3000 IT სპეციალისტის უფასო გადამზადების პროგრამა

საქართველოს ინოვაციების
და ტექნოლოგიების სააგენტო

Admission guide for applicants from Selection December 2021, that are not selected and enrolled as students

May 2022

v.1.0

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   1/14

Important:

1. Dear applicants, please pay attention to your names to be entered correctly. Do not change them after the application is submitted. The first name / last name in the application form and the upload CV file should be the same as your ID card/passport in English alphabet. Upon successful completion of the entrance exams and meeting the requirements of the program, the same data will be used during contract preparation between you and GITA and further reporting of the program.
2. The editing of the personal data tab is possible **before submitting your first application for a preferred course**. After submitting the first application, your personal data is locked and cannot be edited as our consultants may already started evaluation of your application and changing your data will make your evaluation invalid.
3. If you need to edit your personal data and/or change an already submitted application, **please send an inquiry to gita@newhorizons.bg with a precise description of the change you wish to make.**
4. Important:
   One candidate may have only one profile to apply in this project. If we found duplicate profiles with different emails, both profiles will be marked as invalid, and application will be awarded 0 points.
5. Changing your preferences or editing of your application after 5th of June 022 is not allowed.

This is summary of major steps during admission process:

- Create an account
- Upload CV and accept legal consents
- Apply for 1 or more courses
- Submit pre-selection readiness assessment and demographic survey
- All applicants will need to submit pre-selection assessment. The assessment will be held on the portal: www.classmarker.com.
- Only applicants that submit pre-selection assessment and have 30% or more will be reviewed for selection.
- Application CV and documents will be reviewed by our Selection Team.
- Our Selection Team will prepare short-list and wait-list for each of the planned courses.
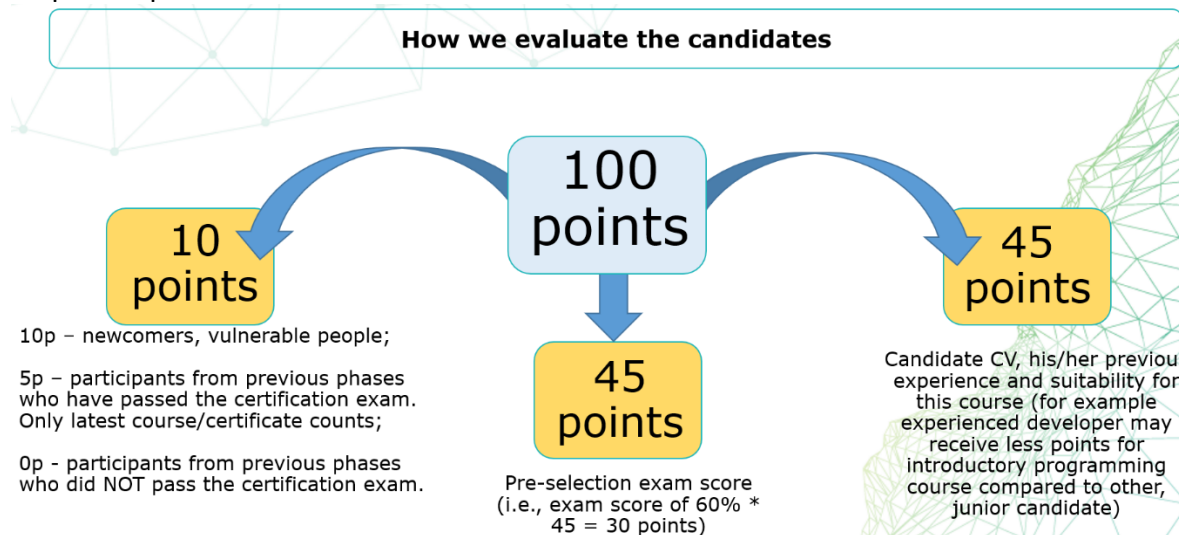
Note: Student demand may be different from initial project plans and may lead to rearrangement of number of students and number of courses

- Agreements between short-listed students and GITA will be signed.
- Start of training. Not all groups will start at the same time.
- Completion of training.
- Completion of certification.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   2/14

Criteria and rules:

Final score is defined according to the following criteria and rules:

1. Previous experience with this project – Applicant can receive maximum 10 points:
   - 10 points for new applicant (i.e an applicant that don't have an agreement with GITA for participation in project ICT3000 – this is for selection December 2020 and January 2022);
   - 10 points for people from vulnerable groups;
   - 5 points for certified student from previous intakes – December 2020 and January 2022. Only latest course/certificate will be count, for example:
   a) if an Applicant participated in December 2020 and FAIL the exam and participate in January 2022 and PASS the exam, then he/she will get 5 points;
   b) if an Applicant participated in December 2020 and PASS the exam and participate in January 2022 and FAIL the exam, then he/she will get 0 points;
   - 0 points for students, selected for previous intakes and cancel the contract or did not certify successfully. Only latest course/certificate will be count.
2. Pre-selection exam (different for each course) - up to 45 points.
3. CV score which includes current experience, skills and accomplishments of the applicant and his/her suitability for this course – up to 45 points.

How we evaluate the candidates

100 points

10 points

10p – newcomers, vulnerable people;

5p – participants from previous phases who have passed the certification exam. Only latest course/certificate counts;

0p - participants from previous phases who did NOT pass the certification exam.

45 points

Pre-selection exam score (i.e., exam score of 60% * 45 = 30 points)

45 points

Candidate CV, his/her previous experience and suitability for this course (for example experienced developer may receive less points for introductory programming course compared to other, junior candidate)

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   3/14

Visit our website https://ict.gov.ge to learn about the program and desired courses.

Then push on the button - "Fill Application" and you will be redirected to our Learning Management portal at https://gita.classter.com/Actions/Registration.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   4/14

Now you can apply for the program following the processes in the diagram at right.

This guide is for Applicant from January 2022 selection, who is not selected and enrolled into courses.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   5/14
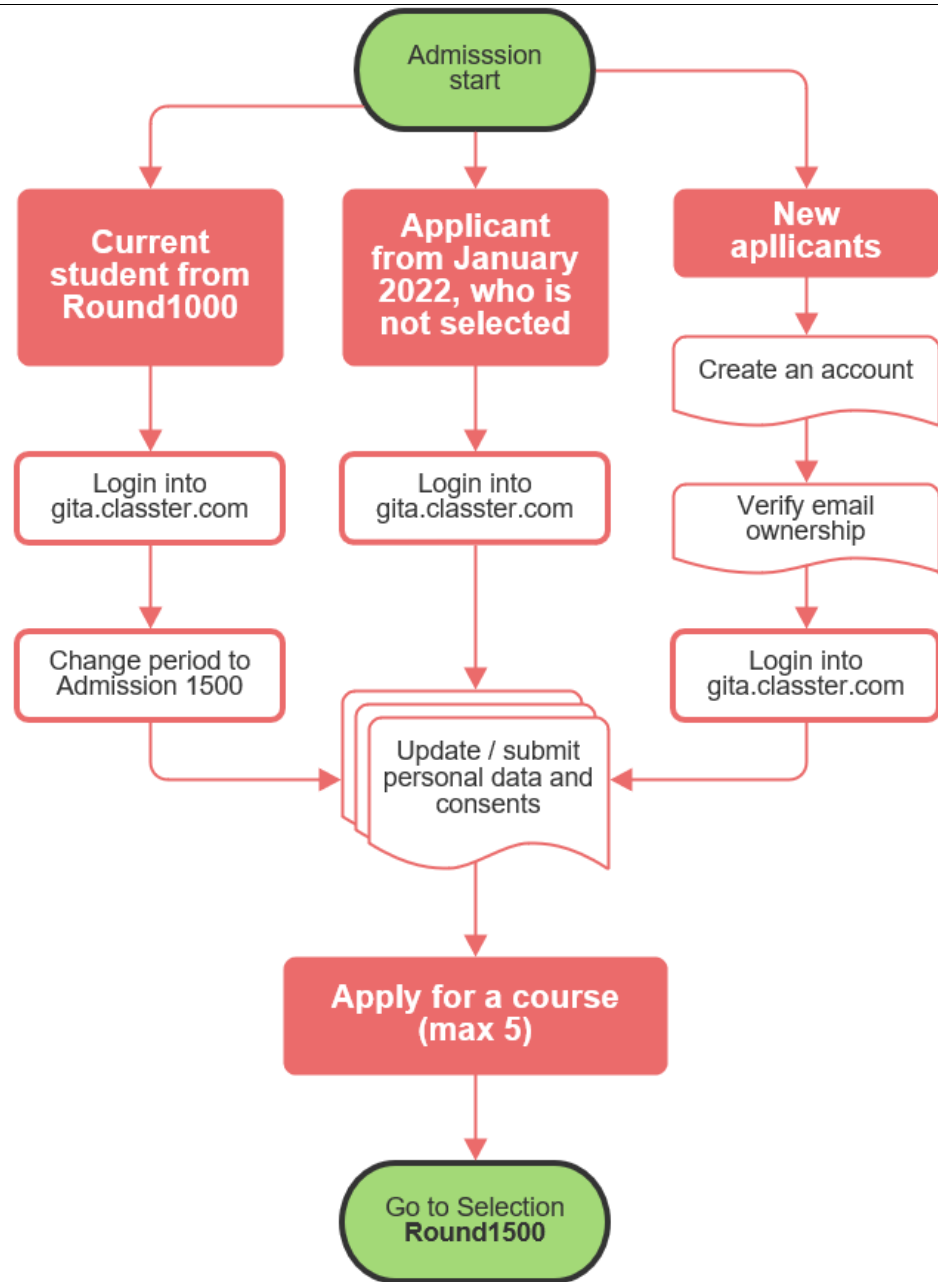
- ➢ If you have participate in Round 1000 Admission in December 2021, you already have an user account in Classter.
- ➢ If you are not sure, go to https://gita.classter.com/Actions/Registration, fill in the required information in each required field and press "Sign Up".

If there is a message "**This e-mail is already associated with an account. Please logon to proceed or reset your password here.**" , you have two options:
  - o **Logon** with your user name and password to gita.classter.com;
  - o **Reset** your password here.

Georgia's Innovation and Technology Agency

Please fill in the required information in each required field!

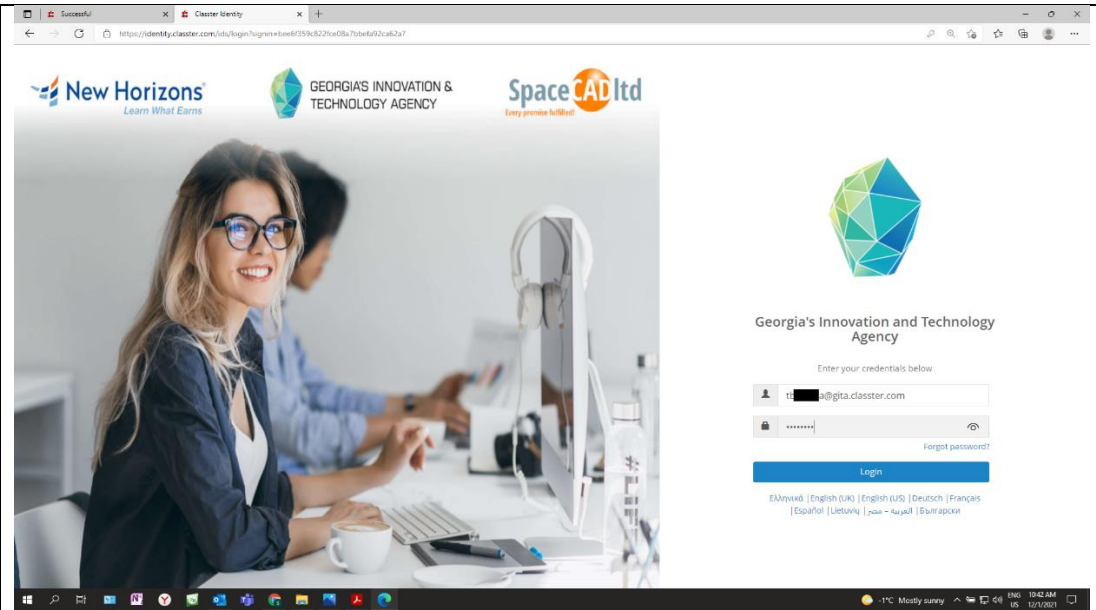- This e-mail is already associated with an account. Please logon to proceed or reset your password here.

First Name *   Last Name *

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   6/14

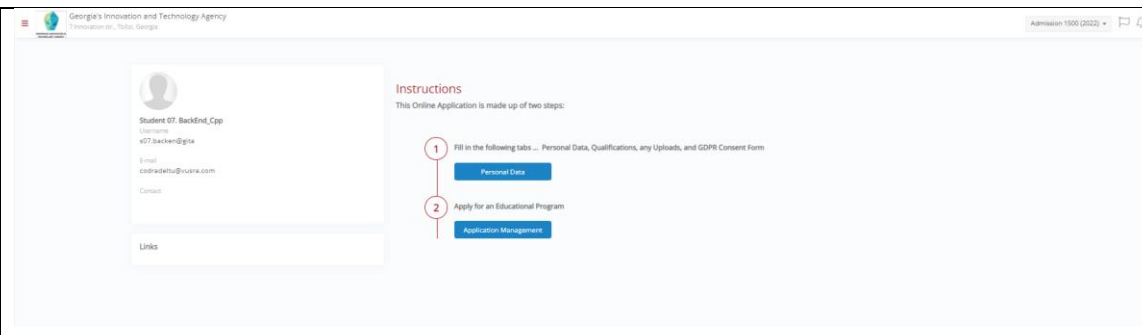|	
1. <u>Sign In</u> at https://gita.classter.com ➤ Your account data (user name and password) are the same like in the Admission period for Round 1000, in December 2021.	
2. Accept the Terms and conditions of use of the learning portal	

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   7/14

3. Applicant Dashboard

4. Update your personal data

We need this minimal subset of data:
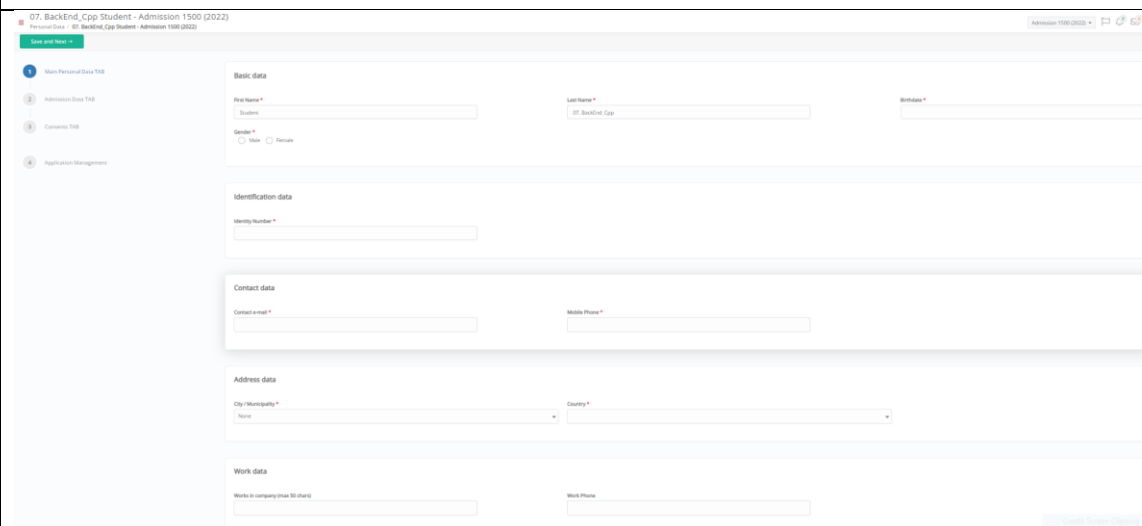
- First name, Last name
- Birth day
- Gender
- Identity number
- Contact Email
- Mobile phone
- Country
- City/Municipality

Note:

Please pay attention to your names to be entered correctly.

The first name / last name in the application form and the upload CV file should be the same as your ID card/passport in English alphabet (example Giorgi instead of გიორგი)

Do not change them after the application is submitted.

1. Upload your CV – submit your CV in English and point in it all your certificates, links to portfolios, etc.
2. You may also upload additional documents – certificates
3. If applicable provide Special Educational Needs Certificate

   (This is if you are part of one of vulnerable groups: Social Vulurable Families whose SSA score is no more than 100,000 and Individuals with SSA Social Packages)

   Such an applicant (after verification) will receive an additional 10 points like new applicants, no matter of his/her previous experience with this project.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   9/14

4. Confirm that you are familiar with the terms and conditions to participate in this program and the other applicable consents.	**Terms and Conditions** ⌄ *I confirm that I am familiar with the terms and conditions to participate in this program: 1. The Student is obliged to attend the trainings organized by the Agency, to complete the training course with minimum attendance of 70% or with minimal score of 50% in the internal exam 2. The Student should complete the real project / online resume (when is applicable) and passing the internal exam with minimal score of 70% in order to be allowed to participate in the international exam 3. The Student is obliged to take the international certification exam after completing the training course and if the international exam is scheduled (or exam voucher is provided) for him/her 4. The Student is obliged to provide the necessary technical resources for online training by himself/herself, such as a computer connected to the Internet with the minimum configuration (for more details please visit https://ict.gov.ge) --Моля изберете-- Подпис I agree that my data will be processed by GITA and that GITA can contact me if I'm selected for this program. ⌄ * --Моля изберете-- Подпис I agree my data to be shared with potential employers ⌄ * --Моля изберете--
5. Apply for the desired program	☰ **Application Management** Application Management **My Applications** ➕ Create a new application ☑ See applications from previous Intakes ≣ ➕ Create a new application

6. Select desired course

6. Submit the application for desired course

* If you are not sure about some of the courses, please **save them as a Draft** and come to the portal later to review and confirm your final decision.

You can delete any Draft applicaition at any time.

Draft applications will not be processed for review.

After submitting of the application it goes for review by our selection team and any change may invalidate their work. For change to submitted applications please send email to gita@newhorizons.bg.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   11/14

Application Management

+ Create a new application

☑ See applications from previous Intakes

☰	**Normal** 2022 Intake | End Date: 30/06/2022 23:59 | New Applicant (ICT Training Course)				
	Georgia's Innovation and Technology Agency Institute	Project Management and Business Analysis Course Category - Code	Project Management and Business Analysis Course Category - Title	PM: IT Project Management Course	03/05/2022 15:01 Submitted
	My Priority: 1	Application ID: 9399			👁 View 🖨 Print

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   12/14

7. Create a new application for each of desired courses (max 5).

➢ Reorder courses as per your preferences by drag and drop.
➢ Please note that it is not possible to reorder your preferences after the deadline for application submisstions.

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   13/14

8. Application submission confirmation email	➤ After the application is submitted, the applicant will receive a confirmation via email:
	New Submitted Application
	GITA <noreply@gita.newhorizons.bg> Thu 5/5/2022 9:30 AM To: You
	Student Application.pdf 198 KB
	3000 IT სპეციალისტის უფასო გადამზადების პროგრამა
	Hello NikolayTest Hotmail PenevTestov, Your application has been successfully submitted. You can find attached a hard copy of the applications including your consents provided. We will proceed with your application as soon as possible and we will contact you. Thank you, The Gita's Institute Admission Office This is an automatically generated email. Please do not reply to this email.

For contacts: gita@newhorizons.bg

Client: Georgia's Innovation and Technology Agency (GITA) Project: Georgia National Innovation Ecosystem Project (GENIE) – P152441

admission_guide_for_applicants_from_round1000_that_are_not_enrolled_v1.docx   14/14