

MYEDU OÜ & 1MyEdu OÜ

Fundamentals of Quality Assurance in Activities

1. General Provisions

1.1. **MYEDU OÜ** (registration code **14682138**) and **1MyEdu OÜ** (registration code **14730280**) operate jointly under the name **MyEdu** in organizing supplementary education and adhere to the applicable legal regulations in the field of adult education, as well as other relevant regulations and documents.

1.2. **MyEdu** is an adult supplementary education institution that organizes qualification improvement courses in the following fields: **Database and network design and administration, Computer usage, Interdisciplinary information and communication technologies, Software and application development and analysis, Marketing and advertising, Language learning, Music** (Economic activity notification numbers: [220905](#), [258764](#)).

2. Conditions and Procedure for Ensuring the Quality of Trainers in Supplementary Education

2.1. **MyEdu** trainers have **higher professional education and/or active work experience in the taught field**, as well as relevant professional expertise.

2.2. **MyEdu** trainers regularly participate in **professional development courses** and enhance their knowledge through **specialized literature**.

2.3. **Trainer performance is assessed based on verbal and/or written feedback from clients**, and in the case of Estonian language training, also based on the number of clients who have successfully passed the proficiency exam.

3. Conditions and Procedure for Ensuring the Quality of Supplementary Education Curricula

3.1. **MyEdu** follows the **Adult Education Act** ([link](#)) and the **Supplementary Education Standard** ([link](#)) in the preparation of curricula.

4. Conditions and Procedure for Ensuring the Quality of the Learning Environment

4.1. Training takes place **in an online environment**. **MyEdu** uses **its own online platform** as well as **Zoom** and **Google Meet**.

4.1.1. Office premises are used at **L. Koidula 38 and Poordi 1-34, Tallinn.**

4.2. **MyEdu** training facilities are **equipped with modern technology.**

4.3. **During in-person training sessions, MyEdu** provides all clients with **coffee, tea, water, and snacks.**

5. Procedure for Collecting Feedback on Supplementary Education

5.1. **During training and at the end of the course,** participants provide **written feedback in a free format** regarding the training.

5.2. **The received feedback is shared with trainers, analyzed, and used to improve the training process** (enhancing quality).