

Fundamentals of organisation of studies

1. General provisions

- 1.1. The training institution (hereinafter referred to as the school) founded by AS GoRail (registry code 10541949) (hereinafter referred to as the trainer) is guided in its activities by the Adult Education Act, the quality assurance guidelines for adult higher education institutions, and the company's business ethics, articles of association and the fundamental of the organisation of studies.
- 1.2. The target group for general train driver training is novice train drivers with no previous experience as assistant train drivers and assistant train drivers holding a valid professional certificate with at least four months of experience as an assistant locomotive driver. The general training for train drivers is carried out in accordance with the plan. The requirements, content and examination procedure of the training are established by a regulation of the Minister of Economic Affairs and Communications ("Procedure for conducting examinations of train drivers" of 25.06.2013, No. 44). Participants who successfully complete the training are issued a certificate, which can be used to apply for a train driver's licence in accordance with the current procedure.
- 1.3. Teaching will take place in a classroom (at Peterburi tee 105, 74114 Maardu, Estonia) equipped with everything necessary for modern education, as well as a projector, a screen and air conditioning. Training will take place in the classroom and/or on a software platform adapted for e-learning (e.g. Zoom, Teams, etc.). Computers are used in the classroom for learning the curriculum. Drawings and visualisations are used as illustrative teaching aids. For key subjects, a brief technical description will be prepared and study materials handed out as slides and/or on paper to the participants.
Practical training will take place in the depot at the same address and in driving areas..
- 1.4. Training will follow the training calendar specified on the website www.gorail.ee. The volume of the training is calculated in terms of academic hours (one academic hour being 45 minutes).
- 1.5. The study programme group is called the "Transport services curriculum group". One-to-one training is based on a customised curriculum tailored to the needs of the trainee.
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- 1.7. The language of study is Estonian or Russian.
- 1.8. The working language of the school is Estonian.
- 1.9. Studies are organised in line with the training schedule published in advance on the website www.gorail.ee.
- 1.10. The curriculum is the basis of study.

2. Collection and processing of personal data

- 2.1. The school collects the following data about trainees: name, e-mail, telephone and personal identification code. The personal identification code is required for the certificate.

Personal data are processed based on § 6 of the Personal Data Protection Act.¹

3. Registering for training

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3.1.1. Pre-registration is required. You can register online (www.gorail.ee) or by email (koolitus@gorail.ee). Those who register online will receive a confirmation e-mail.

3.1.2. Trainees have the right to receive further information by e-mail (koolitus@gorail.ee) or phone +372 631 0044.

4. Starting training

4.1. The training is open to: novice train drivers with no previous experience as assistant train drivers and assistant train drivers holding a valid professional certificate, trainees who hold a valid train driver's licence issued by Estonia or another Member State of the European Union, who have been included in a study group by the school and have paid the tuition fee or received a letter of confirmation of payment from the company/institution.

5. Completion of training and removal procedure

5.1. Trainees are enrolled in a training course at the Training Centre on the basis of a personal request or a commission by a company. On enrolment on a course, a training contract is entered into between the school's representative and the trainee's/company's representative, stating the time, duration and place, of training, the amount of tuition and the payment conditions thereof.

5.2. A trainee will be removed from the school on the basis of a request, non-payment of an invoice or breach of contract. Every incident is reviewed on a case-by-case basis.

5.3. A trainee completes the selected training when they pass the relevant test, assessment or examination.

5.4. After successful performance in the final test, assessment or examination, the graduate will receive a certificate or a notice from the education institution in accordance with § 3 of the Continuing Education Standard².

5.5. To obtain feedback on the training, graduates complete an anonymous and voluntary questionnaire at the end of the course.

6. Cost of training

6.1. The cost of the train driver certificate and other training depends on the size of the programme.

6.2. Payment for the training will be made on the basis of an invoice before the training

¹ [Personal Data Protection Act – Riigi Teataja](#)

² Text size:SmallMediumLarge Continuing Education Standard
(<https://www.riigiteataja.ee/akt/126062015009#para3>)

starts. The invoice will be sent by e-mail. Tuition must be paid before the start of the course on the basis of an invoice or before the end of the course following a payment schedule established by the education institution. If full payment has not been made by the final date of the training, the education institution has the right to refuse to issue a certificate to the participant.

6.5. It is possible to pay for the training in instalments, subject to a separate agreement with the payer.

7. Training Centre lecturers

7.1. All training will be provided by experienced specialists from other railway companies of AS GoRail with the involvement of professional trainers who have been granted the relevant education or activity licence by the Ministry of Education and Research or hold other international training certificates entitling them to conduct safety training and issue certificates.

8. Withdrawal from training

8.1. If the person enrolled is not able to attend the training, the school must be informed immediately by e-mail. (koolitus@gorail.ee).

8.2. The tuition will be refunded 100% if you give notice of withdrawal up to 7 days before the start of the training.

8.3. The tuition will be refunded 75% if you give notice of withdrawal 2-6 days before the training.

8.4. No refund will be made upon notice of withdrawal less than 48 hours before the start of the training.

9. Discontinuing training

9.1. Discontinuation of training is non-refundable. If there is good reason for discontinuing the course (health reasons, secondment, etc.), the trainee will be given the option of joining the next group.

10. Procedure for resolution of disputes

10.1. Any disagreement and disputes between the School and the Trainee/lecturer will be resolved first and foremost by negotiation.