

**LEPL – Ivane Javakhishvili Tbilisi State University**

**Vocational Education Programmes**

**Catalogue**

**2022**

Ivane Javakhishvili Tbilisi State University (TSU) is the first national university in the Caucasus which laid the foundation for a European higher education institution in Georgia, following Georgian educational traditions.

Since 2007, several faculties of TSU, along with academic programs, have started introducing higher vocational education programmes. In 2011-2018, 12 vocational education programs were implemented in the authorized and accredited mode at different faculties of Tbilisi State University, while since 2015 TSU has been implementing new modular vocational education programmes developed on the basis of the framework document.

In June 2019, an additional educational unit of the university - "TSU Vocational Education Center" - was established tasked to implemen all vocational education programmes operating at TSU. The center operates in Tbilisi (address: N2, N11 University St., N11a Ilia Chavchavadze Ave.) and Kutaisi (address: N8 Nikea 2nd lane).

There are 15 vocational educational programmes operating at TSU at these two locations:

* Accounting – Level 5 (Tbilisi, Kutaisi);
* Customs Affairs - Level 5 (Tbilisi, Kutaisi);
* Pre-school Education - Level 5 (Tbilisi, Kutaisi);
* Event Management - Level 4 (Tbilisi, Kutaisi);
* Office Work - Level 4 (Tbilisi, Kutaisi);
* Library Work - Level 4 (Tbilisi, Kutaisi);
* Freight transportation logistics - Level 4 (Kutaisi);
* Financial Services – Level 3 (Tbilisi, Kutaisi) ;

**Accounting – Level 5**

**Vocational Qualification to be granted –** Higher Vocational Qualification in Accounting

**Programme objectives:** Totrain and prepare for the labor market a qualified accountant who will be able to participate in the planning, organization and management of the accounting policy of an entrepreneural, non- entrepreneural, state organization/institution or natural person; will be able to check and analyze financial, accounting reports and records to ensure their compliance with established legislation and standards; will carry out accounting transactions; prepare and submit tax declarations in accordance with established rules; will ensure the transfer of tax liabilities to the state budget; will be able to prepare financial statements, primary accounting and other types of financial documentation for external and internal users.

**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 99** credits
* **Duration: 17** months

**For foreign-speaking students:**

* **Scope: 129** credits
* **Duration: 22** months

**Programme admission prerequisites:** complete general education, passing an examination

organized by National Center for Evaluation and Examinations, proffessional selection.

**Career opportunities:** The holder of the higher vocational qualification in accounting can be employed in private and public agencies, in non-governmental organizations in accounting and financial offices, in auditing and consulting companies as a chief accountant, assistant accountant, accountant and ledger clerk Self-employement can also be considered, as a private professional practice.

**Programme supervisor: Nino Chavleshvili (Tbilisi), Zeinab Axaladze (Kutaisi)**

**Location: Building X, 2 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Financial Services - Level 3**

**Vocational Qualification to be granted:** Basic Vocational Qualification in Financial Services

**Programme objectives:** The objective of the programme is to train qualified financial services personnel, which will ba able to provide different types of financial services and inform the customer on financial services as well as to promote the introduction-implementation of financial services programme.

**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 52** credits
* **Duration: 9** months

**For foreign-speaking students:**

* **Scope: 66** credits
* **Duration: 12** months

**Programme admission prerequisites:** basic general education, no less than 17 years old,

proffessional selection.

**Career opportunities –** The holder of basic vocational qualification in financial services will be able to be employed as a cashier at trading facilities, including – ticket offices; as a cashier/operator at banking and other credit and financial institutions, as well as agents and bookmakers engaged in pledging things and giving money as a loan.

**Programme supervisor: Khatuna Barbakadze (Tbilisi)   
 Khatuna Tkeshelashvili (Kutaisi)**

**Location: Building X, 2 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Event Management - Level 4**

**Vocational Qualification to be Granted**: Secondary Vocational Qualification in Event Management

**Programme objectives**: The objective of the programme is to train qualified event manager, who, within the scope of competence, plans, coordinates and organizes preparation and holding of any type of event.



**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 61** credits
* **Duration: 10** months

**For foreign-speaking students:**

* **Scope: 91** credits
* **Duration: 15** months

**Programme admission prerequisites:** complete general education, proffessional selection

**Career field and opportunities:** The holder of secondary vocational qualification in event management can be employed as: a wedding organizer, conference and event organizer in state and public institutions, in celebration centres, tourist companies and other private institutions, culture and sport associations and federations. Can also be self-employed.

**Programme supervisor: Nana Mamagulishvili** (Tbilisi)

**Ana Razmadze** (Kutaisi)

**Location: Building X, 2 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Office Work – Level 4**

**Vocational Qualification to be Granted**: Secondary Vocational Qualification in Office Work

**Programme objectives:** The objective of the programme is to train qualified administrative assistance personnel, who, within the scope of competence, will be able to plan and manage the activities and documents of the institution.

**Programme admission prerequisites:** complete general education, proffessional selection



**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 59** credits
* **Duration: 10** months

**For foreign-speaking students:**

* **Scope: 89** credits
* **Duration: 15** months

**Career field and opportunities:**

The holder of secondary vocational qualification in office work can be employed at public or private institutions as an office manager, director assistant, secretary, specialist in the production of documentation and the administrative structural unit of certain subdivisions and as an assistant worker.

**Programme Supervisor: Nunu Ovsyanikova (Tbilisi)**  
 **Tea Cheishvili (Kutaisi)**

**Location: N2 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Pre-school Education – Level 5**

**Vocational Qualification to be Granted**: Higher Vocational Qualification in Pre-school education

**Programme objectives**: The objective of the programme is to train qualified personnel, who will be able to take care of a child at eartly age, support in child’s education and development. To fulfill this objective, one must provide a safe and developing educational environment and, in the process, be able to communicate with child's family, the collective of the early and preschool care and education institution, field representatives, and take care of one’s own professional development.



**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 116** credits
* **Duration: 20** months

**For foreign-speaking students:**

* **Scope: 146** credits
* **Duration: 25** months

**Programme admission prerequisites:** complete general education, passing an examination

organized by National Center for Evaluation and Examinations, proffessional selection

**Career Opportunities -** After completing the program, a person can be employed as an educator, as well as freelance educator.

**Programme Supervisor – Zakaria Kitiashvili** (Tbilisi)

**Nino Mamrikishvili** (Kutaisi)

**Location: N11a Ilia Chavchavadze Ave. Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Library Work – Level 4**

**Vocational Qualification to be Granted**: Secondary Vocational Qualification in Library Work

**Programme Objectives:** The objective of the programme is to provide the person the opportunity to obtain wide-scope education and basic knowledge in the field of library work; as well as develop the skills and competences necessary to enter labor market and continue studies, in both formal and non-formal education systems.



**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 86** credits
* **Duration: 14** months

**For foreign-speaking students:**

* **Scope: 116** credits
* **Duration: 19** months

**Programme admission prerequisites:** complete general education, proffessional selection

**Career field and opportunities:**

The holder of secondary vocational qualification in library work can be employed in public as well as private libraries, in the library of the city, village, educational institutions and various types of organizations.

**Programme supervisor : Zurab Gaiparashvili** (Tbilisi)

**Zhana Nutsubidze** (Kutaisi)

**Location: N11 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**Freight transportation logistics - Level 4**

**Vocational Qualification to be Granted**: Secondary Vocational Qualification in Logistics

**Programme Objectives:** to provide competitive personnel for freight transportation field, which is aware of: filling in transport and warehouse documentation; warehousing; controlling stocks; planning freight transportation; description of the types of transport and selection of the appropriate means of transportation; team work; monitoring and evaluation; registering an order; cargo loading/unloading supervision; transportation monitoring.

The objective of the programme is to train highly qualified specialists, who will fulfill their duties in compliance with professional ethics, labor and safety norms. In addition, specialists will be equipped with professional and general/transferable skills.



**Programme admission prerequisites**: complete general education, proffessional selection

**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 69** credits
* **Duration: 68** weeks

**For foreign-speaking students:**

* **Scope: 99** credits
* **Duration: 88** weeks

**Career field and opportunities:**

The holder of secondary vocational qualification in logistics specified in freight transportation logistics can be employed: in freight forwarding and transport-logistics companies, in customs and transport service enterprises, in transport and logistics associations, transport and forwarding companies, trade and logistics complexes of different levels, in trade-purchasing and intermediary firms, in large distribution firms of finished products, In distribution and logistics centers, customs terminal complexes, warehouses, customs warehouses.

* Codes according to National Classification of economic activities: 49.4; 49.41; 49.41.0; 49.42; 49.42; 49.42.0; 51.2; 51.21; 51.21.0
* Code according to International Standard Classification of Occupations (ISCO) 3323.

**Programme supervisor: Davit Kbilashvili**

**Location : N8 Nikea 2nd lane, Kutaisi**

**Customs Affairs - Level 5**

**Vocational Qualification to be Granted:** Higher Vocational Qualification in Customs Affairs

 **Programme Objectives**: The objective of the programme is to train a customs affairs specialist, who will be able to carry out tasks related to customs border crossing, customs clearance of goods, customs supervision, implementation of customs control, as well as customs representation. The objective of the programme is to train highly qualified specialists, who will conduct their duties in compliance with professional ethics, labor and safety norms. In addition, specialists will be equipped with professional and general/transferable skills. The objective of the programme is to train highly qualified specialists, who will fulfill their duties in compliance with professional ethics, labor and safety norms. In addition, specialists will be equipped with professional and general/transferable skills.

**Programme admission prerequisites:** complete general education, passing an examination

organized by National Center for Evaluation and Examinations, proffessional selection

**Programme scope and duration:**

**For Georgian-speaking students:**

* **Scope: 93** credits
* **Duration: 17** learning months

**For foreign-speaking students:**

* **Scope: 123** credits
* **Duration: 21** learning months

**Career field and opportunities:**

The holder of higher vocational qualification in customs affairs can be employed in both public (Cusroms Department at LEPL – Revenue Service) and private sector (brokerage, consulting, trading, industrial, transport and logistics companies, diplomatic institutions, non-governmental organizations, customs warehouses and terminals). In the public sector, one can be employed as a customs officer at a border checkpoint or customs clearance, and in the private sector - as a customs broker, customs declarant, customs clearance specialist. These functions may be combined with the functions of logistics specialist, customs terminal service department specialists. In terms of career growth, the graduate can continue studies at further levels of business and administration.

**Programme supervisor: Nato Kakashvili** (Tbilisi)

**Lasha Chakvetadze** (Kutaisi)

**Location: N2 University St, Tbilisi**

**N8 Nikea 2nd lane, Kutaisi**

**For additional information please contact:**

 **032 225 04 84  
cve@tsu.ge**[**www.tsu.ge**](https://tsu.ge/ge/study/professional_education/) **-** [**www.fb.com/TSUVET**](http://www.fb.com/TSUVET%20%20)