

Annex N1

Approved by

Order N194 of July 02, 2026, of the Director of

"David Tvildiani Medical University Community Nursing College" LLC



DTMUN

Rule for Assessing Personnel Qualification Requirements and English Language Competence

Tbilisi

2026

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Article 1. General Provisions

1. These rules define the mandatory qualification requirements and criteria for assessing English language competence established for persons to be employed/employed at LLC "David Tvildiani Medical University Community Nursing College" (hereinafter - the College).
2. Each candidate is obliged to fully meet the criteria determined by these rules for the position/role to be occupied.
3. Procedural issues regarding personnel selection, employment, origin, and termination of labor relations (including probation period, fixed-term, or indefinite contracts) are regulated in accordance with the Human Resources Management Policy of the College and the Labor Code of Georgia.

Article 2. Qualification Requirements for Administrative, Support, and Service Personnel

1. The following qualification requirements are established for candidates to be employed in administrative positions at the College:
 - **Education:** Higher education (preferably in Medicine, Health Management, Educational Administration, Law, or Business Administration);
 - **Language Competence:** Full proficiency in the state language; English language proficiency at least at B1 level (basic working communication) in accordance with Article 4 of these rules;
 - **Legislative Framework:** Knowledge of legislative acts regulating the field of vocational education, authorization standards, and the profile of the relevant administrative position;
 - **Digital Competence:** Working-level knowledge of office computer programs and electronic management/learning systems;
 - **Work Experience:** Proven work experience in the relevant field (preferred).
2. Basic, secondary, or vocational education is mandatory for the supporting and service personnel of the College. Based on the functional specifics of a particular position, additional specific technical requirements, certificates, or work experience may be determined by an individual legal act of the Director.

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Article 3. Qualification Requirements for a Vocational Education Teacher

1. Taking into account the specifics of the nursing modules, a person who meets one of the following alternative requirements may be hired as a vocational education teacher:
 - Holds a higher education degree relevant to the learning outcomes provided by the corresponding program/module;
 - Holds a Level IV or V qualification in the relevant vocational education;
 - Has at least 3 years of proven work experience in the relevant field/profession within the last 10 years.
2. Additional requirements for a vocational education teacher are:
 - Skills in using information and communication technologies and electronic learning platforms in the teaching-learning process;
 - Experience working in the relevant clinical/practical field and pedagogical experience (preferred);
 - In the case of implementing an English-language vocational educational program/module, proficiency in English in accordance with the requirements of Article 4 of these rules.

Article 4. Criteria for Assessing English Language Competence

1. Assessment of English language proficiency at the College is carried out through an internal assessment/testing system (0–60 points), which is compatible with the Common European Framework of Reference for Languages (CEFR).
2. Assessment scale for vocational education teachers:
 - **0–29 points (A1–A2 level):** Does not meet the minimum requirements for involvement in an English-language program;
 - **30–39 points (B1 level):** The candidate is authorized to conduct clinical teaching only (practical component);
 - **40–60 points (B2–C2 level):** The candidate is authorized to fully teach both theoretical and practical components.
3. Assessment scale for administrative personnel:
 - **0–29 points (A1–A2 level):** Does not meet the minimum requirements defined for the position;
 - **30–39 points (B1 level):** Basic working communication;
 - **40–47 points (B2 level):** Effective professional communication;

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- **48–60 points (C1–C2 level):** Fluent professional communication.

Article 5. Procedure and Conditions for Conducting Testing

1. Internal testing of English language competence is conducted for vocational education teachers and administrative personnel employed/to be employed at the College who do not have otherwise officially confirmed language competence necessary for performing relevant activities.
2. Persons who submit the following are exempted from the obligation to undergo internal assessment/testing of the English language at the College:
 - An English language proficiency certificate (e.g., TOEFL, IELTS, FCE, CAE, etc.), where the confirmed level corresponds to the requirements established for the given position;
 - A diploma from an authorized/accredited higher educational institution confirming the completion of a full academic course of higher education in English.
3. Assessment of English language competence is conducted by an Assessment Commission created by an individual administrative-legal act (order) of the College Director.
4. The Assessment Commission ensures the organization and execution of testing, determination of assessment results, and their documentation.
5. Upon completion of testing, the Assessment Commission prepares an assessment protocol, to which an assessment results sheet is attached.
6. The assessment results sheet shall indicate:
 - a) First name and surname of the assessed person;
 - b) Position or role;
 - c) Date of assessment;
 - d) Score obtained;
 - e) Corresponding CEFR level;
 - f) Conclusion of the commission on whether the assessed person meets the requirements specified in these rules.
7. The protocol of the Assessment Commission and the assessment results sheet serve as the basis for approving the assessment results.
8. The assessment results are approved by an individual administrative-legal act (order) of the College Director.

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Article 6. Final Provisions

1. Amendments and additions to these rules are made by an individual administrative-legal act (order) of the College Director.
2. The rules shall enter into force upon their approval by the Director of the College.