

**RELE BOOK**  
**of the organization and activities**  
**BEEKEEPER SCHOOL**  
**AT .....**

I. GENERAL CONCLUSIONS

Article 1

(subject and fields that are regulated in this rule book)

- (1) the organization and activities of the Slovenian Beekeeping School in Cambodia at Beekeeping Association of Cambodia (hereinafter: the School) are regulated by this regulations
- (2) Fields of regulation are:
  - general conditions for the School activities
  - organization of the School
  - programming and the program concept
  - organization of the activities
  - supervision over the School activities
  - final provisions
- (3) Individual fields of the organization are regulated by the organizational instructions from this regulations

Article 2

(the meaning of the definitions and expressions used in the regulation)

- (1) Organization of the School is mutual connection and codependence of the executors of the working tasks, executor projects, working and educational process as well as space and technical equipment. Planning of the organization of the Beekeeping School is a component of the activities' plan of the Beekeeper Association of Cambodia.
- (2) Organization of the School activities is inner conformity and codependence in execution of the activities of ETI (education, trainings, improvement; hereinafter: ETI). Execution of ETI consists of preparing for andragogic work, methods of work, monitoring the progress of the attendees, testing and grading of knowledge and skills and arranging of andragogic documentation.
- (3) Programs and program concept is a base of programs of ETI that are conducted at the School, systemized and structurized in accordance with the standards carried out from the strategy of education in annual plan of activities of the School. Programs have to be confirmed by the Committee at General assembly of Beekeeper Association of Cambodia for education before distributing to program concept in accordance with instructions for program planning of ETI at Beekeeper Association of Cambodia
- (4) Education we use education in two senses; the first one as a business function of Beekeeper Association of Cambodia, in that case we add letter f in brackets which comes after the word, e.g. Education (f), the second one as education in contexts of training and improvement (hereinafter ETI). In this contexts it means process i.e. a part of process which is conducted by programs i.e. partial programs or gaining a

- publicly recognized education i.e. qualifications as well as learning in order to reach informative aims in programs of ETI of Beekeeper Association of Cambodia
- (5) Trainings mean planned (aims, contents, methods, evaluating) executing of activity of learning, exercising, training activities and executing of work procedures i.e. tasks in order to reach formal aims in programs of ETI of Beekeeping School Anton Janša.
  - (6) Improvement means process of additional ETI for profounding and spreading of beekeeper competences.
  - (7) Educational strategy (f) means preparing of possible solutions and choosing the most appropriate solutions for problems, tasks, working process, educational process and other, according to time, place, circumstances and conditions for certain program or executor project.
  - (8) Strategy ETI means concretization of aims and content, preparing of criteria, and standards for evaluating, forming of learning activities and didactical equipment, choice and organization of learning places, proportioning of attendees of ETI into groups into workshops into learning places and other, choice of learning method for educator and attendees according to the realization of aims in concrete environment and concrete learning and working situation
  - (9) Executor projects are unique organizational forms with set aims, activities, task carriers, hour network and organizational regulations. Executor projects are divided to development, organizational and learning project
  - (10) Program means note of activities i.e. contents in certain sequence, note is relatively standardized form. Activities, i.e. realization of contents, mostly do not have outer aim as it is the case with projects but aims are more expressional in inner structure designated to direct particular activities
  - (11) System: we use the word in two senses, the first one as inner systematical preciseness and structuration of the field of content for training of certain field e.g. System for bee care, the second one as the whole parts of working process which mutually interact, meaning bee families, apiary equipment, work and technological procedures, beekeeper with his knowledge and system organization. Entrances into the system are bee pastures and pasture resources, knowledge and other information, exits are bee products and other services which come from the working system. We call that system mostly working system.
  - (12) Strategy means preparing of possible solutions and choosing of the most appropriate solution of problem, task, work process, learning process and similar in accordance with time, space, circumstances and conditions for certain program i.e. executor project.
  - (13) Work procedure is a procedure of task executing performed by a beekeeper with direct effect (without devices) to bee family, resources and machines.
  - (14) Technological procedure means process of changing of properties and positions of resources included in work procedure.
  - (15) Competences are expressed possibilities of an individual in order to use his knowledge and capabilities in active work control in ordinary and professional circumstances.
  - (16) Professional qualification is working, professional i.e. expert capacity necessary for executing the profession i.e. particular duties in the frame of profession at a certain level of standard; it is recognized publicly and legally when it is a component of educational program for gaining professional education; and internally it is in the frame of normative regulation of training and improvement at the employer
  - (17) National professional qualification is formally recognized on the basis of national professional standards and gained on the basis of verified educational

programs but during the procedure of national professional qualifications checking and confirming

### Article 3

#### (General conditions and organizational foundations)

- (1) Beekeeping School of Anton Janša at BAS, Brdo pri Lukovici (hereinafter School) is organized within BAS as organizational unit for executing of educational function in accordance with founding resolution of General assembly of BAS no. 61
- (2) School works in accordance with education (f) strategy of BAS which is a part of Cambodian Beekeeper strategy on the basis of rule book and annual business and working plan of BAS according to programs confirmed and verified on Program co-committee of education (f) at BAS. Programs are collected in special base i.e. Program concept of education, training and improvement in School. Program concept is a component of this rule book.
- (3) School executes programs from program concept independently but in cooperation with other executers. Cooperation is regulated by special contracts about co executing of education training and improvement ( hereinafter ETI)
- (4) School executes its programs normally in its headquarters. In case that a minimal number of candidates for enrollment to particular part is at least 15 for certain region of state, school executes its activities in its dislocated units or educational centers of regional societies of beekeeper associations.
- (5) Work at School is carried out by the educators (organisers, lectures, mentors and instructors) as regular coworkers (with School license) or as guests which have competent references from that field.
- (6) School keeps record about all the necessary pedagogic-andragogic and organizational-business documentation

### Article 4

#### (principles)

- (1) Education, training and improving in Beekeeping School Anton Janša have their foundation on the following principals:
  - life-long ETI
  - principle of adjusting of ETI with plans and programs of BAS
  - access of ETI to all under equal conditions
  - freedom to choose a way, content, form, resources and method
  - professional and ethical responsibility of educators
  - respecting individuality and dignity of every attendee
  - directing to problems and situations
  - principals of transparency of organizing of ETI
  - principal of co deciding of attendees while organizing ETI
  - principal of connection to practice
  - principal of own activity- learning with active cooperation of attendees
  - principal of the evident- usage of learning means and media)

### Article 5

#### (Main School activities)

2.1. Main School activities are:

(73.10) Applicative- accent on empiric- research and experimental development in the field of beekeeping:

(22.15) other publishing for the beekeeping needs

(80.42) other education in beekeeping

REMARK: Numbers in brackets designates similar activity in standard activity qualification

## II BODIES AND SCHOOL ORGANISATION

### Article 6

(School as an organizational unit)

(1) The school is an organizational unit in the frame of Beekeeper Association of Cambodia (hereinafter: BAS). Program co-committee manages education (f) consisting of committee members of General assembly (hereinafter: GA) for education, educators, presidents of expert committees at GA of BAS as well as representatives in the field of beekeeper societies, i.e. beekeeper associations. Program co-committee is led by the president, appointed by Management board of BAS on the suggestion of Committee of Management board.

(2) Management board of beekeeper societies i.e. regional associations of beekeeper societies elect representatives for the co-committee, but the president of education committee of Management board of BAS appoints representatives of educators.

### Article 7

(1) School principal represents the school in Management board of BAS. He is appointed in an equal procedure as presidents of professional committees, his position, work, authorizations and responsibilities are identical to the committee president of Management board of BAS for education.

(2) The principal adjusts his work in accordance with resolutions of Program co-committee for education (f) at BAS, Management board of BAS, annual work plans of BAS and annual program of ETI School.

### Article 8

(School andragogic assembly)

(1) School andragogic assembly is a professional body consisting of educators and andragogic councilor. The school principle leads the assembly.

(2) Educators sign with School appropriate work contracts under conditions which are determined in particular execution programs.

### Article 9

(School work fields and tasks)

School tasks are organized by work fields.

(1) Empiric-research and development of experimental field contains analyses of beekeeping development and education as well as forming of methodologies and making of professional bases for:

- preparing of professional standards with belonging knowledge standards, skills and capabilities,
- making of methodologies for program planning of ETI
- making of strategies, methods and techniques for executing of ETI
- forming of properties and aims for learning programs,
- planning and training with practice for adoption and evaluating of processes and results of ETI
- making of preparations for suggestions for professional standards' preparation, as well as knowledge and stillness standards, forming of programs for education, training and improvement;
- Development of didactic equipment and equipping of education, training and improvement programs.

(2) Publishing and editing of didactic equipment

- publishing from learning materials in form of learning leaflets, lecture notes, manuals and work notebooks and other graphic base for learning;
- publishing of vide and audio records as well as computer applications;
- pedagogic and andragic advising (mentorship in the field of education, training and improvement in beekeeping,

(3) education, training and improvement execution in beekeeping

- preparation and organisation of educational forms (courses, seminars, lectures, mentorships, consultations for gaining national profession qualification, consultations for self-educating, training and improvement, planning and executing of personal learning projects, interest clubs, animation activities and other),
- executing of educational activities in different educational forms,
- evaluating of education, training and improvement processes and results

## Article 10

### (organization and task executing)

(1) The School is an organizational unit in frame of BAS and it's as a developmentally opened system which acts on the basis of project organization.

(2) The School executes its tasks in School headquarters, in dislocated School units, in educational centers of regional association at beekeeping societies.

(3) School acts on three section of normative constitution:

a.) professional section is regulated by the laws in agriculture, poultry, and veterinarian sciences

b.) pedagogical-andragogical is regulated by the laws in the field of professional, high-school and university education, Law of national professional qualifications and law of adult education

c.) finance and business field is regulated in frame of sections of BAS

d.) School organisation is arranged in accordance with today's organizational, andragogical and ergo logical knowledge.

(4) Beekeeping School is founded as a carrier of experimental development of beekeeping, former of program base and executor of ETI programs in Slovene beekeeping

(5) Organization structure and inner organization are based on the principle of project organization and team work.

(6) School programs under certain conditions and on the basis of cooperation contracts of ETI Beekeeping School Anton Janša can be executed also by other executors appointed by

Program co committee for education (f) at BAS and satisfy conditions quoted in particular School programs.

#### Article 11

(means necessary for executing programs of ETI)

(1) School means for executing programs of ETI are:

- a) material
- b) didactic equipment and means

(2) We understand as material means features equipped by appropriate inner equipment. BAS guarantees executing of School program in headquarters. School covers current expenses for maintaining of executing of ETI by its activity and they are included in the service price. Individual organisers of ETI cover current expenses for maintaining of executing of ETI in dislocated school sections, at beekeeper societies and regional associations.

(3) we understand as didactic equipment according to this rule book: executive programs of ETI, educational material including individual forms of ETI, obligatory literature different foundations for workshops and individual learning work in individual executive programs and for the whole school learning program, learning foundations for multimedia learning communication and other information transmitters designated to individual executive programs i.e. school learning program in whole.

(4) Didactic means by this rule book are technical means designated to preparation and usage of didactic equipment described in paragraph 3 of this article

#### Article 12

(Sources and means of School financing)

School as an organizational unit of BAS does not have its own sources, its business operations are noted at special cost centre with appropriate account plan as an internal part of business regulation of BAS. Sources of financing are:

- sources gained by executing publicly valid and verified programs of ETI
- sources from subventions, donations and dotations
- sources of cotisation for executed ETI (attendees membership fee)
- other sources gained by services

#### Article 13

(Way of source distributing)

Source distributing is carried out in the frame of business and other plans of BAS in accordance with rules of BAS and other legal acts which regulate BAS activities. BAS retains all authorizations and responsibilities in financial and legal transactions with school constitution as an organizational unit.

#### Article 14

(Organizational regulations and school instructions)

This rule book regulates school activity, organizational instructions, regulate individual fields. These are:

- instructions for regulating of human resource matters and work of andragogic assembly
- instructions for preparation of ETI programs, regulating of program basis and forming of educational projects
- instructions for following, checking and evaluating of processes and results of ETI by appropriate forms
- course plan, schedule and timetable
- annual plan of ETI
- instructions for work with documentation and information communication network

### III. PROGRAMS AND PROGRAM CONCEPT

#### Article 15

(Sorts of ETI programs and execution forms)

(1) Programs of ETI are formed in accordance with the activity and tasks of School as:

- educational programs
- programs of trainings
- programs of improvement

(2) For forming programs we use two methodological approaches:

- a) content orientated programs with structure of informative, formative and socializing aims
- b) aim orientated programs with aim structure of work fields and task i.e. professional competences and belonging informative and formative aims

(3) Programs of ETI are executed in different forms:

- a.) individual lectures (at most 3 hours)
- b.) lectures with practical work (at most 6 hours)
- c.) seminars without workshops (at most 12 hours)
- d.) seminars with workshop (at most 18 hours)
- e.) courses (at least 40 hours)
- f.) learning, instructing and advising in the whole organization of learning activities
- g.) personal projects of ETI
- h.) advising for supervising independent learning and practicing

(4) Committee at management board of BAS for education (f) guides the programs and proposes them to the program co-committee for approval. Approved programs are included into School program concept.

(5) Programs from program concept including timetable and schedule are published every year at latest 01.05. for future educational period (beginning of the educational season 01.10. in the current year, finish on 01.08. of the next year).

### IV SUPERVISION

#### Article 16

(Sorts of supervision)

- (1) Authorizations for supervision of School work come from the status of the organizational unit therefore the work of school from the legal and financial aspect is supervised by bodies of BAS, operatively by secretary of BAS.
- (2) Execution of empiric-development activity, strategy of development and execution of annual activity of plans is carried out by the Program co-committee and operatively by the president of the program co-committee and the president of the committee for education of the management board of BAS.
- (3) Activities within the annual activity plan and programs of ETI is carried out by the expert committee for education at management board of BAS and operatively by the president of committee, and for andragogical field (detailed execution of programs, documentation, learning methods, educating, demonstrating and training) by school principal and andragogic advisor.

## V TRANSITIONAL PROVISIONS

### Article 17 (Execution of organizational instructions)

- (1) Organizational regulations and instructions from article 14 of this rule book is prepared and adopted by the committee for education at management board of BAS.

## VI FINAL PROVISIONS

### Article 18 (Rule book validity)

Rule book of organization and activities of Beekeeper School Anton Janša at BAS, Brdo pri Lukovici becomes valid the first day after adoption of the rule book by the management board of BAS.

Anton Tomec  
Secretary

Lojze Peterle  
President