

Innove Organizational Units and Their Main Tasks

- 1. The aim of the ASSESSMENT AGENCY** is to offer educational institutions competent feedback and information that help to learn and teach better and to develop the sphere of education widely; to offer competent feedback and information to adult examinees.

In order to achieve the above-stated aims the Assessment Agency has the following organizational units.

- 1.1. Research and Development Centre.** The main tasks of the centre are:

- 1.1.1. developing of study and feedback aids;
- 1.1.2. analyzing of results of tests and researches;
- 1.1.3. supervising of creation of the software that is necessary for development and use of the assessment instrument;
- 1.1.4. conducting of international and national comparative researches in the sphere of education (including preparation, analysis, and publication of the results of the researches);
- 1.1.5. initiating and conducting of projects for the whole agency and across it centres on the basis of cooperation agreements.

- 1.2. Tests Centre.** The main tasks of the centre are:

- 1.2.1. coordinating of conducting of tests of the learning outcomes external evaluation system (standardized tests, examinations) as well as of Estonian language proficiency tests (including development of materials, assessment and other necessary activities);
- 1.2.2. evaluating of international examinations' compliance for being accepted as substitutes for national examinations; evaluating of submitted international language proficiency certificates for compliance with requirements of exemption of the national examination in the foreign language.

- 1.3. Tests Administration Centre,** the main tasks of the centre are:

- 1.3.1. organizing of international language examinations that are used as substitutes of state examinations;
- 1.3.2. making provision for proper functioning of the system of organization of international comparative researches; conducting of examinations of the learning outcomes external evaluation system, tests and researches, Estonian language proficiency examinations, and the exam on knowledge of the Constitution and Citizenship Act of the Republic of Estonia; processing of reimbursement for language learning expenses,
- 1.3.3. making provision for organization of other tests and researches based on development activity tests and cooperation agreements;
- 1.3.4. providing support to users of the Examination Information System.

- 2. EDUCATIONAL INNOVATION AGENCY.** The main task of the agency is initiating and implementing of educational innovative projects in Innove in cooperation with other organizational units of the Foundation Innove, including:

- implementation of the ESF activity "Professional Development of Teachers and School Leaders";
- implementation of the ESF activity "Development of Vocational and Higher Education in Meeting Labor Market Needs" (PRÖM);

- coordination of the ESF activity “Development and Introduction of Modern and Innovative Teaching Materials” within Innove;
- support of implementation of other ESF activities in Innove;
- development of the Innove common system of in-service training offers and in-service training provision aimed at employees of the area of education;
- organization of the Estonian delegation’s participation in international skills competitions;
- development of other educational innovative activities and participation in their implementation.

In order to achieve the above-stated aims the Educational Innovation Agency has the following organizational units:

- 2.1. **Teacher and Head-Teacher In-Service Training Centre.** The main tasks of the centre are:
 - 2.1.1. planning, organizing and conducting of in-service training and other training events for teachers, directors of educational institutions and specialists in the sphere of education in preschool, general and vocational education in order to support their professional development;
 - 2.1.2. planning of activities that support efficient management and functioning of educational institutions;
 - 2.1.3. providing support for sustainable development of functioning cooperation networks;
 - 2.1.4. planning of activities that support joint learning of school teams;
 - 2.1.5. updating the image of the teacher’s profession and raising its prestige for increasing the value of the profession;
 - 2.1.6. developing of the digital competence of teachers and school directors;
 - 2.1.7. developing of e-solutions that support in-service training.

- 2.2. **Centre for the Development of Vocational and Higher Education.** The main tasks of the centre are:
 - 2.2.1. development of the on-job training system within vocational and higher education, including spreading and developing of best practices as well as organizing of cooperation between different stages of education and trainings for on-job training supervisors from educational institutions;
 - 2.2.2. creating of additional study places for work-based learning in cooperation with vocational education institutions in order to expand work-based learning;
 - 2.2.3. piloting of work-based learning in higher education;
 - 2.2.4. providing pupils and students with on-job training financing according to the adopted directive;
 - 2.2.5. strengthening of cooperation between teacher training and universities as well as other educational institutions;
 - 2.2.6. counselling of directors and personnel of vocational educational institutions on issues of coping within the multilingual and multicultural learning environment as well as supporting vocational education pupils and higher education students in additional studies of foreign languages for specific purposes and Estonian as a second language;
 - 2.2.7. organizing of skills competitions and various information events; developing and disseminating of information and advertising materials as well as coordinating of central awareness-raising activities in order to improve the image of vocational education.

3. The aim of the **CURRICULUM AND METHODOLOGY AGENCY** is:
 - to support discovering, implementing and developing of learners’ preconditions and

- abilities through curriculum development, development of methodological solutions, counselling, and various materials;
- to shape and develop pupils' career and entrepreneurship competences, to counsel and support pupils;
 - to do cooperation and initiate projects with Estonian and international partners in order to receive and share experience;
 - to make proposals for developing of the area and amending legislation.

In order to achieve the above-stated aims the Curriculum and Methodology Agency has the following organizational units:

- 3.1. **General Education Curriculum Development Centre**. The main tasks of the centre are:
 - 3.1.1. participating in development of the national curricula;
 - 3.1.2. supporting and counselling educational institutions on implementation of principles of the national curricula and on composing of school curricula;
 - 3.1.3. assessing of general provisions and subject field syllabi of school curricula;
 - 3.1.4. developing of methodological materials that interpret the national curricula and supporting of the process of study materials development;
 - 3.1.5. supporting development of digital study materials, including materials for learners with SEN;
 - 3.1.6. collecting and disseminating of data connected with curricula implementation, including administration of the curriculum portal (<https://oppekava.innove.ee>).

- 3.2. **Vocational Education Curriculum Development Centre**. The main tasks of the centre are:
 - 3.2.1. developing of national curricula for vocational education, involving different target groups (vocational educational institutions, vocational and professional associations, universities, etc.);
 - 3.2.2. developing of methodological and other materials (including outcome-based assessment; integration of key competences; consideration of previous knowledge obtained through learning and work experience; supporting learners with SEN, etc.), providing support for interpretation and implementation of current pedagogical solutions;
 - 3.2.3. analyzing of curricula and their implementation, as well as making proposals for improvement to the Ministry of Education and Research and vocational educational institutions;
 - 3.2.4. counselling employees of vocational educational institutions on curricula development and implementation through various forms of cooperation (individual and group counselling;
 - 3.2.5. supporting teachers in implementation of subject field syllabi through professional networks;
 - 3.2.6. mapping of needs for study materials development and making proposals for development of modern and innovative study materials, including materials for learners with SEN;
 - 3.2.7. collecting and spreading best practices, organizing of trainings for supporting teachers' professional development and development of the area for coping with learners with SEN;
 - 3.2.8. composing of expert evaluations of level studies curricula of vocational education.

- 3.3. **Centre for Multilingual Learning and Language Immersion**. The main tasks of the centre are:
 - 3.3.1. introducing of principles of content and language integrated learning (CLIL) and language immersion taking multilingual education into consideration;

- 3.3.2. developing of models of multilingual education, including development of the language immersion programme; providing educational institutions with support in implementation of these models (monitoring visits; analysis of learning outcomes; training and counselling of teachers; implementation of the quality assurance system; networking and recognition; development of methodological and study materials; mediation of subject-didactical solutions, etc.);
 - 3.3.3. creating cooperation possibilities for educational institutions in order for them to learn from one another and to introduce their experience in Estonia and other countries;
 - 3.3.4. developing of solutions for increasing efficiency of teaching Estonian as a second language on the level of the basic school curriculum.
- 3.4. **Educational Counselling Development Centre**. The main tasks of the centre are:
- 3.4.1. composing of methodological and support materials as well as guidelines for supporting learners;
 - 3.4.2. supervising and supporting organization of work of outside-school counselling teams;
 - 3.4.3. supporting specialist of Rajaleidja centres in conducting high-quality counselling services on issues of learning;
 - 3.4.4. collecting and disseminating information about counselling on issues of learning.

4. The aim of the **EDUCATIONAL GUIDANCE AGENCY** is to offer educational support services in order to provide children and the youth with support in obtaining education that suits their capacities as well as to support educational institutions in organizing smooth transitions for pupils.

The organizational units of the Educational Guidance Agency are **regional Rajaleidja centres**. The main tasks of the centres are:

- 4.1. providing of counselling services on issues of learning;
- 4.2. organizing and conducting of work of outside-school counselling teams;
- 4.3. initiating and participating in national and regional projects that promote the services;
- 4.4. coordinating of the services-related cooperation between educational institutions and other official institutions and organizations.

Regional Rajaleidja centres establish organizational sub-units in case these are necessary for better organization of work and more efficient realization of aims.

The additional tasks of the Educational Guidance Agency outside of the established organizational units are as follows:

- development and promotion of educational support services – including making proposals for legal acts, organizing of cooperation with different parties, developing of services integration;
- development of counselling services on issues of learning with the aim to take into use new services provision channels (e-services);
- initiation, coordination of projects and participation in these projects – initiation of projects that promote educational support services or participation in the projects both within Estonia and internationally;
- development and administration of the client administration system for provision of counselling services on issues of learning as well as for collecting statistical data.

5. The aim of the GRANTS AGENCY is to organize mediation and supervision of subsidies. In order to achieve the above-stated aim the Grants Agency consists of the following organizational units.

5.1. **Lifelong Learning Centre**. The main task of the centre is to organize mediation of ESF, ERF subsidies and the state co-financing of the areas of education, life-long learning, and youth work; processing of applications, payment applications and monitoring reports; collecting of information about subsidies and of monitoring data on the use of the subsidies.

5.2. **Labour Market Centre**. The main task of the centre is to organize mediation of ESF subsidies and the state co-financing in the area of employment and social affairs; processing of applications, payment applications and monitoring reports; collecting of information about subsidies and of monitoring data on the use of the subsidies.

5.3. **Monitoring Centre**. The main task of the centre is organizing and conducting of the systematic supervision of implementation of structural funds subsidies as well as processing of violations and recourse claims.

6. **AREA OF LEGAL AND FINANCIAL SERVICES**. The main tasks of the area are offering Innove governing body and organizational units legal counselling; procurement planning, including composing of the procurement plan and monitoring of realization of the plan; organization of procurements processing, managing of the process of budget planning, including drawing up of the detailed budget and monitoring of the budget realization, organization of accounting services.

The organizational units of the Area of Legal and Financial Services are the **Law and Procurement Services Centre and the Financial Services Centre**.

7. **AREA OF DEVELOPMENT SERVICES**. The main tasks of the area are:

7.1. **providing the governing body and organizational units of the Foundation Innove with the service of planning and related reporting of the quality management and intra-organizational strategic planning;**

7.2. supporting organizational units in choosing and hiring of new employees, including in organization of the induction period, registration of the employment relations, issues related to occupational health and safety, development of employees' competences, establishment of the employees' payment system, motivating of employees and assessment of results of work;

7.3. catering for agreed on and proper functioning of the ICT environment and services of the Foundation Innove;

7.4. organizing of intra-organizational client service, document management and archiving; issuing of school graduation documents and medals.

The organizational units of the Area of Development Services are the Personnel Services Centre, the IT Services Centre, the Consumer Service and the Administration Centre.

8. **AREA OF COMMUNICATION AND INTERNATIONAL COOPERATION**. The main tasks of the area are:

8.1. providing the governing body and organizational units of the Foundation Innove with marketing and information services in the area of internal and external communication;

8.2. making provision for crisis communication, management of crisis communication in case of

- crisis;
- 8.3. content-based administering and developing of different channels of internal and external communication of the Foundation Innove;
 - 8.4. introducing of the education competency of the Foundation Innove, the education system and practices of Estonia as well as sharing knowledge to international education communities; initiating/composing/conducting of international cooperation projects; participating in education networks; meeting delegations;
 - 8.5. international marketing in the area of education with the aim to increase recognition and attractiveness of Estonia as the education state.

The organizational units of the Area of Communication and International Cooperation are **the Communication Services Centre and the International Cooperation Centre**.

9. **AREA OF ADMINISTRATIVE SERVICES**. The main task of the area is providing Innove with necessary office rooms, management of the working environment, including making provision for physical safety in processing of examination works and personal data; purchasing and administering of working tools and means; conducting of intra-organizational procurement in the areas that support the content-based activity.