification,

annex 16c - CVs of the teaching staff for the Probation Officer qualification,

annex 17a - list of experts

Table of training categories offered in KAPS for IPS

Institutions of public safety - IPS	Categories of training at the Academy				
	Professional Trainings	Basic Training	Advanced Training	Specialized Trainings	Training for instructors
Kosovo Police	1	32	37	11	9
Emergency Management Agency	1	20	1	1	1
Kosovo Customs	1	12	8	5	/
Department for Community Safety - MIA	/	1	/	/	/
Kosovo Correctional Service	1	4	2	/	1
Kosovo Academy for Public Safety	/	7	1	/	/
Police Inspectorate of Kosovo	1	/	/	/	/
Kosovo Probation Service	1	/	/	/	/
Agency for Forensics of Kosovo	/	/	/	2	/
Total training by categories	6	76	49	19	11
The total number of trainings	161				

4. WHAT ARE OUR CAPACITIES

Physical infrastructure / Buildings

The Academy for the development and implementation of the Professional Education and Training Program, the Bachelor Study Program in Public Safety and the realization of its institutional mission has the following Facilities, halls, cabinets and amphitheater:

4.1 Table / Facilities

Facilities	Number	Area in m ²
Classrooms	20	1522.63 m ²
laboratory	2	140 m ²
Cabinets	10	150 m ²
amphitheaters	1	850 m ²
Sports hall	2	1222.68 m ²
Dormitories for accommodation	3	7805 m ²
FPS building	1	7000 m ²

In the following, a brief description of all the facilities that KAPS possesses within its campus

The main building

The main building is the main facility and has a total of 20 classrooms which are equipped with projectors, computers and have full Wi-Fi coverage. The total area of the classrooms in this building is 1522.63, while the total area is 4953.07 m², which shows that the average area of the classrooms is 76.13 m². Each classroom, in this building, has 15 tables and 30 chairs, which means that 30 cadets/students/attendee of training can attend classes in one class, so the main building has capacity for 600 cadets/students attend the Bachelor Program/attend of various trainings, to follow their activities at the same time. The classrooms are also equipped with a projector, nine of them are equipped with a smart-board, while all the classrooms are equipped with a white board. Part of the main

building is also a significant number of offices which serve for the administration employees who operate within Academy.

Dormitory I

Academy offers accommodation for all cadets/students attend the Bachelor Program/attendees of various trainings within Academy, who wish to reside during the time of attend their respective activities. The dormitory has an area of 2706.35 m² and serves to accommodate male students, the housing capacity in this facility is 600 people.

Dormitory II

Dormitory II offers accommodation for female, instructors who wish to live during their respective activities, which has an area of 1293.07 m².

Dormitory III of the Higher Category in KAPS

The Dormitory of the Higher category is located within the Academy campus and is dedicated for living. The total area of the building is 3,803.95 m²

FATS firearm simulation training room

FATS Firearms Simulation Training Hall covers 144 m² and has the most advanced simulation equipment system located in the main hall.

Sports gym

The facility of the sports gym has an area of 1222.68 m² which enables the development of sports activities for all cadets/students attend the Bachelor Program/attendee of various trainings and once also for holding physical tests for young cadets, also in this facility There is also a gym with fitness equipment.

Canteen

The canteen facility covers an area of 548.75 m² and serves to provide food rations for cadets/students attend the Bachelor Program/attendee of various trainings, the capacity of which includes 300 people.

Currently KAPS is in the process of building a new canteen which is expected to be finalized in 2023-2024 with the following specifications:

- 2007 m² surface area,
- 400 people to be served at the same time.

Ambulance

The ambulance facility has an area of 131.8 m², so there is enough space to provide primary health care for all cadets/students attend the Bachelor Program/attendee of various trainings at Academy.

The logistics

The logistics facility has an area of 1111 m², which includes warehouses for organizing various materials used for various services in Academy.

Central heating

Through the heating facility, central heating is provided for all facilities at academy. The heating facility has an area of 168.16 m² and is equipped with a system of boilers that serve for this heating process.

The archive

The archive facility has an area of 78.84 m² and is equipped with the relevant infrastructure through which all documents are archived and stored at the level of academy.

Building (hall) no. 14

This facility has an area of 684.85 m² and is used for organizing lectures for students of the Faculty of Public Safety and for various other trainings.

Learning center "Steve Bennett"

The Steve Bennet Center has an area of 1753.39 m² in which there are two halls that serve for Management meetings, various conferences, KAPS Board meetings and are equipped with all the necessary modern inventory for the realization of these activities.

The warehouse

The warehouse facility has an area of 1418.87 m² and a sufficient infrastructure used for the storage of various goods that serve the needs of Academy.

Gardening building

Based on the fact that the KAPS campus is a large space, we have a team that maintains the spaces and this facility serves the needs of this team as well as the storage of work tools. This object has an area of 29.50 m²

Administrative Building

The Management of the Academy and other employees who deal with the smooth running of the Academy's affairs are located in the Administration facility. This facility has an area of 621.2 m² and has the necessary modern infrastructure which offers employees comfort and well-being during working hours.

The building of the indoor polygon

The building of the indoor range, for training with short weapons with an area of 400 m², is used by all the participants of the training who are obliged to attend the training with firearms. This facility incorporates a last technology control system.

Security Building

The Security Building has an area of 108.7 m² and is used by security officers who are responsible for maintaining the premises of Academy. This facility is equipped with a camera system in all Academy spaces and is monitored 24/7.

Pump station

In the building of the pump system, pumps for the circulation of technical water are installed in all buildings and has an area of 20 m²

Laundry

The Logistics Sector has a laundry facility with an area of 288.09 m², in which there is a team that takes care of cleaning the uniforms of cadets and other things, which is done through laundry machines that are located in the relevant facility.

The building of the Faculty of Public Safety

The Logistics Sector has also completed the building of the Faculty of Public Safety with an area of 7000 m². In this facility, the FPS administration will be located with the academic and student staff. Currently, this facility was expected to be completed at the end of 2020, but based on the time of the pandemic, the final works continued only after the easing of the Covid 19 measures, and now it is completed.

Master Plan - The KAPS has drawn up the Master Plan for its Complex, which defines the framework for the design, construction and use of the facilities of the Academy complex. The master plan provides the institution with a basis for the development of this complex, with a modern infrastructure and a plan which will enable further investments in the complex. (see Annex no. 3)

Human resources

Based on Law No. 04/L-053 on the Kosovo Academy for Public Safety (see Annex 2), KAPS personnel are divided into:

- *management personnel;*
- *supporting personnel;*
- *training and teaching personnel;*

➤ The number of jobs confirmed in the budget is a total of **one hundred and ninety-seven (166)**.

- The current number of employees is **one hundred and forty-six (137)**.

The current number of employees according to the qualification, ethnic and gender structure reflected in the table:

Totali i stafit te AKSP	Structural composition of Academy staff																
	Professional development				Ethnic composition									Gender		With Disability	
	Faculty	Higher education	Secondary education	Primary education	Albanian	Serbian	Bosnian	Turkish	Goran	Ashkali	Egyptian	Roma	Other ethnic	Male	Female	Male	Female
137	75	1	66	0	132	3	0	2	0	0	0	0	0	90	45	2	0

Table 4.2 Number of employees, qualifications, ethnicity, gender structure in Academy (see ANNEX no. 4)

The training provided in the country for Academy staff

no	Training designation	organized by	date	place	trained official
1	Analysis, Problem Solving and Managerial Decision Making	IKAP	27-28.04.2023	Prishtinë	2
2	Purchases module - Goods acceptance official	THK	30.03.2023	Prishtinë	1
3	Introduction to Management (Leadership and Management in the Public Sector)	IKAP	10-11.05.2023	Prishtinë	1
4	Advanced Principles of Merit-Based Recruiting	BDO	11-12.05.2023	Prishtinë	2
5	Expenditure Module-Certifying/Approving Officer-SIMFK	THK	05.05.2023	Prishtinë	1

6	Combating Discrimination, hate speech and gender-based violence	ATRC	13.06.2023	Vushtrri	5
7	Training on Basic Elements of Management	TBM	19-23.06.2023	Vushtrri	1
8	Safety and Health at Work	IKAP	12-13.07.2023	Prishtinë	1
9	Behavior with People and Duties at the Workplace	AKSP	07-11.08.2023	Vushtrri	1

Training provided abroad for Academy staff

no	Training designation	organized by	date	place	trained official
1	Strategic budget management, management and monitoring of E-procurement contracts	FLSA	05-08.05.2023	North Macedonia	3
2	The need for Democratic Cybersecurity to Preserve Democratic Society	SASCV& IICSS	27-28.01.2023	India	2
3	The visit encompassed various lectures, workshops, visits and networking	Laurea University of Applied Sciences	22.05-26.05.2023	Finland	2
4	Efsca Annual Conference 2023	Efsca Annual Conference 2023	22.05-25.05.2023	Slovenia	2
5	Asset Declaration Process According to the New Legislation, Handling of Conflict of Interest Cases	FLSA	20-23.10.2023	Albania	1
6	Budget preparation, procurement and budget execution	FLSA	02-04.11.2023	Albania	1

Tools/Equipments

Qualification tools for Police Officer

The KAPS has all the equipment that is necessary for the provision, namely the concretization of the curriculum and its modules based on the most modern teaching methods, such as: Classroom, Projector, Computer, Laboratory, Ranges, exercise rooms, Simulator for shooting, Space for first aid, etc.

However, the Academy in order to implement the Curriculum through decision No. 3/18 of the Academy Board has achieved cooperation with the KP where both Institutions have agreed to support each other with the necessary resources (annex 14-list of equipment) for the implementation of the curriculum.

List of the main equipment for the realization of the KP Curriculum	
Equipment from Academy	Equipment from KP
<ul style="list-style-type: none"> • lassroom equipment • The projector • Flipchart • Markers • Whiteboard • Cadet uniform • Classroom with computer • Indoor and outdoor shooting ranges, • weapons (Glock 19 pistols) for training, • ammunition, • Driving range • uniform, official belt, bulletproof vest, batteries, ear protectors, protective glasses, • Forensic Laboratory • Vehicle for traffic related trainings • Simulation town • Simulation room • FATS Firearms Simulation Device • Sports halls (with accompanying equipment) 	<ul style="list-style-type: none"> • The KP spaces for conducting professional practice • Equipment of the Kosovo Police as follows: <ul style="list-style-type: none"> - handcuffs, - baton stick, - safety vest, - audio-video equipment - flashlight, - official weapon, - initial report form, - manual, - samples (registers) of documents - Police cars, etc.

Qualification tools for Inspector of the Police Inspectorate of Kosovo

The Academy has all the equipment that is necessary for the provision of the curriculum and its modules, based on the most modern methods of teaching, such as: Classroom, Projector, Computer, Laboratory, Training Grounds, Exercise Halls, Shooting Simulator, Space for first aid etc. However, the Academy, in order to implement the Curriculum through the decision of the Board of the Academy (see annex 13a), has achieved cooperation with the PIK, where both Institutions have agreed to support each other with the necessary resources (annex 14a - list of equipment) for implementing the curriculum.

List of the main equipment for the realization of the PIK Curriculum	
Equipment from Academy	Equipment from PIK
<ul style="list-style-type: none"> • Classroom equipment • The projector • Flipchart • Markers • Whiteboard • Cadet uniform • Classroom with computer • Shooting range, • weapons (Glock 19 pistols) for training, • ammunition, • Driving range • uniform, official belt, bulletproof vest, batteries, ear protectors, protective glasses, etc • FATS Firearms Simulation Device • Simulation town • Simulation room • Sports halls (with accompanying equipment) • Computer room • Equipment for various controls (gloves, mask, pincers, screwdrivers, tools, knife-scalper, lamp-battery, reflector, special camera, small and medium equipment for detecting radioactivity, mirrors, equipment for detecting density, different keys for opening different tools, meter, glue, calculator, hammer, ladder • Driving range, etc. 	<ul style="list-style-type: none"> • PIK spaces for conducting professional practice (INTERNSHIP) • Equipment of the Police Inspectorate as follows: <ul style="list-style-type: none"> - handcuffs, - Baton stick, - safety vest, - audio-video equipment - flashlight, - official weapon, - initial report form, - manual, - police inspectorate car, - samples (registers) of documents - Vehicles of the Police Inspectorate, etc.

Qualification Tools for Firefighters

The Academy has all the equipment that is necessary for the provision, namely the concretization of the curriculum and its modules based on the most modern teaching methods, such as: Classroom, Projector, Computer, Laboratory, Ranges, exercise rooms, Simulator for shooting weapons, Space for first aid, etc.

However, the Academy, in order to implement the Curriculum through the decision of the Board of the Academy (*see annex 13e*) has achieved cooperation with EMA where both Institutions have agreed to support each other with the necessary resources (*annex 14e - list of equipment*) for the implementation of the curriculum as follows:

List of the main equipment for the realization of the EMA Curriculum	
Equipment from KAPS	Equipment from EMA
<ul style="list-style-type: none"> <input type="checkbox"/> Classroom equipment <input type="checkbox"/> The projector <input type="checkbox"/> Flipchart <input type="checkbox"/> Markers <input type="checkbox"/> Whiteboard <input type="checkbox"/> Cadet uniform <input type="checkbox"/> Classroom with computer <input type="checkbox"/> Prison cell (KAPS) for role playing <input type="checkbox"/> Driving range, <input type="checkbox"/> weapons (Glock 19 pistols), <input type="checkbox"/> ammunition, <input type="checkbox"/> uniform, official belt, bulletproof vest, battery, <input type="checkbox"/> ear protectors, protective glasses, <input type="checkbox"/> ambulance <input type="checkbox"/> Simulation town <input type="checkbox"/> Simulation room <input type="checkbox"/> Sports halls (with accompanying equipment) 	<ul style="list-style-type: none"> <input type="checkbox"/> EMA spaces for conducting professional practice <input type="checkbox"/> The polygon <input type="checkbox"/> Firefighter's work uniform 25 sets <input type="checkbox"/> Firefighting equipment (firefighting truck equipment) <input type="checkbox"/> Firefighter's Personal Protective Equipment <input type="checkbox"/> Firefighting truck (fully equipped according to the document Firefighting tank truck, Firefighting and rescue vehicle ladders (hydraulic ladders) Breathing apparatus Fire Extinguishers Hydraulic Equipment Pneumatic equipment) <input type="checkbox"/> Rollis <input type="checkbox"/> First aid equipment: (First aid kit for emergency response complete with equipment Carrying stretcher, Vest stretcher, Vacuum mattress, Device for extracting the victim <input type="checkbox"/> Equipment for communication and orientation (GPS, handheld radio, mobile radio) etc.

Qualification tools for Correctional Officer

The Academy has all the equipment that is necessary for the provision, namely the concretization of the curriculum and its modules based on the most modern teaching methods, such as: Classroom, Projector, Computer, Laboratory, Ranges, exercise rooms, Simulator for shooting weapons , Space for first aid, etc.

However, the Academy, in order to implement the Curriculum through the decision of the Academy Board (*see annex 13b*) has achieved cooperation with KCS where both Institutions have agreed to support each other with the necessary resources (*annex 14b - list of equipment*) for the implementation of the curriculum.

List of the main equipment for the realization of the KCS Curriculum	
Equipment from KAPS	Equipment from KCS
<ul style="list-style-type: none"> <input type="checkbox"/> Classroom equipment <input type="checkbox"/> The projector <input type="checkbox"/> Flipchart <input type="checkbox"/> Markers <input type="checkbox"/> Whiteboard <input type="checkbox"/> Cadet uniform <input type="checkbox"/> Classroom with computer <input type="checkbox"/> Prison cell (AKSP) for role playing <input type="checkbox"/> Shooting range, <input type="checkbox"/> weapons (Glock 19 pistols), <input type="checkbox"/> ammunition, <input type="checkbox"/> uniform, official belt, bulletproof vest, batteries, ear protectors, protective glasses, <input type="checkbox"/> FATS Firearms Simulation Device 	<ul style="list-style-type: none"> • KCS spaces for carrying out professional practice (INTERNSHIP) • Regular work equipment of the correctional officer (handcuffs, baton stick, spray, radios) • Prison cell for training • The building of the intervention unit in Dubrava • First aid equipment (first aid doll, pocket mask, first aid bag) • Training center in Dubrava Prison (intervention unit) • Uniforms • Required keys • Radio connection etc.

Qualification tools for Probation Officer

The Academy has all the equipment that is necessary for the provision, namely the concretization of the curriculum and its modules based on the most modern methods for lectures such as: Classroom, Projector, Computer, Polygons, exercise rooms, Space for first aid, etc.

However, the Academy, in order to implement the Curriculum through the decision of the Academy Board (see annex 13c) has achieved cooperation with KPS where both Institutions have agreed to support each other with the necessary resources (annex 14c - list of equipment) for curriculum implementation.

List of the main equipment for the realization of the KPS Curriculum	
Equipment from KAPS	Equipment from KPS
<ul style="list-style-type: none">• Class• Individual access to computer/laptop and internet• Flipchart• Markers• Projector	<ul style="list-style-type: none">• • EMA spaces for conducting professional practice

Qualification tools for Customs Officer

The Academy has all the equipment that is necessary for the provision of the curriculum and its modules, based on the most modern methods of teaching, such as: Classroom, Projector, Computer, Laboratory, Training Grounds, Exercise Halls, Shooting Simulator, Space for first aid etc.

However, the Academy, in order to implement the Curriculum through the decision of the Academy Board (see annex 13d) has achieved cooperation with KC where both Institutions have agreed to support each other with the necessary resources (annex 14e - list of equipment) for the implementation of the curriculum.

List of the main equipment for the realization of the KC Curriculum	
Equipment from KAPS	Equipment from KC
<ul style="list-style-type: none"> • Classroom equipment • The projector • Flipchart • Markers • Whiteboard • Cadet uniform • Classroom with computer • Driving range, • weapons (Glock 19 pistols), • ammunition, • uniform, official belt, bulletproof vest, battery, • ear protectors, protective glasses, • ambulance • Simulation town • Simulation room • Sports halls (with accompanying equipment) • Computer room 	<ul style="list-style-type: none"> • KC spaces for carrying out professional practice • First aid equipment - training mannequin (adult, infant, child), bandage, breathing apparatus) • Various notification and warning signs in customs terms • Integrated Tariff of Kosovo • Computer/laptop with access to ASYCUDA WORLD, COGNOS and SEED programs and electronic databases

The finances

Financial resources are transparent and planned in accordance with the laws and regulations of Kosovo, which regulate the budget and financial issues:

- Law No. 03/L-048 Management of Public Finances and Responsibilities (ANNEX no. 10)
- Law No. 04/1-165 Budget of the Republic of Kosovo for fiscal year 20 (ANNEX No. 10a)
- Financial Rules of the Treasury and Administrative Instructions (*aneksin nr.10b*)

Within the organizational chart and structure of the Academy is the division for budget and finance, which, as part of its responsibilities, prepares budget proposals, coordinates with the organizational structures of the Academy in their budget requests, ensures that financial expenses are made in accordance with rules and budgetary procedures. It also manages the money reserves and ensures that, despite the general budget lines, the part of education and professional training as the main mandate of the Academy is covered by the budgetary requirements and needs which are harmonized in the annual training plan of the academy.

The budgeting process is as follows:

1. Preparation of financial statements for the previous fiscal year (deadline: 31.01); (*aneksin nr.10c*)
2. Processing of all requests for the commitment of funds, execution of payments, replenishment of the petty cash fund (*aneksin nr.10d*);
3. Coordination of all work with the relevant factors related to the management of the Budget and Finances within AKSP and outside it such as: Department for Budgets and Finances in the Ministry of Internal Affairs, Department of Budget and Treasury within the MF, etc.
4. Coordination and harmonization of all sectoral requirements for budget planning 2023-2025 through budget processes
5. Preparation of the cash flow statement (*aneksin nr.10e*);
6. Planning of capital projects for the period 2022 - 2025 and their presentation in the PIP system (public investment programs); (*aneksin nr.10f*)
7. Preparation for the budget review process (end of June 2024) (*aneksin nr.10g*)

Kosovo Academy for Public Safety	Year <u>2023</u>	Year <u>2024</u>	Year <u>2025</u>
	Budgeted	evaluated	evaluated
Total	3,471,123.00	3,383,633.00	3,389,423.00
The number of employees	137	166	166
Salary and Per diem	1,289,945.00	1,158,097.00	1,163,887.00
Goods and services	1,219,863.00	1,264,221.00	1,264,221.00
Communal expenses	144,030.00	144,030.00	144,030.00
Grants and Transfers	0	0	0
Capital expenditures	817,285.00	817,285.00	817,285.00
Sources of financing	3,471,123.00	3,383,633.00	3,389,423.00
Government guarantors	0	0	0
Own revenues	0	0	0
Financing from borrowings	0	0	0

RESULTS AND ACHIEVEMENTS OF THE CANDIDATES

During the years 2021, 2022 and 2023, 221 trainings were held at the Kosovo Academy for Public Safety, and 4016 participants were trained. The data presented in tabular form represent the qualitative assessment of the attendees, referred to UA No. 02/2012 for training and Curriculum Development (Annex no. 23), which specifies the 70 % passing threshold

Year 2021

In the following, we have presented in tabular form all the trainings carried out at the Academy during the period January-December 2021.

No	Agency/Organization	Number of trainings	Gender - Males	Gender - Female	the number of
1	Kosovo Police	68	812	83	895
2	Kosovo Police in cooperation with the Turkish Agency for Cooperation and Coordination (TIKA)	1	13	2	15
3	Kosovo Police in cooperation with UNDP	2	51	5	56
4	Kosovo Police in cooperation with the Embassy of France	1	15	0	15
5	Emergency Management Agency	3	41	0	41
6	Kosovo Correctional Service	5	52	13	65
7	Kosovo Customs	3	44	0	44
8	OSCE	2	20	1	21
9	Kosovo Academy for Public Safety	5	56	13	69
Number of trainings and participants		90	1104	117	1221

In the following, we have presented in tabular form only the trainings carried out by the Public Safety Agencies according to training/categorization during the period January-December 2021.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Number of professional trainings
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1	Kosovo Police	20	42	1	4	1
2	Emergency Management Agency	3	/	/	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	4	1	/	/	/
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	3	/	/	/	/
7	Kosovo Academy for Public Safety	5	/	/	/	/
Number of trainings		35	43	1	4	1

In the following, we have presented in tabular form only the number of participants in training according to training/categorization during the period January-December of 2021.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Agency/Organization
1	Kosovo Police	215	417	19	47	197
2	Emergency Management Agency	41	/	/	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	53	12			
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	44	/	/	/	/
7	Kosovo Academy for Public Safety	69	/	/	/	/
Number of participants		422	429	19	47	197

Year 2022

In the following, we have presented in tabular form all the trainings carried out by Academy during the period January-December 2022.

No	Agency / Organization	Number of trainings	Gender - Males	Gender - Female	the number of attendees
1	Kosovo Police	41	416	69	485
2	Kosovo Police in cooperation with UNDP	2	20	9	29
3	Kosovo Police in cooperation with the European Union	3	34	3	37
4	Kosovo Correctional Service	2	12	14	26
5	Emergency Management Agency	9	145	4	149
6	Kosovo Customs	3	43	0	43
7	OSCE	4	59	9	68
8	ICITAP	1	28	7	35
9	The Kosovo Academy for Public Safety (including trainings conducted with the Public Procurement Regulatory Commission and IKAP)	9	128	57	185
Number of trainings and participants		74	885	172	1057

In the following, we have presented in tabular form only the trainings carried out by the Public Safety Agencies according to training/categorization during the period January-December 2022.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Agency/Organization
1	Kosovo Police	8	30	/	3	/
2	Emergency Management Agency	9	/	/	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	1	1	/	/	/
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	3	/	/	/	/
7	Kosovo Academy for Public Safety	7	1	/	1	/
Number of trainings		28	32	/	4	/

In the following, we have presented in tabular form only the number of participants in training according to the training code/categorization during the period January-December of 2022.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Agency/Organization
1	Kosovo Police	159	292	/	34	/
2	Emergency Management Agency	149	/	/	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	12	14	/	/	/
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	43	/	/	/	/
7	Kosovo Academy for Public Safety	154	15	/	16	/
Number of participants		517	321	/	50	/

Year 2023

In the following, we have presented in tabular form all the trainings carried out at the Academy during the period January-September of 2023.

No	Agency / Organization	Number of trainings	Gender - Males	Gender - Female	the number of attendees
1	Kosovo Police	27	1051	162	1213
2	Emergency Management Agency	13	300	118	418
3	Kosovo Correctional Service	3	57	14	71
4	Kosovo Customs	3	42	0	42
5	OSCE	5	60	27	87
6	Kosovo Academy for Public Safety	8	86	32	118
Number of trainings and participants		59	1596	353	1949

In the following, we have presented in tabular form only the trainings carried out by the Public Safety Agencies according to the training code/categorization during the period January-September 2023.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Agency/Organization
1	Kosovo Police	11	11	/	4	1
2	Emergency Management Agency	12	/	1	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	2	/	/	/	1
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	3	/	/	/	/
7	Kosovo Academy for Public Safety	8	/	/	/	/
Number of trainings		36	11	1	4	2

In the following, we have presented in tabular form only the number of participants in training according to the training code/categorization during the period January-September of 2023.

No	Agency/Organization	Number of basic trainings	Number of advanced trainings	Number of specialized trainings	Number of trainings for instructor	Agency/Organization
1	Kosovo Police	563	139	/	78	433
2	Emergency Management Agency	404	/	14	/	/
3	Police Inspectorate of Kosovo	/	/	/	/	/
4	Kosovo Correctional Service	25	/	/	/	46
5	Probation Service of Kosovo	/	/	/	/	/
6	Kosovo Customs	42	/	/	/	/
7	Kosovo Academy for Public Safety	118	/	/	/	/
Number of participants		1152	139	14	78	479

PUBLIC SAFETY AGENCIES	Number of trainings			Number of participants		
	2021	2022	2023	2021	2022	2023
Kosovo Police (including the trainings carried out in cooperation with international organizations)	72	46	27	981	551	1213
Emergency Management Agency	3	9	13	41	149	418
Police Inspectorate of Kosovo	/	/	/	/	/	/
Kosovo Correctional Service	5	2	3	65	26	71
Probation Service of Kosovo	/	/	/	/	/	/
Kosovo Customs	3	3	3	44	43	42
Kosovo Academy for Public Safety (including trainings carried out in cooperation with other organizations/institutions)	5	9	8	69	185	118
Total	88	69	54	1200	954	1862

**National Quality Assurance Framework for:
Institutions of Vocational Education and Training (IVET)**

Name of IVET	Kosovo Academy for Public Safety					
Address: Emal: Phone:	St. "Gjergj Kastrioti Skënderbeu" n.n. 42000 Vushtrri, Republic of Kosovo. KAPS contact information is:: Phone +381 (0)28 590 070, www..aksp-ks.net					
Self-evaluation period	Year: 2023	From the month;	January			
		Until the month:	November			
Self-evaluation cycles developed so far						
Principles of Quality	Management Responsibilities	Resource Management	Design and Development	Offering, Evaluation and Certification	Self-evaluation process	Process for improvement
Grade average (grade ¹ average)	3.13	3.00	3.50	3.20	3.00	3.00
Qualifications that are offered	<ul style="list-style-type: none"> - Police officer, - Customs Officer, - Correctional Officer, - Probation Officer, - Firefighters, - Inspector of PIK, 					
First name, last name of the director and signature	Kastriot Jashari acting Director General of KAPS					
First name, last name of the quality assurance coordinator and signature	Emin Uka Head of DQA					

¹ Description of grades:

4 - Advantage: very good realization, which is above optimal requirements and above the expected level of performance/achievement, which is supported by evidence;

3 - Good: satisfactory realization, which fulfills the optimal requirements, which has the possibility to be developed in priority, which is supported by evidence;

2 - Sufficient: partially satisfactory, meets minimum requirements, needs improvement and adaptation;

1 - Not sufficient: insufficient realization that does not meet the requirements, there are serious gaps (deficiencies) that must be taken into consideration for improvement.

QUALITY PRINCIPLE 1 – MANAGEMENT RESPONSIBILITIES

No.	INDICATORS	GRADE EVALUATION		EVALUATION/EVIDENCE
1	The management develops and implements the mission, vision and strategic objectives of the institution for increasing efficiency and productivity at work, with all personnel and stakeholders.		3	<p><i>Processes and activities:</i></p> <p>KAPS has implemented its mission, vision and values which are reflected in the Development Strategy and Action Plan of KAPS for the years 2023-2026. The Development Strategy of the Academy is based on the principles that originate from the Constitution of the Republic of Kosovo, the legislation in force, as well as international instruments. KAPS strategy is also based on the best practices of accredited institutions in the field of public safety, applying the most advanced international standards. In the drafting process, all stakeholders as well as our international partners have also been included.</p> <p>The management has carried out several activities related to the notification of the staff about the mission, vision and values by transmitting them to all the staff through drafted documents, publications placed at key points of the facilities as well as through work meetings and publication on the web page.</p> <p>In order to achieve the strategic goals, mission and vision of KAPS, many actions have been taken and many documents have been drafted, such as: Annual plans, performance plans, monitoring, reports, etc.</p> <p>The planning processes for the year 2024 have already started, where the strategic activities are turned into annual activities, where the groups for the drafting of documents have also been established, such as: The work plan of KAPS for 2024,</p> <ul style="list-style-type: none"> - Action plan for 2024, - Risk list for 2024, - Integrity Plan

					<ul style="list-style-type: none"> - KAPS Performance Plan 2024 <p><u>The documents:</u></p> <ul style="list-style-type: none"> - Decision on the approval of the Development Strategy for the Kosovo Academy for Public Safety and the action plan for the year 2023-2026. - Development Strategy and Action Plan of KAPS for the years 2023 – 2026, - Analysis of the strategic framework Mission, Vision and values 2023-2026 - Strategy communication plan - The work plan of KAPS for 2023, - The action plan for the year 2023, - Risk list for 2023, - MIA monthly reports and plans for 2023 - Draft - Performance plan for 2024 - The decision to establish the working group for the drafting of KAPS 2024 plans - The decision on the establishment of the working group for the drafting of the KAPS Integrity plan 2024-2026
2	The management constantly follows and monitors the achievement of strategic objectives and institutional performance.		3		<p><i>Processes and activities:</i></p> <p>On the basis of monitoring and evaluation, reports with recommendations and plans for improving the quality of educational programs are drawn up. Managerial performance is also evaluated by undertaking these activities as follows: at the beginning of each year, a work plan is drawn up in accordance with strategic objectives, monitored changes, monitoring reports, etc., where in periodic periods monitoring and evaluation of the implementation of the activities of that plan as well as strategic objectives is done in order to have a real overview of the orientation</p>

					<p>and achievements. KAPS provides periodic reports and monthly plans to the MIA.</p> <p>KAPS has built a quality assurance system which, through DQA, monitors and evaluates the quality of educational and institutional programs.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - MIA monthly reports and plans for 2023 - Periodic reports on monitoring the implementation of planning activities - Reporting for PVP KAPS-TM1-TM2, - Work report model TM1- TM2 2023 January-June - KAPS 2022 Annual Work Report - The annual report of the assessment and implementation of the strategic Action Plan - The guide for monitoring, evaluation and reporting procedures in KAPS is also being drafted (PVP-KAPS 2023 activity 6.6) - Quality manual - Annual work plan of DQA for 2024 - Annual general reports on training and educational environment
3	Management monitors and supports the achievements of students/candidates and lecturer/trainers		3		<p><i>Processes and activities:</i></p> <p>Local experts from IPS and KAPS have been included in the working groups for the design of educational programs.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The decision to create working groups for PS, - The decision to create a working group for curricula

4	The management plans the budget (with priority for the quality provision of relevant qualifications), manages financial obligations and is subject to regular financial controls.		3		<p><i>Processes and activities:</i></p> <p>Planning, Management, Organization, Control and Execution of the Budget within KAPS is in full compliance with the Law on the Management of Public Finances and Responsibilities, Regulations and Financial Instructions applicable in the Republic of Kosovo. KAPS uses the SIMFK system for budget data management.</p> <p>The management of the financial control of KAPS has also been subject to control and monitoring by the Central Harmonizing Unit/UJQH-MF</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Report from the Monitoring of NJQH-MF for the management of the financial control of KAPS for the year 2022- September 2023 - financial statements KASH 2024 -Financial plans 2022-2025 - PCF 2- 2023 -2025, - PCF 3- 2023 – 2025, - Annual financial report December 31 2022.
5	Management creates and enhances collaboration and partnership with other VET providers, relevant agencies and other stakeholders.	4			<p><i>Processes and activities:</i></p> <p>The Kosovo Academy for Public Safety (KAPS) has achieved and continues to be supported through various forms or programs and funds at the local and international level.</p> <p>As for those involved in Erasmus+ activities, last year (2021), KAPS managed to send 6 of its members abroad through this program, and that of 2: students, members of the academic and administrative staff.</p> <p>Whereas, unlike the previous year, this year (2022) there were a total of 20 exchange members, of which 8 incoming members (5 of the administrative staff and 5</p>

					<p>of the academic staff) and 12 outgoing members (of which 4 students, 2 of the academic staff and another 6 of the administrative staff).</p> <p>Whereas, unlike previous years, in 2023 KAPS had the following activities within Erasmus+:</p> <ul style="list-style-type: none"> - Mobility stay at KAPS for one semester of 2 students from Laurea University of Applied Sciences (USHA) from Finland - Mobility stay in KAPS of 8 of the staff of LAUREA UAS from Finland. - 7 staff and 1 KAPS lecturer on staff mobility at Laurea UAS in Finland <p>As for those involved in the activities of CEPOL, this year (2023), through coordination with KAPS, 4 law enforcement staff of Kosovo and 2 other law enforcement staff within CEPOL exchange program have successfully completed the training.</p> <p><i>The documents:</i></p> <p>Informal international cooperation with the following organizations and institutions:</p> <ul style="list-style-type: none"> - Association of European Police Colleges (AEPC) https://www.aepc.net - European Union Agency for Law Enforcement Training (CEPOL) https://www.cepoleuropa.eu, - European Fire Service Colleges Association (EFSCA) http://www.efsc.org/SitePages/Home.aspx - International Francophone Police Training Network (FRANCOPOL) http://www.francopol.org - International Association of Directors of Law Enforcement Standards and Training (IADLEST) https://www.iadlest.org
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					<ul style="list-style-type: none"> - International Association of Police Academies (INTERPA) http://www.interpa.org <li style="text-align: center;"><i>(KAPS is one of 22 founding institutions of INTERPA)</i> - University Police College of Finland http://www.polamk.fi - Security Academy of Albania http://www.asp.gov.al, - Training Institute of Correctional and Probation Services http://www.rskk.fi/fi - Laurea University of Applied Sciences https://www.laurea.fi - Police Academy of Montenegro http://www.policijskaakademija.me - Faculty of Security of the University "St. Kliment Ohridski" in North Macedonia http://www.fb.uklo.edu.mk - Police Training Center of the Ministry of Internal Affairs of North Macedonia https://mvr.gov.mk/profilepage/pomoshnik-minister-co <p><u>Informal international cooperation with the following organizations and institutions:</u></p> <ul style="list-style-type: none"> - Geneva Center for Security Sector Governance https://www.dcaf.ch - Police College of Brandenburg https://hpolbb.de - Main School of the Fire Service of Poland https://www.sgsp.edu.pl - University Police College of Norway https://www.politihogskolen.no - Police University of Germany https://www.dhpol.de - Police Academy of Lower Saxony, Germany https://www.pa.polizei-nds.de/startseite
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					<ul style="list-style-type: none"> - Center for Public Safety of Northwestern University, USA https://sps.northwestern.edu/center-for-public-safety - Utah Valley University, USA https://www.uvu.edu <p>Formalized local (national) cooperation with the following institutions and organizations:</p> <ul style="list-style-type: none"> - University of Prishtina Hasan Prishtina https://www.uni-pr.edu - University of Gjilan Kadri Zeka https://www.uni-gjilan.net; <ul style="list-style-type: none"> - College AAB https://www.aab-edu.net - Academy of Justice https://www.ad.rks-gov.net - National Library of Kosovo “Pjetër Bogdani” https://www.biblioteka-ks.org - University of Mitrovica Isa Boletini https://www.umib.net - Advocacy Training And Resource Center (Advocacy Training And Resource Center – ATRC) https://advocacy-center.org - Association of Electronic Libraries of Kosovo
6	The management is involved in or develops various projects for the purpose of development, training, employment, mobility, etc. at local and international level (applies to formal VET providers).	4			<p><i>Processes and activities:</i></p> <p>The Academy has managed to be beneficial and develop projects, collaborations and agreements with local and international partners that have contributed to institutional and professional development, with a local, regional and international character (European and wider).</p> <p>Formalized national cooperation with the following institutions and organizations:</p> <ul style="list-style-type: none"> - Diplomatic Academy of the Ministry of Foreign Affairs and Diaspora of the Republic of Kosovo - Training and Resource Center for Advocacy (Advocacy Training And Resource Center – ATRC) https://advocacy-center.org

					<p>Non-formalized local cooperation with institutions and organizations as follows:</p> <ul style="list-style-type: none"> - Academy of Law https://www.ad.rks-gov.net - Kosovo Institute for Public Administration (KIPA) Ministry of Internal Affairs <p>International cooperation with institutions and organizations such as the following with which we cooperate and coordinate for the development of trainings, various projects of professional and institutional capacity building for the benefit of KAPS and law enforcers in the Republic of Kosovo:</p> <ul style="list-style-type: none"> - Organization for Cooperation and Security with Mission in Kosovo (OSCE) https://www.osce.org/mission-in-kosovo - International Criminal Investigation Training Support Program (ICITAP) https://www.justice.gov/criminal/criminal-ICITAP - European Union Agency for Law Enforcement Training (CEPOL) https://www.cepola.europa.eu, - European Union Mission for the Rule of Law in Kosovo - EULEX (European Union Rule of Law Mission in Kosovo): https://www.eulex-kosovo.eu/ -LAUREA University of Applied Sciences, Finland https://www.laurea.fi/ . <p>In the framework of the application of projects in the EU funds, KAPS is the initiator with LAUREA for a major project involving a large number of international partners from the region and Europe where the respective institutions from Albania and North Macedonia are included as a positive impact of KAPS . The project is related to the fight against organized crime and terrorism, where the part involving KAPS with the countries of the region and LAUREA, is the field of combating Human Trafficking.</p>
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					<p>- KAPS is included in the project of the emergency management agency (ema) within the Erasmus+ project "GROWTH" (01.01.2023 - 31.12.2025), where trainings of participation character will be developed, designed and held with online participation in the field of emergencies. The academy has managed to benefit and develop projects, cooperations and agreements with partners that have contributed to local, regional and European international development.</p>
7	Management examines and analyzes social, economic, demographic, legal and ecological data and uses them for strategic developments.		3		<p><i>Processes and activities:</i> KAPS continuously collects information about important changes such as social, ecological, economic, legal and demographic, where it incorporates them into its work plan by assigning priorities based on the requests of stakeholders. Each unit monitors the aforementioned changes according to its scope and at the same time all relevant actors in KAPS are notified.</p> <ul style="list-style-type: none"> - Evidence on monitoring legal changes, - Evidence on the monitoring of strategic changes - Also, the guide for external monitoring procedures is being drawn up in KAPS (PVP-KAPS 2023 activity 6.2) - Regulation 05/2014 on internal organization, - Notification for the 2023 training plan - Notification for the development of trainings (regular weekly notification)
8	Management uses data for strategic developments.		3		<p><i>Processes and activities:</i> Based on the development strategy and the Action Plan of KAPS, the data is collected and analyzed, for which a report is drawn up at the end of each year, which reflects the real state of the Institution and the same serves as a mechanism for drawing up the plan</p>

					<p>for improvement and adaptation of the annual plan of the work of KAPS for the following years. KAPS work plan is also based on other strategic and legal documents where it adapts their requirements and needs to the annual activities and objectives.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> -The summary report of the trainings, - The summary report of higher education, - The summary report on the educational environment in training and higher education, - The summary report on the satisfaction of the personnel in KAPS, - Annual work report of KAPS, - Annual work report of DQA.
9	Management supports and monitors the data system regarding their security, accuracy and updating.		3		<p><i>Processes and activities:</i></p> <p>KAPS has its own information system through its website and internal communication. All data are verified, recorded and maintained electronically in the database as well as physically in the archive, for all training activities that take place at KAPS. All data is kept in secure and reliable places, checked and reviewed regularly.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Job Description of DIT, -AI for official electronic accounts, -AI on security and access to databases, -AI for the management and use of the Internet, - Regulations for standards for equipment security systems, - The decision for the cyber security working group.

10	Management develops and maintains the quality assurance system through various policies, procedures, regulations and instructions.		3		<p><i>Processes and activities:</i></p> <p>Strategic and operational plans, acts and quality guidelines are included in the quality assurance system: <i>Quality Manual, Manual for Professional Practice of Public Safety.</i></p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> -The quality manual, - Logical framework, - The general annual training evaluation report, (the report itself reflects the evaluation divided by categories in the Academy: <ul style="list-style-type: none"> - vocational training, - basic training, - advanced trainings, - specialized trainings, - training for instructors, <p>according to ISP and PN</p> <ul style="list-style-type: none"> -training for the Kosovo Police, - trainings for the Correctional Service, -training for Probation Service, -trainings for KP Inspectorate, -training for the Kosovo Emergency Agency, -training for Kosovo Customs, - trainings from International Partners - ICITAP, OSCE, <ul style="list-style-type: none"> - evaluation of the educational environment in training, <ul style="list-style-type: none"> - The summary report on the satisfaction of the personnel in KAPS, - The annual work report of the KAPS, - Annual work report of DQA.
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11	Management determines and appoints the person/persons responsible for quality assurance.		3		<p><i>Processes and activities:</i></p> <p>Based on Article 21 of Regulation (GRK) No. 05/2014 on the internal organization of KAPS, DQA is responsible for quality assurance.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Regulation 05/2014 for internal organization, - Organogram of KAPS, - Description of DQA, - Description of positions within the framework of DQA.
12	Management and all personnel are committed to ensuring that the quality management system is implemented and continuously improved.		3		<p><i>Processes and activities:</i></p> <p>The Kosovo Academy for Public Safety, in accordance with the legal obligation (Article 13 point 1.7 of Law No. 04/L-053) has developed an internal quality management system.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The quality manual, - Periodic reports from DQA, - Work plan of DQA, - Action plan of DQA.
13	The implementation of personnel recruitment policies is carried out according to the requirements of relevant qualifications and legislation in force.		3		<p><i>Processes and activities:</i></p> <p>Personnel are employed according to the criteria defined by the provisions of Law 06/L-114 on Public Officials, the Regulation on recruitment procedures, as well as other by-laws derived from the Public Safety Institutions that operate in KAPS, staff recruitment is done according to the law and to the by-laws applicable within the relevant institution, where in addition to equal opportunities for selection, transparency and encouragement of gender equality and respect for the rights of minorities are also offered</p>

					<p><i>The documents:</i></p> <ul style="list-style-type: none"> - Law on public officials, - Regulations on recruitment procedures - Personnel plan, - Table of trainings conducted in the country, - Table of trainings conducted abroad.
14	Management develops policies for professional development of lecturers/trainers		3		<p><i>Processes and activities:</i></p> <p>In order to increase the achievements of lecturers, the management has drawn up the training plan on the needs of the staff in the framework of kaps and the same is implemented throughout the year.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Plani i zhvillimit te personelit, - Lista e trajnimeve te ndjekura nga instruktoret e AKSP, - Tabela e trajnimeve te zhvilluara ne vend - Tabela e trajnimeve te zhvilluara jashtë vendi.
15	Institucioni zbaton proces efikas të kërkesave dhe ankesave (nxënësve/kandidatëve, mësimdhënësve dhe palëve me interes).		3		<p><i>Processes and activities:</i></p> <p>Grupi punues per hapjesn e kutive te verejtjeve, ankesave dhe sugjerimeve ne AKSP. AKSP ne kuader te shqyrtimit te ankesave, vërejtjeve dhe disiplinës ka krijuar organet shqyrtuese.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The decision to establish the disciplinary commission in KAPS - The decision to establish the commission for opening the boxes of complaints, remarks and suggestions in KAPS
PRINCIPLE OF QUALITY 2 - MANAGEMENT OF RESOURCES					

No.	INDICATORS	EVALUATION			EVALUATION/ EVIDENCE
		GRADE			
1	The qualification is provided in a safe and suitable environment.		3		<p><i>Processes and activities:</i></p> <p>All spaces, equipment and materials in the Academy provide a safe environment for the development of the qualification.</p> <p>The Academy has an emergency response plan including an evacuation plan, which includes incident reporting procedures (see attached document).</p> <p>The entire campus of KAPS is surrounded in order to provide security and the same is managed 24/7 by the Security Division, which through physical presence and observation by the CC-TV system controls the security of the spaces.</p> <p>Academy personnel (Security Division) attend first aid training and training in the use of basic firefighting tools for which they are also certified. In emergency cases, the staff of the security sector becomes the manager of emergency situations, playing a key role in the evacuation and orientation of personel and attendees following the rules of the Emergency Plan. Regarding the procedures and instructions of emergency cases, they are informed in advance at the beginning of the training through brochures and presentations to all the participants.</p> <p>Within the organizational structure of the Academy, there is also the medical sector (one doctor and two medical technicians), which, in addition to providing medical services to all personnel in the kaps, also supports all trainings. All indoor facilities are equipped with a fire alarm system. The academy has a system of hydrants and fire extinguishers, as well as emergency stairs in high buildings (residential dormitories). We are in the process of upgrading the emergency stairs.</p>

					<p>The Academy has an automatic information system through landline telephones for potential risks (fires, earthquakes, etc.).</p> <p>Also, in addition to the emergency response plan, kaps also applies the standards and criteria in accordance with the regulation for the minimum requirements for safety and health at work.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Periodic reports from security, - Emergency response plan, - SOP of the medical sector, - Annual report of the medical sector.
2	The equipment, materials are suitable for the relevant qualification according to the requirements of the labor market.		3		<p><i>Processes and activities:</i></p> <p>Cadets are guaranteed all suitable conditions for learning and accommodation through physical infrastructure (classrooms, male and female residential dormitories), learning equipment (smart board, projector, simulation of firearms training, simulation rooms for on-site exercises), forensic lab, IT office, library, etc.) list of agency equipment.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - General report for the assets of KAPS - List of training equipment.
3	Working conditions and learning environments and teaching methods are accessible and adequate for all groups of students/candidates.		3		<p><i>Processes and activities:</i></p> <p>KAPS possesses the Master Plan of the Campus and has placed an orientation board at the entrance of the campus as well as orientation boards for all relevant facilities. KAPS also has an emergency response plan, which includes evacuation methods, assembly point, and familiarization with alarm procedures in case of fire or natural disasters, as well as the conditions for access. We are also in the process of concretizing the master plan with orientation signs for access to</p>

					<p>facilities within the campus. During the period of the pandemic, KAPS has applied all the recommendations of MOH and NIPHK regarding measures and distance.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Master plan of KAPS, - Emergency response plan.
4	The code of conduct indicates the responsibilities and rights of teaching and administrative staff.		3		<p><i>Processes and activities:</i></p> <p>Personnel are employed according to the criteria defined by the provisions of LAW NO. 08/L-197 FOR PUBLIC OFFICIALS in Kosovo, REGULATION (GRK) NO. 15/2023 ON THE ADMISSION PROCEDURE TO THE CIVIL SERVICE</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> -LAW NO. 08/L-197 ON CIVIL SERVANT, -REGULATION (GRK) NO. 15/2023 ON THE ADMISSION PROCEDURE IN THE CIVIL SERVICE.
5	The implementation of policies for the professional development of teachers/trainers affects the increase in quality.		3		<p><i>Processes and activities:</i></p> <p>In accordance with the legislation applicable to the Civil Service, the Training (development) Plan for KAPS personnel is prepared every year. Participation the training significantly contributes to work efficiency. In the framework of the training plan, the trainings that are planned for the training personnel are also included, such as: Program for the training of instructors, Training for Trainers (TFT), etc.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The training plan for KAPS staff, - Table of trainings conducted in the country, -Table of trainings conducted abroad.

QUALITY PRINCIPLE 3 – DESIGN AND DEVELOPMENT

No.	INDICATORS	EVALUATION GRADE			EVALUATION /EVIDENCE
1	Learning programs meet the goals and strategic character of the organization.	4			<p><i>Processes and activities</i> The training programs meet the strategic and organizational goals of the agencies and that since the Training is developed from the relevant official's professional standard based on the needs of the agencies.</p> <p><i>The documents:</i> - Standards of the profession approved by CTPEA - Decision on validation and accreditation of KAPS -Decision for international accreditation by IALDEST</p>
2	The qualification fits the needs of individuals, employers and stakeholders.	4			<p><i>Processes and activities:</i> The training programs meet the strategic and organizational goals of the agencies and that since the Training is developed from the relevant official's professional standard based on the needs of the agencies.</p> <p><i>The documents:</i> -The decision for the working groups for PS - The decision of the board on the approval of PS - The decision of the GC of NQA on the approval of PS - The decision for the working group for Curricula - The decision of the board on the approval of the curricula -Decision on Revalidation of PT and KAPS as ITPE -Decision for international accreditation by IADLEST -The decision of the board to revise the curricula,</p>

3	The qualification is developed based on the NQA criteria and includes learning outcomes, performance indicators and evaluation criteria.	4			<p><i>Processes and activities:</i> All performance indicators are included in the Professional Training of the relevant agencies, they are measurable (have evaluation criteria) and based on national standards and comparable to European standards. Initially, the process of developing and designing professional Curricula was done in cooperation between KAPS and Experts of the respective PSA</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Decision on working groups for PS - The decision of the board on the approval of PS - CTPEA decision on PS approval - The decision for the Curriculum working group - The board's decision on curriculum approval, - Decision on Revalidation of TP and KAPS as ITPE - Decision on revalidation of professional training 22.02.2022, for Police Officer, PIK Officer, Firefighter, Customs Officer, Correctional Officer, Probation Officer,
4	The qualification clearly defines the entry criteria		3		<p><i>Processes and activities:</i> Professional trainings are designed based on the needs of Public Safety Agencies and in accordance with the standards of the profession, the programs contain:</p> <ol style="list-style-type: none"> 1.1. Mandatory Modules 1.2. Elective modules 1.3. Internship Period <p>Training Development is divided into four phases: Phase 1 General concepts of curriculum development, including:</p>

					<ul style="list-style-type: none"> - Basic elements for Curriculum development - Collection of the necessary material for the development of the Curriculum - Identification of experts <p>Phase 2. Determination of actors necessary for the development of the Curriculum, which includes:</p> <ul style="list-style-type: none"> - Determination of the working group for Curriculum development - Division of responsibilities - Preparation of the dynamic plan for Curriculum development <p>Phase 3. Crystallization of the Curriculum which includes:</p> <ul style="list-style-type: none"> - Determination of learning outcomes - Designation of training modules - Designation of module content - Calculation of the training load <p>Phase 4. The final draft of the Professional Training which includes:</p> <ul style="list-style-type: none"> - Finalization of the Professional Training Curriculum with all the accompanying elements with the learning outcomes, the evaluation strategy, the necessary literature and the duration of the Training. - Curriculum defense in front of NQA experts <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The decision for the working group on Curricula, - Training implementation plan, - Catalog of trainings, - Test for sample module, - List of candidates for testing, - Answer sheet with additional clarifications,
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						<ul style="list-style-type: none"> - Guidelines for protocols and procedures, - Description of testing security, - AI-KAPS for Training and Curriculum Development - Handbook for the development of training programs
5	The qualification clearly defines the progression routes.		3			<p><i>Processes and activities:</i> The transition from one module to another is realized only with clear progress which is a necessary condition that every cadet must pass.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - The decision for the working group on Curricula, - Decision on accreditation and validation, - Handbook for the development of training programs
6	The qualification is reviewed at least once a year as students/candidates and stakeholders contribute to the review.		3			<p><i>Processes and activities:</i> The training programs are reviewed every time at the end of the Training by the DQA through evaluations by the Instructor, the cadet and the mentors. Feedback from actor serves for reviewing the curriculum.</p> <p><i>The documents:</i></p> <ul style="list-style-type: none"> - Summary reports of the trainings - Sample evaluation report for professional training modules - Improvement plans
PRINCIPLE OF QUALITY 4.1 – Provision, Evaluation and Certification						
No.	INDICATORS	EVALUATION			EVALUATION/EVIDENCE	
		GRADE				
1	Guidance on the content and delivery of the qualification is available to students/candidates.		3			<i>Processes and activities:</i>

					<p>Information and instructions for the training programs are presented in the Training Catalog in which the content of the training programs is described.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Handbook for cadets of professional training, - Training plan, - Catalog of trainings, - Guidelines for protocols and procedures, - AI-KAPS for Training and Curriculum Development - Internship Manual for Professional Training of Public Safety,
2	Initial evaluation (student/candidate needs; learning support; learning styles, knowledge, experience and prior skills; evaluation requirements) is carried out for the development of the individual learning plan. (If applicable).		3		<p><i>Processes and activities:</i></p> <p>The initial evaluation is done by the relevant APS who does the recruitment, therefore all advice and guidance on finding the appropriate training program about other providers that suit their needs is provided by the recruiting APS.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Handbook for cadets of professional training, - Training implementation plan, - Training plan, - Catalog of trainings, - The test, - Test for sample module, - Instructions for completing the answer sheet, - List of candidates for testing, - Answer sheet with additional clarifications, - Guidelines for protocols and procedures, - Description of the security of the tests, - AI-KAPS for Training and Curriculum Development - Internship manual for Professional Training of Public Safety,

					<ul style="list-style-type: none"> - - Plan of implementation of the internship - - Decision on the approval of the 2023 training plan, - The decision to establish a WG in drafting the Training Plan for 2024 - Draft training plan for 2024
3	The code of conduct indicates the responsibilities and rights of students/candidates.		3		<p><i>Processes and activities:</i></p> <p>The Code of Ethics, the responsibilities and rights of cadets, the house rules are summarized in the cadet handbook which is distributed to everyone in advance.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Description of DSS, - Code of ethics - KAPS - Certificate, - Additional certificate, - Resignation, - Database, - List of cadets with indicated results (sample), - Registration in the database electronically (sample) DSS) - Decision for the complaints committee in the Academy - Decision for the commission to open the boxes of remarks, suggestions and complaints in the Academy - Regulation for opening the boxes of remarks, suggestions and complaints in the Academy
4	The institution implements formative evaluation.		3		<p><i>Processes and activities:</i></p> <p>The formative evaluation is done through the mechanisms defined in the curriculum.</p> <p>Every evaluation in the curriculum is based on :</p> <ul style="list-style-type: none"> • Learning outcomes • Performance criteria • The range of knowledge and skills required for

					<p>evaluation as well</p> <ul style="list-style-type: none"> • Evaluation methods <p>These criteria fulfill the needs of the learning program</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Testing per module - Summary testing -AI 02/2012 for the development of trainings -DCT
5	Lecturers/trainers promote equal opportunities to avoid discrimination so that students reach their potential.		3		<p><i>Processes and activities:</i></p> <p>Instructors use efficient measures for all cadets, not discriminating against any of them regardless of their gender, ethnicity, religion, etc. Also, cadets are offered services / materials in official languages - simultaneous translation in order to realize their potential and respect the law on official languages in Kosovo.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Cadet Rules - Rules of conduct of the instructor -Rules for respecting the official language
6	Lecturers/trainers establish and maintain good working relationships and good communication with students/candidates, other Lecturers /trainers, other staff and governing bodies.		3		<p><i>Processes and activities:</i></p> <p>Instructors create and have good working and communication relationships respecting the Code of Ethics, the cadet handbook and other guiding principles that regulate this field.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Code of ethics in KAPS -Certificate of training - Criteria for instructor - in KAPS - Rules for the class - KAPS - IADLEST

7	Students/candidates are offered professional practice in their institution as well as in the company.	4			<p><i>Processes and activities:</i></p> <p>The cadets are introduced to the professional practice from the beginning of the development of the educational program which has incorporated international practices.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> -Appointment of internship coordinator -Implementation of internship modules -Manual for Professional Practice of Public Safety. - Handbook for professional training cadets, - Internship implementation plan.
8	Students/candidates are familiarized with different types of formative (during the teaching/training process) and summative (summary) evaluation activities used in their qualification before the final evaluation is carried out.		3		<p><i>Processes and activities:</i></p> <p>Based on the training implementation plan, an initial informative meeting about the evaluation forms offered in the framework of professional training is planned. KAPS officials provide information to the cadets and the same information is also provided in the case of testing and evaluation during the development of the training.</p> <p>Cadets are introduced to different types of activities such as:</p> <ul style="list-style-type: none"> - Content of the module - Its duration and - Evaluation criteria within the module - The format of the online learning application - Access to the online learning platform "Moodle" - E-testing and - E-evaluation <p><i>The documents</i></p> <ul style="list-style-type: none"> - AI 02/2012 for the development of trainings - The plan of training implementation

9	The methods and instruments of formative evaluation are suitable for the relevant qualification.		3		<p><i>Processes and activities</i></p> <p>The evaluation is within the framework of the criteria described in the curriculum and suitable in accordance with the nature of the module in the framework of the respective training.</p> <p>Every evaluation in the curriculum is based on :</p> <ul style="list-style-type: none"> • Learning outcomes • Performance criteria • The range of knowledge and skills required for evaluation as well • Evaluation methods <p>These criteria fulfill the needs of the learning program</p> <p><i>The documents</i></p> <p>-- Evaluation procedures - Testing procedures - AI 02/2012 for the development of trainings</p>
10	The procedures of internal evaluation verification are defined and transparent.		3		<p><i>Processes and activities:</i></p> <p>The procedures are subject to the security keys that are part of the description of the tasks for the testing and evaluation officials, while the equipment used in the implementation part ensures the independent automatic calculation, preventing the intervention of external factors. The security keys are of the nature of electronic, technical and administrative security</p> <p>Each cadet at the beginning of the Professional Training is registered in the KAPS (database) and his performance is systematically monitored throughout the training. Data is also stored in their file in physical form.</p> <p><i>The documents</i></p> <p>- AI 02/2012 for the development of trainings,</p>

					<ul style="list-style-type: none"> - Guidelines for the development of professional trainings -Description of the duties of the relevant official, - Test for sample module, - Answer sheet with additional clarifications, - Security policies in tests, -Evidence in the use of security keys during testing/evaluation, - Electronic and physical cadet file (first page)
11	The summative evaluation is appropriate, rigorous, fair, accurate, and regularly performed.		3		<p><i>Processes and activities:</i></p> <p>The summative evaluation is done only for the relevant Agency. This evaluation is done through the test which is designed to include all the mandatory modules that the cadet passes, this evaluation also has a passing threshold of 70% of correct answers and in case the cadet does not pass the test, he has the right to a retest.</p> <p>The summative evaluation is:</p> <ul style="list-style-type: none"> - Appropriate: contains questions from each elective module - Rigorous: has the minimum criterion of passing - Fair: every cadet is subject to this evaluation - Accurate: has the template with the correct answers at the beginning of it. <p>The summative evaluation is carried out regularly for the agencies that foresee this in the Professional Training Curriculum.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - AI 02/2012 for the development of trainings - Curriculum for training (overview)
12	Candidates have the opportunity of summative re-evaluation.	4			<p><i>Processes and activities:</i></p> <p>The formative and summative evaluation is clearly foreseen in the curriculum and it is applied as described</p>

					<p>in the Professional Training Curriculum, in case the cadet fails the summative evaluation, he is given the opportunity to:</p> <ul style="list-style-type: none"> • Controlling the Test and • Re-test. <p>The criteria for passing the test and re-test are the same</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Security policies in tests, -Evidence in the use of security keys during testing/evaluation,
13	The institution practices an efficient process of requests and complaints (students/candidates, lecturers and interested parties).		3		<p><i>Processes and activities:</i></p> <p>KAPS in the framework of reviewing complaints and requests, in addition to the division for student services, which are generally mandated to deal with student representation, including cadets and other participants in trainings/educational activities in KAPS, the following bodies/commissions have also been established:</p> <ul style="list-style-type: none"> • <i>Disciplinary commission in KAPS</i> • <i>The commission for complaints of public service employees and administrative and personal employees in KAPS,</i> • <i>The commission for opening the boxes of complaints, objections and suggestions in KAPS</i> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Organizational chart of KAPS - division of student services - description of duties, - DSS reports - The decision to establish the disciplinary commission in KAPS

					<ul style="list-style-type: none"> - Decision No. 67 of the Disciplinary Commission on 28.03.2019, - Decision No. 178 of the Disciplinary Commission on 12.04.2022, - Decision no. 179 of the Disciplinary Commission on 03.08.2022, - Decision no. 180 of the Disciplinary Commission on 03.08.2022. - - - The decision decision to establish the commission for complaints of public service employees and administrative and personal employees in KAPS; - Decision no. 218 of dt. 20.10.2022 and is only valid for the review of complaints against the competition dated 15.09.2022 no. ref. 172; - Decision no. 256. date. 28.11.2022; - - The decision to establish the commission for opening the boxes of annexes, remarks and suggestions in KAPS; - Periodic reports from the Commission for opening the complaints, remarks and suggestions boxes; - The annual general report of the Commission for opening the boxes of complaints, remarks and suggestions;
14	The external assessors involved in the summative evaluation must have the appropriate qualification and experience. (If applicable)		3		<p><i>Processes and activities:</i></p> <p>The summative assessment is carried out through responsible instructors with specific qualifications in the professional field, including the supporting role of DCT.</p> <p><i>The documents:</i></p>

						- Curriculum of professional training - Police officer
15	The achievements and data of the evaluation and certification results are recorded and stored.		3			<p><i>Processes and activities:</i></p> <p>All achievement results are recorded in electronic form in the database and stored as a physical copy in the archive for each cadet.</p> <p>All data on certification and achievements after completing the program are recorded in the database. At the end of the training, the file of each cadet is completed with all achievement results and the same is sent in the form of a physical copy to the KAPS archive, which is stored according to the laws in force.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - List of cadets with indicated results (sample) - Registration in the electronic database (sample) - Protocols of access to the testing office - Security protocols - Scantron - security procedures description

PRINCIPLE OF QUALITY 4.2 – RPE Assessment and Certification
(only applies to providers that implement the RPE)

No.	INDICATORS	EVALUATION			EVALUATION/EVIDENCE
			GRADE		
1	Guidelines for the RPE process are available for students/candidates.		3		<p><i>Processes and activities:</i></p> <p>In support of Article 14 paragraph 1, sub-paragraph 1.2 of Law No. 04/L-053 on the Kosovo Academy for Public Safety, Article 17 of Law no. 03/L-060 for national qualifications as well as Administrative Instruction (MEST) no. 31/2014 for the recognition of the preliminary education, the Academy has issued</p>

					<p>REGULATION (KAPS) NO. 01/2017 FOR THE RECOGNITION OF PRIOR EDUCATION AT THE KOSOVO ACADEMY FOR PUBLIC SAFETY</p> <p>The purpose of this regulation is to determine the procedures for submitting the application, evaluating and recognizing the prior education - RPE in the case of continuing higher education studies and professional training at the Kosovo Academy for Public Safety. Guidelines for the RPE process are available to the student/candidate.</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
2	The institution validates the candidate's credentials against the RM of qualification during the mentoring process.		3		<p><i>Processes and activities:</i></p> <p>In accordance with the regulation on RPE, the institution, namely the Department of Training and Educational Support, establishes the commission for RPE in cases where the applicant is a cadet in professional training.</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
3	The institution applies the final evaluation of the candidate.		3		<p><i>Processes and activities:</i></p> <p>The institution based on AI for curricula and testing as well as the Regulation for RPE in the academy, implements the final evaluation of the candidate, i.e. this process is monitored and ensured by DSS</p>

					<p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety, Article 7 Evaluation and compilation of the decision</p>
4	The institution offers the possibility of appealing the evaluation results.		3		<p><i>Processes and activities:</i></p> <p>KAPS in the framework of examining complaints and requests against the division for student services, which are generally mandated to deal with student representation, including cadets and other participants in trainings/educational activities in KAPS, has also established these bodies / commissions as follows:</p> <ul style="list-style-type: none"> • <i>Disciplinary commission in KAPS</i> • <i>The commission for complaints of public service employees and administrative and personal employees in KAPS</i> • <i>The committee for opening the boxes of complaints, remarks and suggestions in KAPS</i> • <i>The ad-hoc committee for reviewing complaints against the decision of the commission for RPE</i> <p>Also starting from the Regulation (KAPS) no. 01/2017 for the recognition of prior education at the Kosovo Academy for Public Safety clarifies the part of the dissatisfied party's appeal as follows: The right of appeal is offered to the dissatisfied party against the decisions taken by the RPE commission and has the right to appeal in the complaints committee, within the period of eight (8) days.</p> <p>The complaint is submitted in writing, which is delivered to the responsible unit. The appeal must be submitted within eight (8) days from the moment the student/cadet accepts the decision.</p>

					<p>The Academy establishes the complaints commission. The Department of Training and Educational Support establishes the ad-hoc commission for reviewing complaints against the decision of the commission for RPE. The complaints committee consists of three (3) members. Members of the complaints committee cannot be members of the RPE committee.</p> <p>The commission examines the evidence provided and based on it, decides whether the complaint is accepted or not. After reviewing the complaint, the commission takes a decision by majority vote. The commission must make a decision within fifteen (15) days from the day of receiving the complaint. Against the decision of the appeals committee, the party can appeal to the National Qualifications Authority in cases where the applicant is a cadet in professional training.</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety, Article 8 Right of appeal</p>
5	The institution provides guidelines to the evaluation panel for the evaluation process.		3		<p><i>Processes and activities:</i></p> <p>The Department of Training and Educational Support establishes the commission for RPE in cases where the applicant is a cadet in professional training. The commission consists of at least three (3) members. In the composition of this commission are two members from the teaching/training staff and the official for certification and accreditation. The Committee for RPE depending on the needs in certain phases of the work, can invite other members or experts to participate in the committee. The commission's mandate ends after the completion of the RPE decision. The responsible unit serves as the</p>

					<p>secretary of the commission for RPE and the commission</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
6	The institution offers suitable opportunities and access also for candidates with special needs (if applicable).			2	<p><i>Processes and activities:</i></p> <p>The Academy, within the framework of the qualifications it offers and the criteria of the competition for the professional trainings validated in accordance with the mandates of the PSI, does not offer the opportunity for candidates with special needs</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p> <p>Competitions from PSI</p>
7	The institution has adequate space, equipment and materials for the assessment of the relevant qualification.			3	<p><i>Processes and activities:</i></p> <p>The academy has sufficient space for the development of qualification and assessment, since within the framework of the infrastructure it has all the following facilities, polygons, theoretical, practical, e-learning classrooms, laboratories.</p> <p><i>The documents</i></p> <p>Structure of the Academy</p> <p>Master plan</p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>

8	The evaluation panel also included external evaluators.		3		<p><i>Processes and activities:</i></p> <p>The commission consists of at least three (3) members. In the composition of this commission are two members from the teaching/training staff and the official for certification and accreditation. The Committee for RPE depending on the needs in certain phases of the work, can invite other members or experts to participate in the committee. The commission's mandate ends after the completion of the RPE decision. The responsible unit serves as the secretary of the RPE committee and the complaints committee throughout the process</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
9	The evaluators are competent for the evaluation of the relevant qualification/s.		3		<p><i>Processes and activities:</i></p> <p>The commission consists of at least three (3) members. In the composition of this commission are two members from the teaching/training staff and the official for certification and accreditation. The Committee for RPE depending on the needs in certain phases of the work, can invite other members or experts to participate in the committee.</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
10	Assessment methods and instruments are appropriate for the relevant qualification.		3		<p><i>Processes and activities:</i></p>

					<p>Recognition of prior education is evaluated using a combination of evaluations such as interviews, demonstrations, observations, etc</p> <p>The Academy forms the commission for RPE, which after review makes the decision and evaluates the application in the form of "pass" or "fail" within fifteen (15) days from the date of application. The evaluation is based on the compatibility of the skills acquired by the applicant with the learning outcomes or with the evaluation criteria of the module, internship or course</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety</p>
11	The procedures of the internal verification of the evaluation are defined and transparent.		3		<p><i>Processes and activities:</i></p> <p>Recognition of prior education is evaluated using a combination of evaluations such as interviews, demonstrations, observations, etc. In the application for RPE, it is not required to re-evaluate learning results, pass the same exam or be evaluated in regular studies.</p> <p>The RPE Committee makes the decision and evaluates the application in the form of "pass" or "fail" within fifteen (15) days from the date of application. The Commission has the right to request additional documents from applicants to verify their competences. In that case, the commission may postpone the application review deadline for an additional fifteen (15) days</p> <p><i>The documents</i></p>

					Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety
12	The achievements and data of the evaluation and certification results are recorded and stored.		3		<p><i>Processes and activities:</i></p> <p>During the recognition of the prior education, the results of that evaluation that was carried out before are not changed. If during the preliminary education, differentiated evaluation was not implemented for the achievement of learning outcomes, then non-differentiated evaluation is applied. Non-differentiated evaluation applies even if the evaluation occurred in a non-comparable evaluation system. In the case of partial recognition of prior education, the assessment result is recorded in a similar way to regular studies.</p> <p>All trainees at the Academy have their electronic and physical files that are registered in the database and they are saved and updated with new achievements for modules, internships and summative and formative assessment.</p> <p><i>The documents</i></p> <p>Regulation (KAPS) no. 01/2017 for the recognition of the preliminary education at the Kosovo Academy for Public Safety Duties and Responsibilities of the DSS Database Officer Database sample Book sample of data for training</p>
PRINCIPLE OF QUALITY 5– THE PROCESS OF SELFEVALUATION					
No.	INDICATORS	EVALUATION GRADE		EVALUATION / EVIDENCE	

1	The management is engaged and actively involved in the self-evaluation process.		3		<p><i>Processes and activities:</i></p> <p>The management is involved in the self-evaluation process through regular weekly meetings of the management of the KAPS with the representatives of the Agencies, as well as with the representatives of international organizations that act in the KAPS as an advisory body (OSCE, ICITAP).</p> <p>At the end of each year, the Academy establishes a working group, including management, which conducts a self-evaluation and draws up a plan for improvement.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Improvement plan, - Decision for the working group for SER.
2	The self-evaluation process is systematic, periodic and includes the involvement of relevant parties during the self-evaluation process (professional activities, students/candidates, school council, businesses, etc).		3		<p><i>Processes and activities:</i></p> <p>The DQA evaluates all the activities of the organization based on the competences issued by the Quality Manual as well as other instructions that regulate this field.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - The decision for the working group for SER - The plan of activities of DQA for 2022
3	The self-evaluation process is systematic, carried out annually with all appropriate personnel and is informed by the views of all stakeholders.		3		<p><i>Processes and activities:</i></p> <p>The self-evaluation report is systematic, it is worked on every year by the working groups where all the actors are involved, implementing the changes that derive from the activities. The improvement plan is also drawn up by informing the internal and external actors.</p>

					<p><i>The documents</i></p> <ul style="list-style-type: none"> - The decision for the working group for SER
4	The quality cycle has a mechanism for the regular collection of feedback from stakeholders (students/candidates, parents, councils, assets, employers, businesses, etc.)		3		<p><i>Processes and activities:</i></p> <p>DQA has mechanisms for regularly collecting feedback from cadets through evaluation forms, interviews, surveys and other forms. Feedback from external stakeholders is also collected through meetings, reports, recommendations, etc.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> -The quality manual, -Questionnaires from the field of training, - The general report from the field of training, reflecting all trainings - Summary report for the educational environment in training, - The summary report on the satisfaction of the personnel in KAPS,
5	The quality cycle has procedures for the review of complaints.		3		<p><i>Processes and activities:</i></p> <p>DQA has a quality management system that has foreseen the procedure for examining identified complaints and the same are forwarded to the responsible actors of the relevant fields.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Evaluation reports (sample) - Work plan of DQA - The plan of activities of DQA
6	The internal quality assurance process is regularly monitored.		3		<p><i>Processes and activities:</i></p> <p>Procedures are regularly monitored, to ensure that systems and processes are maintained and implemented according to procedures and rules,</p>

					through relevant mechanisms such as regular meetings, reports and recommendations. <i>The documents</i> - Work plan of DQA - The plan of activities of DQA,
7	The self-evaluation report has been approved and adopted by the competent body.		3		<i>Processes and activities:</i> In accordance with the decision of the creation of the working group for the drafting of SER, the highest body of KAPS issues the decision for the approval of the document of SER <i>The documents</i> -- Decision for the working group for SER, - The decision of approval of SER,
PRINCIPLE OF QUALITY 6 – FEEDBACK AND CHANGES: IMPROVEMENT PROCESS					
No.	INDICATORS	EVALUATION GRADE			EVALUATION / EVIDENCE
1	Staff and all stakeholders receive and respond to feedback on the results of the self-evaluation process and improvement plan.		3		<i>Processes and activities:</i> After the submission of the Self-Assessment Report, the feedback information is accepted by all the actors where they are analyzed, reviewed and recommendations for improvement are given. The Improvement Plan includes responsible persons, deadlines and actions, in which case time period are also set for reporting on activities based on feedback information. <i>Dokumente</i>

						<ul style="list-style-type: none"> - The plan of improvement - Working reports of the working group.
2	Procedures for dealing with deficiencies are drawn up and measures are taken for improvement according to areas and priorities.		3			<p><i>Processes and activities:</i></p> <p>Deficiencies (areas for improvement) are clearly identified and improvement plans are drawn up.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - The plan of improvement - Procedures for the treatment of deficiencies
3	The improvement plan includes clearly defined objectives, priorities, tasks, responsibilities and time period; they have an appropriate cost and appropriate resources; success criteria are specific, measurable and achievable.		3			<p><i>Processes and activities:</i></p> <p>The Improvement Plan at the Academy level clearly includes all goals, priorities, tasks, responsibilities, cost, time period and measuring indicators for success.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - The plan of improvement
4	Performance trends show continuous improvement or maintenance of standards over different time periods (if applicable).		3			<p><i>Processes and activities:</i></p> <p>Based on the fact that the procedures in the framework of the needs and strategies of the stakeholders have evolved, the level of performance has been raised in the achievement of the competence which has changed in the standard of the profession and also witnessed in the change/increase of some trainings at different levels. NQF.</p> <p>At the Academy level, the VET program has been developed, which over the years has undergone changes in the content of the program, its duration, the development of instructors, equipment for the realization of the learning process, the interconnection of international practices, local and international experts, which have influenced the improvement of performance and maintenance of standards.</p>

					<p><i>The documents</i></p> <ul style="list-style-type: none"> - Decisions on the validation of training and accreditation of KAPS (over the years)
5	The deficiencies that are identified and the recommendations from the internal and external evaluation are distributed to the personnel and the relevant measures are taken.		3		<p><i>Processes and activities:</i></p> <p>Based on the identification of deficiencies and recommendations from external bodies, an improvement plan is drawn up, which is distributed to all relevant units for the purpose of corrective measures.</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - The plan of improvement
6	Results on the impact of the self-evaluation process and improvement		3		<p><i>Processes and activities:</i></p> <p>Conclusion of the SER document and the improvement plan, policies addressed in the strategy document for the year 2023-2026</p> <p><i>The documents</i></p> <ul style="list-style-type: none"> - Draft document of the Strategy for the year 2023-2026

Summary of the report

Period from January 2023 until November 2023 (as in the first page)

Total of evaluation grade				Advantages	Deficiencies
4	3	2	1	<i>Only the Advantages that have been evaluated with grade 4 are marked.</i>	<i>Only Deficiencies that have been graded 1 and 2 are marked.</i>
Përgjegjësitë e menaxhmentit				<ul style="list-style-type: none"> - Management creates and increases cooperation and partnership with other PET providers, relevant agencies and other stakeholders. - The management is involved in or develops various projects for the purpose of development, training, employment, mobility, etc. at local and international level. <p>Explanation: The "GROWTH" project within the framework of Erasmus+ is a project where KAPS together with EMA is involved in the development of curricula for training in the scope of emergencies, either with participation or online. The project has a duration for applicability between the time period 01.01.2023 - 31.12.2025 where the participating countries in the "GROWTH" project are: Albania, Kosovo, North Macedonia, Greece, Bulgaria, and Montenegro.</p>	
2	13	0	0		

				<p>Recently, during the time period 28.10.2023 - 01.11.2023, a workshop was organized on the development of four training curricula in the field of emergencies, respectively on: Introduction to risk, Risk management process, Risk perception, Risk communication.</p> <p>In the next stages, activities will be developed on the implementation or realization of the trainings, as well as the realization of other project objectives.</p> <p>The project "InvestGate" initiated by KAPS and LAUREA</p> <p>Within the initiative to cooperate in a large project financed by EU funds, KAPS together with the LAUREA University of Applied Sciences from Finland, have initiated an initiative to cooperate in a joint project, where included in this initiative are different institutions and mechanisms from different countries of the region (Albania, North Macedonia), and Europe (Germany, Belgium, France, etc.). This cooperation is in the final stage of the application for EU funds (the application will be made at the end of November) and is called "InvestGate" where from Kosovo are included KAPS together with the Kosovo Police which are included in the field of Combating Trafficking in Human Beings</p>	
Management of resources					
0	5	0	0		
Design and development					
3	3	0	0	<ul style="list-style-type: none"> - The learning programs meet the goals and strategic character of the organization - The qualification is adapted to the needs of individuals, employers and stakeholders. - The qualification is developed based on NQF criteria and includes learning outcomes, performance indicators and evaluation criteria. 	

				<p>Explanation:</p> <ul style="list-style-type: none"> - <i>The development of professional training curricula is done in professional groups where the Agencies and the Kosovo Academy for Public Safety participate, decisions are taken unanimously in the KAPS Board. The review and development of Professional Trainings has been made according to the requirements issued by the function of the Standard of the Profession, and the development strategy of the Agencies, in other words, the highest standards that have emerged as a request from the NQA, the Agency and the IADLEST have been taken as a basis for raising professionalism in Public Safety Institutions.</i> 	
Delivery, Evaluation & Certification				<ul style="list-style-type: none"> - Students/candidates are provided with professional practice in their institution as well as in the company. - Candidates have the possibility of summative re-evaluation (<i>if applied according to the curriculum</i>) - The institution practices an efficient process of requests and complaints (<i>to students/candidates, teachers and stakeholders</i>). <p>Explanation:</p> <p><i>Learning, evaluation and professional practices have been developed in such a way that the evaluation is measurable (smart), the cadet is in the center of attention, access to literature and activities where satisfactory learning results can be achieved, there is also the opportunity to develop professionally in Internships that are part of Professional Training, where their leaders are mentors with experience in institutions who break down the theoretical part into practical work, motivating the cadets to develop the necessary skills in the exercise of their profession, all practical work is specified in the Public Safety Professional Practice Manual. And other normative acts, such as Administrative Instructions and the Security Policy in tests.</i></p> <p>-</p>	
3	12	0	0		

PROCESS OF SELF-EVALUATION					
0	7	0	0		
Feedback & changes: The improvement process					
0	6	0	0		

Improvement Plan of Provider of PET- Complete Self-Evaluation

FORMULATION OF QUALITY: Effective use of physical and human resources							
Deficiencies that need to be addressed: Maintenance of training facilities							
Objectives	Required actions	Measurable results	Responsibility for action	Priority of actions	Timelines and stages of developments	Monitoring and evaluation	Additional costs and resources
Creation of emergency exit	Drafting of the plan and tendering procedures	Increased safety	Director of DFGS and Manager of Procurement	High	Three-year period	Supervisory committee from the Director of KAPS.	With institutional budget
Renovation of polygons	Drafting of the plan and tendering procedures	Increased safety	Director of DFGS and Manager of Procurement	High	Three-year period	Supervisory committee from the Director of KAPS.	With institutional budget or donation
<p>Comments: <i>The working group with the decision of the Acting General Director of KAPS Mr. Kastriot Jashari, the decision on the creation of the working group for the drafting of the SER for professional training no: 221, dated 26.10.2023 in the following composition:</i></p> <ul style="list-style-type: none"> – Emin Uka – chairman; – Zymryte Kostanica – member; – Shaban Bajrami – member; 							

- Shpend Shabani – member;
- Rrahim Rexha – member;
- Abaz Ahmeti – member;
- Mirsad Sholla – member;
- Mustafa Çerkezi – member;
- Sadat Gashi – member;
- Avdullah Syla – member;
- Avni Istrefi – member;
- Faton Sahiti – member;
- Fidajete Geci – member;

The process of completing the Self-Evaluation Report has influenced the increasing performance of the institution's employees by eliminating the deficiencies identified during the development of the activities.